

Roosevelt Middle School

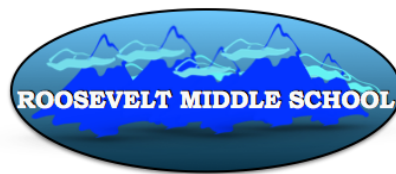
Parent/Student Handbook 2019-2020



PO Box 1090
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Red Lodge MT 59068
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Welcome to Roosevelt Middle School



"Building a Foundation for Life"

Red Lodge School District

Roosevelt Middle School

MISSION

The Mission of the Red Lodge Schools is to support and challenge all students to reach their maximum potential through a rigorous curriculum in a safe, nurturing and orderly environment. We are committed to building positive relationships between students, staff, administration, and community in order to provide effective student achievement through high expectations and frequent assessment.

VISION

Building a Foundation for Life
(academics and education, social and life skills, character)

CORE VALUES – the “5 Roosevelt Mountains”



7 CORRELATES OF EFFECTIVE SCHOOLS

- * A clearly stated and focused mission
- * Instructional Leadership
- * Frequent monitoring of student progress
- * A safe and orderly environment
- * High expectations for all students
- * Maximize learning opportunities
- * Positive communication – school, home and community

FOUNDATION THAT HOLDS IT ALL TOGETHER

School Climate and Culture – “the heartbeat of a school”

ROOSEVELT MIDDLE SCHOOL

" Building a Foundation for Life "

RESPONSIBILITY * INTEGRITY * PERSEVERANCE * RESPECT * SAFETY

Dear Roosevelt Families,

Welcome back! We are excited to begin another great year here at Roosevelt Middle School. On behalf of the staff and myself, I would like to welcome you to our school. We believe that our school needs to be a place where students are allowed to imagine, create, learn, explore and unlock their full potential. A core value and belief at Roosevelt Middle School is that all kids can and will be learners! Our mission and commitment is to provide a school culture and learning environment that promotes high expectations and standards for academic achievement, as well as being a place that ensures every student belongs, feels welcomed, and is an important part and member of our school community.

Here at Roosevelt Middle School, in addition to our academics, we focus daily on teaching important character traits to our students. We call these our five *"Roosevelt Mountains."* We seek to utilize these mountains to prepare our students to be upstanding citizens and all-around good people. These 5 mountains are *mount responsibility, mount respect, mount perseverance, mount integrity, and mount safety.*

We take very seriously the privilege and challenge to provide your child(ren) with a quality well rounded education. Our year at Roosevelt Middle School will be full of high level thinking, academic challenges, skill building, and character development that will challenge each of our students. As we do this, we are committed to open and positive communication with our school families so that you remain very involved in the education of your kids!

The purpose of this handbook is to provide you with important information that will allow you, as students and parents, to be supporting partners in this exciting journey. It is available to all students as a ready reference to information necessary to understand the daily operations of our school.

Please take a few moments to carefully review the procedures, expectations, and information contained in this handbook with your child(ren).

With enthusiasm, I look forward to a great year here at Roosevelt Middle School where we daily put forth our vision to *"Build a Foundation for Life."*

Sincerely,

Jason Reimer and the Roosevelt Staff

"Education is the most powerful weapon which you can use to change the world."

- Nelson Mandela

ROOSEVELT MIDDLE SCHOOL STAFF

2019-2020

Administrative Staff

John Fitzgerald
Jason Reimer
Kathy Sommerfeld

District Superintendent
Middle School Principal
Administrative Assistant

Teaching Staff

Tonya Henry
Lori Bremer
Pam Nell
Courtney Halvorsen
Steven Morris
Jolinda Hill
Becky Eichelberger
Monica Thuesen
Janice Jones
Betsy Lauritzen
Travis Burdick
Jennifer Coutts
Nicole Nelms
Allyson Lammiman
Justin Elton
Tootsie Schrowe
Kirt Nell
Bridget Morse

Counselor, Language Exploration
Reading/Language Specialist
Science
Language Arts
Social Studies
Math
Physical Education
Special Ed
Library
Art
Music
Band/Choir
Technology Instructor
Agriculture Education
Industrial Arts
Title I, Data and Testing Coordinator
Technology Coordinator
Technology Aide

Support Staff

Jessica Bauer
Penny Prophet
Meredith Ward
Amy Russell
Jim Fletcher

Speech Pathologist
Paraprofessional
Paraprofessional
Food Services Director
Facilities

Introduction

Our philosophy here at Roosevelt Middle School is centered around the commitment to having a school that both academically and culturally reaches the needs of all students. In turn, we expect our students to adhere to our set school rules and expectations, to strive diligently to improve daily and maximize their academic achievements, and to actively work to display the character attributes found in our five Roosevelt Mountains: *responsibility, respect, perseverance, integrity, and safety*. Each and every student at Roosevelt Middle School matters to us and our goal is to provide for them a great school and positive middle school experience.

Academics

We believe it is the role of our school to provide a stimulating environment, which will enable students to acquire not only knowledge and information but also the attitudes, values, understanding, appreciation and skills necessary for responsible participation in a democratic society.

The staff at Roosevelt School believes in keeping parents informed. We do this formally through the Roosevelt Minute (*emailed out every other week*), personal letters, emails, our RMS Facebook page and parent-teacher conferences. We also will communicate informally via phone calls, notes and in person. Parents are an essential part of communication as well and we welcome comments, phone calls, emails, and in person visits from parents.

Curriculum, Grading, and Homework

Each teacher will inform students of classroom procedures and expectations, curriculum, grading criteria, and homework. When utilized properly, we believe homework can be a valuable aid in helping students make the most of their experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons; extending and generalizing concepts, teaching responsibility and helping students develop positive study habits.

On average middle school students at RMS should not have more than 45 minutes of homework per night.

Curriculum

Each teacher will discuss and clarify with students the standards, content, requirements and procedures for each specific course. Course goals and targeted performance outcomes will be provided for each specific course.

Grading

The evaluation of students' academic progress will be indicated by means of letter grades, which represent the following numerical values:

A	93% - 100%	A-	90% - 92%	B+	88% - 89%
B	83% - 87%	B-	80% - 82%	C+	78% - 79%
C	73% - 77%	C-	70% - 72%	D+	68%-69%
D	63% - 67%	D-	60% - 62%	F	59%

Report Cards, Mid-Quarter Reports and Weekly Reports

Report cards will be issued following the end of each nine-week grading period. At the end of the first and third quarters, parent-teacher conferences will be held to discuss student progress. Weekly grades will be uploaded/updated by 8:00 am every Monday on Infinite Campus. If parents do not have internet access to Infinite Campus, they are encouraged to contact the Roosevelt Middle School office to set up a mailing of weekly grade reports. Parental involvement is extremely important in all aspects of a student's progress, and we urge parents to take an interest in their children's studies, extracurricular and sports activities. If a parent has a question or a concern about their child's grades, it is imperative that the parent contact the classroom teacher.

Honor Roll

Roosevelt Middle School seeks to recognize the hard work and academic achievement of our students in the classroom. Students with a 4.0 grade average will be selected for the Superintendent's Honor Roll. A 3.67-3.99 average will qualify a student for the Principal's Honor Roll and a 3.0 to 3.66 average will place a student on the Honor Roll.

Homework/Late Paper Policy:

1. Turning work in on time is an important responsibility here at RMS. Students will be required to contact parents when work is not completed and turned in on time. It is highly recommended that students stay after school/attend learning lab to complete any work that has not been turned in for that particular day. In some cases, *(chronic late work/2 or more weeks with a failing grade on weekly grade reports during a quarter)* students may be asked or required to attend a learning lab until the work is completed and/or the failing grade improves. *(See schedule of available learning labs/academic assistance below).*

Students who are participating in an extra-curricular activity who have a failing grade in a class for a second week or more on the weekly grade report during a quarter will be required to attend the after school learning lab prior to attending practice each day. This lab will run from 3:30-4:00 PM. Once the grade is no longer failing (0-59.4%), the student will no longer be required to attend learning lab/after school academic assistance.

2. Partially completed papers will be graded accordingly by the classroom teacher.

3. **Work Completion Gates:** Work Completion Gates are put in place to hold students accountable to turn in late/incomplete work within a reasonable amount of time. Each 9-week quarter is broken down into approximately three 3-week sections. Students will be allowed to turn in late/missing work at any point during that 3-week section. The end of a 3-week section will be called a *work completion gate*. Once we have passed through a *work completion gate*, unexcused late/missing work from prior to that date will no longer be accepted for credit or a grade.

Note: *Students who have excused absences in the days leading up to a work completion gate will be given the allowed amount of time to get work turned in for credit.*

2019-2020 WORK COMPLETION GATE DATES:

QUARTER 1

September 20
October 11
October 31

QUARTER 2

November 22
December 19
January 16

QUARTER 3

February 7
February 28
March 20

QUARTER 4

April 17
May 8
May 28

4. **Unexcused Late work:** Students who turn in completed *unexcused* missing/late work prior to the end of a work completion gate will receive at a minimum 50% credit for the turned in work. After the date for a work completion gate has passed, students will no longer be given credit for late work.

5. **Excused (absence) Late work:** Students who miss school for reasons that are excused (*i.e. medical appointments, illness, family trips, school activities etc.*) will be given two days for every day they were absent to make up work and get it turned in. Within this time frame, work is not considered late and will be issued full credit based on the grade they have earned. Once those days have been used, if an assignment is still missing, it will then become *unexcused* late work. **Note:** *Students who have excused absences in the days leading up to a work completion gate will be given the allowed amount of time to get work turned in for credit.*

Learning Lab/Academic Assistance:

Learning Labs (outside of school academic assistance) will be provided for all students who need tutoring, or time to complete late or incomplete assignments.

Learning Labs will run as follows during the school year:

Monday:	8:00-8:50 am	3:30-4:00 pm
Tues-Thurs:	7:30-8:00 am	3:30-4:00 pm
Friday:	7:30-8:00 am	

Student's may self-select themselves to participate in a learning lab or they may be referred by a parent or staff member. Student's will be referred to the after school assistance program based on the following issues: (*Poor Grades, not completing/turning in homework, chronic absenteeism, 2 or more weeks with a failing grade on the weekly grade report during a quarter*). Student's may also arrange for academic assistance before school by setting up a direct appointment with the classroom teacher.

Course Completion/Promotion Requirements

Roosevelt Middle School students are required to receive a passing grade in at least 3 of 4 quarters of yearlong courses, and 1 of 2 quarters of semester long courses. Students who end the school year with 2 or more F's in a required class on their report card will be required to attend summer school in order to earn course completion and promotion to the next grade level. (*Summer School takes place within two weeks of the school year ending. Length of summer school will range from 3-5 days depending on the amount of make-up work that is required.*) Students who receive an "F" in a class during the first three quarters will be given the opportunity to attend Saturday School and take part in our "***It's Your Choice Responsibility Program***" where they will have the opportunity to make up missing/incomplete work in order to improve their failing quarter grade to passing.

"It's Your Choice" Responsibility Program

Roosevelt Middle School believes responsibility and accountability are life skills. Therefore, students will learn, through the "***It's Your Choice***" Responsibility Program, the importance of being accountable, time-management, and perseverance, and meeting goals.

1. Students in grades six through eight must pass the following classes each quarter: Language Arts, Math, Science, Social Studies, HE, Technology, and Art.

2. In order to receive a passing grade for a failed quarter, students will be required to redo work that was failed and/or missing/incomplete during Saturday Schools that will be offered at the end of each of the first three quarters. Opportunity to complete this work will not be offered during the normal school week and must be completed by attending Saturday School. This work must be completed no later than 3 weeks after the end of the quarter (*per the Saturday School schedule*) in which a student failed a class. Each teacher will provide an outline of the work that will need to be completed by the student. Students who enter the *"It's Your Choice"* program may also be placed into our RTI/MTSS program for additional support.
3. As soon as the student has completed all of the required work necessary to earn a passing grade, they are no longer required to attend Saturday School.
4. Making the decision not to attend Saturday School means that the student has made the choice to fail the quarter. Therefore, he or she will not be able to make up the failed work resulting in failure of the class for that particular quarter.
5. **Note:** Students who fail two or more quarters of a class will be required to attend summer school in order to earn course completion and promotion to the next grade level.

Attendance

We have high expectations of our students; therefore, we expect them to be present and punctual for all classes throughout the year. This enables students to make the most of their learning environment. Regular and punctual attendance is essential in the development of sound character and in the creation of an effective learning environment. Class attendance and participation are requirements for successful course completion. Therefore, the maximum number of absences a student may have in any class for any reason is ten (10) per semester. Absences relating to school sponsored activities do not count toward the ten-day total.

Parents are required to call the school as soon as possible on the morning of an absence. If a parent fails to call and explain their child's absence; the secretary is required by law, to make every effort to contact a parent. If a parent has not been contacted during the day of the absence, a note must be sent to the office the next day to explain the absence. The telephone number for Roosevelt Middle School is 446-2110.

Parents/Guardians are required to sign their child out at the office if they are checking out of school for the day.

Absences

Excused Absences are defined as those caused by illness, death in the immediate family, or inclement weather. This type of absence is considered excused when the school is notified of the absence.

If a student becomes ill at school, the student's parent(s) or emergency surrogate will be notified. It will be the determination of the parent or the designated emergency person as to whether or not the child will remain at school or go home.

Unexcused Absences (truancy) are defined as being absent without parental knowledge. Students who are *truant* will be assigned an after-school detention(s) (*U-Turn*) in order to make up work that was missed. Parents will be notified and a parent conference will take place before the student is allowed back into class. Additional consequences may be assigned by the principal.

Avoidable Absences are defined as absence with parental knowledge. They are absences for reasons such as doctor or dental appointments, vacations, shopping, hunting, etc. This type of absence will be considered excused only if arrangements are made with the office prior to the absence. Students will be required to complete a Planned Absence form. A Planned Absence form is available in the office, and must be signed by each teacher (who will give the assignments to be done for the time of absence), and parent. This form must be returned to the office **prior** to the absence. A copy will be made for the student.

Excessive Absences: If a student misses more than ten (10) days (per semester), the parent must meet with the Roosevelt Middle School Attendance Team. The following procedures will be followed:

1. After five (5) absences, no matter what the reasons of the absences, the principal will send out a letter informing the parent/guardian of the absences.
2. After seven (7) absences, a second notice will be sent to the parents/guardians.
3. After ten (10) absences the student, with parental accompaniment, must meet with the school attendance team.
4. The school attendance team will review the absence report to determine a plan of action.
5. The team can, after hearing a student's/parent's appeal, put certain stipulations on a student whose grades/status will be dependent upon an agreement reached with the student and parents concerning attendance for the rest of the semester.
6. The student has an opportunity to appeal to the School Board. The Board's decision is final.

Student Data

Change of Address or Telephone Number

At the beginning of the year, each family will be asked to supply the office with current addresses and telephone numbers. Please notify the school office immediately of any address or telephone number changes. This is crucial in the event of an emergency when parents would need to be contacted.

Withdrawal or Transfer

Students who are withdrawing or transferring must notify the office in advance. Before leaving, the student must complete a Check Out Sheet. The student must return all textbooks, library books, athletic equipment, etc. Lunch accounts must be paid. Fines will be levied for school items not returned or returned damaged.

Behavior Expectations and Policies

Roosevelt School has high conduct and behavior expectations for our students. It is the school's responsibility to provide an environment that will enable the student to learn, grow as a person, and function as a good citizen. A behavior plan/code of conduct, policies, and measures of discipline shall be employed to establish a favorable and positive learning environment free from distractions and misbehavior.



“Reach for the Summit”

Roosevelt Middle School Code of Conduct

We will promote, instill, and recognize behaviors that reflect the kind of character in our students that helps give them a great foundation for their lives. *“Reach for the Summit”* code of conduct is centered on the following three things:

- Promoting, Modeling, and Instilling in our students, behavior and character that reflect our *“5 Roosevelt Mountains”* – **Responsibility, Respect, Perseverance, Integrity, and Safety**
 - Recognizing and Rewarding students who actively and consistently choose behavior, actions, and character that reflect our *“5 Roosevelt Mountains”*
 - Holding students Accountable for Actions and Behavior that conflict with our *“5 Roosevelt Mountains”*
-

At RMS, we will actively strive to teach and instill, as well as recognize positive actions and behavior that reflect the following:



RESPONSIBILITY

- Making good choices; Accepting responsibility and consequences for one’s own actions when poor choices are made; Avoiding blaming others for things one’s self is personally responsible for;
- Being prepared each day for school and class;
- Getting quality work done and turned in on time;



RESPECT

- Treating others in a way that you would like to be treated; Speak to, and about others in a way you like them to speak to you, and about you;
- Being respectful, courteous, and attentive to teachers / staff, classmates, and guests in our school;
- Taking pride in how we use and treat our school facilities and property;



SAFETY

- Making a commitment to keeping our school physically *safe* by following the *Hands-Off Policy*, and immediately reporting any threatening or violent behavior that is either taking place or may take place;
- Treating the opinions, ideas, views and beliefs of others with respect;
- Making a commitment to ensuring our school is a place where all students feel welcomed, accepted, and valued;



INTEGRITY

- Choosing to do the right thing, even when nobody is watching;
- Choosing honesty; Saying no to cheating, lying, and stealing;
- Refusing to do or say things that would harm one's own reputation, hurt others, and negatively affect one's school, home, and community;



PERSEVERANCE

- Refusing to quit, but rather choosing to persevere through things that are difficult;
- Making a daily commitment to a consistent work ethic;
- Overcoming frustrations, set-backs, and fears with a "can do" and "I will" attitude;

The Roosevelt Middle School administration and staff will actively seek to recognize and reward students for commendable actions, services, and achievements throughout the school year as they relate to the 5 Roosevelt Mountains and the "Reach for the Summit" code of conduct.

We will also hold students accountable for negative actions and behavior that conflict with our 5 Roosevelt Mountain Character Traits. Our "Reach for the Summit" code of conduct will be used to help students identify concerns with their behavior as well as helping them understand the consequences of their actions.

General School Expectations

It takes each student being committed to, understanding, and following the set expectations of Roosevelt Middle School so that our school culture creates a place where students can study, learn, and develop positive relationships.

The rules that are found here are established to help create a safe and positive school culture and climate so that we can fulfill the mission and vision of Red Lodge Public Schools and Roosevelt Middle School.

In addition to our 5 Roosevelt Mountain Core Values, general expectations for our students include:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, exercising self-discipline.

- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet and adhere to the Roosevelt Middle School dress code.
- Be committed to following all classroom rules and expectations.
- 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.

Good manners and concern for the rights, feelings and safety of others require that certain standards of conduct be met by our students. Students are asked to meet the following expectations here at Roosevelt Middle School:

- **HATS:** Unless granted permission for special events by a teacher and/or the principal, hats are not allowed to be worn in the building during school hours.
- **DISPLAYS OF AFFECTIONS:** Students are asked to refrain from inappropriate displays of affection toward other students.
- **PROFANITY:** Profanity and obscene gestures are unacceptable in general conversation and being used directly towards others.
- **HALLWAYS:**
 - No running in the halls or on the stairs.
 - Stay to the right when walking in the hallways or going up and down stairways. *(except for the music/cafeteria hallway where students walk on the left side)*
- **HANDS OFF:** Absolutely no horseplay, pushing, shoving inside or outside of the school building/property before, during, or after school. We have a *hands-off policy* here at Roosevelt Middle School.
- **FIGHTING:** Fighting will not be tolerated in the building or on school grounds. Middle school students are expected to make the right choice in avoiding physical confrontations. Any student who engages in fighting will be subject to school discipline which could be suspension and/or expulsion.
- **GUM:** Unless given permission by administration and/or staff, chewing gum is not allowed.
- **FOOD/DRINK:** Water bottles are allowed in school and the classroom. Other drinks are allowed only with the permission of the classroom teacher and/or principal. Appropriate snacks are allowed in the classroom/hallways with permission of the classroom teacher and/or principal.

Student Behavior in the Cafeteria

Eating lunch in the cafeteria and commons is a privilege. If students choose to disregard the rules, the privilege can be taken away. General expectations include:

- Students are expected to show good manners, consideration, and courtesy toward others in the cafeteria/commons;
- There is to be no running or pushing in or on the way to the cafeteria/commons;
- Students are asked to keep voice at a “restaurant” level in the cafeteria/commons
- The misuse and/or throwing of food will not be tolerated;
- Sit in the designated area whether that be the cafeteria, or grade level lunch in the commons;
- Students are asked to tidy up their area/space leaving tables neat and clean when they are finished eating ;

Student Behavior in Common Areas

- Walk only, while in the building;
- Keep hands, feet and objects to self;
- When “*In Motion*” from class to class or place to place, stay to the right including on the stairway. (**Note:** The cafeteria hallway, students stay LEFT) ;
- Respect school property and space by treating it appropriately;
- Respect the rights of others;
- Keep voice levels at a “*restaurant level*.”

Cheating and Plagiarism

Students who use plagiarized papers/projects or are involved in any form of cheating, whether giving or receiving information, will receive a zero for that work and/or disciplinary action for a first offense. All incidents of cheating shall be reported to the principal and the parents. For a second offense, a meeting will be set up with the student, parent and principal to determine consequences and develop a plan of action.

Assemblies, Concerts and Ball Games

Our students are mature and respectful and we expect that attitude of maturity and respect to be particularly evident during assemblies, concerts and ball games. Generally, seating assignments are given for such events, and students will remain seated, avoid chewing gum, and leave their hats off at indoor events. Students who misbehave during these events will be asked to leave, may lose the privilege of attending the events in the future and may be disciplined.

Assemblies are excellent educational opportunities for our students. When attending assemblies, we ask that students respect those speaking and presenting. During these assemblies, it is expected that our students:

- 1.) Respectfully remain quiet and attentive during the entire presentation/program.
- 2.) Be courteous of others during the presentation/program.
- 3.) Remain seated until they have been dismissed from the assembly.

RMS Student cell phone policy

Students are not allowed to use personal cell phones during the school day. Students who have cell phones at school must be certain that they are turned off at all times and kept in a secure place. (*locker, back-pack, or in a slot/box in the school office*) Students may not have their cell phone on their person, with them in class, or during the school day, including lunch. The office will provide a secure place for students to store cell phones if they so choose. Cell phone usage may resume after school hours. Consequences for students who violate the cell phone policy as follows:

First Offense: Cell Phone will be taken from the student and brought to the office. The student may pick up their phone at the end of the school day. Parents will be notified that their student violated the RMS cell phone policy and that a *second offense* will result in the parent having to come to the school to pick up the cell phone.

Second Offense: Cell Phone will be taken from the student and brought to the office. The student’s parent/legal guardian will be required to come pick up the cell phone. The student will be required to turn their cell phone into the office for 9 weeks

(*equivalent to one quarter*). Additional consequences may be assigned by the administrator.

Third Offense: Cell Phone will be taken from the student and brought to the office. A conference with the parent, administration and student will take place. The student will serve a consequence to be determined by the administration and be required to turn their cell phone into the office for the remainder of the school year.

At no time will visual cell phones and/or visual recording or picture taking equipment be allowed in locker rooms/restrooms. This action will be considered a major violation and will result in immediate consequences determined by administration.

Any cell phone or electronic device that causes disruption to the overall educational climate or safety of the school can be confiscated by a teacher, paraprofessional, or administrator. Confiscated cell phones (electronic devices) can be picked up at the Roosevelt Middle School office by parents/guardians.

Student Appearance/Dress Code

It is essential that some school rules should exist so that the learning atmosphere will not be disrupted by student dress. Because a definite correlation exists between dress, attitude and achievement, students' dress should be neat, clean, properly fitting and meet the common standards of decency at all times. Students are expected to practice good hygiene daily. Facial hair must be well-groomed. Make-up or hair color/style that is a disruption to the educational process will not be permissible.

The personal dress and appearance of students is left to the good taste and discretion of each student and his/her parents/guardians, with the following guidelines:

The following clothing and accessories are not acceptable:

Accessories:

hats, bandanas, scarves, do-rags (for either sex), spikes, sunglasses, distracting accessories (bells, musical patches, etc.), cell phones/pagers/I-Pods, Walkman/stereo head phones

Clothing:

cutouts or slashes in provocative areas, absolutely no underwear showing, clothing that implies/states references to profanity, drugs, alcohol, violence, see-through clothing, midriff showing, gaping arm holes, backless shirts or dresses, shirts with less than a 1" strap, shorts and skirts less than fingertip length, pajama's

Leggings, spandex, tights or yoga-type leggings must be worn with a skirt/appropriate shorts, and/or a longer shirt/sweater that covers the posterior bottom

Please note that footwear is required. (*no open toe shoes in shop classes*)

During spirit weeks, the Principal shall have the discretion to allow certain attire. The Principal also reserves the right to define what is excessive or disruptive to the "educational environment" or the "educational process" and to require the student to change clothes or face possible suspension or disciplinary action.

The dress code is in effect during the school day as well as athletic practices, field trips and after school activities.

Bullying, Harassment, Intimidation, Hazing and Retaliation

The Red Lodge School District is committed to providing a safe, accepting, positive, and productive learning environment for students toward the goal of optimal personal and academic growth and achievement.

Bullying, harassment, intimidation, hazing, and retaliation behaviors will not be tolerated at any grade level. Students, staff, or third parties are strictly prohibited from taking any action that could be interpreted as bullying, harassment, intimidation, hazing, or retaliation for reporting such action.

This includes the use of electronic and/or social media both inside and outside of the regular school day that has a direct impact on the culture, climate and educational environment for a student.

Definitions,

Source: Montana Office of Public Instruction

Bullying, harassment, and intimidation, includes, but are not limited to the following:

- Any threatening, insulting, or demeaning gesture, or physical conduct, including any intentional written, verbal, or electronic communication.
- Causes a student physical and/or mental harm.
- Damages a student's property or places a student in reasonable fear of harm to the student or the student's property.
- Sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from access to educational opportunity and/or substantially disrupts the orderly operation of the school.

Electronic communication

- Includes any communication by any electronic device or other means, including but not limited to text messages, sexting, email, or use of social media.

Hazing

- An act against a student or coercing a student into a behavior that creates risk of harm to his or her person in order for the student to be initiated into, or be affiliated with a student activity, team, club or organization, or for any other purpose.

Retaliation

- An act or communication intended as retribution against a person who has reported an incidence of bullying.
- To improperly influence the reporting, investigation, or discipline that results from an incident of bullying.
- Includes, but not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or negative social contract toward a complainant, or any complainant or witnesses' relatives, friends or associates.

Sexting

- Sending sexually explicit messages or photographs, primarily between mobile phones, such as sending a text message or via social media.

Prohibitions

Source: Montana Office of Public Instruction

No school student or staff member will engage in the following:

- Bullying, harassment, intimidation, hazing, or retaliation of a student or staff member.
- Retaliation against a student or staff member for reporting an incident of bullying, harassment, intimidation, or hazing, or for participating as a witness in the investigation of such incident; or coercion of another person to commit bullying, harassment, intimidation, or hazing.

Bullying, harassment, intimidation, hazing, and retaliation is strictly prohibited:

- In a classroom or any other location on school premises, including without limitation, property used by the school for the purposes but not owned by the school.
- During any school sponsored or related program, activity, or function where the school is responsible for the student, including on a school bus, or other school-related vehicle.
- Through the use of electronic communication regardless of when or where it occurs, that substantially disrupts the orderly operation of the school or any school sponsored or related program, activity, or function where the school is responsible for the student.

Reporting

Source: Montana Office of Public Instruction

Students who feel they have been subjected to bullying, harassment, intimidation, hazing, or retaliation, or other students, parents, staff, community members believe they have witnessed or know of such treatment of a student may report the incident either in writing (via incident reporting form) or verbally to a school official. Failure to use the district reporting form will not cause the complaint to be dismissed so long as the written report provides sufficient detail for action by the school.

Any staff member who becomes aware of bullying, harassment, intimidation, hazing, or retaliation should attempt to resolve the matter immediately. When a staff member is made aware of unresolved incidents they shall fill out, or assist the student in filling the district reporting form and submit it to the school counselor or building principal within 48 hours of the incident.

Anonymous reports containing adequate detail to investigate will be investigated.

Incident reporting forms are available on the school district website, building offices, and classrooms.

Decisions made by the district may be appealed through district policy procedure form 4310F.

The following procedures will be used to handle reported incidents of bullying, harassment, intimidation, hazing, and retaliation:

- 1.) Student(s) will fill out the district incident report form. The building principal, guidance counselor or designated school official will meet with the reporting student to clarify all information reported.

2.) The incident will be investigated to determine if the reported action has occurred and if it is a situation where either bullying, harassment, intimidation, hazing or retaliation has occurred.

3.) If it has been determined by the investigation process that either bullying, harassment, intimidation, hazing or retaliation has occurred, the student will be assigned disciplinary action that may include (*but is not limited to*) one or more of the following:

- * Parent Notification
- * Apology Letter
- * Parent Conference
- * Reassignment of Seat
- * Escort of the Perpetrator
- * Payment for property damage
- * Suspension (*In-School or Out-of School*)
- * Expulsion
- * Loss of Privileges
- * Loss of Recess
- * Reassignment of Classes
- * Referral to, or appointment with school counselors or other professionals.
- * Detention
- * Referral to Law Enforcement

4.) Students that have been determined to engage in bullying, harassment, intimidation, hazing and/or retaliation will be subject to the following:

1st Offense: Before returning to class/school activities, the parents and student engaged in inappropriate behavior will meet with the Principal, consequence will be determined, and the student will be placed on a behavior contract and work with the school counselor to address the behavior.

2nd Offense: The student will be assigned between 1 and 3 days of out-of school-suspension. Parents and the student engaged in the inappropriate behavior will meet with Principal to determine if additional consequences need to be applied as well as continued placement on a behavior contract and work with the school counselor to address the behavior.

3rd Offense: If a third offense occurs, the student and parent(s) will meet with the District Superintendent to determine if it will be necessary to go before the Board of Trustees to assign a possible long-term suspension or expulsion.

Consequences/Disciplinary Action

The following consequences are options that may be selected based on the behavior/ actions of a student:

Warning: For minor and first-time offenses, often times a conversation with the principal, student, and if necessary the classroom teacher will be utilized to help re-direct students with the intended result being correcting the behavior and making better choices going forward.

Refocus: The student is sent to the office or another location in the building to simply refocus their mindset, behavior, and attention as well as reflecting on what they need to do differently in order to be successful in class/school.

Detention: Students who have repeated trouble with meeting the expectations, rules, guidelines of Roosevelt Middle school may be required to serve detention in a staff supervised classroom during recess periods, lunch times, and/or before/ after school. Parents will be notified when before or after school detention is assigned. At Roosevelt Middle School detentions are structured as follows:

- **Pull-Out:** Pull Out takes place during lunch. Students who receive a 4th *pull-out* in one quarter will be automatically assigned to an additional **U-Turn** detention that takes place after school from 3:30-4:00 PM. A 5th *pull-out* in one quarter will also require a meeting / conference with the parent(s), student, principal and in some cases classroom teacher.
- **U-Turn:** A U-Turn is the second level detention that takes place after school from 3:30-4:00 PM. Students who receive a 4th **U-Turn** in a given quarter may face additional consequences such as suspension and / or community service. When a **U-Turn** is assigned, parents will be notified and a parent, principal, student conference may be requested. At a minimum, upon an assigned 3rd **U-Turn** in any given quarter, a parent principal, student conference will take place.

Parent Conference: A parent conference may be required in certain instances where students are failing to meet the standards, expectations, and guidelines of our school

Behavior Contracts: Based on repeat offenses and chronic issues with a student failing to meet the expectations here at Roosevelt Middle School, a student may be placed on an established behavior contract. This process would involve school personnel (*principal, teacher, counselor etc.*), the student and the parent(s).

Suspension

In accordance with Montana law, the principal is authorized to suspend students from regular school attendance when deemed necessary to maintain good order and discipline and to protect the educational rights of all students. Two types of suspension may be used:

In-School: Students receiving in-school suspension will be removed from class and will serve time in the office. Credit will be given for all completed assignments.

Out-of-School: Students receiving out-of-school suspension will be kept home for the prescribed duration. Students who receive out of school suspension will be required to make up all the work missed, and credit, to be determined by the teacher, will be given for these completed assignments.

The following are examples of student behavior, which are of sufficient seriousness to warrant in-school or out-of-school suspension.

1. Vandalism (students who maliciously destroy or deface school property or the property of others)
2. Defying authority (open defiance to school personnel including using obscene gestures and / or language)
3. Inflicting bodily harm (defined as an incident when kicks or punches are thrown)
4. Possessing or using illegal substances, tobacco products, or alcohol in the building, on school grounds, or at any school-sanctioned activities
5. Using profanity
6. Leaving campus without permission
7. Bullying, Harassment, Intimidation, Hazing, and / or Retaliation

Expulsion

Under the most extreme discipline circumstances, a student may be referred to the school board for an expulsion hearing.

Sexual Harassment

The Red Lodge School District is committed to a positive and productive learning environment, free of discrimination. Discrimination adversely affects morale and interferes with a student's

ability to work and learn. The District prohibits sexual harassment or intimidation of its students, whether committed by a supervisor, subordinate, volunteer or student and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any student because he or she has made a report of alleged sexual harassment, or against a student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of Federal and State regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District sponsored, and to any school events, regardless of location. Students who believe that they may have been harassed or intimidated should contact a staff member, counselor or the principal. All students have a responsibility to maintain a positive learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others.

Tobacco

Montana Law states that it is unlawful for a person under 18 years of age to possess, use or buy any tobacco product. Use or possession of tobacco, e-cigarettes, alternative nicotine, and any type of vaping and related products on property owned or leased by the school, or at school-related activities, is unlawful. Students violating this law shall be subject to:

1. Local law enforcement officials may be notified and may issue a citation to the student or students in violation.
2. The student may serve either an in-school or an out-of-school suspension.

Use and/or Possession of Alcohol, Weapons, and Illegal Drugs

The possession, selling, or use of illegal drugs, weapons, or alcohol shall be strictly prohibited. Being present where minors are in the possession of or using alcohol or drugs shall also result in disciplinary action. Violation of this law may result in the following:

1. Local law enforcement officials may be notified.
2. The student's parents will be notified.
3. The student may be removed from class.
4. After a conference with the parents, the student, and the principal, the student may be suspended from school.
5. The student may be referred to the Red Lodge School Board with a recommendation of expulsion.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment as well as students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the schools (lockers, desks, and parking lot) as well as personal effects left there by the student, without notice or consent of the student.

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

School authorities may search a student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating the law, or District's student

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

Students at any grade level should be aware that there are consequences for their actions, both good and bad. The consequences of good conduct include the establishment of a good reputation among staff members, special rewards, and feeling good about oneself. The consequences of negative conduct, as an individual or member of a group, will vary with the "degree of the offense." Parent conferences, detentions, suspensions, and expulsions are not considered too severe of measures for the school to take in order to maintain an atmosphere conducive to good education.

Building Procedures

Personal Property

Security of personal property is the individual responsibility of each student. The school cannot accept responsibility for students' valuables. If it is necessary to bring a special item of value to school, it can be kept in the office for the day. Generally speaking, however, items of value should not be brought to school. Students are encouraged to rent locks from the school at a cost of \$6.00; the money from the lock will be returned to the student at the end of their tenure in Roosevelt Middle School.

Care of School Property

Students are responsible for the proper care of all supplies and furniture supplied by the school. Students who disfigure property or do damage to school property or equipment will be required to pay for the damage or to replace the damaged item. If damage is considered to have been done with malicious intent, the action will be considered vandalism and is punishable under school policy.

Textbooks

Textbooks will be furnished to students by the school district. However, students are responsible for books checked out to them and will need to pay for books, which are destroyed, lost or stolen. Fines may be levied for books that show evidence of misuse.

Bicycles and Skateboards

Bikes and skateboards may be ridden to school and must be stored in their respective racks. Bikes and skateboards are not to be ridden on the playground or sidewalks during recess or before and after school. They may be ridden home for lunch. Students are not permitted to use another student's bike or skateboard. Skateboards may be used on the school grounds after 4:15 pm.

Cafeteria and Lunch

A hot lunch is provided at the school cafeteria for a fee: \$2.75 for students in K-6; \$3.00 for 7th and 8th graders, \$3.50 for adults - Breakfast is \$1.75 for K-6, \$2.25 for students in 7th and 8th grade. Lunch accounts are managed on a computer system. Debits are made to a student's account when he/she purchases snacks or meals. Deposits can be made in any amount at any time. Reduced and free lunches are also available to families. Information on this program will be provided by the school.

Students may bring a sack lunch, which is to be eaten in the cafeteria. Students who live in the immediate area may go home for lunch. However, students who go home for lunch must have

a note from parents notifying the school of their child's whereabouts during lunchtime. Students may not go to each other's homes for lunch. Students may not eat off campus unless they are accompanied by their parent.

Food and Drink

Absolutely NO food is to leave the cafeteria without permission. Other than bottled water, other food and drink is not allowed in the classrooms and/or hallways unless given permission by the classroom teacher and/or principal.

Hall Passes

When students leave a classroom for any reason they are expected to have a teacher issued hall pass. There will be times when a student needs to see another teacher, the counselor, the principal or do other class/school related activities. When this is the case it is the responsibility of the student to obtain a pass from the classroom teacher.

Fund Raising

All fundraising projects must have approval of both the advisor/sponsor and the building principal.

Playground Supervision

Supervision of the playground begins at 7:50 am and ends at 3:50 pm. Students are encouraged to not be on the school ground(s) prior to 7:50 am or after 3:50 pm unless they are attending before/after learning lab.

Storm Policy

School will be in session each day in accordance with the school calendar unless an announcement is made over the radio station FM 99 the Mountain (Red Lodge) between 7:00 am and 8:30 am. Should a storm become serious enough to send bus students home, all parents of such students will be notified first.

Telephone Use

Students may use school telephones primarily for business or emergency purposes. A phone is available for student use at the office and may be used only with permission from RMS faculty and staff.

Extracurricular Activities

The purpose and intent of the extracurricular program is to provide students with experiences designed to encourage good sportsmanship, responsibility, reliability and good moral character. Participants in these activities are expected to reflect these attitudes. Any action by a participant in any extracurricular program, which detracts from the achievement of these goals, will be considered a violation of training rules and be dealt with accordingly.

Roosevelt School provides a comprehensive sports program for fifth, sixth, seventh, and eighth grade students. Athletes are eligible to participate in the following sports: cross-country running, football, volleyball, basketball and track. Fifth and sixth graders will compete in an intramural type of program with the exception of track. Seventh and eighth grade athletes may compete in any of the extracurricular activities.

All practices, and most games, are held after school and on Saturdays. All students are encouraged to participate in one or more activities during the year. A physical exam, student drug testing consent, concussion statement agreement, emergency form, signature page and a participation fee paid, is needed before players can participate.

Eligibility for Extracurricular Activities

Students must maintain a 2.0 GPA (grade point average), and cannot be failing in more than one class, in order to be eligible to participate in extracurricular activities. Grades will be checked each Monday at 10:00 am. If a student does not have a 2.0 GPA or higher, or if they have more than one F, they will not be allowed to participate in any games for that week (Monday through Saturday).

Students who are participating in an extra-curricular activity who have a failing grade in a class for a second week or more on the weekly grade report during a quarter will be required to attend the after school learning lab prior to attending practice each day. This lab will run from 3:30-4:00 pm. Once the grade is no longer failing (0-59.4%), the student will no longer be required to attend learning lab/ after school academic assistance.

ACTIVITY STUDENT DRUG TESTING POLICY

The Red Lodge Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal drug use and abuse, thereby setting an example for all other students of the Red Lodge Public School District, has adopted the following policy for drug testing of activity students.

POLICY DURATION

This policy is in effect throughout the calendar year. Selection to all-star, all-state, or other post-season activities as representatives of the Red Lodge School District extends this policy until the total completion of these activities. A student may not give up their affiliation with the District as a way to circumvent violations that have occurred under this policy. Violations are cumulative through the student's period of attendance in middle or high school. Violations do not carry over from the middle to high school.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Red Lodge School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, this policy governs only illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy unless the student participant violates the drug free school policy. This policy supplements and complements all other policies, rules, and regulations of the Red Lodge School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Red Lodge School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

THE PURPOSE OF THIS POLICY ARE FIVE-FOLD:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional wellbeing and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal drug use.
5. To offer students practices, competition and school activities free of the effects of illegal drug use.

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Red Lodge School District. For the safety, health and well being of students in extra-curricular activities the Red Lodge School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 5-12. *The administration may adopt regulations to implement this policy.

I. DEFINITIONS

"Activity Student" means a member of any 5-12th grade Red Lodge School District sponsored extra-curricular organization that participates in interscholastic competition. This includes any student that represents Red Lodge Schools in any extra-curricular activity in interscholastic competition. These activities are listed in the Activities Handbook.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in a person's saliva.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

- A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
- B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal drugs" means any substance that an individual may not sell, possess, use, distribute or purchase under either Federal or Montana law. "Illegal drugs" includes, but is not limited to, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal drug use by an activity student supplied to school officials by other students, staff members, or patrons.

“Sample” means a sample of saliva collected for the purpose of analysis for the presence of illegal substances.

II. PROCEDURES

Each Activity Student shall be provided with a copy of the "Student Drug Testing Consent Form", which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a saliva sample: (a) when the activity student is selected by the random selection basis to provide a sample; and (b) at any time when there is reasonable suspicion to test for illegal drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach, sponsor, Activities Director, and/or principal shall be responsible for explaining the Policy to all prospective students.

A student who moves into the district after the school year begins will be subject to drug testing pending participation in extracurricular activities.

Drug use testing for Activity Students will also be chosen on a random selection basis from a list of all Activity Students who are involved in off-season or in-season activities. The Red Lodge School District will determine a monthly number of student names to be drawn at random to provide a saliva sample for drug use testing for illegal drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal, or the metabolites thereof when an administrator, staff, coach, or sponsor has reasonable suspicion of illegal drug use by that particular student.

Any drug use test will be administered by a proper representative of the Red Lodge School District. When required for testing confirmation, a professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of saliva specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The chosen laboratory shall preserve the unused portion of a specimen that tested positive for a period of three (3) months or the end of the school year; whichever is shorter. Student records will be retained until the end of the school year.

III. CONFIDENTIALITY

The laboratory will notify the Superintendent of any positive test. To keep the positive test results confidential, the superintendent will only notify the principal, activities director or designee, the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/activities director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/activities director or to the lab. The Red Lodge School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. APPEAL

An Activity Student who has been determined by the principal/activities director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain ineligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable.

V. CONSEQUENCES

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

SELF-REPORTING TRAINING RULE VIOLATIONS

SELF-REPORTING: The purpose of this provision is to encourage a student/athlete to seek help. The student may not use this voluntary admission, reported within twenty-four (24) hours of the infraction, if the authorities already know the training infraction or at the discretion of the building administrator. This provision may be used only one time by a student while enrolled in grades 6-8, and used only one time while enrolled in grades 9-12 and will be documented by the activities director. To be treated as a self-referral, this must be the first knowledge that the school official has of a violation. A self-referral carries a 7-day suspension from competition, but the student will continue to practice.

REPORTING: A school staff member can be made aware of the violation of this alcohol/drugs/tobacco policy by any source (such as police, school personnel, counselors, coaches, advisors, community members, parents and other students, but anonymous telephone calls or reports made by people not willing to confront the violator will not be acted upon.)

PENALTIES FOR FAILURE TO FOLLOW ACTIVITY POLICIES

- **First Offense:** Suspension from 15 instructional days of event(s). Students who report their own violation will face suspension from events for 7 instructional days. First offense only.

- **Second Offense:** Suspension from the team or activity for the remainder of the season.
- **Third Offense:** Suspension from all activities for the remainder of the year or 90 days, whichever is longer. Must appeal before an Advisory Committee to request reinstatement for the next year.
- **Fourth Offense:** Denied extra-curricular participation for remainder of middle school or high school years.

Offenses are accumulated throughout a student’s middle school or high school career. Offenses are monitored and documented throughout the calendar year. If a student is not in an activity when the infraction occurs, the consequence will be instituted at the beginning of the next activity season.

Special Education students will be considered in accordance with their IEP, with the IEP team.

STUDENT AND PARENT DUE PROCESS

If determination is made that a student has violated this policy, the student, parents and/or guardians shall be notified of the violation by telephone where possible. The student, parents and/or guardians shall be notified of the discipline consequences to be administered.

VI. REFUSAL TO SUBMIT TO DRUG USE TEST

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

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Red Lodge School District is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Red Lodge School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

Training Rules

These rules will be enforced throughout the school year. Students convicted of any offense involving drugs or alcohol during the school year will be held accountable under the school policy. Any student who violates training rules will be subject to disciplinary action and possible dismissal from the activity. The use or possession of alcohol or illegal drugs shall result in disciplinary action. In addition, being present where minors are in possession of or using alcohol or drugs will result in disciplinary action. Penalties for failure to follow activity policies are listed on page 13 of this handbook.

All suspected or reported violations of training rules shall be properly investigated by school personnel. Coaches/Advisors will require a signed statement from parents supporting actions for violation of rules. Nonsupport of the training rules by parents/guardians or the student will be grounds for non-participation and possibly dismissal from the activity.

Participation following an Absence

A student absent from school for reasons other than unavoidable medical or dental appointment will not be allowed to participate in any extracurricular practices or events until they have returned to school for at least one full day. Exceptions may be made by the principal.

Transportation

Students will ride school-provided means of transportation to and from all activities. Parents are required to make arrangements in advance and in writing with activity supervisor and/or principal if they wish to transport their children to or from a scheduled activity. Parents or legal guardian may transport only their child.

Out of Town Games

Students attending out of town games or activities, which are sponsored by the school, will adhere to the same rules as for home events or games.

Meals

Student participants will be responsible for providing their own meals.

Student Council

The Roosevelt Student Council is the student representative body, elected by students in grades sixth through eighth. The council promotes the general welfare of the school, stimulation of school spirit and loyalty and encourages high standards of personal student conduct. Students who have constructive criticisms or suggestions about school activities, curriculum or school policies, should contact a student council representative. That representative will bring the concern or suggestion to the council's attention for positive action.

GO RED LODGE RAMS!!

