

Roosevelt Middle School



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.

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Student Handbook 2013-2014

John Fitzgerald, Principal

Welcome to Roosevelt School

Dear Roosevelt Families,

Welcome Back!! On behalf of the Roosevelt staff and myself, I am pleased to welcome you to our school. Our goal is to provide a learning atmosphere, which promotes a high standard of academic achievement as well as attributes that prepare our students to be upstanding citizens.

We are excited to provide your child(ren) the opportunity to become exceptional, accountable, and reliable individuals, which are necessary both in the present and future. This year will be filled with high-level thinking and lessons that challenge our students. We hope to maintain an open and positive communication in effort to involve families more in the education of every child.

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 the school.

Please take a few moments to review the procedures, rules, and information contained in this handbook with your child(ren). After you have done this, please sign the yellow two-sided sheet attached to the first day packet and return to the office.

Sincerely,

John Fitzgerald and the Roosevelt Staff

Introduction

Our philosophy as a middle school is and has always been to reach the needs of all students. We expect our students to adhere to school rules and work diligently to improve daily not only in academics but also in our core pillars of responsibility, respect, honesty, integrity, and courage.

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 newsletters, personal letters, discipline referrals and student-led parent-teacher conferences. We also do it informally through calls, notes and visits. Of course, communication is a two-way street and we welcome comments and calls from parents.

Curriculum, Grading, and Homework

Each teacher will inform students of classroom procedures and expectations, curriculum, grading criteria, and homework. We believe homework is important because it is 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 coming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits.

Curriculum

Each teacher will discuss with students the standards for each specific course. Course abilities and performance indicators will be posted in each classroom.

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, student-led parent-teacher conferences will be held to discuss student progress. Weekly grades will be uploaded every Thursday by noon 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

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.

"It's Your Choice" Responsibility Program

Red Lodge Schools believe responsibility and accountability are life skills. Therefore, students will learn, through the "It's Your Choice" Responsibility Program, the importance of organization, long range planning, the establishment of goals, and time management.

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. Any student failing any of the above classes will be required to redo and pass all of the work that was failed during Saturday Schools offered at the end of each quarter. Opportunity to complete this work will not be offered during the normal school week, as that is a time to complete current schoolwork. This work must be completed before the end of the subsequent quarter. Each teacher will provide an outline of the failed work, and this will be completed by the student in the district's online credit recovery program (Odyssey Ware). Students who enter the program may also be placed into a Bridges program for additional support.
3. As soon as the student has completed all of the failed work to a passing grade, they are no longer required to attend Saturday School.
4. Attendance at Saturday School is mandatory, and failure to attend will provide evidence 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.
5. The school district's attendance policy will be followed in the "It's Your Choice" Responsibility Program.
6. Students who fail a fourth quarter class will be required to attend summer school to complete any failed work.
7. Should a student fail any two quarters during a year, he/she will be required to complete an end of the year exam for that specific class that he/she failed during the school year. The teacher, principal and parents(s) will meet to discuss the test results and determine the appropriate course of action up to and including retention.

Homework/Late Paper Policy:

1. Assignments are due at the beginning of the class period. Students will be required call home and stay after school to complete any work that has not been turned in for that particular day.
2. Partially completed papers will be graded accordingly.
3. Late work: Students may have two days to make up late work and may receive 50% credit for late assignments.
4. Study hall sessions will be provided for all students who need tutoring or time to complete late or incomplete assignments. The sessions will run from 7:30 A.M. to 8:00 A.M. and 3:30 P.M. to 4:00 P.M. Study hall will also be offered on early release Wednesdays from 2:30-4:00 P.M.

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. The consequences for truancy are as follows:

1. The student must make up all work missed and will not be given credit for it.
2. The student must make up all time missed. This will be scheduled before or after school.
3. Social suspension and/or in-school suspension will be assigned.
4. Parent/guardian will be notified of the truancy. Continued truancy will result in notification of juvenile authorities.

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. This will allow students to get their work done before an absence. 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.

Tardies

Students are encouraged to be punctual to classes. Students will be given three excused tardies per semester before consequences are given. On the fourth tardy, the student will receive a detention. Each subsequent tardy thereafter will result in a detention until the end of semester.

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 behavior expectations and it is the school's responsibility to provide experiences, which will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior. Listed below is Roosevelt's Academic and Behavior Incentive Plan.

Academic and Behavior Incentive Plan

We are implementing a plan to earn end of the quarter/semester rewards. Students will be required to have 350 points and a grade point average of 2.0 or higher in order to attend their end of the quarter/semester school or class activities. We have great students here at Roosevelt Middle School and know they can be respectful, kind, trustworthy, honest and responsible if they put their minds to it. So we're trying to encourage wonderful behavior in an effort to have a terrific school year.

Each student will start with 500 points per semester. By having excellent behavior and a great attitude, they will keep those points. However, if they choose not to, their points will be deducted in the following manner:

Not prepared for class (No planner, notebook, pencils, books, etc.) -5 points

Tardy -5 points

Noon Detention -20 points

Removal from class -50 points

After School Detention -20 points

1/2 day In School Suspension -50 points

Full day In School Suspension -100 points

1/2 day Out of School Suspension -100 points

Full day Out of School Suspension -150 points

Points may be earned back by: washing tables in the lunchroom, picking up trash on the grounds and inside, helping the custodian, washing desks, writing character essays and other jobs as they become available. Students will also be able to earn points back through community service, which needs to be documented and supervised by the parent/guardian.

Reminder: The student must have at least 350 points and a grade point average of 2.0 or higher to attend any class/school related activity.

Consequences

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. The following are consequences:

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. Three types of suspension may be used:

Social: Students who have repeated trouble with fighting, taunting or teasing, following rules, or keeping their hands to themselves, will be kept in a staff supervised classroom during recess periods, lunch times, and/or before/after school. The student will notify parents if a before/after school suspension is being served.

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. Credit will not be given for work missed while suspended from school, even though students are encouraged to complete the work.

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. Hazing or harassment
8. Stealing

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 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 or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Abuse of Teachers

According to Montana law, any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than twenty-five dollars (\$25.00) nor more than five hundred dollars (\$500.00).

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 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.

Sexual Harassment/Bullying/Intimidation Policy for Students

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.

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 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 P.M.

Cafeteria and Lunch

Students who eat in the school cafeteria will be expected to conform to lunchroom rules. Students are expected to show good manners, consideration, and courtesy toward others in the cafeteria. Students will be friendly and sociable as they talk with friends but should avoid talking loudly. When students have finished eating, they should leave their tables neat and clean. There is to be no running or pushing in or on the way to the cafeteria. Eating lunch in the cafeteria is a privilege and if students choose to disregard the rules, the privilege can be taken away.

A hot lunch is provided at the school cafeteria for a fee (\$2.25 for students in K-6; \$2.50 for 7th and 8th graders, \$3.00 for adults). Snacks are \$1.50. 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 others' 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. NO food or drinks of any kind will be eaten in the classrooms or hallways unless a classroom teacher or principal has given permission to do so.

Hall Passes

Students are not allowed to leave the classroom or library without a hall pass. Students should go to their lockers between classes to get what they need for the next class. There will be times when a student needs to see another teacher, the counselor, or the principal. If this is necessary, it is the responsibility of the student to obtain a pass from that individual.

Fund Raising

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

Playground Supervision

Supervision of the playground begins at 7:50 A.M. and ends at 3:50 P.M. Students are encouraged to not be on the school grounds prior to 7:50 A.M. or after 3:50 P.M. unless they are attending before / after school study hall.

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 A.M. and 8:30 A.M. 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 emergencies. Calls for making plans for personal / after-school activities are not permitted. In addition, students may not make calls, which will cause a problem for someone else. For instance, if a student has forgotten homework, a band instrument, or PE clothing for which he or she is responsible, a call will not be permitted. We will not allow students to call home and inconvenience a parent or family member to bring in forgotten items.

Cell Phone Use

Students who have cell phones at school must be certain that they are turned off at all times and kept in a secure place (locked locker, backpack, pocket, etc.) Classroom and office phones are to be used in cases of emergency. Cell phone usage may resume after school hours. At no time will visual cell phones and / or visual recording equipment be allowed in locker rooms / restrooms.

Any 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 office by parents / guardians.

Student Appearance

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 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, footwear is required (no open toes in science and shop classes)

Clothing: cutouts or slashes in provocative areas, 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.

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.

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, 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. Students participating in organized after school activities which are not sponsored by Roosevelt School will also be required to maintain the 2.0 GPA eligibility if the activity requires the student to miss school. Grades will be checked each Friday. If a student does not have a 2.0 GPA, they will not be allowed to participate in any games for the next week (Monday through Saturday).

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 well being 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 16 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 RAMS GO!!!