



2026-2027 K-12 Student Handbook

Updated 7/28/26

*“Challenging students today to
Succeed in a changing
World tomorrow.”*

We Respect diversity.

We Value effective communication & collaborative learning.

We Promote high expectations, rigorous curriculum & critical thinking.

We Believe technology enriches learning,

Physical wellness is a part of a rewarding lifestyle,

An aesthetic education benefits all students,

Students deserve an equitable education &

Students should be active participants in their
own learning.



Richey School District 78J & 2
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Tommy Baldwin - Superintendent
Lissa Volbrecht - Lead Teacher

The Richey Public Schools Student Handbook contains information students and parents are likely to need during the school year. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

This Student Handbook is intended to provide students and parents with general information regarding District policies, procedures, expectations, and student responsibilities. While every effort is made to ensure the handbook remains accurate and current, Richey Public Schools reserves the right to revise, amend, add to, or delete any provision of this handbook at any time when determined to be in the best interest of the District or when required by changes in federal or state law, administrative rule, Board policy, or operational necessity.

Whenever practical, students and parents will be notified of significant handbook revisions through official District communication methods, including but not limited to written notices, school newsletters, Infinite Campus, email, the District website, social media, or other official District communications. Such revisions shall become effective on the date specified by the District and shall supersede any conflicting provisions contained in previously distributed versions of this handbook.

Parents and students are responsible for reviewing official District communications and are expected to comply with all handbook revisions and Board policies once notice has been provided. Continued enrollment and attendance at Richey Public Schools constitutes acceptance of the policies and procedures contained in this handbook, including any revisions made during the school year.

Please note references to policy codes are included to help parents confirm current policy. A copy of the District's Board Policy Manual is available in the school office and on the District website.

In case of conflict between Board policy and any provision of this handbook, Board policy shall prevail.

Richey Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with applicable federal and state law.

We look forward to working together to make the 2026-2027 school year successful for every student.

Tommy Baldwin

Superintendent

SCHOOL SUPPLIES

Preschool - Miss Onya

- ☐ Backpack
- ☐ Change of clothes in a labeled ziploc bag to keep at school in case of accidents
- ☐ See-through box for crayons labeled with child's name (the hinged kind works well)
- ☐ 2 boxes of 24 Crayola crayons
- ☐ 4 pencils (regular #2 pencils work best)
- ☐ Plastic folder with pockets
- ☐ 6 Elmers regular sized glue sticks
- ☐ 1 bottle of Elmers liquid glue
- ☐ 3-4 large boxes of snacks (crackers, cereal, pre popped popcorn)
- ☐ Spill proof water bottle to be kept at school and sent home periodically for cleaning

Kindergarten - Miss Bingham

- ☐ 2 folders
- ☐ 1 Box of crayons (preferable 24 count)
- ☐ 8 glue sticks
- ☐ Child size scissors
- ☐ Pencils with pencil box or bag
- ☐ Erasers (big and small are great)
- ☐ Backpack big enough for folders
- ☐ Set of clothes to leave at school for emergencies
- ☐ Pair of PE shoes to be left at school with name on them
- ☐ 3-4 boxes of crackers/ cereal/ snacks
- ☐ Markers and colored pencils are perfectly fine too if you want to send

Grades 1-2 - Miss Brost

- 1 set of clothes to leave at school
- PE shoes to keep at school with name on them
- Backpack
- Pencil Box
- 1 - 24 pack crayons
- 1 - pack colored pencils
- #2 pencils – no mechanicals
- 1 package of pencil top erasers
- 2 big pink erasers
- Child size scissors
- 6 glue sticks
- 1 composition notebook (not spiral)
- 4 boxes of snacks to share with the class.

Optional (but helpful):

- Clorox Wipes
- 1 box of tissues
- Refillable water bottle

Grades 3-4 - Miss Williams

- ☐ 4 glue sticks
- ☐ 2 dozen pencils or more
- ☐ Ruler
- ☐ Erasers
- ☐ 1 box crayons
- ☐ 1 box colored pencils
- ☐ Backpack
- ☐ 2 notebooks
- ☐ 2 pocket folders
- ☐ P.E. shoes to be left at school with name on them
- ☐ 3-4 boxes of crackers/pretzels...etc. for the snack cupboard

Grades 5-6 - Mrs. Smith

- ☐ Backpack
- ☐ At least 20 #2 pencils
- ☐ 2 Big Erasers AND pencil top erasers
- ☐ Set of 24 Colored Pencils
- ☐ 5 glue sticks
- ☐ Markers
- ☐ Multi-colored highlighters-narrow
- ☐ Ruler
- ☐ Scissors
- ☐ 1 folder for daily mail
- ☐ 2 single subject notebooks
- ☐ 1 inch 3-ring binder
- ☐ Wide ruled loose leaf paper
- ☐ PE shoes and PE clothes to be left at school with name on them
- ☐ Water bottle to be left at school

Grades 7 – 12

- ☐ Backpack
- ☐ Notebooks
- ☐ Pencils
- ☐ Pens
- ☐ Wired headphones/earbuds (no wireless!)
- ☐ Gym shoes

General School Information

2026-27 Bell Schedule

Regular Day				½ Day		
7:45 – 8:45		1 st period		7:45 – 8:45		1 st period
8:47 – 9:44		2 nd period		8:47 – 9:44		2 nd period
9:46 – 10:43		3 rd period		9:46 – 10:43		3 rd period
10:45 – 11:42		4 th period		10:45 – 11:42		4 th period
11:42 – 12:02		Lunch				
12:04 – 1:04		5 th period				
1:06 – 2:03		6 th period				
2:05 – 3:02		7 th period				
3:04 – 3:25		Tutor Time				

Class Schedule	Period 1 7:45-8:45	Period 2 8:47-9:44	Period 3 9:46-10:43	Period 4 10:45-11:42	LUNCH 11:42-12:02	Period 5 12:04-1:04	Period 6 1:06-2:03	Period 7 2:05-3:02	Tutor Time 3:04-3:25
Fatzinger	9/10 PE	7/8 PE	S1 9th MTDA S2 7th/8th Art	Prep	K-2 11:20 3-6 11:30 7-8 11:35 9-12 11:42	K-2 PE	3rd/4th & 5th/6th PE		
Barnhart	Prep	12th weights	10th World History	12th U.S. Government		7th Grade History	8th grade History	11th U.S. History	
N Smith	7th Life science	10th Math Option	11/12 Chemistry	Prep		9th Earth Science	10th Biology	8th Physical Science	
Senner	11th Ag III	9th Ag I	S1- 8th grade Ag S2- 11th Nat'l Resources	Prep		11/12 Ag Mechanics	11/12 S1 Animal Science S2 Ag Finance	10th Ag II	
Onya	Preschool	Preschool	Preschool	9th/10th Art		K-2	3rd/4th & 5th/6th	Prep	Library M/K, T1/2, W3/4, Th5/6
Guldborg	8th English	11th English	12th English	Prep		10th English	9th grade English	7th English	
Day Rider	12th Business Math	10th Geometry	Prep	11th Algebra II		8th PreAlgebra	7th Math	9th Algebra I	
C Smith	5th & 6th	5th & 6th	5th & 6th	5th & 6th		5th & 6th	Prep	5th/6th	
Williams	3rd & 4th	3rd & 4th	3rd & 4th	3rd/4th		3rd & 4th	PREP	3rd/4th	
Brost	1st & 2nd	1st & 2nd	1st & 2nd	1st & 2nd		PREP	1st & 2nd	1st & 2nd	
Bingham	K	K	K	K		Prep	K	K	
Ayumi			S1 7th Japanese S2 9th grade Japanese	7th& 8th grade Music					

2026-2027 Richey Schools Academic Calendar																											
August							Key Dates							January													
Su	M	T	W	Th	F	Sa	August							January													
						1	12/13	PIR 14 hours					1 - New Years Day														
2	3	4	5	6	7	8	13	Open House 3:00-6:00					3	4	5	6	7	8	9								
9	10	11	12	13	14	15	14	1st day practices					10	11	12	13	14	15	16								
16	17	18	19	20	21	22	17	1st day school					17	18	19	20	21	22	23								
23	24	25	26	27	28	29							24	25	26	27	28	29	30								
30	31						9						16	31													
September							September							February													
Su	M	T	W	Th	F	Sa	September							February													
		1	2	3	4	5	7	Labor Day						1	2	3	4	5	6								
6	7	8	9	10	11	12							7	8	9	10	11	12	13								
13	14	15	16	17	18	19	18	Homecoming					14	15	16	17	18	19	20								
20	21	22	23	24	25	26							21	22	23	24	25	26	27								
27	28	29	30				19						16	28													
October							October							March													
Su	M	T	W	Th	F	Sa	October							March													
				1	2	3								3-6	Divisional bball				1	2	3	4	5	6			
4	5	6	7	8	9	10	15/16	PIR (12 hours) MEA					10-13	St bball 15 Golf track begin			7	8	9	10	11	12	13				
11	12	13	14	15	16	17	22	P/T Conferences 3:30-6:30					18	P/T Conferences 3:30-6:30					14	15	16	17	18	19	20		
18	19	20	21	22	23	24	24	State XC Billings					28	Easter			21	22	23	24	25	26	27				
25	26	27	28	29	30	31	28-31	Dist Vball 31 1st R Fball																			
							17						18														
November							November							April													
Su	M	T	W	Th	F	Sa	November							April													
																	1	2	3								
1	2	3	4	5	6	7	4-7	Div Vball 7 1/4 Fball					4	5	6	7	8	9	10								
8	9	10	11	12	13	14	12-14	State Vball 14 Semi fball					11	12	13	14	15	16	17								
15	16	17	18	19	20	21	19	Bball begins 21 State fball					18	19	20	21	22	23	24								
22	23	24	25	26	27	28	26	Thanksgiving					25	26	27	28	29	30									
29	30						16						18														
December							December							May													
Su	M	T	W	Th	F	Sa	December							May													
		1	2	3	4	5													1								
6	7	8	9	10	11	12							2	3	4	5	6	7	8								
13	14	15	16	17	18	19							9	10	11	12	13	14	15								
20	21	22	23	24	25	26							21	LAST DAY PIR 12:30-3:30					16	17	18	19	20	21	22		
27	28	29	30	31			21-31	Christmas Break					28-29	State Track			23	24	25	26	27	28	29				
							12																				

Parent's Access to Student Records

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

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

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

- Working with a student;
- Considering disciplinary or academic actions, the student's case, and individual education plan (IEP);
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

Copies of student records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable

to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the Superintendent to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, awards received in school, and most recent previous school attended.

Parental Involvement

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

1. Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the student handbook with his or her child and sign and return the acknowledgement(s) for and the directory information notice by the first day of school. A parent with questions is encouraged to contact the school.
3. Become familiar with all of the child's school activities and with the academic programs, including special programs offered in the District. Discuss with the staff any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
4. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or any staff, please email the staff or call the school. A teacher will usually arrange to return the call or meet with the parent during his or her Prep Period or at a mutually convenient time before or after school.
5. Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
6. Become a school volunteer.
7. Offer to serve as a parent representative on the District-level planning committees formulating educational goals and plans to improve student achievement.
8. If the need arises, follow the appropriate chain of command when addressing situations: staff member(s), Activities' Director, Principal, Superintendent, Board of Education.

Visitors

Parents and others are welcome to visit the District schools. For the safety of those within the school, all visitors must first report to the High School office. Parent visits to individual classrooms during instructional time are permitted only with approval of the Superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Visitors are asked to limit their visit to 30 minutes. Friends of students are welcome to visit before/after school, and during lunch time.

Notice of Non-Discrimination

The Richey School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Tommy Baldwin - Title IX Coordinator
205 Royal Ave, Richey MT 59259
406-773-5523

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

ACADEMICS

Acceptable Use of Electronic Devices

The Board and Administration recognize the importance of electronic resources, devices, and social networking as an educational tool to enhance the educational experience for the students and prepare them for a world outside of school. The Board is committed to providing proper training resources for all staff, students, and parents in all areas of electronic resources, devices, and social networking to provide a safe, modern, technology enhanced learning environment. See **Board Policy 3612T**

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prescribed behaviors by users. Specific examples are available in **Board Policy 3612P**. Students will be required to sign the Internet Agreement for Use of Networks at Richey Public Schools on page 47 every year.

Class Requirements

Before being considered as a student in each grade level, a student must meet the following minimal requirements. We will meet with parents at semester if a student is failing or in danger of not being promoted to the next grade level.

Freshman: Promotion from 8th Grade

Sophomore: Successful completion of 6 credits

Junior: Successful completion of 12 credits

Senior: Successful completion of 18 credits

Skiping a Grade

Parents wishing for a child to skip a grade will need to meet with a committee before the move is made. The committee will consist of the superintendent, lead teacher, counselor, parents and most recent teacher(s) of the student. At the meeting the students academic achievement as well as social development will be discussed before a final decision is made. Academic achievement will include grades and district and state test scores. Student behavior will also be discussed. Only students in grades K – 8 will be considered. The foreign language requirement for middle school will still have to be adhered to. Students in high school are not eligible to skip a grade.

Conferences

Richey Schools schedules two parent-teacher conferences per school year, once in the fall and again in the spring.

Early Graduation

Early graduation is possible in extraordinary circumstances. Students must meet the following minimal conditions:

1. Complete a minimum of 18 credits, all with a minimum of a “C” grade and completed by the end of the sixth semester. Application is due in writing to the Superintendent prior to the second week of the seventh semester.
2. Fulfill all graduation requirements of Richey High School by the end of the seventh semester.
3. Present a parental consent form and statement of a post-high school educational or vocational plan by the end of the second week of the seventh semester.
4. Approval by the Superintendent and School District #2 Board of Trustees by the first board meeting of the seventh semester.

Dual Credit Courses

Richey Schools will allow dual credit for any class taught by a Richey teacher with the proper credentials.

Students may take a dual credit class online as long as the class is not offered at Richey Schools.

Students who wish to take dual credit classes not offered at Richey Schools on a separate campus must develop a plan and meet with the school counselor and superintendent at least 1 semester before the class begins to gain permission. Parents are responsible for any travel. Parents/students are responsible for any cost involved in dual credit courses.

Montana Digital Academy

Students may take online classes that are not offered at Richey Schools. Students must pass the online class to be allowed to take more unless it is a required class.

Montana Digital Academy Credit Recovery

Students who fail a required course and need to use MTDA credit recovery to receive the credit will be required to pay the fee from MTDA to take the course.

Independent Study Courses

Independent study courses are highly discouraged and will be granted to only students under extraordinary circumstances. (Example: To meet graduation requirements and no other course offerings are offered).

Students must obtain permission from the instructor and administrator.

Grading Scale

The suggested grading scale from 2/17/87 Board Action is as follows:

92-100	=	A
85-91	=	B
76-84	=	C
65-75	=	D
0-64	=	F

Graduation Requirements

A minimum of 24 units, or credits, is required to graduate from Richey High School. Units or credits earned from an accredited high school are transferable to Richey High School. The value is to be determined by the Counselor and the Superintendent.

See Graduation Requirements under Forms Section.

Commencement Participation

Participation in graduation ceremonies and commencement exercises is a privilege and not a right. Students must meet all graduation requirements established by the District in order to receive a diploma. In order to participate in commencement exercises, students must be in compliance with District attendance policies, be enrolled full-time, have completed all assigned disciplinary consequences, and have satisfied all outstanding obligations to the District, including the return of school property and payment of any fees or fines owed. The Superintendent may review individual circumstances and make final determinations regarding participation in commencement exercises.

Guidance

The purpose of guidance services is to help each student's educational, vocational, social, and personal development. Students may see the counselor during study halls, before school, during lunch, or after school for regular guidance issues. The counselor will be available for any issues of more immediate or emergency nature. The counselor does have other class assignments; therefore, students should check the counselor's office to make an appointment. Passes are required for visiting the counselor and may be issued by either the counselor or the teacher as needed.

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes. Total homework should not take longer than 1 to 1.5 hours per day.

Homework time should follow this schedule:

Kindergarten: around 5 minutes per day

1st grade: around 10 minutes per day

2nd grade: around 15 minutes per day

3rd grade: around 20 minutes per day

4th grade: around 25 minutes per day

Library

The library has books for student assignments or recreational reading for students. It is open for your convenience before, during, and after school. Loitering, music, pop, food, and chatter are not permitted. Students are required to pay all costs incurred by the school for lost and damaged materials. Overdue books need to be returned in a timely fashion. The librarian reserves the right to impose a fine for overdue books and/or discontinue the student's privilege to check out materials.

Progress Reports

In order to keep parents informed of their child's academic progress, Richey Schools encourages parents to log in to Infinite Campus to monitor their child's academic progress at <https://mtdecloud3.infinitecampus.org/campus/portal/parents/richey.jsp>. Progress Reports will not be mailed unless specifically requested by parents.

Report Cards

Report cards are issued at the end of each quarter. Half-credits are awarded for successful completion of a regularly scheduled class for the semester at the High School level. Credits are not awarded per quarter. Plus and minus grades are allowable and will be figured into each student's grade point average on a mathematical basis.

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	.67
F	=	0.00

Schedules

With the assistance of the counselor and teachers, each student is to set a class schedule that will meet future needs. Students are expected to fulfill the schedule as set forth by the students, parents, and the school. Students are not allowed to drop classes after the stated deadline.

Semester Tests:

Semester tests may be given to all students' grades 9-12 in all subjects

Special Programs

The District provides special programs for students with disabilities. The coordinator of the program can answer questions about eligibility requirements, as well as programs and services offered by the District. A parent or student with questions about this program should contact the Superintendent.

Student Aides

The Student Aide position is a privilege designed to provide students with meaningful experience in responsibility, professionalism, and service to the school community. Students selected as aides are expected to actively support their assigned teacher for the full class period, every day.

- There is no minimum GPA requirement.
- Students must be in good standing behaviorally and comply with all school policies.
- Placement as an aide is subject to administrative approval and may be revoked at any time.

Further expectations are outlined in the Student Teacher Aide Contract.

Textbooks

All basic texts are property of the District and on loan to the students for use during the school year. Books are to be kept clean and handled carefully.

Valedictorian and Salutatorian

Valedictorian Criteria:

- Must receive at least a 21 on the ACT exam
- Minimum of 3.50 cumulative grade point average

Salutatorian Criteria:

- Must receive at least a 19 on the ACT exam
- Minimum of 3.00 cumulative grade point average

Additionally, Valedictorian and Salutatorian candidates must be in good standing with their absences and tardies throughout their senior year. This means that they are not at or over the maximum allowable days defined in policy.

If a tie exists, earned credits in conjunction with GPA and schedule rigor will be ranked higher. The superintendent and counselor will make the final decision. Transfer students must be enrolled in Richey Schools for a minimum of three quarters prior to graduation to qualify for Valedictorian or Salutatorian. The Valedictorian and Salutatorian will be announced at the end of the 3rd quarter of the senior year.

The Valedictorian and Salutatorian speeches must be written and approved by the High School English Teacher and Administration prior to Commencement Exercises.

Part-Time Enrollment and Home School Students

Richey Public Schools recognizes the right of resident students enrolled in a home school or nonpublic school to request part-time enrollment in accordance with Montana law and Board Policy 3150. Students enrolled on a part-time basis shall be subject to all applicable district policies, administrative procedures, and student handbook provisions while on school property, participating in school-sponsored activities, or representing the District.

Enrollment Requirements

Part-time enrollment requests should be submitted 2 weeks prior to the beginning of each semester to allow for scheduling. Enrollment is subject to course prerequisites, available classroom space, staffing, and the District's master schedule. The District is not required to create additional course sections, modify existing schedules, or provide services beyond those offered to full-time students.

Student Expectations

Part-time students are expected to:

- Attend all scheduled classes for which they are enrolled.
- Follow all school rules, policies, and classroom expectations.
- Meet the same academic, attendance, conduct, and disciplinary standards required of full-time students.
- Comply with all fees, equipment requirements, and safety procedures applicable to enrolled courses.

Participation in Extracurricular and Co-Curricular Activities

Eligibility to participate in extracurricular or co-curricular activities shall be determined in accordance with Montana law, MHSA regulations, Board policy, and district eligibility requirements. Students participating in co-curricular activities must be enrolled in the associated academic course when required by the activity.

Part-time enrolled students must meet the same eligibility standards as full-time students, including academic eligibility, attendance, citizenship, and conduct requirements.

Academic Eligibility Verification

Because academic records for home school and nonpublic school students are not maintained by Richey Public Schools, the District reserves the right to request verification of academic eligibility at any time to ensure compliance with District and Montana High School Association (MHSA) eligibility requirements. At a minimum, verification of academic eligibility shall be submitted on a weekly basis in which the student participates in extracurricular or co-curricular activities. Additional verification may be requested by the Superintendent, Activities Director, or designee whenever necessary to determine continued eligibility.

Verification shall be provided by the parent, guardian, or home school/nonpublic school instructor and must demonstrate that the student is making satisfactory academic progress and meets the same minimum academic eligibility standards required of full-time Richey Public School students. Failure to provide requested academic eligibility verification by the established deadline may result in the student's immediate suspension from participation in practices, contests, performances, travel, meetings, and all extracurricular or co-curricular activities until satisfactory verification has been received and approved by the District.

Good Standing

Part-time students must remain in good standing with Richey Public Schools. Any student assigned detention, Friday School, suspension, or other disciplinary consequences that affect participation for full-time students shall be subject to the same participation restrictions while enrolled in the District. The Superintendent or designee shall administer this section in accordance with applicable state law, Board policy, and governing organization rules.

ACTIVITIES

Awards

Eighth grade students, who are competing at the high school level, in accordance to MHSA rules and policies, are eligible for high school athletic awards as voted on and passed by the Board of Trustees on February 20, 2007.

Drivers Education

Students, 15 years old or older, or who will reach their 15th birthday within 6 months of the course completion, are eligible to enroll in the Driver's Education Program. Please Refer to Policy 2163.

Extra-Curricular Activities

Richey High School offers a variety of extra-curricular activities to students. Those include boys and girls basketball, cross country, football, volleyball, track, golf and FFA. Extra-curricular activities include all activities sponsored by the school that are not required as a portion of the student's graded work.

Student-Athletes are expected to follow all policies and rules regarding the Richey/Lambert Athletic Co-op handbooks.

4-12th Grade Eligibility for Extracurricular Activities

Students participating in extra-curricular activities must be passing all subjects. Eligibility will be determined on Monday of each week by 12:00 Noon. Eligibility will run from Wednesday to Tuesday at midnight.

Students placed on the ineligible list are not allowed to participate in extracurricular activities until the next Wednesday regardless if they brought their grade up to a passing level. Students remain ineligible until they are passing all classes. Ineligible students are still expected to practice as usual. Ineligible students will not be allowed to travel to competitive events including home games at Co-op school. Students will be given a 1 week grace period one time per year. All students with D's and F's will be reported to administration and parents.

Students will be placed on the ineligible list if:

1. They have an F grade in any class.
2. They have 3 or more D's in any classes.
3. If they have 1 or 2 D's in a class they will be placed on the "warning" list. They will still be eligible to participate in extracurricular activities.

Eligibility Time period

Quarter 1

4th-12th follow 1st quarter grades

Quarter 2

4th-8th use Q1 for 2 weeks, then Q2 grade

9th-12th use Semester 1 grades

Quarter 3

4th-12th follow Q3 grade

Quarter 4

4th-8th use Q3 grade for 2 weeks then use Q4 grade

9th-12th use Semester 2 grade

Eligibility starts 2 weeks after 1st and 3rd quarter.

Extra-Curricular Requirements

Activity Fees: In district students attending Richey Schools on a part time basis, and Bloomfield Elementary students, are permitted to participate in extracurricular activities sponsored by Richey Schools or the Richey/Lambert Co-op by paying a \$250 fee per student, per sport, by the first day of practice. The Board of Trustees voted to waive the activity and participation fees for the 2026-27 school year for full-time students attending Richey Public Schools.

Activity Tickets: Full time students enrolled at Richey Schools will receive free admission to all home games each season.

Activity Transportation: Only full time students and those who have paid the activity fee are permitted to ride Richey Schools transportation.

Meals: Richey Schools will pay for meals (and motel rooms, if required) during the season and tournament play. Richey Schools also pays for meals (and motel rooms, if required) for students participating in elementary music festivals, all state band and choir festivals, district music festival, state music festival, and district, state & and national FFA competitions that Richey students are involved in.

Disciplinary Eligibility

Students must be current on all assigned disciplinary consequences in order to participate in extracurricular activities, inter-curricular activities, dances, field trips, overnight trips, music festivals, FFA activities, prom, homecoming, senior activities, and other school-sponsored events.

Students who have not completed assigned detentions, Friday Schools, Saturday Schools, In-School Suspensions, community service obligations, or other disciplinary consequences by the assigned deadline will be considered ineligible to participate until the obligation has been fulfilled.

A student who is assigned a disciplinary consequence but has not yet reached the scheduled date for serving that consequence shall remain eligible provided the consequence is served as assigned.

Students who fail to report for or complete an assigned disciplinary consequence may be removed from participation in any school-sponsored activity until the consequence has been completed.

Meals: Richey Schools will pay for meals (and motel rooms, if required) during the season and tournament play. Richey Schools also pays for meals (and motel rooms, if required) for students participating in elementary music festivals, all state band and choir festivals, district music festival, state music festival, and district, state & national FFA competitions that Richey students are involved in.

Intra-Curricular Activities

Richey High School offers a variety of intra-curricular activities to students. Those include student council, music competitions/performances, academic competitions, drama activities, Intra-curricular activities include all activities sponsored by the school that are somehow linked to student's academic work. Students who participate in intra-curricular activities are expected to follow all policies and rules regarding the Richey/Lambert Athletic Co-op.

Missoula Children's Theater is required for K-8th grade and is part of the student's grade. High school students who are on the ineligible list will not be permitted to participate in Missoula Children's Theater.

Music Festival is also required and part of the student's grade. Extemporaneous activities outside of school sponsored activities will not be excused. This will be at the teacher's discretion.

Senior-Related Activities

Qualifications

A student must be qualified as a sophomore to order a class ring. To be listed in the annual, go on the senior trip or any other special senior activity, the student must show satisfactory progress towards meeting all graduation requirements in a timely manner and must be enrolled for three quarters as a senior at Richey High School. Students who do not officially graduate will not be placed on the class composite or included in Commencement exercises.

Senior Book

The Senior Class will compile a Senior Book, which highlights each class member and is distributed at their Commencement Exercises. The Senior Book must be proofread and approved by the Senior Class Advisor and the Administration prior to mass production.

Senior Trip

The Senior Class may engage in fundraisers to fund the senior trip, which will be taken during the spring of their senior year. Students opting to participate in the trip must sign the Contract for Participation in the Senior Trip at the beginning of their senior year and adhere to its requirements. This includes, but not limited to, academic eligibility and chemical use training rule eligibility. The trip, itinerary, and chaperones must be approved by the Board of Trustees prior to securing travel arrangements for the trip at the December Board meeting. Seniors will prepare a presentation for the Board for the May Board meeting following the trip.

Attendance Requirement for Senior Trip

Students who accumulate more than seven (7) unexcused absences in either semester of their senior year may be deemed ineligible to participate in the Senior Trip. Administration may review extenuating circumstances on a case-by-case basis.

Eligibility for Senior Trip

Only full-time students are allowed to participate on the Senior Trip. The one-time academic grace period ("mulligan") available for extracurricular eligibility does not apply to the Senior Trip. Students must be academically eligible at all eligibility checks immediately preceding the trip and at the time of departure. Students who are on the ineligible list at any eligibility check designated by administration prior to the Senior Trip may be prohibited from participating in the trip. Administration reserves the right to review individual circumstances on a case-by-case basis.

Senior Privileges

The following Senior Privileges may be granted if approved in advance by the Administration and Board of Trustees:

- A. Third Quarter: Accumulated Honor roll GPA (3.0) senior students receive privileges and have not exceeded the attendance and tardy limitations for one honor study hall a day at school.
- B. Fourth Quarter: Accumulated Honor roll GPA (3.0) senior students and have not exceeded the attendance and tardy limitations may select from the following list for senior privileges:
 1. Students may take an honor study hall and/or check out of school. If a student is ineligible, this honor study hall and/or check out is revoked for the one week of ineligibility.
 2. If honor study hall is the last period of the day, students may check out and drive home.
 3. After checking out of the office, students with senior privileges may walk around town; however, they may not drive.
 4. If the student wishes to remain in the study hall that he/she has set aside for privileges he/she must be there on time, remain in the study hall the whole period, and abide by the rules of that study hall.
 5. Privileged students must not loiter in the hall and cause distractions for other students.
 6. The Board and Administration reserve the right to revoke or modify these privileges at any time.

Student Guidelines for Overnight Trips

Understand that your bags may be checked prior to departure and at any time during the trip, as well as your rooms.

1. Your chaperone(s) will provide you an itinerary, along with other guidelines they may have for your trip, prior to your departure...
 2. There will be no members of the opposite sex in your rooms at any time on the trip unless the chaperone(s) grants permission and is in the room with you.
 3. Absolutely no drugs, alcohol, and/or tobacco substitutes of any sort, is permitted anywhere.
 4. When hours have been set for the evening, students must adhere to those rules and just stay in their rooms until morning, unless the chaperone(s) grants permission and is with you.
 5. Lights out means lights out and that you are sleeping until it's time to wake up for the next morning's activities.
 6. If a discipline problem arises, the chaperone has permission to administer consequences as necessary and in compliance with the Student Handbook.
- a. Those that choose to break rules #4 - 6 in any fashion will be subject to immediate suspension of the activity. Your parents/guardians will be notified, and you will be sent home with them immediately upon their arrival. Further consequences will be administered upon your return to school. If rules #4 - 6 are broken, and that information is discovered upon return from the trip, the chaperones and administration will conduct a fair investigation and consequences will be administered as deemed necessary.

Future Overnight Trip Restrictions

Students who commit serious violations of overnight trip rules may lose the privilege of participating in future overnight trips for the remainder of the school year. At the discretion of administration, a student may be permitted to participate in future overnight trips only if accompanied by a parent or legal guardian for the duration of the trip. In such cases, the parent or guardian shall be responsible for all costs associated with their attendance, including lodging, meals, transportation, admission fees, and any other related expenses. The Superintendent shall make the final determination regarding eligibility for future overnight travel following a review of the incident and any disciplinary consequences.

Refer to Board Policy 8332

Academic Eligibility for School-Sponsored Trips

Students participating in overnight trips, extended trips, or special school-sponsored travel must be academically eligible according to District eligibility requirements. The one-time academic grace period ("mulligan") used for weekly extracurricular eligibility does not apply to these trips. Students must be eligible at the time travel arrangements are finalized and at the time of departure. Students who become academically ineligible may lose the privilege of participating in the trip. Any resulting financial loss may be the responsibility of the student and/or parent.

Attendance Prior to School-Sponsored Trips

Students must be in attendance for the full school day immediately preceding any school-sponsored trip, activity, competition, or event requiring travel. For example, field trips, spelling bees, music festivals, etc. Students who are absent during any portion of the school day immediately preceding the trip will not be permitted to participate unless the absence is approved by administration in advance or is due to a verified medical appointment, bereavement, or other documented emergency. The Superintendent reserves the right to make final determinations regarding participation.

Student Council

The Student Council is a group of students elected by the student body to represent them in the best possible way pertaining to school activities and policies. Students in our school system often assume as much of the responsibility for helping organize school activities and provide input into administrative decisions as they are able. The Student Council can be responsible for adding a positive atmosphere to the school when the leadership is effective and the students support the elected council members. Student Council is the formal meeting ground of the students and administration. Officers of the Student Council are elected by grades 5 - 11 during May of the year proceeding the year they are to serve. This is done to give everyone a chance to prepare for the upcoming year.

The graduating senior class funds not expended by graduation day will revert to the student council. The prime directive of the Student Council is to help all students benefit.

All class- or club-sponsored events that involve the raising and/or collecting of money must be presented to the Student Council on the appropriate form for approval. The Student Council may levy fines. Events may be canceled if all conditions are not satisfactorily met. Events should be arranged five days in advance when possible, have the majority approval of the class or club, and meet the criteria set by the students.

Classes or groups using the kitchen facilities must make arrangements with the head cook to learn how to properly operate the equipment and be aware of all the proper kitchen clean-up requirements. Class sponsors should be present at the activity.

Dances will be held between the hours of 9:00 PM and 12:00 AM except any semi-formal dance which may last, from 9:00 PM to 1:00 AM. Once you are at a dance, you are considered there for the evening. Students may be required to leave the dance by any chaperone that judges their behavior to be inappropriate.

To participate in student council meetings or activities, you must not be on the ineligible list.

Prom/Homecoming Dance

Students must not be on the ineligible list to attend prom or the homecoming dance. Students wishing to bring out-of-town dates must complete the out-of-town date permission form at least 2-days prior to prom. Any dates should have graduated no more than one year prior.

8th Grade Trip

The 8th grade trip will be a one day trip. It will take place the day following 8th grade promotion. Only full-time students are allowed to participate on the 8th grade trip. Students must not be on the ineligible list and must be current on all assigned disciplinary consequences in order to participate. A student who is assigned a disciplinary consequence but has not yet reached the scheduled date for serving that consequence shall remain eligible provided the consequence is served as assigned. Students will use the money earned from their fundraisers for the year to pay for the trip. Students may choose from Medora, Dickinson, Williston or Fort Peck visit on their trip.

Surveys

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. A parent or guardian shall have the right to opt the child out of any survey or data collection by a school district that would capture data for inclusion in the statewide data system so long as the survey does not request or require disclosure of personal information. Surveys requesting or requiring disclosure of personal information shall require parental consent as described in this policy. A parent may not opt out of data collection that is necessary and essential for establishing a student's education record.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request; and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

No student in the District shall be required, as part of any applicable program, to submit to any survey, analysis, or evaluation that requests or requires the disclosure of the above-noted personal information in this section without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. This provision specifically documents the arrangements taken to protect student privacy in accordance with 20 USC § 1232h(c)(1)(a)(b).

Refer to Policy 2132 for further information

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3120, 3122.

Parent Notification of Absence

When a student is absent, a parent or legal guardian must notify the school office by telephone on the day of the absence. Notification must be made by direct voice contact with school personnel or by leaving a voicemail message with the school office. Text messages, Facebook messages, social media messages, messages sent through other students, or messages sent through unauthorized third parties will not be accepted as notification of an absence. Failure to notify the school may result in the absence being recorded as unexcused until proper notification is received.

Excused Absences

1. Bereavement
 - a. Bereavement leave of 3 days per year for members of immediate family. Definition of immediate family: husband, wife, son, daughter, step-daughter, step-son, mother, father, brother, sister, step-mother, step father, step- brother, step-sister, father-in-law, mother-in-law, grandfather, grandmother, step grandparents, grandchildren, brother-in-law, sister-in-law, aunt, uncle, niece or nephew.
2. Other reasons prescribed by the policies of the Board including:
 - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and other deemed co-curricular.
 - b. Subpoenas to appear in court or court-ordered, out-of-district placements for special services. Verification or documentation is required.
 - c. Medical appointments, hospitalization, or long term illness – Medical documentation is required
 - d. College visits with a limit of 3 per year. Documentation required.

Medical Documentation

Students absent due to medical appointments, hospitalization, or illness are required to provide documentation from a licensed medical provider. Medical documentation must be received by the school office within five (5) school days of the student's return to school. Documentation must be faxed directly from the medical provider's office, emailed directly from the provider's office, or delivered in an original document issued by the provider. Photographs, screenshots, altered documents, or copies that cannot be verified by the District will be rejected. Absences will remain unexcused until proper documentation has been received and verified by the school.

Unexcused Absences

Unexcused absences are not acceptable at Richey Public Schools. Students who incur more than 6 unexcused absences per semester could mean a loss of credit in those subjects missed. An unexcused absence is an absence for some other reason than specified in the Excused Absence section. A telephone call, e-mail, or a note from either parent or guardian is required when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. However, a note from home will not necessarily excuse an absence.

Absences which will be counted in the 6-day limit per semester will include such areas as:

- Work days
- Visiting friends or relatives
- Suspension in and out of school
- Hair or photography appointments
- Skiing
- Hunting
- Court appearances due to misconduct
- Attending concerts
- Shopping
- Truancy/Skipping school
- Babysitting
- Helping a parent, sibling, or family member at home
- Oversleeping, sleeping in, and missing the bus
- Attending tournament games out of town
- Non-school sponsored activity – AAU, church trips, 4-H.
- Illness without a doctor's note
- Family emergency
- Family trip/vacation

Consequences for Unexcused Absences:

Once a student reaches 4 unexcused absences, a letter will be sent home by the superintendent to serve as a warning that the student is reaching his/her attendance limit. A student who reaches 7 unexcused absences will be granted one makeup day to be served on a Friday or Saturday, as determined by administration. The makeup day will mimic a regular, full-session school day. Further absences will result in grade reduction. Failure to make up the time required will result in further disciplinary action as deemed appropriate by administration, up to the loss of credit. A student who reaches 9 unexcused absences as described in MT Code 20-5-103 will be referred to the county attorney for truancy and/or receive loss of credit.

Unexcused Absences (per semester)	Consequence
4	Warning letter sent home to parents/guardians
7+	Friday or Saturday detention at the length of a regular school day & grade reduction if not completed.
9+	Truancy Officer contact and/or loss of credit

Excessive Absences and Course Credit

Regular attendance is essential to academic success. Students who accumulate excessive unexcused absences miss valuable classroom instruction, discussion, participation activities, and learning opportunities that cannot always be replicated through make-up work. Students who accumulate more than six (6) unexcused absences in a course during a semester shall receive a reduction to their final semester grade as follows:

Unexcused Absences (per semester)	Final Semester Grade Reduction
0-6	No reduction
7	5%
8	6%
9	7%
Each additional unexcused absence	Additional 1% Reduction

The grade reduction shall be applied to the student's final semester grade after all coursework has been completed and final grades have been calculated.

Students may still be required to complete attendance recovery measures as assigned by administration, including but not limited to Friday School, Saturday School, tutoring, academic intervention periods, or additional coursework. Failure to complete assigned attendance recovery measures may result in additional disciplinary action as permitted by District policy. The Superintendent reserves the right to review documented extenuating circumstances on a case-by-case basis when determining the application of this policy.

Failure to Attend Assigned Detention

Students who fail to report for an assigned detention will be assigned one (1) day of In-School Suspension (ISS). The original detention obligation will remain in effect and must still be served. Additional missed detentions may result in additional ISS days and further disciplinary action.

Tardies

A student is considered tardy when they have missed up to the first ten minutes of a class. Tardies are not excused. Once a student hits 3 tardies in a quarter, they will be required to attend a 60- minute detention. Detention will be served after school or on Friday or Saturday with administration. The detention may take place during a sports practice. Detentions will not be scheduled on a game day. Participation in detention does not reset the tardy count for the quarter; however, tardies will reset once the new quarter begins. Once a student receives 6 tardies in a quarter, they will be required to attend a 120-minute after school or weekend detention. If a student receives 9 tardies in a quarter, they will be assigned an in-school suspension. Students with more than 9 tardies will be referred to the discipline matrix in Level 2. Students refusing to show up for their detention time will be referred to the discipline matrix for “Willful Disobedience” in Level 3.

Tardies Per Quarter	Consequence
3	60 min. detention
6	120 min. detention
9	In school suspension
10+	Discipline Matrix Level 2

Make Up Work Policy

Students are given 1 day for each day they are absent to get their make up work completed and turned in. If a student is absent on Monday, for example, all of their makeup work is due by Wednesday. If a student is absent on Thursday, the work is due on Tuesday. Assignments or tests whose due dates are known in advance will still be due on the required date. If a student is absent on the due date, the assignment or test will be due on the day they return.

For ISS and OSS, students are required to turn in their work the following day. If students are serving ISS and OSS time for multiple days, the work will still be required after each individual day.

Cheating

Cheating is not tolerated at Richey Schools. The first offense of cheating will be disciplined according to the classroom teacher's rules. The second offense of cheating will result in referral to administration for disciplinary action which may include detention or in-school suspension in addition to receiving a zero on the assignment. The third offense will result in in-school suspension and a zero on the assignment. Each class is a separate set of offenses. Further infractions of cheating may result in failing the class.

Artificial Intelligence - AI

Students are expected to use Artificial Intelligence (AI) tools in a responsible and ethical manner. If a staff member has a reasonable belief that a student has utilized AI in an unethical manner, a student may be required to prove their work and/or complete an alternate assignment. A student should not use AI to avoid doing their own original work. Any text or pictures generated by an AI tool should be properly attributed and cited in the assignment. Some forms of acceptable use of AI may be grammar, spelling, editing, outlining and brainstorming. Repeated misuse of AI will be handled under the cheating section of the Discipline Matrix.

Corporal Punishment

No person who is employed or engaged by the District may inflict, or cause to be inflicted, corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Discipline Policy (see also Board Policy on Discipline following)

Richey Public Schools is committed to providing a safe and secure learning environment. In order to guarantee all students at Richey Public Schools the excellent learning environment they deserve a discipline plan has been established.

- No student will interfere with the teachers' teaching
- No student will interfere with another student's learning.
- No student will engage in any behavior that causes a problem for anyone else. No student will violate policies as outlined in the Student Handbook.

Disciplinary measures will be handled using the discipline matrix with administration reserving the right to deviate on a case-by-case basis for extenuating circumstances. Disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention, including Fridays
- Clean-up duty
- Loss of student privilege
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to instances set forth below:

1. Using, possessing, distributing, purchasing, or selling tobacco products including e-cigarettes or other similar products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under

the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section in policy 3311.
5. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
6. Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
10. Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
11. Hazing or bullying.
12. Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student’s conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
3. Travel to and from school or a school activity, function, or event.
4. Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

The superintendent will use the adopted discipline matrix to handle most disciplinary infractions. Administration reserves the right to deviate from the matrix for extenuating circumstances.

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

If detention is used as disciplinary measure, it may occur in place of an after-school sports practice. Detention will not be scheduled on a game day. Lunch detention may be used in its place.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Refer to Policy 3310

Discipline Matrix

Richey Schools Discipline Matrix		
Levels	Infraction Examples	Consequences
Level 0 (Handled by teacher) <i>Over 3 Infractions will move to Level 2</i>	Minor safety violations Teasing Classroom rule violations	-Warning by teacher -Parent/Guardian contact -Detention with teacher -Detention issued by Administration
Level 1 Equal to: 1-2 Office Referrals	Bullying Internet/computer violation Safety violations Cheating	-ISS 1 day and/or detentions & loss of in school work time -Parent/Guardian contact -Loss of internet/computer privilege
Level 2 Equal to: 3-4 Office Referrals	Bullying Cheating Internet/computer violation Policy/Tardy violation Safety violations	-ISS 1-2 days and/or detentions & loss of in school work time -Parent/Guardian contact -Loss of internet/computer privilege
Level 3 Equal to: 5-7 Office Referrals	Disorderly and/or disruptive conduct Cheating Disrespect Willful disobedience Bullying Internet/computer violation Policy/Tardy violation	-ISS 1-3 days and/or OSS 1 Day -Loss of school work time -Parent/Guardian contact -Loss of internet/computer privilege
Level 4 Equal to: 8 Office Referrals	Disorderly and/or disruptive conduct Severe disrespect Willful disobedience Bullying/fighting/assault/intimidation Internet/computer violation Policy violation Illegal offenses Vandalism/destruction of property	-OSS/ISS 1-4 days -Parent/Guardian contact -Law enforcement contact -Loss of internet/computer privilege -Expulsion hearing depending on severity
Level 5 Equal to: 9 Office Referrals	Severe disrespect Illegal substance use or possession, including but not limited to alcohol, marijuana, tobacco or nicotine products, and vapes Bullying/fighting/assault/intimidation Internet/computer violation Policy violation Illegal offenses Vandalism/destruction of property	-OSS/ISS 5-10 days -Parent/Guardian contact -Law enforcement contact -Loss of internet/computer privilege -Expulsion hearing depending on severity
Level 6 Equal to: 10 Office Referrals	Severe disrespect Illegal substance use or possession, including but not limited to alcohol, marijuana, tobacco or nicotine products, and vapes Bullying/fighting/assault/intimidation Internet/computer violation Policy violation Illegal offenses Vandalism/destruction of property Possession/use of firearms, weapons, or knives	-Due process expulsion hearing with Richey School Board

Additional notes: Office referrals are cumulative and will add together until the student reaches 10 referrals. From there, they will go through a due process hearing with the board. The discipline matrix may be adjusted for Elementary age students. School administrators will make all final decisions through level 5.

STUDENTS

Education of Homeless Children

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A “homeless individual” is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must be filed in accordance with the District Uniform Complaint Procedure.

Refer to Policy 3125

Dress and Grooming

Students are expected to come to school looking clean, neat, and dressed in a manner which is accepted in good taste. **This is a parent’s responsibility.** Following are the school's rules applying to the dress code.

1. Clothing should be neat and clean with extremes in style being avoided. No representation (written, pictures, or symbols) of alcohol, drugs, tobacco, or profanity (implicit or explicit) will be allowed.
2. Students may not wear hats or caps in the school buildings at any time, unless special permission is given from administration.
3. Students must wear clothing including both a shirt with pants or a skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Shirts and dresses must have fabric in the front and on the sides under the arms. Clothing must cover undergarments and midriff completely. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, mechanics, and other activities where unique hazards may exist. Specialized courses may require specialized attire, such as sports uniforms and safety gear.
4. Questions about individual dress will be discussed with the Administration by members of the teaching staff. Women for girls and men for boys.
5. The Superintendent will be the final judge as to whether a student's clothing is appropriate.

Consequences: Students will be required to conform to the dress code. Any staff member, teacher and/or coach have the right to request a student to concur with these codes. If this requires that a student miss class, the absence or tardy will be unexcused. Disciplinary action will be taken in accordance with the discipline matrix.

Due Process

If a student feels that they are being treated in an unjust or discriminatory manner, or if a student feels they are being unjustly or too harshly disciplined, they may pursue a course of action through the Uniform Grievance Procedure as detailed in Board Policy 3215.

Foreign Exchange Students

Richey Schools will accept up to 2 foreign exchange students per year. Foreign exchange students will only be enrolled as a freshman, sophomore, or junior. All foreign exchange student placements will be formally approved by the superintendent.

Training Rules

Any student who wants to participate in any extracurricular activity and who will not abide by the rules should not plan on participating.

Application of Eligibility/Training Rules - The application of the Chemical Use Eligibility Rules shall be in effect from the start of the first practice of the school-sponsored activity until the final contest of that school-sponsored activity is completed.

Training Rule Eligibility shall be enforced on the following grade terms:

1. Grades 4-8
2. Grades 9-12

Students/Athletes should be aware that administration can and will conduct bag checks, locker checks, and breathalyzer tests based on reasonable suspicion that the bag or personal item contains items or substances that are not permitted by district or cooperative policy. Persons found in violation of Chemical Use Rules will be subject to the following penalties.

Chemical Use Ineligibility

Prohibited activities include but are not limited to the following. Use, attempting to use, possessing, purchasing, selling, distributing, or assisting another person in the use, attempted use, possession, purchase, sale, or distribution of tobacco, tobacco products, electronic cigarettes, and/or look-alike drugs, alcohol, controlled substances, other illegal mood-altering and/or performance enhancing drugs or chemicals or any other substance use to obtain an altered mental state or "high". **If it is determined by an Administrator/Coach that an athlete is in possession or is/has been using any illegal chemical at a school event or on school property this behavior may invoke a penalty of immediate suspension from the activity for the remainder of the season as determined by Administration.** Ineligibility will be:

1st confirmed violation- no participation in competition or performances for thirty calendar days.

2nd and 3rd confirmed violations-no participation in competition or performances for sixty calendar days.

4th confirmed violation- termination of eligibility in any/all extra-curricular activities for the remainder of junior high or high school, whichever grade term the violations occur in.

*The suspended athlete will attend practice (and will ride the practice bus) during the suspension but will not play or ride the activity bus to games or events.

**Students will not Letter if found in violation in any of the training rules.

Self-Reporting/Honesty Clause:

1st Violation: if the Administration is notified by the student within 3 days of the infraction or if the student admits to the infraction during questioning, the student will serve half the suspension as listed above, so the suspension will be 15 days. The student will write a formal letter of apology to their team and coach and will read it aloud at the next practice.

2nd and 3rd Violation: if the Administration is notified by the student within 3 days of the infraction or if the student admits to the infraction during questioning. The student will serve half the suspension as listed above, so the suspension will be 30 days. The student will write a formal letter of apology to their team and coach and will read it aloud at the next practice.

4th Violation: Termination of eligibility in all co-curricular activities for 1 calendar year.

1. If the penalty of a Chemical Use Violation is not fully administered during his/her sport season, the remaining amount of the penalty will be applied to the next interscholastic sport season in which the athlete participates. This implies that the athlete will compete in the next sport for the entire season - no late starts or early completion unless there is a season-ending injury.

2. **Penalties for Chemical Use Violations will carry over from year to year.** E.g.: A violation during the freshman year is a first violation. During the sophomore year another violation is the second offense regardless of whether it is self-reported or not and so on.

3. If an athlete finds themselves in this situation by misfortune, they must leave the situation immediately and when safe to do so. At that time, they must also let their parents/guardians know. Next they must contact their coach and/or AD immediately by phone or email, explaining the situation. If the Administration determines it necessary, a meeting may be held to gather and document further information.

Curfew

During the activity season, regular hours will be kept: 10:00 P.M. Sunday through Friday, 12:00 midnight on Saturday. Exceptions to this rule will be made for church or school functions or other activities excused by the coach.

Attendance

Everyone will be on time and complete all scheduled practices. If you have a valid reason for missing practice, you must let the coach know ahead of time.

1. Except by excuse from the superintendent/principal due to extraordinary circumstances, no student may participate in an extracurricular activity, unless she/he has a full day of attendance during the last day school was in session.

Violation of Curfew and/or Attendance Rules:

First offense: Cannot compete in the next scheduled activity.

Second offense: Cannot compete in the next 3 scheduled activities.

Coaches' Rules

Coaches/supervisors of extra-curricular activities may establish, publish, and enforce additional activity participation guidelines and training rules that must be followed by a student if he/she wishes to participate in that activity. In such cases, the guidelines/contracts must be approved by the Athletic Director and Administration prior to the first day of practice and must be presented to the team and the parents by the Parent's meeting.

Due Process for Training Rule Violations

If a determination is made that a student has violated any training rule policy, the Athletic Director and Administration will notify the Co-op Board Chairpersons who will then recommend the discipline to be administered according to the policy listed in this handbook. The student and parent/guardian shall be notified of the violation by telephone and mail. Also, at this time, the student and parent or guardian shall be notified of discipline that will be administered to the athlete and a Training Rule Report Form will be completed and filed.

A training rule violation is verified when the cooperative, after an investigation into the allegation, can substantiate the allegation based on the evidence collected. This can be a combination of

1. Admission by the student in question
2. Physical evidence such as surveillance footage or contraband
3. Witness statements

When all the evidence is considered and the cooperative believes the allegation occurred, it will be considered a verified violation. The student in question will be given the opportunity to provide their account.

District Safety

Blood Borne Pathogens

The school district is required to provide educational services to all school-age children who reside within its boundaries. This includes those children who may be infected with a blood borne pathogen such as HIV/AIDS or Hepatitis B. The district shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The district is committed to making any reasonable accommodations that will allow a student infected with a communicable disease, including HIV/AIDS or Hepatitis B, to continue his/her normal educational program. See Board Policy 3417.

Common Illness

Students need to stay home when they are sick to prevent the spread of illness. This includes throwing up, diarrhea, and fever. If your child comes to school sick, and is throwing up or has a fever of 100 degrees or higher, parents will be called to come pick them up. Students should be fever free for 24 hours before returning to school.

Communicable Disease

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

Amebiasis	Hepatitis	Rubella (German Measles),
Campylobacteriosis	Influenza	including congenital
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diphtheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye	Tuberculosis
Hansen's disease	Ringworm of the scalp	Whooping Cough (Pertussis)
Covid 19		

Refer to Policy 3417

Head Lice

When a member of the school staff suspects a child is infested with head lice the following procedures will be followed: The child will be restricted from activities involving close contact (hugging, sharing personal items) with other children. The office will be notified and the parents must be contacted (verbal contact and a letter sent home). Immediate removal of the child is unnecessary. The child will be sent home at the end of the day. Parents/guardians are required to treat the child at home and return the treatment confirmation letter to the school office. A note from a medical professional will be necessary if a child returns to school after the home treatment and is found with continued/additional nits and or lice.

Refer to Policy 3418

FIREARMS AND WEAPONS

Firearms

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

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

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

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes

(i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon **in a school building**, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution of a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This policy does not apply to law enforcement officers acting in his or her official capacity.
(45-8-361 (3a))

The trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Refer to Policy 3311

Fire Drills

Fire drills will be held occasionally to teach students the safety procedures for exiting the building in the event of an actual fire or evacuation.

Grievance Policy and Procedure

All individuals should use the Uniform Grievance Procedure if they believe the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board Policy. Please refer to Board Policy 4310P for process and detailed information.

Health Services

Students who become ill during the school day should report to their teacher at the time and then to the office. If it is necessary to go home, the office will inform the parent of this and then student will be released from school.

Immunizations

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

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Refer to Policy 3413

Searches and Seizures

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

School Building Rules

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

Seizure of Property

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

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. Students will abide by the following rules of the cafeteria:

1. Deposit all litter in the wastebaskets.
2. Return tray and utensils to the proper dishwashing areas.
3. Leave the table and floor around your place in a clean condition.
4. Do not take food from the cafeteria area.
5. Do not make excessive noise in the cafeteria.

Prices for the 2026-2027 school year will be \$2.00 for students grades PK-4, \$2.75 for students in grades 5-12, and \$6.00 for adults not on staff. Students who bring their own lunch will be charged \$.25 per carton of milk. The ala carte breakfast program for participants of the hot lunch program will be charged \$1.00. Students will be allowed 2 cartons of milk with their meal. Additional milk may be purchased. Richey Schools lunch program will continue to meet all requirements set forth by the Federal Government and the USDA.

Cell Phones

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

Students may use cellular phones and other electronic signaling devices (such as smart watches) on campus before school begins and after school ends. Cell phones might be required to be turned into the coach/advisor

when boarding a school bus or other district owned vehicles. These devices must be turned in to the office for safekeeping in a locked box during the school day to be returned at the end of the school day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Students found with their cell phone or smart watch will be disciplined under willful disobedience. Refer to Board Policy 3630 and 3612T

Attempting to Circumvent the Cell Phone Policy

Students are expected to turn in their primary cell phone at the beginning of the school day in accordance with District procedures. Turning in a non-working phone, deactivated phone, "burner" phone, replica device, or any substitute device while retaining possession of another cell phone, smartwatch, or communication device is considered an intentional violation of school rules. Any student found to be in possession of an undisclosed electronic device after turning in a substitute device may be subject to progressive disciplinary action. Violations may result in loss of privileges, detention, in-school suspension, or other disciplinary consequences as determined by administration.

Gun Free Policy

In accordance to the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon recommendation from the District Superintendent. Please Refer to Board Policy 3310.

Intimidation/Harassment/Bullying/Hazing Policy

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated. Refer to Board Policy 3226.

Health Enhancement

Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. An instructional approach will be developed after consultation with parents and other community representatives. Parents and guardians may ask to review materials to be used and may request that their child be excluded from human sexuality education or instruction class sessions without prejudice in accordance with Policy 3120. The District will notify parents and guardians 48 hours prior to any event, assembly, or introduction of materials for instructional use on the topic of human sexuality. Notification of parent or guardian rights under this policy will be issued on an annual basis.

For purposes of this Policy, "human sexuality education or instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

AIDS Education and Prevention

The Board believes HIV/AIDS and other STD/STI instruction is most effective when integrated into a comprehensive health education program. Instruction must be appropriate to grade level and development of students and must occur in a systematic manner. The Board particularly desires that students receive proper education about HIV and other STD/STI's, before they reach the age when they may adopt behaviors which put them at risk of contracting the disease.

In order for education about HIV and other STD/STI's to be most effective, the Superintendent will require that faculty members who present this instruction receive continuing in-service training which includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction, but who have contact with students, will receive basic information about HIV/AIDS and other STD/STI's and instruction in use of universal precautions when dealing with body fluids.

In accordance with Board policy, parents will have an opportunity to review the HIV/STD/STI education program, before it is presented to students.

Refer to Policy 2335, 2335NF1, and 2335NF2

Lockers

It is the student's responsibility to maintain their own lockers in a clean, neat, and orderly manner. The lockers are the property of the school and school officials maintain their rights of inspection at any time. Beverages and snacks in lockers should be kept to a minimum. Lockers will be inspected at the end of the year and must be cleaned of all markings, stickers, and tape before a student may checkout.

Locker Room Backpacks and Bags

Students are not permitted to bring backpacks, duffel bags, gym bags, large purses, or similar personal bags into locker rooms during the school day unless specifically authorized by a staff member. All backpacks and bags must be stored in the student's assigned locker prior to entering the locker room. Students are responsible for securing their personal belongings. The District is not responsible for lost, stolen, or damaged items brought into the locker room. Failure to comply with this expectation may result in disciplinary action and the confiscation of prohibited items.

Medicine at School

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

Please refer to Board Policy 3416 and 3416F

Office

The main office is the information hub of the school. Please contact the Superintendent, Secretary or Business Manager whenever you have questions or need information. Visitors to the school are expected to check in and out at the office. The school telephones are business phones and should be used properly. Students must ask to use a school phone. The office will take messages for a student but will not interrupt classes unless there is an emergency.

External Doors

The external doors of the elementary and high school will be locked during the day. Please use the "buzz in" system.

Open Campus

Students in grades 7 – 12 may leave campus during lunch hours provided they return to school on time and comply with all school rules. If a student is ineligible for the week, they may not have open campus privileges for that week. They may NOT drive or ride in vehicles during the lunch hour. Students are not permitted to remain in, sit in, or loiter around vehicles during the school day, including during the lunch period, before school, between classes, or after returning from lunch. Students who leave campus for lunch are expected to proceed directly to their destination and return directly to school. Students may access a vehicle during the school day only with prior approval from administration or when accompanied by a staff member or other authorized adult. Examples may include retrieving necessary school materials, medication, or addressing another approved circumstance. Failure to comply with this policy may result in the loss of open campus privileges until further notice and/or other disciplinary consequences.

Open-Door Policy

The office of the Superintendent is open to anyone for discussion or questions that pertain to the operation of the school system.

Peace and Quiet Rules

Study halls are included in the curriculum for the benefit of the student and to be used properly. Students must bring appropriate materials to study hall. Teachers may allow students to the office, counselor, library, and restroom. Students should work under the supervision of school officials or their advisor during all non-school hours when using school facilities. Students are responsible for their own behavior and are expected to demonstrate a mature respect for other people's feelings, property, possessions, and physical welfare. Students are expected to follow all reasonable requests of staff and administration.

Permission to Leave School

No student may leave the school grounds while school is in session without permission to do so. Permission must be obtained from the Superintendent or designee. The student must sign out in the office and complete all requested information before leaving the premises.

Physical Examinations/Health Screenings

The Board may arrange each year for health services to be provided to all students. Refer to Policy 3410.

Prayer

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

Sexual Harassment

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

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

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

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

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

If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. For more information about the District's complaint procedure, see Policy 1700.

Tobacco Free Policy

The District maintains a tobacco free building and grounds. This includes all forms of tobacco such as E-cigarettes.
Please refer to Board Policy 5226.

Video Surveillance

The school campus both interior and exterior are monitored by a video surveillance system. Please refer to Board Policy 3235.

Weather/School Closure

If weather conditions become extremely difficult, if visibility is a problem, if the temperature or wind chill are dangerous, all should stay where it is safe. If the conditions cause you concern, and/or, if you are aware of a problem, please feel free to call the superintendent at school or at home. He/she may not be aware of the problem and will appreciate your concern. If possible, the superintendent will discuss such matters with board members and/or bus drivers before making a decision regarding a change in the regular patterns.

There will be options for the administration to choose from, such as, late starts, canceling of buses and school, or canceling buses and keeping the school open for those who make it. If the latter occurs, and you have safe transportation for your students, it is entirely up to you whether or not your kids attend. Above all else, parents have the right to keep their student's home if they fear for their safety. The student will receive an excused tardy or absence. Also to be mentioned here, please let the bus driver know anytime your student will not be riding the bus. Do this in advance, if possible, but that failing, call the school or the county shop (773-5593 or 377-2564) to relay the message. Bus drivers are expected to have their 2-way radios and cell phones on anytime they operate the bus, and to check periodically to make sure they are working. Buses have cell phones and the numbers are published in the data section. The county shop asks that bus drivers call the county shop to let the county know of any special road conditions (especially blocked or hazardous road conditions). The Sheriff's phone number is 377-5291.

Information will also be posted on the school website, <http://richey.k12.mt.us> and school Facebook page. We will try to notify each family by phone, especially those in the country. However, the radio should be considered the primary communication tool for these matters. Bus drivers are expected to use their cell phones. In all cases, if possible, keep the school informed.

The school will keep a list of homes willing to take in students that do not have a place to stay. Each student/bus family is asked to find a place in or very near town to stay in such a case and to let the school know. If buses do not run to deliver the student's home, the buses will also not run the next morning. If we send students home early, we will call to make sure the students will be met at their drop off points. A cardinal rule regarding getting stuck or being stranded in a vehicle in adverse or threatening weather is to stay with the vehicle. The buses have radios that share a band with the county and the sheriff, and the radios should be used early when danger threatens, and the battery should be preserved for radio use. If buses go out of town, especially in bad weather, the drivers should check in (frequently) at various points. It is very important, also, for the passengers to dress warmly (especially head and feet), and take along a sleeping bag or similar. Hooded parkas and good cold weather footwear is very important when the weather is cold. Be prepared!

We will use the following calling tree for emergency situations:

1. The superintendent will call the lead teacher, maintenance, bus contractor, secretary and head custodian.
2. The superintendent will use the Infinite Campus emergency call out to call, text, and email parents of a school closure.
3. Bus drivers will call their route people.

Transportation

Bus Guidelines

Jurisdiction/authority of persons on the buses, whether it is an activity bus or a route bus: This handbook states: **All directions given by the bus driver are to be followed.** This is a clear statement. The primary supervisor is responsible for the behavior of the students being transported. The primary supervisor may also determine that the bus will not proceed. It is up to the students, the supervisor in charge, and then, the bus driver, to leave a clean bus. The supervisor is to check each seat and area before and after any trip. The students will have to honor the clean bus rule if they want to stop for food. If you take it on, take it off, and clean up on the way. Students are to be charged for any damages. The bus driver/advisor determines time lines, and these must be honored. The bus is to be supervised at all times that there are students on the bus. For activities where different grade levels are involved, the older students are to sit in the back, the younger in front, unless announced otherwise. If more than one group is involved, each supervisor is to sit with his/her students as a group.

Conduct on School Buses

Buses are provided for students and their families for regular school and school activities when distance or other factors create the need for transportation. Several rules of courtesy and safety apply to student behavior:

1. Students shall remain back from the roadway while awaiting the arrival of the bus.
2. Students shall enter the bus in an orderly manner and go directly to a seat and remain seated until the destination is reached.
3. Younger students should be permitted to enter first.
4. Seats in the rear of the bus should be filled first when expecting many students.
5. Students shall keep their hands, arms, heads, and any materials inside the bus at all times.
6. No shouting, roughhousing, or throwing things on the bus is allowed.
7. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
8. The emergency door must be used for emergencies only.
9. Students who must cross a street or road to load or unload at a bus stop shall not do so until they receive a signal from the bus driver. When crossing, it is necessary to be in front of the bus far enough so the driver may adequately observe them. This means the child should be able to see the face of the bus driver. The driver shall hold the bus with warning lights flashing until the crossing has been completed and the student is safely unloaded or loaded as the case may be.
10. There will be no smoking at any time on school buses.
11. All directions given by the bus driver are to be followed.
12. Coaches, advisors, and bus drivers may use their discretion in seating students on routes or activity trips.

Students who become a serious discipline problem on the school bus may have their riding privilege suspended by the superintendent.

Student Driving

Students may not drive or ride in vehicles while school is in session unless given specific permission by school officials.

Vehicles Parked on School Property

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, tobacco, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

FORMS

Required forms are attached on the following pages. A required digital e-signature for acknowledgment of the handbook, policies, and forms will be made available through Infinite Campus for both parents and students. Contact the school for assistance at 406-773-5523 or tbaldwin@richey.k12.mt.us

INTERNET ACCESS CONDUCT AGREEMENT

I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612) and Acceptable Use of Electronic Networks (Policy No. 3612P). Should I commit any violation or in any way misuse my access to the Districts computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Districts policy regarding District-Provided Access to Electronic Information, Services, and Networks for the students access to the Districts computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the Districts policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

STUDENT TECHNOLOGY USE AGREEMENT

The Board and Administration recognize the importance of electronic resources, devices, and social networking as an educational tool to enhance the educational experience for the students and prepare them for a world outside of school. The Board is committed to providing proper training resources for all staff, students, and parents in all areas of electronic resources, devices, and social networking to provide a safe, modern, technology enhanced learning environment.

I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information Services, Networks (Policy No. 3612), Acceptable Use of Electronic Networks (Policy No. 3612P), Student Handbook in regards to Social Networking, and Use of Cellular Phones and other Electronic Devices. Should I commit any violation or in any way misuse my access to the Districts computer network and/or the Internet or violate any of the above mentioned school district policies or handbook provisions, I understand and agree that my access privilege **MAY** be revoked and school disciplinary action **WILL** be taken against me.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree to abide by the terms of the Richey School Districts policy regarding District-Provided Access to Electronic Information Services, Networks (Policy No. 3612), Acceptable Use of Electronic Networks (Policy No. 3612P), Student Handbook in regards to Social Networking, and Use of Cellular Phone and other Electronic Devices. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the Districts policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network, the Internet, and use other electronic resources and devices deemed appropriate by the Districts.

I understand that electronic resources and devices may include but are not limited to, cell phones, Smart phones, IPODS, IPADS, Kindles, Laptops, on-line resources, or any other electronic devices and resources that may be used in the educational system and misuse of these resources and/or devices will result in privileges being revoked and disciplinary action being taken against me.