

**2012-2013
Lame Deer Public
Schools (K-12)
Parent-Student
Activity Handbook**



• Receipt of Activities Handbook

“I have received a copy of the Lane Deer Junior-Senior High School Student/Parent Activities Handbook for 2012-2013. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.”

Print name of student: _____
Signature of student: _____
Signature of parent: _____
Date: _____

• Release of “Directory Information”

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the 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 district sponsored videos (i.e. school web pages, school internet video channels for social networking), dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Welcome to the Activities Handbook!

2012-2013 Important Activity Dates

- Aug 13 – First Day Cross Country
- Aug 13 – First Day Football
- Aug 13 – First Day Volleyball
- Aug 13 – First Day of Fall Cheer
- Aug 24 – First Day Cross Country Competition if required practices are held
- Aug 24 – First Day Volleyball Competition if required practices are held
- Aug 31 – First Day Football Competition if required practices are held
- Oct 17-19 – All State Band, Orchestra, and Chorus Festival (Great Falls, MT)
- Oct 20 - State Cross Country (Bill Roberts Golf Course, Helena, MT)
- Oct 22-27 – District Volleyball Tournament
- Oct 27 – First Day State Football Playoffs
- Nov 19 – First Day Boys and Girls Basketball, Winter Cheer
- Nov 30 – First Day Basketball Competition if required practices are held
- Feb 11-16 – Combined District Basketball Tournaments
- Feb 21-23 – Girls Basketball Divisional
- Feb 28 – March 2 – Boys Basketball Divisional
- March 7-9 – Boys and Girls State B Basketball Tournament, Butte Civic Center, Butte, MT
- March 11 – First Day Golf
- March 11 – First Day Track
- March 14 – First Day Golf Competition if required practices are held
- March 22 – First Day Track Competition if required practices are held
- May 6-11 – District Track and Field Meet
- May 11 – 18 – Divisional Golf Tournaments
- May 13-18 – Divisional Track and Field Meet
- May 20-25 – State Golf Tournament
- May 24-25 – State Track Meet

Important Information

- All varsity tryouts, including but not limited to, fall cheer, golf, volleyball, winter cheer, and basketball begin on the date listed above. Late tryouts are not permitted unless there are circumstances beyond a family's control. (Please be aware vacations will not be considered a circumstance beyond a family's control.)
- Each sport has a minimum number of practices students are required by the Montana High School Association to meet in order to be eligible for competition.
- Students entering as freshmen for the first time are immediately eligible for participation. Students get eight consecutive semesters of competition provided they pass four classes earning 2.0 credits or more from the preceding semester after entering 9th grade.
- Summer school classes do not count toward academic eligibility.

Students and Parents

Tryouts begin the first day of practice for volleyball, golf, boys' and girls' basketball, and cheer. Late tryouts can only be granted by the Activities Office and only in situations where circumstances are beyond a family's control.

Note: All athletic fines must be paid or equipment turned in prior to being allowed to sign up for the next sports season.

Effective Immediately - NO Exceptions - ONLY Head Coaches can add or remove student from athletic fines list if payment or equipment is not turned into the Activities Office, Office across from the Board Room at Central Administration Office in Downtown Lame Deer

Contact Information

Name	Position	Location	Phone Number(s)
Frank No Runner	Director of Activities	Old Blue Trailer located directly northwest of Central Office	(406) 477-6305 ext.1027 (406) 477-3467 home (406) 740-1808 cell
Judy Ross	Activity Clerk	Central Office	(406) 477-6305 ext. 1004
Georgia Bement	HS Activities Secretary	High School	(406) 477-8900 ext. 1200

Eligibility

Students must meet a variety of eligibility requirements in order to participate in MHSA athletic activities. Here is an Eligibility Quick Check for athletes:

1. The student must be enrolled in at least 20 hours per week (4 classes, 1/2 credit each) and in attendance (receiving instruction and/or supervision in the bricks and mortar) for at least 10 hours per week.
2. Is the student academically eligible? Did he/she pass 20 hours of prepared class work the preceding semester? (A first-time ninth grade student is exempt.)
3. Is the student semester eligible? Eligibility consists of eight consecutive semesters after enrolling in the ninth grade (semesters accrue whether enrolled or not).
4. Is the student age eligible? He/she is ineligible if turning 19 before August 31, 2012.
5. Has the student graduated or earned his/her GED? If so, the student is not eligible for any level of competition.
6. If the student meets all the above requirements and he/she is a transfer student will he/she be varsity eligible? Examine each part of the transfer rule in the MHSA handbook.

Please note the following:

- Before participation in any contest at any level a physical examination must be performed using the MHSA form.
- The minimum number of practices for the specific sport must be completed.
- Sunday practices and contests are strictly prohibited.
- Only students who meet all MHSA eligibility requirements (enrollment, age, semesters, academics, physical examinations etc.) are eligible to practice with and participate on member school teams. Exceptions: students who are eligible in every way except academics may participate in practice.
- No award exceeding fifty dollars (\$50.00) in value shall be given per event in any MHSA sanctioned sport in recognition of that a student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fund raiser or similar function. Cash cannot be awarded. A single Association Contest is not considered an "event" for the purpose of this rule. Violation of the award rule will render the student ineligible in the MHSA-sponsored sport or activity for which the student received the award. See the MHSA Handbook for additional information regarding the **AWARD RULE**.
- All contestants in the Montana High School Association must be amateurs. To remain an amateur, the student may not accept remuneration for participation, receive donations or gifts outside of the MHSA awards rule, or knowingly accept excessive expense allowances. See the MHSA Handbook for additional information regarding the **AMATEUR RULE**.

Section 504 and MHS A Eligibility Rules

Article II, Section (2) of the MHS A By-Laws

This (Eligibility) rule is not applicable to IDEA '04 and Section 504 students when their individual education plans (IEP) under IDEA or their educational accommodation plans under Section 504 certify that the students are not required to meet this minimum academic to have passed 20 hours or prepared work per week. However, all students must be enrolled and in regular attendance in 20 hours per week. Special education or Section 504 certification that the student is not required to meet the minimum academic requirements may not be enacted retroactively (after grades have been assigned at the end of the previous semester).

Lame Deer Public Schools (K-12) Eligibility

If the conduct of a student is determined by the coach/sponsor and administration to be detrimental to the athletic/activity program, the student may be suspended from the program for a period to be determined by the coach/sponsor and administration. Denial from participating with the team for a period of time may result from the following:

1. insubordination
2. obscene gestures, swearing
3. provocation
4. fighting
5. stealing
6. other disciplinary situations that may arise

Other Requirements to Participate

- ✓ All Middle School students must meet the school's academic requirements to participate.
- ✓ High School students must have the proper number of MHS A days of practice before they are eligible to compete in a game or meet.
- ✓ A participant who is removed from a team for disciplinary reasons for the remainder of the season is **not eligible** to practice or play in another seasonal program or extra-curricular activity during the remainder of that season.
- ✓ Athletic uniforms and equipment are **not** to be worn or used by any student except during school sponsored practices or events in which the student participates.
- ✓ Equipment issued to an athlete is her/his responsibility. If the equipment is not returned, replaced or paid for, no letter or award will be issued nor shall the student be permitted to participate in any sport or activity. Coaches and sponsors expect all uniforms and equipment to be returned no later than three (3) school days after the last day of participation.
- ✓ A parental signature must be on file, indicating that parental notification of athletic participation and eligibility requirements has occurred.
- ✓ In order to play or participate in any activity program, a student must be in attendance the **full** day of school, except for extenuating circumstances approved by the building principal.
- ✓ If an activity participant is suspended out of school, he/she will **not** be allowed to play during the period of the suspension.
- ✓ At any time a student is on OSS (out of school suspension) for a full day, or is in violation of the student discipline policy, he/she will not be permitted to participate in a scheduled extracurricular activity.

Lame Deer Public Schools (K-12) Weekly Eligibility

Exceptions will not be made for tardies, unexcused absences, or discipline referrals. To be considered eligible, a student must not have received any of the following:

- 1) Four or more tardies
- 2) A "not-excused" absence in any class period
- 3) A grade in any class below a "C"
- 4) A discipline referral resulting in OSS (out of school suspension).
- 5) A student must be in school 90 percent of the school week.
- 6) A student who is ineligible on Monday when the ineligibility list is completed, cannot compete until the following Monday, and only if they have improved all grades to a "C" level.

Only eligible students will be allowed to participate in any Lame Deer High School or Junior High sponsored activity or event.

Attendance vs. Extracurricular Participation

Any student absent from school more than one period the day of an activity may not participate in that activity without the approval of the principal or designee prior to the absence. A student is considered present for the purpose of extra-curricular

participation if he/she is present in each class for a full period. Approval will be granted if the absence in question will be the result of a previously scheduled medical/dental appointment, or appointment to satisfy requirements of the law, or if the absence is a result of a family emergency.

Objectives of Participation

- I. To provide a positive image of school activities at Lane Deer Public Schools To strive always for excellence in all activities.
- II. That will produce groups within the bounds of good representation of Lane Deer Schools and sound mental health of participants.
- III. To ensure growth and development that will raise the number of individual participants, give impetus to increasing attendance at each performance/contest; enable a program of continued upkeep and improvement of facilities.
- IV. To provide opportunities that will allow the program to serve as a learning tool where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world.
- V. This learning tool should provide adequate and natural opportunities.
 - a. Physical, mental and emotional growth and development.
 - b. Acquisition and development of special skills in activities of each student's choice.
 - c. Group cooperation with the development of such qualities as loyalty, cooperation, fair play and other desirable social traits.
 - d. Directed leadership and supervision that stress self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
 - e. A combined focus of interest on activity programs from student body, faculty, and community that will generate a feeling of unity.
 - f. Achievement of initial goals as set by the school in general and the student as an individual.
 - g. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
 - h. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
 - i. To provide a superior program of student activities.
- VI. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
- VII. To provide activities which offer the greatest benefits for the greatest number of students.
- VIII. To create a desire to succeed and excel.

Activity Code of Ethics:

It is the duty of everyone involved in school activities, participant or sponsor, to:

- a) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- b) Eliminate all possibilities which tend to destroy the best values of the activity.
- c) Stress the values derived from participating in activities.
- d) Show cordial courtesy to visitors and officials.
- e) Respect the integrity and judgment of sports officials.
- f) Achieve a thorough understanding of the activity and its rules.
- g) Encourage leadership and good judgment.
- h) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all Involved.
- I) Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.
- j) Keep an open line of communication between participant, activities director, coach/sponsor, and parent. When a player or parent has a question or concern regarding their son/daughter's involvement in an activity, they should contact the coach/sponsor, activities director who will make themselves available for participant and/or parent scheduled meetings that should be held before or after practice.
- k) Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.

Permission Slips, Sports Physical, and Coaches Rules

INJURIES

Injured participants must keep the coach/sponsor informed of their injury and recuperation. Injuries should be reported immediately to the coach. Coaches will report all injuries to the Principal and Activities Director.

PRACTICE ATTENDANCE

According to MHSAA rules all athletes must complete twelve (12) days of practice for football, ten (10) days of practice for Volleyball, Cross-Country, Basketball, and Track, three (3) days of practice for Golf before they may compete in any athletic

contest. A student will not be allowed to participate in any activities if they fail to attend practice regularly. Unexcused absences from practice will result in the student not participating that week. Chronic failure to attend practice will result in removal from the activity. Coaches have the authority to set their own rules in addition to these. Coaches' rules will be written, distributed at the start of the season and will be on file at the Activity Director's office.

COACH/SPONSOR RULES AND REGULATIONS

A coach/sponsor may elect to have additional rules/regulations for their sport/group beyond those addressed in the activity handbook. A list of the specific rules/regulations requested by the coach/sponsor will be distributed to the participants involved within the first week of scheduled practices/meetings, and will be on file in the Activity Director's and/or Principal's office. A coach/sponsor will require every activity participant from Lane Deer Schools, to return a signed copy of the District #6 activity permission slip by the second time a group/club meets and prior to the start of practice for sports. A physical form must be turned in prior to beginning practice for any/all athletic events, (non-athletic activities do not require a physical).

Discipline of Athletes

For all policies pertaining to discipline while a student is a member of a Lane Deer Public Schools Extracurricular / Co-curricular program, refer to the appropriate 2012-2013 Student-Parent Handbook.

DISCIPLINE OF ACTIVITIES

These rules govern any student who is involved in any form of seasonal extra-curricular activities at Lane Deer Schools. Any sanction imposed herein is additional, separate, and distinct from other sanctions, which may be imposed for violating rules outlined in the student handbook.

- A. Statutory Limitations and Requirements
 - a. (MCA 20-5-201), In addition, the trustees of a high school district may deny a high school student the honor of participating in the graduation exercise or exclude a high school student from participating in high school activities.
 - b. Suspension and expulsion – Only the Principal can suspend or recommend to expel from activities.
- B. "Right" of Participation
 - a. Students have the right to participate, but participation in extra-curricular activities is not specifically mentioned as a fundamental right, and it does not rise to the level of constitutional protection that those rights enjoy.
- C. Due Process in Activity Discipline
 - a. Substantive Due Process
 - b. Procedural Due Process
- D. Gatherings Clause – Recommends that students engaged in extracurricular activities from attending a gathering where alcohol, tobacco or drugs are present. If a student is found to have been at such a gathering, they can be suspended from participation. There are however exceptions to this, please refer to case law, *Sullivan v. Helena School District No. 1*.
- E. Discrimination
 - a. Section 504 of the Rehabilitation Act of 1973 will be followed and honored.
 - b. Section 504 and MHSA Eligibility Rules (please see on page 4) will be followed and honored.
 - c. The Americans with Disabilities Act will be followed and honored.
 - d. The Individuals with Disabilities Education Act will be followed and honored.
 - e. MHSA Age Rule will be followed and honored.
 - f. MHSA and LDPS Academic Requirements will be followed and honored.
 - g. Marital Status Requirements will be followed and honored.

Drug Testing Policy 3350

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

The selection of participants to be tested will be done randomly by the principal/ administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. For more please refer to Board Policy.

Mandatory Drug Testing for MHS Sanctioned Activities & All Clubs and Organizations

DEFINITIONS:

Drug: Any substance considered illegal or controlled by the Food and Drug Administration.

Student Athlete/Participant: Any student participating in extra-curricular activities, practices and/or contests under the control and jurisdiction of the Montana High School Association and/or Lame Deer Schools.

Activity Season: Fall, Winter, and Spring seasons begin on the first day of participation allowed by the Montana High School Association and/or Lame Deer Schools and end as soon as the student leaves the Lame Deer School Property after the final competition for that activity.

Policy Statement: In order to provide for the health and safety of the individual participant and other participants, as well as providing a legitimate reason for students to say "NO" to drug use and providing an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the Lame Deer School District is conducting a mandatory drug testing program for student activity participants. It is designed to create a safe, drug free environment for student activity participants and assist them in getting help when needed.

PROCEDURES:

Consent: The parent/guardian and the student participant are required to sign a written consent for drug testing prior to participation in the Lame Deer Schools' Athletic programs and activities. Any time a participant refuses to be tested, he/she will be suspended from all extracurricular activities for the remainder of the school year. All individuals involved in falsifying or attempting to falsify an individual's drug test will be treated as testing positive.

Medication: Student participants who have been or who are taking prescription medication must provide verification (either by the copy of the prescription or by doctors authorization) prior to being tested. Students who refuse to provide verification and test positive will be subject to actions specified in "results of the drug test".

Format....

Every Lame Deer School student participating in a Montana High School Association activity or a school-sponsored club/organization will be required to take the mandatory drug test.

Urine will be sampled for testing purposes. Whenever an activity participant's test result indicates the presence of illegal drugs ("positive test"), the District's Activity Code will be enforced. Students and Parents may request an appeal before the Activity Director, pending a second drug test at their own expense. Upon a negative retest, the district will provide reimbursement.

The drug-testing schedule is as follows:

Fall Participants: All participants tested will be tested during the first 30 school days of the season. During the fall season, 10% of the participants in each activity will be randomly selected for drug testing.

Winter Participants: All participants will be tested during the first 30 school days of the season. During the winter season, 10% of the participants in each activity will be randomly selected for drug testing.

Spring Participants: All participants will be tested during the first 30 school days of the season. During the spring season, 10% of the participants in each activity will be randomly selected for drug testing.

LIMITED ACCESS TO RESULTS: The testing lab will be authorized to report results only to the Superintendent or to such person as the Superintendent may designate. Lame Deer Public Schools guarantees the confidentiality of the results of drug testing, but cannot be held responsible for any insinuation on the part of students or the public.

*****Results of the Drug Testing**

If a student tests positive for the presence of drugs, the following will occur:

Notify the parent/guardian. If parent/guardian contact by phone is not possible, a certified letter will be mailed as soon as possible.

The principal, activities director, coach, parent/guardian and the student will conduct a due process hearing at the parent/guardian's request.

Drug/Alcohol Association Policy 3340S

No student shall possess, use, buy, sell or provide drugs, drug paraphernalia or alcohol, or be under the influence of controlled substances during the school day or at any school function at home or away.

Student athletes and student members of other extra-curricular activities are ambassadors and representatives of Lame Deer School to the outside world and are expected to follow all school rules and conform to a higher standard than other students.

No student who is involved in extra-curricular activities either at home or away from home or who is a member of a sports team or other school activity during that sport or activity's season may use or possess drugs and/or alcohol themselves, or furnish or sell drugs or alcohol to another person, or be under the influence or controlled substances at any time during the season. Any team or activity member who is present at a situation where drugs or alcohol are being used, sold, or distributed will be subject to the same consequences as those students who were actually using.

First Offense During a School Year

A conference will take place between the student, parent/guardian and the principal or his designee to determine whether a violation has taken place. If it is determined that a violation has occurred, then:

1. The student will be suspended out of school for five (5) school days. The student will be expected to make up all work missed during the suspension.
2. At the discretion of the principal, the police will be notified, all physical evidence will be turned over to them, and the student will be charged accordingly.
3. The student will be referred to the appropriate agency for a drug/alcohol evaluation and the student and his parent/guardian will be expected to follow-up on any recommendations made as a result of that evaluation.
4. As a member of a team or activity, the student will be suspended from his/her next two (2) games or activities for basketball or volleyball, and (1) game/meet for football, cross-country or track. Also, the student will not be allowed to dress out, sit on the bench with the team, or travel with the team to an out of town game or activity during their two game suspensions. They may or may not be allowed to practice, at the discretion of the coach or sponsor.

Second Offense During a school Year

A conference will take place between the student, parent/guardian, and the principal or his designee to determine whether a second violation has taken place. If it is determined that a second violation has occurred, then:

1. The student will be suspended out of school immediately and may not participate in any school activities during the initial suspension.
2. If appropriate, the police will be notified, all physical evidence will be turned over to them and the student will be charged accordingly.
3. The student will be referred to the board by the principal at the next appropriate meeting for expulsion.

Appointed to Drug and Alcohol Counselor and Seven Feathers Recovery Center

All students who violate the Alcohol and Other Drug Policy must be seen by the Alcohol and Drug Counselor within 5 days of the incident, or as soon as possible; the student will be provided an initial chemical dependency evaluation (SASSI-A). Depending on this evaluation, the student will be referred to the Northern Cheyenne Recovery Center for further evaluation and/or an appropriate level of treatment. The school will take every possible step to help these students, however, the student must be willing to take responsibility for their substance abuse issues and help themselves. Students who refuse to cooperate or comply with all recommendations of the Alcohol and Drug Counselor, or the Counselors of the Northern Cheyenne Seven Feathers Recovery Center, are subject to expulsion proceedings from the Activities in which they are a part of.

Self-Referral Process

The self-referral process is an option only if there have been no prior violations of the alcohol, illegal drugs or non-prescribed drugs discipline policy. At the time of the self-referral there will be no current situation under investigation involving the student and prohibited substances. Students must also self-refer **before** they are asked to take their regular drug test. A student who self-refers will still be subject to the random drug testing later in that season.

1) A student may refer themselves directly to the Activities Director, Principals, or Drug and Alcohol Counselor once during their 6-8 middle school careers and once during their 9-12 high school careers. Students must complete the self-referral process before the second scheduled week of an activity.

2) Once a student has made a self-referral, they will immediately be drug screened to establish a baseline level of drug contamination. **The student will remain eligible to practice, but not participate in extra-curricular activities. The student must enroll in and BE IN COMPLIANCE WITH the Lame Deer Public Schools/Seven Feathers Recovery chemical awareness course and then after serving the consequences listed on page 8, they can return to competition.** Failure to enroll in or complete the chemical awareness course within the course length period as determined by the chemical evaluation will be treated as a second violation and the consequences, listed previously, will be enforced.

3) At the end of the Treatment program, provided the student has completed the chemical awareness course in good faith, the student will be drug screened a second time to confirm the decline or absence of drug contamination. Test results showing a static level or increased level of drug contamination is an indication that the student has not discontinued

substance abuse. In the event that this occurs, the results will be treated as a second violation and the consequences, listed previously, will be enforced.

4) If the student has completed the chemical awareness course in good faith and if the second drug screen indicates a decline or absence of drug contamination, the student will be drug screened a third time after thirty (30) school days from the date of the initial self-referral. After the 30 day period, there should be no presence of drug contamination. However, if the third drug screen shows a static level or an increased level of drug contamination, the results will be treated as a second violation and the consequences, listed previously, will be enforced.

5) If a student refuses to take the drug test, all procedures will be followed as if the student tested positive on the Test.

6) Once a student has self-referred, that student is obligated to complete the self-referral process whether or not the student continues participation in a school activity.

Lodging

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

Motel/hotel reservations will be made on the basis of availability, appropriateness and cost. Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus one roll-away). Separate accommodations for male and female students will be provided.

If any, emergency should arise on a trip, (e.g., adverse road conditions, injuries or major infraction of rules), the Activities Director and/or Principal will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method.

Travel Rules and Regulations

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

- Students are not permitted in the rooms of students of the opposite sex at any time unless the coach/sponsor is present.
- Public and/or private displays of affection are prohibited at all times. Violation of this rule will be addressed under the District discipline policy in the student handbook.
- Phone calls outside of the motel/hotel facility are not to be made from student rooms at any time. If you wish to make a call, use public pay/mobile phones in the facility in which you are staying, or request that your coach/sponsor allow you to use the phone in their room.
- Rental or use of video machines, tapes, games and/or pay per view movies is strictly prohibited without pre-approval of your coach/sponsor. Rental of video machines, tapes and games must be paid for by the student renting the equipment. At no time should video equipment, tapes, games, and/or movies be billed to Lame Deer Schools. Students may not bring personal tapes to be viewed unless they are pre-approved by the sponsor/chaperone.
- Students are not permitted to leave the facility.
- Any student that breaks the law will receive the appropriate suspension from school as outlined in the student-parent handbook, in the same manner as if the offense had occurred on school grounds.
- One (1) Coach/Sponsor/Chaperone is required for each 12 students who will be in attendance for all District #6 activities travel.

Activity Transportation

Because of the legal implications regarding school district responsibilities and liability of any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Lame Deer. This will apply to any student who is a member of a team, music group, cheerleader squad, pep bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

The only exception will be a written request by a parent for their son/daughter to ride with THEM to/from the activity. The parents must SEE the coach/sponsor and sign a release at the time of the request. If for some reason, the parent may want

the student to LEAVE an activity with someone other than themselves, a request must be made *in writing* PRIOR to the scheduled activity and must be pre-approved by the Activities Director or another Lane Deer Schools administrator. Any person providing transportation for student activity members, with a specific request from the parent as previously outlined, must meet one of the following qualifications: 1) an immediate family member; sister/brother or grandparent 2) 21 years of age or older. This person(s) must SEE the coach/sponsor and sign the student out prior to leaving the activity.

Any participant who arrives late for a coach's/sponsor's announced start time will NOT be allowed to participate in the activity for that day. Coaches will not wait for missing students.

IT SHOULD BE UNDERSTOOD THAT:

- A) Under no circumstances is a student permitted to drive the vehicle
- B) Students are expected to use seat belts at all times the vehicle is in motion
- C) Students must comply with ALL School District #6 rules

IF A SCHOOL BUS IS TO BE USED:

- A) Students are to remain in seats while the bus is moving, (this must be strictly enforced)
- B) Students must properly dispose of all waste material in the receptacle supplied (if food or beverages are allowed on the bus)
- C) Students must keep the noise level below that which disturbs the driver
- D) Students must comply with all behavioral requirements of the bus driver, coach/sponsor and chaperone(s)
- E) Beverages will be allowed in District vehicles only if they have lids

OVERNIGHT TRIPS

- A) Students will be given an agenda and a tentative time schedule for student and parent information. Students will be responsible for seeing that their parents receive this information.
- B) No student will remove, damage or deface the property of any motel, restaurant, etc.
- C) Riding in vehicles other than school provided or sponsored will not be permitted unless advance arrangements have been between the parents or legal guardians and Lane Deer Public Schools. Students will only be permitted to travel with parents or legal guardians.

STUDENT OUT-OF-STATE TRAVEL

Any individual or group of students wishing to travel out of state with an overnight stay may request a hearing before the Board of Trustees. The Board may grant or deny the request for out-of-state travel on an individual, case-by-case basis. Before approval of any trip will be considered by the Board of Trustees, the advisor will provide the Board with the following information:

- a) Itinerary, including departure and return dates, lodging, mode(s) of transportation, etc.
- b) Educational rationale
- c) Chaperones, including chaperone/student ratio
- d) Total cost and sources of revenue

All trips must be approved by the Board prior to any fund raising efforts being started.

DRESS/APPEARANCE FOR ACTIVITIES

Those responsible for any performance groups, such as coach, director, advisor, etc., are hereby authorized and encouraged to develop for each group exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole, and help build a constructive "esprit de corps" within the group.

Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and the school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group - or before if possible.

During the winter months, or at any time the weather is or has the potential of being inclement, each participant must have, in addition to their regular clothing, a heavy warm coat, a cap and/or scarf, mittens or gloves, and overshoes or snow boots. Bandanas and "doo-rags" are inappropriate and unacceptable dress for students to wear on school sponsored activities or events, either at home or away from Lane Deer.

Any students with visible hickeys will NOT be allowed to travel with a team or participate.

Student Meetings

Student meetings are generally open to the public and school faculty unless the students request closed participation, which must be approved by the Activities Director and Principal.

Restricted Activities on Sunday

The Lame Deer Public School District does not promote activities on Sunday, but some circumstances require travel or activities to be held on Sunday.

Qualifying Activity Presence

At any time a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition or qualifying activity (Districts, Divisional, Regional's) for future participation.

Fundraisers

All fundraising by Lame Deer Public School students and staff will be pre-approved by the Activities Director for extra-curricular events and Principal for all fundraisers during the school day, prior to the beginning of a fundraiser. Students will not be dismissed from class for fund raising activities or for preparation for such fundraisers. A form for holding a fundraiser is available in each school office, and must be completed in its entirety and submitted to the Activities Director/Principal a minimum of five (5) school days prior to the scheduled start of the fundraiser.
NO OUTSIDE FUNDRAISERS WILL BE ALLOWED!!

Meals During Travel

Meals will be provided to students traveling AWAY from Lame Deer under the following guidelines:

***MAXIMUM MEAL ALLOWANCES

When meals are provided by the District, the following meal allowances will be adhered to:

Breakfast	\$7.00
Lunch	\$8.00
Dinner	\$9.00
Daily total:	\$24.00

NOTE: Meal amounts MAY be accrued for one day. These amounts are MAXIMUM including beverage and/or dessert. A 10% gratuity may be added.

Sexual Harassment

The Lame Deer Public School District is committed to a positive and productive working and learning environment, free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer or student and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applies to individuals attending any events on District property, whether or not District-sponsored and to any school-sponsored events regardless of location.

DEFINITIONS:

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or education
- Submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's employment or education
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or of creating an intimidating, hostile, or offensive employment or educational environment

An intimidating, hostile or offensive employment or educational environment means an environment in which:

- a) Unwelcome sexually-oriented jokes, innuendos, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable
- b) An aggressive, harassing behavior in the work place or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex

Bullying/Harassment/Intimidation/Hazing

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

Public Concerns Resolution

Any area of concern should be addressed with the appropriate coach/sponsor with an attempt to resolve the concern at the lowest level. In the event resolution is not reached after discussing a concern(s) with the coach/sponsor, the concern can be addressed via the prescribed Public Concern Resolution process designed for that purpose. Appropriate forms for registering such concerns may be obtained in the administrative office of each of the schools. The process will then proceed through the appropriate chain of command for the timely resolution at the lowest possible level.

Team Managers

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

- a) Interested in working with the teams in a particular sport as a manager must apply to the head coach of that sport for a manager position
- b) Must maintain the same eligibility requirements as that of the athletes
- c) Must maintain the same dress code requirements as that of the athletes
- d) Must understand that additional time requirements and physical labor, (event setup and take down, laundry, cleaning of equipment/gymnasium/storage areas) will be part of the manager's duties
- e) Must abide by all of the rules and regulations of Lane Deer Public Schools Activity Handbook

A maximum of three (3) managers will travel to district/divisional/state tournaments to include: one (1) statistician, one (1) camera/video operator, and one (1) bench manager.

Cheerleaders

Cheerleaders will ONLY travel to district/divisional/state tournaments for girls' basketball, boys' basketball, volleyball, and football play-offs. Whenever possible, cheerleaders must be present at all home games.

Lettering Procedure for MHSAA Sanctioned Events

CROSS COUNTRY - GIRLS AND BOYS

- a) Must compete in at least half of the varsity meets that the team competes in for the season and/or compete in the state meet.
- b) Must receive a minimum number of meet points as provided by the head coach at the beginning of the season.
- c) Must complete the season in good standing.
- d) Coach's discretion.

FOOTBALL

- a) Must play in at least half of the total number of quarters the team will have played in for the season and/or play in the divisional and/or state tournament.
- b) Must complete the season in good standing.
- c) Coach's discretion.

BASKETBALL - GIRLS AND BOYS

- a) Must play in at least half of the total number of quarters the team will have played in for the season and/or play in the district, divisional and/or state tournament.
- b) Must complete the season in good standing.

c) Coach's discretion.

VOLLEYBALL

- a) Must play in at least half of the total number of games the team will have played in for the season and/or play in the district, divisional and/or state tournament.
- b) Must complete the season in good standing.
- c) Coach's discretion.

TRACK

- a) Must achieve minimum event time/height/distance as provided by the head coach at the beginning of the season.
- b) Must complete the season in good standing.
- c) Must compete in the District meet.
- d) Coach's discretion.

SPEECH AND DRAMA

- a) Must attend all meets unless involved in other LDHS school activities.
- b) Must earn at least two (2) team points during the competitive season.
- c) Must participate at divisional.
- d) Must practice with a coach each week.
- e) Must complete season in good standing.
- f) Coach's discretion.

These are minimum requirements for earning varsity letters. If the coach intends to add requirements, he/she must have them reviewed by the activities director and must notify team members at the beginning of the season.

LETTERING PROCEDURES

Students who letter will receive a chenille letter and emblem the first time they letter in their high school career. Subsequent sports that are lettered in will receive an emblem in the first year and a bar for each subsequent year in the same sport thereafter.

CHEERLEADING

- a) Must demonstrate loyalty, dependability, and outstanding contributions to the spirit squad.
- b) Must complete the season in good standing.
- c) Coach's discretion.

HIGH SCHOOL BAND

Letter awards are given to students who demonstrate loyalty, dependability and outstanding contributions to the band. Individuals who participate in District Music Festival and State Solo and Ensemble Festival will receive a certificate. Students should not expect to receive certificates, special awards or recognition for minimum service and average participation.

PEP BAND

To be eligible for this award you must not have missed more than four (4) events throughout the year. This is an accumulated total from all the games we play during the year. If you are absent because of a school activity it will be counted as an extracurricular / co-curricular absence. Missing an event because of being ineligible does not count as an excused absence.

Transfer students and students that start during the year or mid-season will meet the requirements for that season.

HIGH SCHOOL CHORUS

Activity awards are given to students who demonstrate loyalty, dependability and outstanding contributions to the extracurricular choral program.

*****MIDDLE SCHOOL ACTIVITIES**

BOYS BASKETBALL: Boys in grades 6, 7 and 8 may participate in this program which instructs participants in the fundamentals of basketball, team play and good sportsmanship. Interscholastic competition will be scheduled with area schools and the season will conclude with an interscholastic tournament

GIRLS BASKETBALL: Girls in grades 6, 7 and 8 may participate in this program which instructs participants in the fundamentals of basketball, team play and good sportsmanship. Competition will include interscholastic games with area schools and a tournament at the conclusion of the season.

CROSS COUNTRY: Boys and girls in grades 6, 7, and 8 may participate in this sport. Participants will learn the fundamentals of distance running, team play and good sportsmanship. Interscholastic competition will be scheduled for cross country runners with area schools.

FOOTBALL: 6th, 7th and 8th grade participants will learn the fundamentals of tackle football, team play and good sportsmanship. Interscholastic games will be scheduled with area schools.

INDIAN CLUB: All middle school students may participate in Indian Club. Meetings are held and the club sponsors activities that enhance knowledge of Indian culture.

NATIONAL JUNIOR HONOR SOCIETY: Students who meet specific academic requirements are eligible to apply for membership in NJHS. This organization sponsors school activities throughout the year as well as performing service activities for the school and community.

STUDENT COUNCIL: A student government is assembled from the middle school student body by majority election. This government body learns the practices and procedures of government as well as Robert's Rules of Order. The middle school student council sponsors a limited number of school-wide activities throughout the year.

TRACK: Boys and girls in grades 6, 7 and 8 may participate in track. Participants are introduced to the many events available in track and field and are given instruction in the events in which they are most interested.

VOLLEYBALL: Grade 6, 7, and 8 girls may participate in this program that instructs participants in the fundamentals of volleyball, team play and good sportsmanship. Middle school volleyball competition will be scheduled with area schools.

*****HIGH SCHOOL ACTIVITIES**

BOYS BASKETBALL: Boys in grades 9-12 may try out for the BBB teams. The program currently has freshman, sophomore, JV and varsity squads competing in a full complement of interscholastic competition. The varsity team will conclude the season with district, divisional and state tournaments.

GIRLS BASKETBALL: Girls in grades 9-12 may try out for the GBB teams. The program currently includes JV and varsity squads. Interscholastic games are scheduled for each team with divisional and state tournaments culminating the varsity season.

CHEERLEADING: Participants in grades 9-12 will be instructed in safe cheerleading techniques, movements and good sportsmanship. Cheerleading performances will be at most HOME activities and some tournaments.

CROSS COUNTRY: Male and female participants in grades 9-12 are instructed in technique, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season, culminating in the state meet.

FOOTBALL: Participants in grades 9-12 are instructed in technique, team play and good sportsmanship. Interscholastic games will be scheduled with area schools.

TRACK: Male and female participants in grades 9-12 learn technique, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season, culminating with a district, divisional and state meet.

GOLF: Male and female participants in grades 9-12 learn technique, individual and team play. Interscholastic competition is scheduled throughout the season, culminating with a divisional and state meet.

VOLLEYBALL: Girls in grades 9-12 learn technique, team play and good sportsmanship in this program. Interscholastic competition is scheduled for JV and varsity teams with a district, divisional and state tournament culminating the season.

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA: FCCLA is the organization of students that develop and lead projects in personal, family, career and societal issues related to Family and Consumer Sciences. FCCLA is open to all high school students who have or are taking Family and Consumer Science classes.

WEIGHT CLUB: This group is made up of students who are interested in body building and strength training through the use of the high school weight room. They have fund raising events throughout the year to purchase new equipment.

INDIAN CLUB: All high school students may participate in Indian Club. Meetings are held and the club sponsors activities that enhance knowledge of Indian culture

NATIONAL HONOR SOCIETY: Students that meet specific academic requirements are invited to apply for membership in NHS. This organization sponsors activities throughout the year as well as performing service activities for the school and community.

AISES SCIENCE CLUB: AISES club participation is open to all interested students. The study of scientific processes and procedures is the primary focus. Club social activities and science fairs are organized and a yearly field trip may be taken.

MATH CLUB: This club is open to all students interested in further exploring mathematics. Weekly meetings are held with competitions, prizes and fund raising for a possible field trip that may be taken.

STUDENT COUNCIL: A student government is assembled from the high school student body by majority election. This government body learns the practices and procedures of government as well as Robert's Rules of Order. The high school student council sponsors a number of school-wide activities throughout the year.

VOCATIONAL CLUBS OF AMERICA / FFA: VICA /FFA is the organization of students interested in the vocational and agricultural trades of building construction, automotive, welding, design and drafting, farming, ranching, and range management. Membership is open to all high school students.

YEARBOOK: High school students may assist in the production of the high school annual. Processes that are learned include photography, developing and layout.

MORNING STAR MEDIA ARTS CLUB: Students 7-12 will meet at least once per week. The club will focus on one act plays, skits, talent and variety shows, and all other forms of the performing arts. Students will be encouraged to act, sing, dance, and play musical instruments.

Insurance Information

Lame Deer Public Schools are participating in a medical insurance policy that will provide benefits for accidental bodily injury incurred while:

1. Attending regular school sessions
2. Participating in or attending school-sponsored and supervised extracurricular activities
3. Participating in school-sponsored and supervised interscholastic sports, and
4. Traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.

THIS PLAN IS SECONDARY TO ALL OTHER VALID COVERAGE. YOU MUST FILE A CLAIM WITH YOUR OTHER COVERAGE FIRST. THIS PLAN DOES NOT COVER PENALTIES IMPOSED FOR FAILURES TO USE PROVIDERS PREFERRED OR DESIGNATED BY YOUR PRIMARY COVERAGE.

Students **MUST** tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor **PRIOR** to seeking a physician's care is very important.

Filing of the claim is the parent's responsibility.

1. Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it is a school injury.
2. Parents complete Part B. Answer all questions.
3. Dental accidents are often covered by health insurance. Please submit charges for all dental accidents to your family health insurance first.
4. Parents submit copies of your itemized bills to your own family insurance first, even if you have a large deductible. You will be sent a report called an Explanation of Benefits (EOB).
5. Parents send the claim form, copies of itemized bills and the EOB to:

**Student Assurance Service, Inc.
P.O. Box 196
Stillwater, MN 55082**

The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact Student Assurance Services, Inc. at 1-800-328-2739.

NOTE: Student must have been treated by a licensed physician within sixty (60) days of the date of injury. Proof of claim should be submitted within ninety (90) days from the date of treatment or a reasonable time thereafter not to exceed one year. The company is responsible only for expenses incurred within one year.

MEDICAL BENEFITS

When injury covered by this policy results in treatment by a Licensed Physician within 60 days from the date of the accident, the Company will pay the Usual and Customary Charges incurred for necessary Services and Supplies as listed below, for charges actually incurred within one year from the date of injury up to the specified Maximum Medical Benefit of \$25,000 per injury.

This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than \$25.00. If the covered claim expense exceeds \$25.00, benefits shall be paid first by Other Valid Coverage.

PHYSICIAN'S SERVICES -

For surgical operations (fractures, dislocations or repair of lacerations) — 80% of the charges incurred not to exceed \$1,000 per injury.

For non-surgical care, up to \$40.00 for each treatment (1 treatment per day). Not to exceed 6 treatments per injury.

HOSPITAL CARE -

Inpatient care — the usual daily charge for the hospital's semi-private room not to exceed \$400.00 per day, plus 80% of miscellaneous charges incurred not to exceed \$500.00 per injury. Benefits for miscellaneous charges are limited to services not scheduled under Medical Benefits.

Outpatient care — 80% of the miscellaneous charges incurred not to exceed \$500.00 per injury. Benefits for miscellaneous charges are limited to services not scheduled under Medical Benefits.

RADIOLOGY SERVICES -

80% of the charges incurred, including charges for reading; not exceed \$200.00 per injury.

DENTAL TREATMENT -

In lieu of all other medical benefits — up to \$200 for repair and/or replacement of each sound and natural tooth.

AMBULANCE SERVICES -

80% of the charges incurred, not to exceed \$300. per injury.

ORTHOPEDIC APPLIANCES -

Up to \$50 per injury.

PRESCRIPTION DRUGS (take home) -

Up to \$25 per injury.

EXCLUSIONS

Any sickness, disease, infection (unless caused by an open cut or wound), aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondyloysis, slipped femoral capital epiphysis, or orthodontics;
Injuries for which benefits are payable under Workmen’s Compensation or Employer’s Liability Laws;
Repair or replacement of eyeglasses or contact lenses;
The services of a second or subsequent physician when not requested in writing by the Attending Physician;
Any injury involving a two or three wheeled motor vehicle or snowmobile. Injuries involving any other motor vehicle are covered up to a maximum of \$1,000 per injury.

ACCIDENTAL DEATH AND DISMEMBERMENT

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.

Loss of Life	\$2,000	Double Dismemberment	\$10,000
Loss of an eye	\$2,000	Single Dismemberment	\$ 2,000

Benefits are payable for expenses actually incurred within one year from the date of injury.

Grievance Procedure – Title IX & Section 504

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or pre-marital status is prohibited unless based upon reasonable grounds as provided by Title IX/Section 504.

Student inquiries or complaints regarding discrimination should be directed to: *Title IX/Section 504 Coordinator, Lame Deer Schools, Lame Deer, MT 59043.*

Should an employee or student believe that a provision of the Title IX/Section 504 has been violated, he/she shall adhere to the following grievance procedure:

A. Definitions:

- Grievance: A complaint alleging any policy, procedure, or practice which would be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules and regulations.
- Title IX: Title IX means Title IX of the Education Amendments of 1972 (20 USC Section 1681), the 1975 Implementing Regulation and any memoranda, directives, guidelines, or subsequent legislation that be issued or enacted.
- Section 504: The Rehabilitation Act of 1973 (29 USC 794).
- Grievant(s): A student, parent/guardian or employee of Lame Deer Public School District who submits a grievance.
- Lame Deer Public Schools: Any reference to any school district as defined in 20-6-101, Montana Codes Annotated.
- Title XI/Section 504 Coordinators: The employee(s) designated to coordinate.
- Day: Meaning a working day; calculation of working days in grievance procedure shall exclude Saturdays, Sundays and school holidays. (20-1-305 MCA)

B. Basic Procedural Rights: Applicable to all levels of the grievance process

- Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- The designated COORDINATOR may not have direct interest in the outcome of the grievance and must remain impartial.
- Relevant agencies/institutional records should be available to all parties subject to requirements and clarification in *Guidelines for Student Records*, Office of Public Instruction, September 1984.
- Law prohibits intimidation or retaliation of any kind.

- Prior to contested case hearing rights of the GRIEVANTS confidentiality in proceedings and records shall be respected.
- This procedure does not deny the right of the GRIEVANT to file formal complaints with other state and federal agencies or to seek private counsel for complaints or alleged discrimination.
- All records pursuant to the grievances shall be maintained by the clerk of the School District separate and apart from student personnel records for a period of not less than five (5) years. (20-1-212-MCA)

C. Process:

- **Level 1: Principal or immediate supervisor**
Student/parent/guardian/employee with a grievance should first discuss it with the teacher, counselor or building administrator involved, with the objective of resolving the matter promptly and informally. Employees with a grievance should first discuss it with their principal or immediate supervisor, with the same objective.
- **Level 2: Title IX and Section 504 Coordinator**
If the grievance is not resolved at Level 1 and the GRIEVANT wishes to pursue the grievance, they may formalize it by filing the grievance in writing. The grievance shall state 1) the nature of the grievance; 2) the remedy requested; and 3) be signed by the GRIEVANT. The filing of written grievance at Level 2 must be to the COORDINATOR within ten (10) school days of the event giving rise to the grievance or from the date the GRIEVANT could reasonably become aware of such occurrence. The COORDINATOR shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the COORDINATOR will be sent to all concerned parties within fifteen (15) school days after the receipt of the written grievance. If the Superintendent is the COORDINATOR and grievance is not resolved at Level 2, either party may advance to Level 4
- **Level 3: Superintendent**
If the grievance is not resolved at Level 2, either party may process it to Level 3 by presenting a written appeal to the Superintendent within ten (10) school days of receiving the report from the COORDINATOR. The parties may request a meeting with the Superintendent or the designee and COORDINATOR. The meeting(s) shall be held within ten (10) school days after the receipt of the written appeal. A written report regarding the decision and/or action of the Superintendent will be sent to all parties within fifteen (15) school days after the receipt of the report.
- **Level 4: The Board of Trustees**
Either party may process the grievance beyond the decision reached in Level 3 by filing written grievances within ten (10) school days with the Chairperson of the Board of Trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the Board of Trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) school days of said meetings.
- **Level 5: Rules of Controversy**
Either party may appeal the decision of the School Board by filing a Notice of Appeal with the County Superintendent within thirty (30) days after the final decision of the Board pursuant to the Rules of School Controversy.

Catch All Clause

Any situation that arises that is covered or not covered in the student/parent handbook and the policy of the Board of Trustees gives sole permission to the Administration to make a decision to the best interests of the students.

PARENT REQUEST FOR STUDENT TO RIDE IN ALTERNATE TRANSPORTATION

Release for student to travel in alternate transportation

TO WHOM IT MAY CONCERN:

I, _____, would like my son/daughter, _____,
(parent/guardian) (student)

to travel to/from the following activity, _____ being held in
(activity)

_____ with _____.
(location) (Person who will transport student)

I/we assume ALL RESPONSIBILITY for my son/daughter with this act and hereby absolve Lame Deer School District #6 from responsibility or liability, negligence and/or bodily injury.

Parent/Guardian Signature Date

***In the event your student is to ride with someone other than the parent/guardian; the Activity Director, Principal or Assistant Principal must sign below, authorizing such travel at least one (1) day in advance of the scheduled date of the activity.

Administrator Date

