

# STUDENT & PARENT HANDBOOK



**POLSON**  
**HIGH SCHOOL**  
*2023-2024*



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# POLSON

## HIGH SCHOOL

### **Vision:**

*Striving for Excellence -  
Everyone, Every Day!*

### **Mission:**

Our Mission is to be a safe, thriving, and dynamic educational environment that teams with families and the community to inspire self-directed learners in an interconnected world.

### **SCHOOL COLORS**

*Purple & Gold*

### **SCHOOL MASCOT**

*Pirate & Lady Pirate*

### **SCHOOL YEAR THEME**

*"Go For Gold"*

### **CORE VALUES**

*We believe...*

- P**artnerships allow parents, communities, and schools to support one another.
- R**elationships inspire mutual respect and are at the heart of success.
- I**ntegrity builds honesty and trust.
- D**iversity embraces individuality and enriches our community.
- E**xcellence promotes high expectations and academic rigor.

# INTRODUCTION

## TO STUDENTS AND PARENTS

The Polson High School Student and Parent Handbook contains information that 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.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available on the school website.

This handbook has been prepared to provide the best possible guidance for Polson High School students and parents. The contents of the handbook have been incorporated as Polson Public Schools Administrative Regulations. PHS administration is required to enforce these regulations and is given the discretion needed to address special circumstances as they arise. Because it is impossible to foresee all situations that arise, this handbook empowers the administration to take disciplinary action for any behavior which violates the spirit, philosophy or code of conduct of Polson High School, even though not specified in the handbook. It is the student and parent's responsibility to know, understand, and comply with the policies listed in this handbook. If the student or parent has a question or concern, please contact an administrator.

## PRINCIPAL’S WELCOME TO STUDENTS

On behalf of the entire Pirate community, I want to welcome you to the 2023-2024 school year at Polson High School. I am honored to serve as your principal and am excited for the opportunities this year will bring. PHS has a defined set of core values that are represented by the acronym PRIDE. We believe in Partnerships, Relationships, Integrity, Diversity, and Excellence. It is our hope that you will embrace the many opportunities that are afforded to you at PHS and focus your efforts to “Go For Gold!” - Andy Fors

## ACCREDITATION

Polson High School has been granted full accreditation by the Montana Office of Public Instruction pursuant to the Montana Code Annotated 20-6-503.

## BOARD OF TRUSTEES 2023-2024

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

<b>Chanel Lake - Chair</b>	<b>Alan Anderson - Vice Chair</b>	<b>Joanna Browning - Trustee</b>	<b>Devon Cox - Trustee</b>
- Trustee	<b>Tony Muzquiz - Trustee</b>	<b>Nathaniel Netzer - Trustee</b>	<b>Shane Orien - Trustee</b>

<b>Polson High School - Administration - Counselors - Office Staff</b>		
Principal	Andy Fors	(406) 883-6351 ext 201
Assistant Principal	Jay Sampson	(406) 883-6351 ext 202
Activities Director	Sean Dellwo	(406) 883-6351 ext 205
Counselor (Last Name A-K)	Chris McElwee	(406) 883-6351 ext 203
Counselor (Last Name L-Z)	Nicole Bonner	(406) 883-6351 ext 204
Administrative Assistant	Alysha Valentine	(406) 883-6351 ext 200
Registrar	Pam Carruth	(406) 883-6351 ext 209
Activities Secretary	Crystal Walker	(406) 883-6351 ext 207

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to a student's education records. However, the rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

- The right to inspect and copy the student's education record within a reasonable time from the day the District receives a request for access. Students less than eighteen (18) years of age have the right to inspect and copy their permanent record.
- The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
- The right to prohibit disclosure of personally identifiable information (including "directory" information) contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

### **19-YEAR OLD STUDENT**

A student is not eligible to attend Polson High School if they turn 19 years of age on or before September 10 of the year in which the student wants to enroll. Please see a school counselor to discuss an alternative education plan if the student is not eligible to attend based upon this age criteria.

### **BACKPACKS**

Students are allowed to bring backpacks to school. It is strongly suggested that students make use of their assigned locker to avoid carrying backpacks and books around school all day. Students are not to leave backpacks unattended in the cafeteria, commons, gym, library, or in other areas of the building. Unattended backpacks and clothing bags will be taken to the main office.

### **BOOSTER CLUB**

The Polson Booster Club is an organization that supports academics and major fund-raising activities for Polson High School. Their activities include a membership drive, annual auction and other fun events. For more information, please visit the Booster Club link at [polsonboosterclub.org](http://polsonboosterclub.org).

### **CHILD CUSTODY**

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view educational records and attend school functions regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school district property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

### **CREDIT RECOVERY**

Credit Recovery is available to students that have previously failed a class at Polson High School. 9th Grade Students are not eligible for credit recovery until the summer session following their 9th Grade year. 10-12th Grade Credit Recovery is not available until the semester following the class that was failed. 12th Grade 2nd Semester credit recovery may be considered based on extenuating circumstances.

### **CRITICAL LIFE, SAFETY AND CODE COMPLIANCE**

The PHS building meets and exceeds all current code requirements and provides 100% ADA accessibility to all student and public areas.

### **DAILY SCHOOL ANNOUNCEMENTS**

The school announcements are broadcast daily at the beginning of 1st period and posted on our school web site.

### DRUG TESTING

If a parent suspects that their son or daughter is using illicit drugs, they can request the administration of PHS to perform a random drug test. It is free of charge and is a tool intended to assist parents in raising healthy students. These tests will be held highly confidential and will be shared with only the parent, student, and administrator. However, if a student is found to be using illicit drugs during an activity season, their participation privileges will be revoked according to our chemical use policy.

### EMERGENCY PROCEDURES

Polson High School is committed to providing a safe environment for students, staff and visitors. We work closely with national, state, and local safety officials-police, fire, emergency medical services, and public health-in order to ensure our school is well prepared for an emergency. Together, we have developed a comprehensive Emergency Response Plan that covers a wide variety of emergencies that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our school.

Fire drills, lockdown drills, and other emergency drills are a required part of the school routine. Everyone is to follow established procedures as routinely practiced. If a student wishes to leave after a drill or emergency situation has returned to normal operations, the normal check out procedures must be followed. Students failing these procedures will receive consequences for truancy.

Our campus is closed during all emergency situations, except to emergency personnel. No one will be allowed on or off campus during critical incidents unless directed by emergency or school personnel.

Students are asked to not use their cell phones so that phone lines are clear for emergency personnel.

Tampering in any way with emergency equipment, including the phone system, is considered to be a serious violation of school safety regulations and may result in a recommendation for expulsion.

During an emergency, it is critical that parents/guardians receive important information and directions from school officials before going to the school or scene of an emergency. You can be confident that accurate and timely information will be released to parents/guardians, the public, and the media during any school emergency.

Should PHS initiate an evacuation procedure, parents will be directed to a specific location where their student will be released to them. Remember, a student can only be released to an adult that is documented as an emergency contact.

If a school emergency occurs, a parent can get information and directions by doing one or all of the following:

- Tune in to radio stations 750am or 92.3fm
- Watch TV stations KCFW, KPAX and KECI
- Call School District #23 Administration Office at (406)883-6345
- Access the Polson Public Schools home page at <https://www.polson.k12.mt.us/>
- Go to the Parent Staging Area to sign out your student

### EMERGENCY TELEPHONE NUMBERS

Each parent or guardian must provide to the attendance office a current telephone number where the parent or designee of the parent can be reached in case of emergency. In the event that the parent can not be reached and immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. Please call (406)883-6351 to update phone numbers.

### GYM LOCKERS

Lockers and padlocks will be issued to students by the PE teacher or athletic coach. Locks are to be returned to the teacher or athletic coach at the end of the term or season. The padlock replacement fee is \$10. Students will only use school provided locks on their lockers. It is the student's responsibility to secure personal belongings in their gym locker. The school does not assume responsibility for lost or stolen articles. Students will not leave money or other valuables unattended in the gym locker room. Commencing 30 minutes after the last period on the last day of school, the custodial staff will be cleaning lockers. All items must be removed from the student's locker before then.

### LOCKERS

Lockers are assigned by the administration. Lockers are provided for over-clothing, books, and materials. Each student may have their own locker. There will be no expectation of locker privacy on the part of the student. Lockers are school property and subject to inspection at any time. Students will lock their lockers. It is the student's responsibility to secure personal belongings in their locker. The school assumes no responsibility for lost or stolen articles. A majority of theft from lockers occurs from unlocked lockers with the stolen items rarely recovered. Students are responsible for any damage and/or any defacing of their locker. Please do not adhere permanent stickers to the locker. Commencing 30 minutes after the last period on the last day of school, the custodial staff will be cleaning lockers. All items must be removed from the student's locker before then.

### LOST AND FOUND

The lost and found is located in the Commons by the Career Center. Articles left over 10 days are donated to charity.

### MESSAGES

Only emergency messages will be delivered to students. An emergency is an accident, illness, or serious family problem. If information about transportation, doctor appointments, house keys, etc., is not available before the student leaves for school, students should phone home during the day for an update. Your cooperation in not asking for classes to be interrupted with messages is greatly appreciated.

### MUSICAL INSTRUMENTS

Musical instruments, including guitars, may be left in designated storage areas in the music area during the day. This is not a secured area and PHS assumes no responsibility for lost, damaged, or stolen property. Any storage is done at the student's risk.

### PARENT ACCESS TO ATTENDANCE AND GRADE INFORMATION

Parents can obtain current information on their son/daughter's progress by accessing our PowerSchool student information system through the Parent Portal. The online access provides information on attendance, most recent report card, GPA history, grade history for all high school classes, and current class schedule.

Powerschool link: <https://powerschool.polson.k12.mt.us/public/>

We have made every effort to ensure security. No names are included on the site and access to your student's information will be only by the use of an assigned ID and PIN number. Please contact the PHS Main Office at (406)883-6351 if you forget your ID or PIN numbers or need additional information. You can also access your student's progress on your phone by downloading the PowerSchool App from an App store.

### PARENT E-MAIL

The administration will use email to send out report cards as well as update parents on important school events. Please contact (406)883-6351 to add or change your email address to the parent database.

### PARENTAL OPT OUT OF PARTICIPATION

Electronic information, services, and networks have become an essential part of the education process in our school. Instruction on using these resources along with instruction on the ethics and safety issues that accompany such resources is a part of our curriculum and our State education benchmarks. As a result students will be using computers and our District-wide network to learn about electronic information access, services and networks. If, for some reason, a parent does not want a son/daughter using these resources, please deliver a written objection to the principal. A notation will be made in our student records database of the preference to designate the student as a non-user of District electronic information, services, and network. All relevant staff will be notified.

### PARENT TEACHER CONFERENCES

We have scheduled one time during the school year for parent/teacher conferences. The date and time is Monday, November 13, 2023 from 4:00-7:00pm

### PE UNIFORMS

Students taking Health Enhancement classes must wear the approved PHS PE uniform. The uniform consists of Purple Pirate Shorts and a Gray Pirate T-shirt. Uniforms will be distributed during the PE class. Students who need replacement uniforms may be charged a fee. Gym clothing should be brought to the gym area and stored in a gym locker only during assigned Health Enhancement class time.

### PIRATE WELCOME

Polson High School students, families and community members are invited to participate in our Pirate Welcome (Open House) on Wednesday, August 23 from 10:00am - 2:00pm. Students will be able to get their schedule, check out a chromebook, select a locker, get a parking pass, etc. This is a great time for students to get to know the building and front office staff.

### RESOLVING PARENT/TEACHER OR STUDENT/TEACHER DISAGREEMENTS

Disagreements with teachers or complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them. Please use the following steps as a general guideline in resolving issues.

- Direct conversation between parent, student, and/or teacher. If a parent or student has a disagreement or misunderstanding with a teacher, the parent or student should address the concern to the specific teacher directly involved with the circumstances surrounding the concern.
- Meeting with parent, student, teacher, and/or school counselor. If a parent or student is not satisfied with the outcome of step 1, a meeting with the teacher, parent, student, and/or appropriate school counselor will be arranged at a mutually convenient time. This step is informal and verbal.
- Meeting with parent, student, teacher, and/or administrator. If a parent's concern is not satisfactorily resolved by completion of step 2, the parent should then refer this concern to an administrator in writing. The parent should submit a signed and dated statement of facts giving rise to this concern, the name of the accused teacher, and the remedy sought. A meeting with the teacher, parent, student, and/or administrator will be arranged at a mutually convenient time. The staff member has the right to be at all meetings with or without a representative as he/she so determines.

### SCHOOL CLOSURE

The District Superintendent may order closure of schools in the event of extreme weather or other emergency in compliance with established procedures for notifying parents, students, and staff. Notification will be accomplished through local radio stations and the use of the district phone call system.

### SCHOOL-TO-WORK

This program gives students the opportunity to explore different careers and gain skills that are required in their work environment. There are opportunities for students to participate in job shadows, internships, work experience, aptitude and career interest testing and related community based activities. Contact the Polson High School Career Center for more information.

### SENIOR PICTURES

Senior pictures for the school yearbook are due before the end of November. The yearbook staff encourages photographers or students to electronically submit high resolution (minimum 300 pixels per inch) images to the yearbook advisor, Ms. Katrina Venters at [kventers@polson.k12.mt.us](mailto:kventers@polson.k12.mt.us)

To look your best in the yearbook, please adhere to the following specifications from the yearbook publisher:

- The size must be 2.5 inches wide by 3.5 inches high (wallet size).
- Photos must be vertical, not horizontal.
- The head size must be at least 1 inch from the chin to the top of the head.
- The background for senior panels is usually black, so a black shirt or background is not a good idea because you may blend into the page.
- Pets, other people, or large recreational items should not be included, particularly because the student's head size is usually smaller when these items are included.
- Yearbook photos that promote alcohol, drugs, tobacco, political ads, or activities that violate school policy will be rejected.

The yearbook staff doesn't want anyone left out and are willing to take pictures for you at no expense. You can also have a picture taken for free during September school pictures with no obligation to buy a picture packet.

All potential graduates are encouraged to follow up in December to make sure their senior photo is submitted and placed on the appropriate page. Look for the "Seniors Not Pictured" list in the Main Office window to double check.



### **SPECIAL EDUCATION/504**

The District provides free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. The District ensures that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are provided with appropriate educational services. Parents should contact the Counseling Center for additional information on special education services.

### **STAFF E-MAIL**

All members of the administrative and educational staff have an assigned e-mail account. To access staff through the use of e-mail, type in their first initial, last name, and then @polson.k12.mt.us (Example: Andy Fors, Principal can be contacted via afors@polson.k12.mt.us)

PHS Staff Directory Link: <https://www.polson.k12.mt.us/polson-high-school/people>

### **STUDENT IDENTIFICATION CARDS**

All students will be issued one I.D. card at no cost to the student. The student will carry their card while at school, during lunch and at all school activities. The cards will be used to check out textbooks, library books and purchase food in the cafeteria. There will be a \$5 replacement fee for a lost school ID card.

### **STUDENTS OF LEGAL AGE**

Students 18 years and older are legal adults and have all the legal rights and responsibilities that adults possess. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law. In relation to issues requiring parental permission for a minor, 18 year olds must abide by the same guidelines as other students unless they have obtained legal emancipation from their parents/guardians through court order and have presented that court order to the school administration. The guidelines include, but are not limited to, checking out of school and excusing absences. Please refer to School District 23 Board Policy 3130 for additional information.

### **SUMMER SCHOOL**

Summer school provides an opportunity for students to repeat a course that they have failed. The district hosts a computer based summer school program. Please contact your school counselor for more information.

### **TEXTBOOKS**

The school furnishes all necessary textbooks. Students will check out their textbooks in the library by using their student ID Card. For identification, each book is numbered. Students are responsible for their textbooks and are expected to return them after participation in the course. Students will not be issued additional textbooks until previous textbooks no longer needed are returned.

Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage, or lost materials. A student will receive their diploma insert when all books are turned in and fees paid. Lost textbooks that are recovered should be returned to the library located on the second floor.

### **TEXTING SERVICES**

The Polson High School web address is <https://www.polson.k12.mt.us/polson-high-school>

Information provided includes daily announcements, weekly activity schedules and student/parent resources. Staff and coaches may use other texting services like Remind to send information to students.

### **TRAFFIC EDUCATION**

Polson High School will provide a drivers' training instruction program for students who live within the geographic boundaries of the public school district. Whether or not they are enrolled in the public school district and provided that students enrolled in the course will have reached their fifteenth (15th) birthday within six (6) months of course beginning and have not yet reached nineteen (19) years of age on or before September 10 of the school year in which the student participates in traffic education. The Traffic Education Program will outline specific expectations required for participation. If these expectations are not met, students may be removed from the program with no guarantee of program fee reimbursement.

### **VOICE MAIL**

All administrative and educational staff can be contacted through voice mail. Please call (406)883-6351 to leave a message with a specific individual.

## ACADEMIC INFORMATION

Academic success for all students is the focus of the staff at Polson High School. Each student at Polson High School is assigned to a counselor who will serve as their academic coach. The counselor will help each student plan for academic success, review academic goals, and explore career and educational options after graduation. Every student will be provided with the academic planning and support to be successful and graduate from Polson High School with the skills and abilities to continue their education or employment opportunities.

As students become aware of what the future might have in store for them, it is our responsibility to provide each student with the academic preparation required for success after leaving Polson High School. We encourage all students to seek post-secondary training and education or employment that will be challenging, provide a learning environment, opportunities for advancement, and financial security.

### REGISTRATION HANDBOOK

The registration handbook, "Pirate Planner", which includes a comprehensive list of courses with descriptions, may be found on our website at: [polson.k12.mt.us/polson-high-school/](http://polson.k12.mt.us/polson-high-school/)

### PHS GRADUATION REQUIREMENTS

The purpose of high school graduation requirements is to establish rigorous standards of learning. Graduation requirements are intended to provide the student with a well-rounded education in a variety of subjects and should be viewed as minimums. We encourage all students to pursue a rigorous schedule all four years of high school. Graduation requirements are those in effect when the student enters the ninth grade for the first time.

SUBJECT	CREDITS
<b>English</b> 1 credit each in English 9, 10, 11, 12	<b>4</b>
<b>Math</b> Must be in different Math courses	<b>2</b>
<b>Science</b>	<b>2</b>
<b>Social Studies</b> Must include 1 credit of US History, .5 credit Government, and .5 credit of a Senior level Social Studies elective.	<b>2</b>
<b>College &amp; Career Readiness</b> Must include .5 credit of CCR 1 (9th Grade)	<b>.5</b>
<b>Physical Education*</b> If a student has a temporary exemption from PE, that credit must be made up prior to graduation. If permanently exempt, 22 credits will still be required.	<b>1.5*</b>
<b>Health</b>	<b>0.5</b>
<b>Fine Arts</b> Fine Arts courses include Art, Choir, Band, Journalism, Engineering Design, Web Page Design, Graphic Design, & Multimedia Production/Design, Read 180	<b>1</b>
<b>Practical Arts</b> Practical Arts courses include Business, Shop, FCS, LINK, Journalism, Health Occupations Internship, Education Occupations Internship, Engineering Design, Web Page Design, Graphic Design, & Multimedia Production/Design.	<b>1</b>
<b>Electives</b>	<b>7.5</b>
<b>TOTAL</b>	<b>22</b>

*Note: Courses described in this curriculum guide may not necessarily be offered every year.*

## ACADEMIC INFORMATION

### STANDARD FOUR-YEAR PROGRAM

The educational program at Polson High School is based on a standard four-year plan with each grade level taking specific course work. Students are encouraged to meet with their counselor regarding their 4 year plan.

FRESHMAN YEAR	
<b>English</b>	1 Credit (English 9)
<b>Mathematics*</b>	1 Credit (Algebra Skills, Algebra I, or Advanced Algebra I)
<b>Science</b>	1 Credit (Earth Science)
<b>Physical Education</b>	1 Credit (Physical Education)
<b>College &amp; Career Readiness</b>	.5 Credit (College & Career Readiness I)
<b>Electives</b>	1.5 Credits
<b>Study Support</b>	No Credit - All incoming Freshman are encouraged to enroll in this class for 1st Sem.
<i>*Students will be placed in an appropriate math course based on their previous performance, proficiency test results, and the recommendation of the math department.</i>	
SOPHOMORE YEAR	
<b>English</b>	1 Credit (English 10)
<b>Mathematics*</b>	1 Credit (Geometry, Algebra I, Geometry Skills)
<b>Science</b>	1 Credit (Biology)
<b>Physical Education</b>	.5 Credit (Physical Education), .5 Credit (Health)
<b>College &amp; Career Readiness</b>	.5 Credit (College & Career Readiness I)
<b>Electives</b>	
<i>*Students will be placed in an appropriate math course based on their previous performance, proficiency test results, and the recommendation of the math department.</i>	
JUNIOR YEAR	
<b>English</b>	1 Credit (English 11 or A.P. Literature & Composition)
<b>Social Studies</b>	1 Credit (U.S. History or A.P. U.S. History)
<b>College &amp; Career Readiness</b>	.5 Credit (College & Career Readiness II)
<b>Electives</b>	
SENIOR YEAR	
<b>English</b>	1 Credit (English 12 or A.P. Language & Composition)
<b>Social Studies</b>	.5 Credit (Government) & .5 Credit (Social Studies Elective) or 1 Credit (A.P. Gov.)
<b>Electives</b>	

### ADVANCED PLACEMENT

Advanced Placement (AP) courses are rigorous and academically challenging college-level courses that are more demanding than regular high school courses. Most U.S. colleges and universities and colleges and universities in more than 30 countries have an AP policy granting incoming students credit and/or placement for qualifying AP Examination grades (generally a 3 or higher on a scale of 1-5). A good exam score may earn you credit and/or advanced placement in the college of your choice. There are over 3,000 colleges and universities that recognize AP course work. There is no fee for the course. At PHS, the cost per AP exam is \$96 (fee subject to change). Fee reductions are available for a family whose income level meets national AP Program qualifications.

Students will take AP courses in conjunction with a full load of other PHS courses in order to meet graduation requirements. When developing a schedule, take into consideration the rigorous workload in addition to other school and non-school obligations. These courses require strong skills in reading, writing, studying habits with effective time management skills. A student may be enrolled in any number of courses simultaneously. Experience over the years has taught us that certain personal traits exhibited by the student will increase the student's opportunity for success and enjoyment. Those traits are commitment, perseverance, initiative, integrity, and enthusiasm.

### PHS ADVANCED PLACEMENT COURSE OFFERINGS

<b>AP Biology</b>	<b>AP Literature &amp; Composition</b>	<b>AP Government</b>	<b>AP World History</b>
<b>AP US History</b>	<b>AP Language &amp; Composition</b>	<b>AP Calculus</b>	

**ACADEMIC INFORMATION**

**ASSESSMENT AND TESTING**

Polson High School uses a variety of assessments and testing which includes the following: Semester exams, PSAT, ACT, SAT, AP and performance task testing.

**ACT**

The ACT is a national college admission and placement examination. The ACT is curriculum-based and the questions on the ACT are directly related to what students have learned in high school English, Mathematics, and Science. The ACT also serves as the required Montana state assessment tool for all high school juniors.

**SAT**

The SAT is the nation's most widely used admissions test among colleges and universities. It tests students' knowledge of subjects that are necessary for college success: reading, writing, and mathematics. The SAT assesses the critical thinking skills students need for academic success in college—skills that students learned in high school. It is a good idea to take the test(s) early in the year so results are back in time for scholarships and college admissions.

**CONCURRENT ENROLLMENT**

The concurrent enrollment program is a partnership between PHS and FVCC as well as PHS and SKC. This program allows high school juniors and seniors to take college courses taught at our high school by the PHS faculty. The student will receive college and high school credit. The student is responsible for all college tuition, fees, books and materials. Eligibility requirements mirror that of the Running Start program. Contact the PHS Counseling Center at (406) 883-6351 for exact details.

<b>PHS CONCURRENT ENROLLMENT COURSE OFFERINGS</b>		
<b>FVCC - Probability &amp; Linear Math</b>	<b>FVCC - Western Civilization 1</b>	<b>SKC - College Algebra</b>
<b>FVCC - Introduction to Statistics</b>	<b>FVCC - Western Civilization 2</b>	<b>SKC - Computer Science</b>

The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

**CAREER RELATED ELECTIVES**

Many elective classes are available to you at Polson High School. These courses can help you build a solid foundation for your postsecondary education or future employment. We encourage you to take a wide variety of electives so that you can explore different areas of interest. Doing so can help you to refine career fields you may want to pursue after high school.

**CTE COURSES**

All Career & Technical Education (CTE) courses offered at PHS are open to all students 9-12 regardless of race, color, national origin, sex or disability. We highly encourage all students to explore the various opportunities of our CTE offerings.

**DROP/ADD POLICY**

Students who choose to drop a class that they are enrolled in and who do not meet the criteria outlined below will receive a WF. The failure will be recorded on the student's grade transcript and will be calculated into their cumulative GPA.

- **Withdrawal Deadline**
  - There will be no academic penalty for a class dropped in the first two weeks of the term
- **Extenuating Circumstances**
  - Failure to meet a prerequisite for a course
  - Overloads in class size
  - A change recommended after consulting with the parent/counselor/teacher

**ENROLLMENT REQUIREMENTS**

Freshmen and Sophomores are required to enroll in seven periods, six of which must be for credit. Juniors and Seniors must enroll in seven periods, five of which must be for credit.

## ACADEMIC INFORMATION

### EXPLANATION OF GRADES

- All courses attempted at PHS, including correspondence, Montana Digital Academy original credit and credit recovery, and all acceptable transfer credits shall be recorded on the transcript.
- Incomplete "I" will be used when a sickness or similar reason calls for more time. A maximum time of two weeks from the time report cards are issued will be allowed to make up the incomplete work. At the end of this time, a grade will be given.
- Withdrawal "W" will be used on a limited basis only as special circumstances warrant. Assignment of this grade must be approved by the principal.
- Failing "F" will be used when a student fails to pass a class academically. The "F" will always remain on the transcript and count in the GPA.

GRADE	DEFINITION	GRADE	DEFINITION
<b>A</b>	Exemplary	<b>S</b>	Satisfactory
<b>B</b>	Above Average	<b>U</b>	Unsatisfactory
<b>C</b>	Average	<b>I</b>	Incomplete
<b>D</b>	Poor	<b>NC</b>	No Credit
<b>F</b>	Failing	<b>W</b>	Withdraw

### FIFTH-YEAR STUDENTS

A student should complete graduation requirements in four years of high school attendance. In the event that additional time is required, the student must meet with the principal to establish expectations. At the end of each additional semester, an evaluation of the student's progress toward graduation will be conducted. If it is determined that there has been little or no effort of advancing toward graduation, an alternative education plan will be suggested. In addition, the student must not yet be 19 years old on or before September 10 of the year in which the student wants to enroll.

### GRADE POINT AVERAGE

Cumulative grade point average (GPA) is computed by averaging all semester grades beginning with the freshman year. Quarter grades are not included in the computation of cumulative GPA. Cumulative GPA is used to determine class rank. GPA is calculated on the following basis:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 4.0	B- = 2.7	C- = 1.7	D- = .7	

### GRADUATION

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony. Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercises may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony.

### GRADUATION REQUIREMENTS

It is the student's responsibility to satisfy all PHS graduation requirements on time. A student's right to participate in a commencement exercise of the graduating class at Polson High School is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time.

Graduation from high school is a basic goal for all students. The staff of Polson High School will make every effort to make this goal a reality. The requirements are intended to provide students with a well-rounded education in a variety of subjects and should be

viewed as minimums. We encourage all students to pursue the most rigorous plan possible during all four years. All requirements are in effect for grades 9-12.

## ACADEMIC INFORMATION

A student with disabilities eligible under the Individuals with Disabilities Education Act may satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP may serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a recommendation may be made to approve a minor deviation from the graduation requirements.

A student who has experienced educational disruption will be entitled to graduate with a diploma if the student has met the minimum credit requirements established by the Board of Public Education. The District may distinguish the diploma in a reasonable manner from other diplomas issued. The Board of Trustees may enroll a student who is not yet 19 years and was awarded a diploma due to educational disruption and who seeks access to a reasonable curriculum designed to advance postsecondary success.

### **EARLY GRADUATION: END OF 1ST SEMESTER**

Students desiring to graduate before the traditional four years of high school need to complete an "Early Graduation Request" form. The form is in the Counseling Center and must be returned before the end of their junior year. Students not completing all required coursework prior to the end of the semester must take a minimum of four classes the following semester. Early graduates may participate in the graduation ceremony. Early graduates are not eligible for graduation distinctions and special awards.

### **JUNIORS GRADUATING AT END OF JUNIOR YEAR**

Students desiring to graduate before the traditional four years of high school need to complete a "Junior Graduation Request" form. The form is in the Counseling Center and must be returned before the end of their sophomore year. Juniors that elect to graduate at the end of their junior year will be allowed to participate in the graduation ceremony at the end of the school year. During the course of their junior year, they retain all privileges of a junior. They do not get senior privileges and they are not eligible for graduation distinctions and special awards.

### **GRADUATION COMMENCEMENT EXERCISES**

Any student who is an official member of the Senior Class during the second semester (enrolled in sufficient credits to graduate), attending regularly and in good standing but does not complete all the requirements for graduation before commencement exercises, will not be allowed to participate in graduation activities. Special circumstances may be considered by the principal. Students who are not enrolled in sufficient credits to graduate will not be allowed to participate in graduation activities. In the event graduation requirements change, seniors who do not fully complete graduation requirements at the end of the school term may have June, July and August to complete the work. After September 1st, however, they must meet any new requirements for graduation, unless an exception is made by school officials for good reason. Students must attend Polson High School at least one year to receive a regular high school diploma, unless an exception is made by school officials for good reason.

### **GRADUATION CONDUCT**

It is not a right to participate in the ceremony. A student may be denied participation in the graduation practice and ceremony. In such instances, the diploma will be awarded after the official ceremony has been held. Only behaviors that reflect positively on the accomplishments of our students will be tolerated at the graduation events. Students who display inappropriate behavior or dress, or extremes of any nature will forfeit the opportunity to participate in the ceremony. Any student who does not follow graduation instructions or disrupts the graduation procedures will be removed. Only the student that earned their diploma will be allowed to participate in the ceremony. We do not allow representatives to "stand in" for a student.

### **GRADUATION DRESS CODE**

All graduating seniors participating in the ceremony must wear the PHS cap, gown and tassel. Graduates must wear shoes and appropriate clothing that adheres to the PHS dress code. Students will be issued gowns as per the selection of the graduating class. Students must wear the school issued gown during the ceremony. Polson High School will permit students to honor their American heritage through the display of culturally significant tribal regalia at commencement ceremonies. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state or federal law may not be worn during graduation. Full clothing is required under the gown; students may wear shorts. The school will issue the appropriate tassel/s to each student. In addition to the school issued tassel/s, Native American students will be allowed to attach a traditional eagle feather to the mortar board. Students will be issued a mortar board as per the selection of the class. The mortar board may be decorated. Decorations must be pre- approved by administration by graduation practice. Students attending

commencement wearing a non-approved mortar board will be given a plain mortar board to wear during the ceremony. The unapproved mortar board will be returned to the student after the ceremony. Administration can make exceptions upon pre approval.

## ACADEMIC INFORMATION

### GRADUATION RESPONSIBILITIES

It is the student's responsibility to satisfy all PHS graduation requirements on time. Students not meeting PHS graduation requirements by Thursday, June 1, 2023 at 3:00 pm will not participate in the graduation ceremony. For students in this situation, the only option if they want to see the graduation ceremony is to sit in the general public seating with the rest of the community. They will not be allowed to participate as a speaker, singer, usher, master of ceremony or in any other capacity. The diploma will be issued only after all graduation requirements have been satisfied. We strongly urge students to vigorously pursue their studies so they can participate in the ceremony. A little extra work throughout the semester will far out-weigh the heartbreak the student and family will experience when the student can't walk across the stage with their class.

Students applying for credits from accredited correspondence courses or other accredited educational institutions toward the graduation requirements must make sure the credits have been submitted to the Counseling Center two weeks prior to graduation. Please pay close attention to administrative details such as processing and mailing time so time does not run out. Procrastination on the part of the student may, unfortunately, keep the student from participating in graduation ceremonies.

### HOMEWORK

Developing homework skills and responsible, independent work habits is essential for academic and vocational success. At PHS we seek to maximize students' learning through a variety of excellent teaching and learning strategies. 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.

### HONOR ROLL

Our honor roll is based on a semester GPA of 3.50 to 4.00. The GPA is computed utilizing all classes with the exception of student aide, tutoring and internships. A failing "F" is computed into the GPA. Students must be enrolled in at least four academic classes to qualify for the honor roll.

### MIDDLE SCHOOL STUDENTS

Polson Middle School Students are eligible to enroll in Advanced Algebra 1 at PHS during their 8th grade year. This is the only high school class that is available to middle school students. The prerequisite for enrolling in Advanced Algebra 1 as a Middle School Student is teacher approval and completion of a placement test.

### NATIONAL HONOR SOCIETY (NHS)

The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in students. Students become eligible for membership in the NHS in the fall of their sophomore year. The selection criteria are based upon scholarship, service, leadership, service, and character. Sophomores are advised to review the membership criteria so they can plan their high school experiences accordingly. Academic achievement alone will not get a student into the NHS. Once selected, members have the responsibility to continue to demonstrate these qualities and comply with NHS regulations. The daily student bulletin will announce the application deadlines and procedures. For additional information, please contact Ms. Susan Erickson or Ms. Katrina Venters.

### REPORT CARDS

PHS has implemented PowerSchool, an online student information system for attendance and grade reporting. This enables the parent and student to check progress and attendance at any time via the internet. Midterm and Quarterly Report Cards are e-mailed to parents approximately one week after the last day of each term.

### SEMESTER ASSESSMENTS

Semester assessments are required for all classes and all students. Teachers may use many different types of assessments including exams, performances, or portfolios. Students are expected to be in school at the scheduled assessment times and also attend their regular classes as scheduled. Vacations, dentist, doctor, and other appointments should be scheduled so they do not interfere with assessment weeks. Semester Assessment Schedules are included at the end of this handbook.

Semester 1 Assessment Window: January 24 & 25, 2024

Semester 2 Assessment Window: June 5 & 6, 2024

Classes will be 80 minutes in length on those days. All students are required to attend class on the four assessment days unless they have met the attendance/assessment incentive.



## ACADEMIC INFORMATION

### ACADEMIC EXCELLENCE RECOGNITION

#### Valedictorian and Salutatorian

The Valedictorian will be determined at the end of eight semesters and will be based on the following criteria:

- Highest Cumulative GPA
- A.P. Merit Distinction (See A.P. Merit distinction for criteria, includes four A.P. classes)
- In addition to the A.P. Merit Distinction, students must also successfully complete two more credits in A.P. (Total of 6 A.P. Credits)

The Salutatorian will be determined at the end of eight semesters and will be based on the following criteria:

- Second Highest Cumulative GPA
- A.P. Merit Distinction (See A.P. Merit distinction for criteria, includes four A.P. classes)
- In addition to the A.P. Merit Distinction, students must also successfully complete two more credits in A.P. (Total of 6 A.P. Credits)

In case of a tie for Valedictorian, the students will share the honors. If multiple students have earned the recognition of Valedictorian, there will be no Salutatorian recognized. Students must be full time and in continual attendance at Polson High School the two semesters prior to graduation to be considered for the title of Valedictorian or Salutatorian.

*Transition Period: The graduating Class of 2024 will have a slightly different criteria for Valedictorian as this change is happening prior to their senior year. The Valedictorian for the Class of 2024 will be determined at the end of eight semesters and will be based on the following criteria:*

- *Highest Cumulative GPA*
- *A.P. Merit Distinction (See A.P. Merit distinction for criteria, includes four A.P. classes)*
- *In addition to the A.P. Merit Distinction, students must also successfully complete one more credit in A.P. (Total of 5 A.P. Credits)*

#### GPA Recognition

Special designation is reserved for students who have challenged themselves and excelled academically. The following distinctions are intended to recognize academic excellence.

- **Summa Cum Laude Distinction** (3.95-4.00 GPA Cumulative for 8 Semesters)
  - In addition to the GPA criteria, students must also meet the course requirements for admission into the 4 Year Montana University System.(page 11) Students earning this distinction are eligible to wear a gold tassel and a pin at graduation.
- **Magna Cum Laude Distinction** (3.70-3.94 GPA Cumulative for 8 Semesters)
  - In addition to the GPA criteria, students must also meet the course requirements for admission into the 4 Year Montana University System.(page 11) Students earning this distinction are eligible to wear a silver tassel.
- **Cum Laude Distinction** (3.50-3.69 GPA Cumulative for 8 Semesters)
  - In addition to the GPA criteria, students must also meet the course requirements for admission into the 4 Year Montana University System.(page 11) Students earning this distinction are eligible to wear a white tassel.
- **Principal's Award** (3.5 or Higher GPA)
  - Students earning this award will receive a Principal's Award Certificate and their picture included on the Academic Wall of Fame.

#### GRADUATION DISTINCTIONS

Graduating seniors have the opportunity to earn recognition beyond a typical diploma by completing a course of study that goes above and beyond the minimum graduation requirements. In addition to the 22 credits needed to graduate, each distinction will require an additional two credits for a minimum total of 24 credits. Correspondence and online courses will not count towards



meeting distinction criteria. Please visit with a PHS Counselor if you have a specific question about courses accepted for pathways and distinction.

**ACADEMIC INFORMATION**

**AP Merit Distinction**

The AP Merit Distinction recognizes graduating seniors that accomplish a plan of study that includes successful completion of a minimum of four Advanced Placement classes. Students must also complete a minimum of 8 credits in Math and Science combined, along with three credits of Social Studies and two credits of World Language. Students earning this distinction are eligible to wear a gold distinction cord at graduation. A 3.2 GPA is required for the AP Merit Distinction

**Fine Arts Distinction**

The Fine Arts Distinction acknowledges graduating seniors that complete a plan emphasizing a fine arts focus in one of the two Fine Art pathways: Music or Visual Art. To be eligible for this distinction, the student must complete all requirements in one of the two pathways. Students earning this distinction are eligible to wear a purple distinction cord at graduation.

<p><b>Music Pathway</b> Music criteria for distinction:</p> <ul style="list-style-type: none"> <li>● 4 consecutive credits in one of two music performance areas: Choir and/or Band</li> <li>● Cumulative GPA of 3.2</li> <li>● 32 Activity Letters in Music</li> </ul>	<p><b>Visual Art Pathway</b> Visual Art criteria for distinction:</p> <ul style="list-style-type: none"> <li>● 3 credits of Visual Art</li> <li>● Cumulative GPA of 3.2</li> <li>● 2D Studio and 3D Studio</li> <li>● Personal exhibition of work</li> </ul>
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**Humanities Distinction**

The Humanities Distinction acknowledges graduating seniors that complete a plan emphasizing a humanities focus in one of the three humanities pathways: World Language, Social Studies, and English. To be eligible for this distinction, the student must complete all requirements in one of the three pathways. Students earning this distinction are eligible to wear a silver distinction cord at graduation.

<p><b>World Language Pathway</b> World Language criteria for distinction:</p> <ul style="list-style-type: none"> <li>● 4 consecutive credits in Spanish</li> <li>● 4 credits in English</li> <li>● Cumulative GPA of 3.2</li> </ul>	<p><b>Social Studies Pathway</b> Social Studies criteria for distinction:</p> <ul style="list-style-type: none"> <li>● 4 credits in Social Studies</li> <li>● 4 credits in English</li> <li>● 2 credits in World Language</li> <li>● Cumulative GPA of 3.2</li> </ul>	<p><b>English Pathway</b> English criteria for distinction:</p> <ul style="list-style-type: none"> <li>● 4 credits in English</li> <li>● 2 credits in Journalism or Publications OR 2 credits in AP English courses (Lit and Lang)</li> <li>● 2 credits in World Language</li> <li>● Cumulative GPA of 3.2</li> </ul>
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**Science, Technology, Engineering, & Math (STEM) Distinction**

The STEM Distinction acknowledges graduating seniors that complete a plan emphasizing a STEM focus in one of three STEM pathways: Science, Engineering or Math. To be eligible for this distinction, the student must complete all requirements in one of the three pathways. Students earning this distinction are eligible to wear a white distinction cord at graduation.

<p><b>Science Pathway</b> Science criteria for distinction:</p> <ul style="list-style-type: none"> <li>● 4 credits in Science</li> <li>● 3 credits in Math</li> <li>● Cumulative GPA of 3.2</li> </ul>	<p><b>Math Pathway</b> Math criteria for distinction:</p> <ul style="list-style-type: none"> <li>● 4 credits in Math</li> <li>● 3 credits in Science</li> <li>● Cumulative GPA of 3.2</li> </ul>
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**Career and Technical Education (CTE) Distinction**

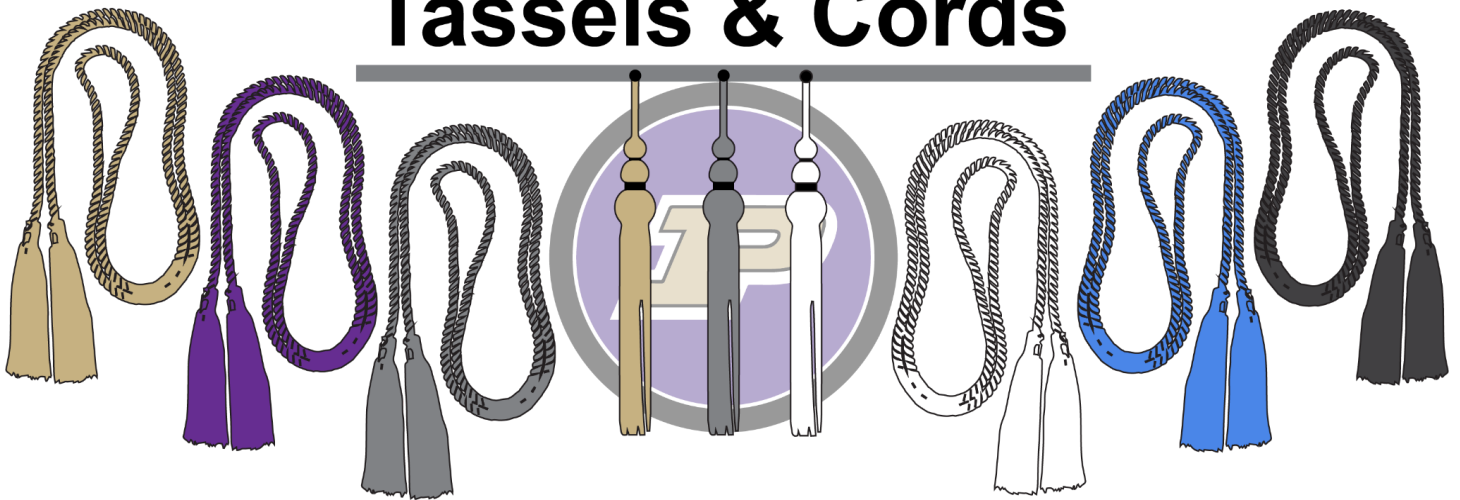
The CTE Distinction acknowledges graduating seniors that complete a plan emphasizing a Practical Arts focus in one of three Practical Arts pathways or a combination of these pathways: Business, Industrial Technology Education, or Family and Consumer Science. To be eligible for this distinction, the student must earn 4 credits in Practical Arts including CCR1 & CCR2. One of these credits can be replaced if the student participates in a CTE related club such as DECA, FCCLA, ESports, etc. Students must also have a minimum Cumulative GPA of 3.2. Students earning this distinction are eligible to wear a blue distinction cord at graduation.

**Health Enhancement**

The Practical Arts Distinction acknowledges graduating seniors that complete a plan emphasizing a Practical Arts focus in one of three Practical Arts pathways: Business, Construction, or Family and Consumer Science. To be eligible for this distinction, the student must complete all requirements in one of the three pathways. Students earning this distinction are eligible to wear a black distinction cord at graduation.

<p><b>Health Enhancement Pathway</b></p> <ul style="list-style-type: none"> <li>• 3 credits in Health Enhancement (Physical Education, Fitness and Conditioning, Strength and Conditioning)</li> <li>• .5 credit in Health</li> <li>• Participation in 8 MHSA extracurricular activities</li> <li>• Cumulative GPA of 3.2</li> </ul>	<p><b>Health Occupations Pathway</b></p> <ul style="list-style-type: none"> <li>• 1 credit in Anatomy &amp; Physiology</li> <li>• 1 credit in Chemistry</li> <li>• 1 credit in Health Science</li> <li>• 1 credit in Health Occupations</li> <li>• Cumulative GPA of 3.2</li> </ul>
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# DISTINCTION Tassels & Cords



## ACADEMIC INFORMATION

PHS Graduation Distinction Requirements													
Distinction	AP Merit <i>Gold Cord</i>	Fine Arts <i>Purple Cord</i>		Humanities <i>Silver Cord</i>			STEM <i>White Cord</i>		Practical Arts <i>Blue Cord</i>			Health Enhancement <i>Black Cord</i>	
Pathway	AP Merit	Music	Art	World Language	Social Studies	English	Science	Math	Business	Construction	FACS	Health Enhancement	Health Occupations
English	4	4	4	4	4	4	4	4	4	4	4	4	4
Math	4*	2	2	2	2	2	3*	4*	2	2	2	2	2
Science	4*	2	2	2	2	2	4*	3*	2	2	2	2	3*
Social Studies	3*	2	2	2	4*	2	2	2	2	2	2	2	2
College & Career Readiness	1	1	1	1	1	1	1	1	1	1	1	1	1
Physical Education	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	3*	1.5
Health	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5
Fine Arts	1	4*	3*	1	1	1	1	1	1	1	1	1	1
Practical Arts	1	1	1	1	1	1	1	1	1	1	1	1	1
World Language	2*	--	--	4*	2*	2*	--	--	--	--	--	--	--
Construction	--	--	--	--	--	--	--	--	--	2*	--	--	--
Business	--	--	--	--	--	--	--	--	2*	--	--	--	--
FACS	--	--	--	--	--	--	--	--	--	--	2*	--	--
Electives	2	6	7	5	5	7	6	6	7	7	7	7.5	8
<b>Total</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

Note: Credit requirements with an asterisk are a requirement above and beyond regular PHS graduation requirements. Please review the description for each distinction for clarification. Each department has specific criteria that must be met to be eligible for the cord at graduation. Criteria may include, but is not limited to, courses, community service, cumulative GPA, department activities, etc. Please see a PHS Counselor or Departmental Teacher for an application and additional information on the requirements for the distinction. The deadline for submitting applications is May 1.

## ACTIVITIES, ORGANIZATIONS, AND CLUBS

### MHSA SANCTIONED ACTIVITIES OFFERED AT POLSON HIGH SCHOOL

FALL ACTIVITIES	WINTER ACTIVITIES	SPRING ACTIVITIES
Cheerleading	Basketball	Baseball
Cross Country	Cheerleading	Softball
Football	Speech & Debate	Tennis
Golf	Swimming	Track & Field
Soccer	Wrestling	
Volleyball		

#### EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations. Please refer to the Student Activity Handbook for more information.

**Please note:** Student clubs and performing groups such as the band, choir, yearbook and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Polson School District subject to the student's eligibility as set out in **the Student Activities Handbook**. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal.

#### MONTANA HIGH SCHOOL ASSOCIATION (MHSA)/PHS ACTIVITIES ELIGIBILITY

To be eligible for any activity sponsored by MHSA or PHS, including athletics, drama, music, student government, or any other school-sponsored activity that requires practice on a regular basis outside the regular school day, a student must meet all of the following criteria:

- The student must be enrolled in five classes per day and in physical attendance at Polson in at least two classes out of the six classes.
- A minimum four of the classes must be reflected on the high school transcript, and the other two classes must be reflected on the transcript from the institution.
- All of the five classes must be classified as "solids".
- Solids include: PHS Courses, Running Start, Montana Digital Academy, and Accredited Correspondence Courses
- Non solids that don't count towards the six classes include: Study Support, Student Aide, Student Tutoring.
- The student must have passed (earned credit) in a minimum of five courses the previous semester.
- The student must have been enrolled in an educational program the previous semester.

It is the student's responsibility to make sure his or her current academic schedule and grades meet the activities eligibility criteria. Students need to be careful when making schedule changes so that they do not inadvertently make themselves ineligible. Administration will not support a student request to drop a course after his or her activity season is complete.

#### ACTIVITY PARTICIPATION FEES

The activity participation fee is \$75 which includes a required student activity pass. This fee is charged once a year, regardless of the number of seasons that a student participates in. In addition to this fee, programs may charge a spirit pack fee. Any student that has a financial hardship may request a scholarship from the Activities Director. These activity funds collected make up only 5 percent of the total activity budget.

#### ACTIVITY SCHEDULE

Schedules for Polson's activity programs are available at:

<https://www.polson.k12.mt.us/polson-high-school/athletics/teams/index>

## ACTIVITIES, ORGANIZATIONS, AND CLUBS

### **CITIZENSHIP POLICY**

All activity students shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in interscholastic activities affords. Any conduct that results in dishonor to the student, the team, or the school will not be tolerated. Acts of unacceptable conduct tarnish the reputation of everyone associated with the school, community, and activities program. These acts include, but are not limited to the following: theft, vandalism, taunting, baiting, hazing, fighting and/or other criminal acts. Potential consequences for these “unbecoming” acts may result in discipline including, but not limited to, suspension or removal from the activity, group, leadership position or team.

### **CHEMICAL USE POLICY FOR EXTRA AND CO-CURRICULAR PROGRAMS**

Students participating in extra- and co-curricular activities, whether sponsored by the MHS or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day during a specific season. If a student receives a MIP or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities. This policy applies to high school students who are involved in the extra- and co-curricular activities program.

A student may not:

- Use, or have in possession drugs of any kind, or be present for any length of time at a gathering or location where the use of or the possession of drugs is illegally taking place during an activity season. Alcohol is considered a drug.
- Use, or have in possession, tobacco in any form at any time during an activity season.

Activity Season begins with the first official practice of the sport and ends with the arrival home following the last competitive event or when a parent or guardian requests that the student become his/her responsibility after the final competition for that sport. Drug Testing-If a parent suspects that their son or daughter is using illicit drugs; they can request the administration of PHS to perform a random test. It is free of charge. These tests will be held highly confidential and will be shared with only the parent, student-athlete, and administrator. It is a tool to assist parents. However, if a student were using drugs during an activity season, their participation privileges would be revoked according to our chemical use policy.

### **Penalties**

- The use of tobacco, including e-cigarettes, alcohol or any other controlled substance will result in suspension from interscholastic competition for 21 calendar days from the date of confirmation of the 1st offense. Confirmation must be by a school administrator. Violations occurring on the weekend will be dealt with on the next school day unless during a major school vacation. I.e.. Christmas break or spring break. To be athletically reinstated, the affected student must participate in all practices during the suspension, finishing the season in good standing. If the suspension days are not fulfilled during the remainder of the affected season, the athlete must complete remaining calendar days upon the start of any PHS activity that follows. A second offense will result in suspension of 45 calendar days and a third offense will result in removal from athletics for the remainder of the student's high school career, with the chance to appeal in 1 year if the student completes a chemical dependency program.

### **FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Polson High School Activities Director at least 14 days before the event. All funds raised must be deposited into the student activity account for that activity. Students fundraise for a myriad of reasons that include: extraordinary travel, meals on away trips, and miscellaneous improvements within programs. Note: No home prepared food may be sold on School District property during school hours.

Except as approved by the Activities Director, fundraising by non-school groups is not permitted on school property. Please refer to Policy 4210 for additional information.

### **HOMESCHOOL/PRIVATE SCHOOL STUDENT ELIGIBILITY**

Homeschool and private school students are eligible for Polson High school activity programs provided they meet the requirements as set forth by Montana Code Annotated, the Montana High School Association, and School District #23 eligibility policies. All homeschool and private school students must meet with the Activities Director or other administrator prior to gaining eligibility at Polson High School.

## ACTIVITIES, ORGANIZATIONS, AND CLUBS

### STUDENT GOVERNMENT

Polson High School has an established student government referred to as B.O.G. (Board of Governors). The PHS B.O.G. is made up of elected representatives from each grade level. The Executive Power includes Student Body President, Student Body Vice President, Student Body Secretary, and Student Body Treasurer. Each class will also have an elected President, Vice President, Secretary, and Treasurer. Any student that is not elected to an office can choose to be involved as a Student Representative. The primary purpose of our Board of Governors is to enrich the student experience through coordination of school events and activities. B.O.G. evaluates plans and ideas for events such as homecoming and pulls the school's resources together for the best possible results. It also helps coordinate special dances, assemblies and other student activities.

PHS Student Body Officers			
<b>Student Body President</b>		Julia Barnard	
<b>Student Body Vice President</b>		Hannah Simpson	
<b>Student Body Secretary</b>		Adison Carlson	
<b>Student Body Treasurer</b>		Maddilyn Huffine	
Senior Class Officers		Junior Class Officers	
<b>President</b>	Kai McDonald	<b>President</b>	Branson Moss
<b>Vice-President</b>	Alexandra Dupuis	<b>Vice-President</b>	Sophia Matt
<b>Secretary</b>	Shalayne Ostler	<b>Secretary</b>	Haislea Sternick
<b>Treasurer</b>	Lauren Collinge	<b>Treasurer</b>	Colby Yarger
Sophomore Class Officers		Freshman Class Officers	
<b>President</b>	Mark Kagi	<b>President</b>	Vote in September
<b>Vice-President</b>	Bryce Allred	<b>Vice-President</b>	Vote in September
<b>Secretary</b>	Maddox Bird	<b>Secretary</b>	Vote in September
<b>Treasurer</b>	Xavier Warren	<b>Treasurer</b>	Vote in September

### ORGANIZATIONS AND CLUBS

We encourage PHS students to become actively involved in co-curricular activities outside of their regular academic schedule. Membership in school clubs is open to any enrolled PHS student. If interested in starting a new club, pick up an application from the activities office.

Polson High School Student Clubs	
Anime Club	Key Club
DECA	Math Club (PHECOM)
Drama & Theater Club	Montana Educators Rising Club
Esports Club	National Honor Society
FCA Huddle (Fellowship of Christian Athletes Club)	SOUL Club (Special Olympics Unified Leaders)
FCCLA Club	Robotics Club
Indigenous United Nations Youth Club	

### CO-CURRICULAR

Non-MHSA activities provided by Polson High School, as an extension of the classroom, are considered co-curricular activities. All co-curricular activities are for enrolled PHS students only.

## ATTENDANCE

### 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.

- 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 3123.

When a student is absent from school, the parent/guardian must call the school [(406)883-6351] any time after 7:30 a.m. to notify the school of the absence. If the parent/guardian does not call, the district notify the parent/guardian when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth assignments assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

### ATTENDANCE PHILOSOPHY

The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in the grade. Grades earned in any course shall reflect the student's fulfillment of academic requirements, achievement, and daily participation. The administration does not condone absences that detract from our academics. Such absences include, but are not limited to: Senior skip days, shopping, work, moving, banking, oversleeping, haircut, tanning, vacations, and manicure appointments.

### STUDENT'S RESPONSIBILITY

- Students are responsible for attending class.
- Students are responsible for continually checking to make sure their attendance record is accurate in PowerSchool.
- Students are responsible for being in class and ready to start the lesson when the bell rings.
- Students are responsible for developing time management skills, a productive work ethic and accountability for successful preparation for graduation and beyond.

### PARENT'S RESPONSIBILITY

- Parents must call (406)883-6351, send a signed note, or email the attendance office to excuse an absence within 48 hours otherwise the absence is considered an unexcused absence. This includes students 18 years of age and older.
- Parents must call (406)883-6351, send a signed note, or email the attendance office to excuse their student for an appointment. The pass must be obtained by the student from the attendance office prior to the student leaving school.
- Parents should make every attempt to schedule family vacations during school breaks.
- Parents can only excuse their own son/daughter.

### ATTENDANCE REPORTING TO PARENTS

- Parents or guardians will be notified of an unexcused absence (UA) via the school's automated phone system, email, or a personal phone call.
- Parents can access their son/daughter's PowerSchool online progress report to view their complete attendance report and current grade status for each class at any time.

## ATTENDANCE

### **TARDY PROCEDURE**

- It is the student's responsibility to be on time for class.
- Lunch detention can be assigned by the teacher for each tardy after the first one. This is on a per class basis. Teachers will develop their tardy policy and include it in their course syllabus.
- Students who are marked Late Unexcused Absence (L) for being more than 5 minutes late to class may be given a lunch detention by the teacher on each offense. Excessive (L's) will be referred to the administration.
- Students who do not attend assigned lunch detention will be referred to the administration.
- Excessive tardiness will be referred to the administration.
- Students with valid excused late passes will not be considered tardy.

### **MAKE-UP WORK PROCEDURES:**

Students are absent from school for a number of legitimate reasons. It is the policy of this school that the student, parent or guardian, and teacher work together to complete schoolwork due to activity related absences or excused absences. It is the student's responsibility to initiate and follow through with the work's completion. To assist in this effort, the following guidelines are presented:

- It is imperative that students contact each teacher on the first day after an absence to receive/review makeup work. Failure to assume responsibility in this matter may result in lower grades for the work missed.
- Students are encouraged to make up missed assignments as soon as possible. Teacher and student should set up a mutually agreeable schedule to complete makeup work.
- In certain circumstances, teachers may alter assignments to be made up. In other circumstances, the teacher may not require work to be made up. Should this be the case, the excused assignments will not count toward the marking period grade.
- A student absent only on the date of a quiz/test should be prepared to take it the next day. The teacher may choose to administer it at a later date. Similarly, a student absent on the due date of a pre-announced assignment is expected to turn in that assignment on the first day back.
- Pre-announced special assignments, tests, quizzes, and homework are due on the day scheduled even if a student is absent the day before the assignment is due. Students may not miss one class to complete work for another class.
- If a major assignment is due on a particular day and a student is present on any part of that day, then the student is responsible for seeing that the major assignment is completed and turned in to the teacher on the due date.
- Help with makeup work, quizzes, tests, lab work and projects that require special equipment may need to be scheduled outside the student's regular class period.
- Each teacher will supply students with a statement (syllabus) at the beginning of each course regarding policies about making up tests, homework, and assignments. They will also address the times and places they are available for assistance.
- Students who expect to be absent for more than three days are advised to request homework assignments from the teacher by calling the Main Office. Please allow 24 hours for the teacher to be contacted and the work collected so that the instruction schedule will not be interrupted. It is the parent/student responsibility to arrange for the work to be picked up.
- A student with a school approved activity-related absence is expected to see his/her teacher at least one week prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these requirements changed. While teachers will provide the student with necessary assignments, teacher assistance in completing these assignments is not mandatory.

### **UNEXCUSED (U) or SKIP/TRUANT (Z) CONSEQUENCES**

Unexcused and skip/truant absences will be dealt with by an administrator through the High School Attendance Policy and Tiered Intervention Strategies.



## ATTENDANCE

### **SCHOOL-RELATED (R) ABSENCE**

A student qualifies for a school-related (R) absence if all four of the following criteria have been met: students are supervised by School District employees or official designee

- activity is a PHS or MHSA/OPI activity
- activity funding is part of the school budget
- activity behavior is governed by PHS code of conduct

Examples of school-related (R) absences include:

- Band, choir, orchestra, speech, theatre performances, school festivals
- Career Center events such as Freshmen Career Field Day and College Fair Day
- MHSA athletic competitions, student council meetings or related school activities
- Cheerleading for tournaments and games
- Field trips for school-sanctioned clubs, organizations and classes
- Curriculum related exams or school-sponsored assessments
- National, regional, state and local conventions for school-sanctioned clubs or classes

Student's responsibility with school-sponsored absences:

- It is the student's responsibility to inquire about makeup of course work, assignment expectations and due dates before leaving for the school-sponsored absence. Students who do not make prior arrangements with their teachers may not be able to make up missed assignments.
- It is the student's responsibility upon returning to class to be prepared to participate in the lesson and related activities.
- Students will support the school-sponsored absence policy by fully cooperating with their teachers concerning makeup of homework, tests, projects and other class activities.
- School-sponsored students will make every effort to stay current with lessons, turn in assignments and complete assessments in a timely manner.
- If the school-sponsored student is present in class when the students are given an assignment that is due during the R absence, the student will submit the completed assignment upon returning to school unless other arrangements have been made with the teacher.
- If a long-term project becomes due during a R absence, the student will submit the completed project upon returning to school unless other arrangements have been made with the teacher. This includes projects that were worked on over a period of time (i.e. research paper, project, portfolio, speech).
- If the school-sponsored student is not present in class when the students are given an assignment, then the school-sponsored student will submit makeup assignments, take the makeup tests, etc. using the same time schedule as given for an excused absence (in the chart above).

### **REQUIREMENT FOR ACTIVITY PRACTICE OR COMPETITION**

A student may not participate in a practice or competition on the day of an absence unless the coach/advisor or Activities Director has granted prior approval. A student may not, under any circumstances, take part in practice or competition on a day he/she has been suspended or is truant from school. A student who has in-school suspension will be allowed to practice and compete.

### **HUMAN SEXUALITY INSTRUCTION ABSENCE**

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

## ATTENDANCE

ATTENDANCE CODE DEFINITIONS		
CODE	LABEL	DEFINITION
A	Excused Absence	Absence verified by a parent or guardian. Non-MHSA sanctioned events would be considered excused absences.
C	Cultural Absence	Absence verified by a parent or guardian related to a cultural event.
E	Excused Late	Late absence verified by a parent or guardian.
F	Bereavement	Death in the immediate family. Immediate family is defined as father, mother, brother, sister, aunt, uncle, niece, nephew, or grandparents.
G	Guidance	Absence requested or verified by school counselor.
H	Homebound	Student that is homebound and not able to physically attend school.
I	Suspended Absence (In School)	Consequence assigned by a school administrator. Student will be allowed to receive credit for work or assignments missed.
J	Jail/Court/Custody	Absence verified related to jail, court, or custody hearing.
L	Late Absence	Missing more than five minutes of class, present in class, unexcused absence.
M	Long-Term Illness/Hospitalization	Absence verified by a parent or guardian including documentation from a health care provider or doctor.
O	School Resources Officer	Absence requested or verified by school resource officer.
P	Medical/Dental Appointment	Absence verified by a parent or guardian related to a medical or dental appointment.
R	School Related Absence	Absence that meets the criteria for school related.
S	Suspended Absence (Out of School)	Consequence assigned by a school administrator. Student may or may not receive credit for work or assignments missed. Building administrators will make the determination on whether credit is received.
T	Tardy	Students that arrive to class after the first bell but before 5 minutes have passed.
U	Unexcused Absence	Unexcused absences occur when the student is absent from school and the school did not receive prior notification of the absence from the parent and or the parent did not contact the school regarding the absence within the two (2) day notification window. Unexcused absences also occur if a student is attending classes and then leaves the school without following the proper procedure for leaving the building. TEACHERS DO NOT HAVE TO ALLOW AN OPPORTUNITY FOR MAKE-UP WORK AND CAN ASSIGN ZERO CREDIT FOR ANY WORK/ASSIGNMENTS/TESTS MISSED FOR AN UNEXCUSED ABSENCE.
V	Administrator	Absence requested or verified by school administrator.
W	Post-Secondary Visit	Absence verified by a parent or guardian or school official for a post-secondary school visit.
X	Subpoena Absence	Absence requested or verified by law enforcement or court officials.
Z	Truant/Skipping	Student that is verified as truant from class. Student receives no credit for work/assignments missed.

## ATTENDANCE

### Polson High School - Pirates "Golden Opportunity" Day 2023-2024

If a student has a D or F (less than 70%) in any class, for either the **Quarter or Semester** grade, that student will receive a GO Day Report Card and **WILL** be required to attend school on GO Day. If a student does not have any D's or F's, (All grades C or higher) then that student **WILL NOT** be required to attend school on GO Day, but is welcome to do so if they choose. Reports will be emailed to students and parents two days before the GO Day.

**Note:** A student may not "clear up" the report between the time the report is generated and GO Day. If a student receives a GO Day Report Card the student is required to attend and **all work will be turned in on GO Day** and will be graded in a timely manner.



- GO Day Report Cards created for students who qualify allow students to know:
  - Which courses they need to get "caught up" (i.e. increase their grade to a C or better by turning in missing or late work, re-taking tests, revising papers, etc., per individual teacher policy).
- **If the student is required to attend, students MUST:**
  - Attend every class.
  - May get a pass to go to another classroom to get help or make up work. Teachers reserve the right to keep students in the assigned class or send students back to the assigned class.
  - Any student that is required to attend and is absent from school one or more periods may not participate in activity/practice without the approval of the principal or athletic director.
- If the student is **not required to attend**, students:
  - May attend only the classes they choose to attend. Students may not "hang out" in the school that day.
- GO Day is the **deadline for missing or incomplete work**.
- GO Day Passes
  - No passes to the library or gym other than for your own class.
  - Send students to the teacher who assigned the work to write a pass to the library.

Pirate "Golden Opportunity" Days - 1 Per Midterm			
Quarter 1	Quarter 2	Quarter 3	Quarter 4
GO Day #1 - October 6	GO Day #3 - December 15	GO Day #5 - March 1	GO Day #7 - May 10
GO Day #2 - November 3	GO Day #4 - January 26	GO Day #6 - March 29	

### *Frequently Asked Questions about Pirates "Golden Opportunity" Day*

**What is the consequence if a student does not attend the GO Day?**

School attendance rules apply and consequences may be given for unexcused absences. Also, there could likely be a natural consequence in the area of academic achievement and grades. For example, the student will not have another opportunity to submit a missing assignment or retake a test.

**My student didn't meet the criteria to be exempt from attending school on GO Day. My student tells me they don't have anything to do and it will be a waste of time to attend school that day.**

Please review their grade report because it will show the classes they are not meeting academic standards. If a student is truly caught up academically, then the class time may be used to study, read, work on enrichment projects or tutor other students.

**My student needs a lot of help in one subject. Can they spend more than one class period receiving help in that subject?**

Yes, as long as the student gets a pass from their regularly scheduled teacher to go to that class.

**My student met the criteria and is exempt from attending school on GO Day. Can they attend school anyway?**

Yes. The student can still attend school that day and receive help from their teachers, make contact with the Career Center, form an AP study group, or attend only a few periods during that day. The only request is to talk to teachers/directors in advance to see if the teacher/director has time to meet with them.

**BEHAVIOR - STUDENT RESPONSIBILITIES**

By the time a student has reached high school, it should be quite clear what the behavioral expectations are for students. Polson High School expects students to be a credit to themselves, their families, and their school at all times. If the school is to function effectively and students are to be free to pursue their education, all students must accept responsibilities and meet certain expectations. Student behavior that interferes with the educational process or violates the rights or safety of others will not be tolerated. Students are expected to comply with school and classroom rules at all times.

**ACADEMIC HONESTY**

Polson High School promotes and expects ethical behavior from all members of the Pirate community. Honesty and integrity are valued in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone. The ramifications of academic dishonesty can be far reaching. It can impact a student's grade point average and class standing, chances of a student's acceptance to a college or a job, and potential recommendations for scholarship awards.

**● DEFINITIONS**

- Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitation: Intentionally or knowingly helping or attempting to help another student violate any provision of the policy.
- Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

**● CONSEQUENCES**

- Teachers are granted authority, with the direction and advice of the administration, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Administration has the authority to remove a student from a class with an "F" for repeated violations.

**ACADEMIC INSUBORDINATION**

It will be considered academic insubordination if a student refuses to attend class, work on assignments, or participate in class activities. Students have the right to fail, but they have the responsibility to engage in the educational process. Consequences may be assigned by the administration.

**ACCESSORY TO SERIOUS VIOLATIONS**

A student who is an accessory to a serious offense is guilty of misconduct and can be punished just as if he had committed the offense. A student will not do anything that might cause, encourage, or assist a serious violation to take place.

**ASSEMBLY CONDUCT**

An assembly is an extension of the classroom. The same rules of conduct that apply in the classroom apply in the assembly. Out of respect for fellow students and guests, every student is encouraged to be attentive, responsive, and appreciative in assembly programs. Student conduct must not be an embarrassment to anyone, especially to those who have a part in the program.

**CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner and exercise self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

**APPLICABILITY OF SCHOOL RULES AND DISCIPLINE**

To achieve the best possible learning environment for all our students, Polson High School's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally affects the climate or efficient operations of the school.

**VIOLATION OF STUDENT CODE OF CONDUCT**

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- 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.

**CONSIDERATION OF EXTENUATING CIRCUMSTANCES**

School authority may consider extenuating circumstances prior to dispensing disciplinary action. Extenuating circumstances include, but are not limited to: seriousness of the offense, program placement, attitude and age of student, pattern of conduct, degree of cooperation, attendance record, grades, and/or other educationally relevant circumstances. School administrators shall maintain discretionary powers to interpret the Student Handbook and issue corrective measures in each individual case. These administrators shall be the final authority on discipline in the building.

**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.

**CORRECTIVE ACTIONS AND PUNISHMENT**

All students shall submit to the reasonable rules of the school. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for a discipline consequence that may include suspension by the school administration or expulsion by the School Board. A staff member or administrator has the authority to hold a student accountable for the student's behavior.

**CROWD DISPERSION**

Students gathered around or drawn to an illegal activity (example: fighting) must immediately disperse or they may be found guilty of promoting an act that is disruptive, distracting, incompatible to the school mission, or harmful. Disciplinary action taken will depend on the circumstances and severity of the incident.

**CYBER-SPEECH**

The administration may impose discipline consequences on cyber-speech occurring outside of school when it constitutes a threat—an immediate, unconditional threat of violence directed at a person(s), and where conduct is directly linked to school, OR created or was reasonably expected to cause a material and substantial disruption to school's operation or environment. This would also include the use of the school name and/or logo on a site that was not compatible with the mission of the school.

**DAMAGES TO SCHOOL PROPERTY**

All damages to buildings or property caused willfully or carelessly must be paid for by the student causing such damage and will result in a consequence depending on the severity. This applies to textbooks issued to students as well as for other forms of school property.

**DANCES**

Dances sponsored by the school will begin at 9:00 PM and end at 11:30 PM. Groups wishing to hold a dance must complete an activities request form and submit it to the Board of Governors' Activity Committee for approval. The sponsoring group's sponsor(s), a police officer, and administrator must oversee any such activity. Once a student enters the dance that student cannot leave and return to the dance. Sponsoring groups are responsible for clean-up after the dance. All school dances must be chaperoned and have sponsors' approval. Chaperones should be present and remain until the activity is over.

**Students Responsibilities at Dances**

All school rules, policy, and disciplinary consequences are applicable. Some important rules of conduct are as follows:

- Students attending school events will not be allowed to use alcohol and/or drugs and participate in extracurricular activities.
- If caught, the police will be called immediately and the student, with parents, will report to the principal's office the following Monday morning.
- Students must hold a responsibility, in that members of the group sponsoring the dance must report any information about vandalism or misconduct to chaperons.
- There must be patrolling by police officers on a periodic basis throughout the duration of the dance (esp. at the dance's beginning and the conclusion.) If the student is in violation of the terms of this contract, it is incumbent upon the chaperones to notify the police.

If there are any major disturbances, the dance will be terminated immediately. If a student is removed from a formal dance because of alcohol or drugs, he or she will not be allowed to attend any dances for a period of one year.

Students will respect authority including the superintendent, principal, vice-principal, athletic director, faculty, adults and police.

**Formal Dances**

Formal attire is expected. Costumes are not accepted unless approved by administration within 24 hours prior to the dance.

- Boys may remove coats, but shirts must be worn at all times. A vest is not considered a shirt.
- No sunglasses will be allowed.
- Shoes will be worn at all times.

Students who do not meet the above criteria, or behave in a way that chaperones deem are not appropriate will be asked to leave the dance. The principal or his designee will have the final say. Out of school guests may include only students who are enrolled in another 9-12 grade high school and must include prior approval. Polson Home School students will be reviewed on a case by case status.

**DEMONSTRATIONS**

Demonstrations which interrupt classes or school operations are not allowed. Students who participate in demonstrations which interrupt classes or the operation of the school will face disciplinary consequences. Students who have a concern should visit with a teacher, school counselor, or administrator.

**DISALLOWED AND/OR ILLEGAL ACTIVITIES**

The promotion of or involvement in any illegal activities at school or during school activities will be referred to law enforcement. Students found guilty will have a discipline consequence that may include suspension or expulsion. Action will be taken on all illegal activities within the line of sight of PHS. Students found guilty of certain illegal activities may also receive an “enhanced” sentence if the crime was committed in, on, or within 1,000 feet of the real property of a public or private elementary or secondary school.

**DISCIPLINE AND DUE PROCESS**

Students who violate District policies, rules, and directives are subject to discipline at the discretion of Polson High School Administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

**Suspension**

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student’s immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

**Expulsion**

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student’s conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board’s procedure, and a description of the student’s and parents’ rights at the hearing.

**Students With Disabilities**

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

**DISRUPTION OF SCHOOL OPERATIONS**

No person shall disrupt or obstruct any school program, activity, or meeting, or threaten to do so, or commit, threaten to imminently commit or incite another to commit any act that will disturb or interfere with or obstruct any lawful task, process or procedure, of any student, official employee, or invitee of the District. Disruptive, distracting, incompatible, or harmful actions will result in a disciplinary consequence. Disciplinary action taken will depend on the circumstances and severity of the incident.

The grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

**FAILURE TO RESPOND TO ADMINISTRATOR'S REQUEST TO SEE A STUDENT**

Students must, upon request, meet with an administrator. Failure to respond will result in disciplinary action. School officials have the right to talk to a student without a parent present.



**FIELD TRIP TRANSPORTATION**

Because field trips are an extension of the classroom, all school rules apply. Transportation to and from the site must be authorized by the school. No private transportation is allowed.

**FILMING FIGHTS OR ILLEGAL ACTIVITIES**

Students who videotape fights, other illegal activities, or school and classroom disruptions may be found guilty of promoting an act that is incompatible to the school mission or is harmful. Disciplinary action taken will depend on the circumstances and severity of the incident.

**FOUL LANGUAGE**

Students should demonstrate good choices and judgment in behavior and interactions with others. Good choices of language are essential to show respect and concern for each other. Profanity and obscenity will not be tolerated. We expect everyone to express themselves in civil, considerate, and appropriate language. The consequences for profanity includes, but is not limited to, out of school suspension and disorderly conduct charges filed with law enforcement.

**FRAUDULENT PHONE CALLS/EMAILS**

Fraudulent phone calls violate school policy. The consequence may include detention, suspension, or expulsion.

**GRAFFITI**

All damages to buildings or property caused by graffiti must be paid for by the student causing such damage. Disciplinary action will be taken depending on the severity of the incident and the circumstances. Depending on the severity of the incident, law enforcement may be contacted.

**GUN-FREE SCHOOLS/FIREARMS**

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

**GYM LOCKER ROOMS**

Use of the locker room (including the bathrooms and shower areas) is only for students who need to change clothes for physical activity (i.e., gym class or after-school sports). Students are not allowed in the locker room for any other reason unless permission has been obtained from a physical education staff member or from an administrator immediately prior to entering the locker room. Students in the locker room without proper authorization are subject to administrative discipline.

**HALL PASSES**

A student must be in their room of instruction during class time. A pass from their teacher must be used if the student leaves the classroom during class time. Students in possession of stolen hall passes will be assigned a disciplinary consequence.



**LEWD CONDUCT**

Any lewd, indecent, or obscene act or expression by a student on or near school property, on a school bus, or at a school-sponsored event will result in disciplinary action.

**LIGHTERS, MATCHES, E-CIGARETTES (VAPES), LASER POINTERS, WATER-TRANSMITTING DEVICES**

Students have no appropriate reason to carry cigarette lighters, matches or e-cigarettes on the campus. Possession and use of laser pointers and water transmitting devices is prohibited. Offenders shall be subject to confiscation of the object and disciplinary action.

**MISCONDUCT OUTSIDE OF SCHOOL**

Misconduct of a serious nature that has a direct relationship to the school may result in disciplinary action, even when the specific conduct does not take place on school property or at a school-related event.

**NEIGHBORHOOD SURROUNDING PHS CAMPUS**

We have an obligation to honor the property and privacy rights of those neighbors situated short distances from our campus. In an effort to be a good neighbor and respect the surrounding community, students will not congregate or litter on neighboring property. This also includes keeping noise levels down to an appropriate level.

**OPEN CAMPUS**

Polson High School has an open campus only during lunch. During lunch students are allowed to leave campus or sit in their vehicles in the parking lot. If a student returns late from lunch, it is an unexcused tardy. There are no exceptions and no excuses for returning to the campus late from lunch. Open campus privileges can be revoked at any time for any length of time as a disciplinary consequence. Being off campus with students not eligible for open campus lunch will result in the loss of open campus privilege. If litter becomes an issue in the parking lots, the open campus privilege will be revoked.

**PARKING LOT**

Student use of Vehicles: Student use of vehicles during the school day is restricted to the lunch break or for those exercising passes for appointments issued by the office. Students are not to be in the parking lot during or between classes.

Parking on school grounds is a privilege and not a right. Students must obey all the following rules:

- Students **MUST** display a parking pass at all times. They are available in the main office.
- Obey all parking lines, directional arrows, stop signs, and restrictions such as handicap and academic student of the quarter spaces.
- Do not park in the locker room parking lot or west of the vocational building at any time including weekends.
- Keep your vehicle locked at all times.
- Do not park on the grass.
- Students are prohibited from using the access loop road between HS and PMS between 8am-4pm
- Do not exceed the maximum speed of 5 miles per hour in the lot and 15 miles per hour in the school zones as set by state law.
- Students are not to park in the Faculty Parking Lot at any time including play practices and plays, music practices or concerts. The Faculty lot is **NOT** a drop or pick up zone for students. Parents are to use the student parking lot for those programs.
- Students are allowed to park in the Faculty Parking Lot Handicap spots when needed.

**PHYSICAL ASSAULT (FIGHTING)**

Fighting at or near PHS will result in suspension and possible expulsion. Depending on the severity of the incident, law enforcement may be contacted. The following situations will result in suspension:

- Fighting after attempts have been made to resolve a specific conflict.
- An unprovoked student attack on another student.
- Bringing a non-school related issue to school which results in a fight.

**POLICE INVOLVEMENT**

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement authorities. If the authorities are notified, parent(s)/guardian(s) will be contacted by telephone, letter, or in person. Any action taken by the authorities is separate from and in addition to action taken by the school. State law requires the school to permit a student to be taken into legal custody.

**REMOVAL FROM CLASS**

Students are expected to respect their classmates, their teachers, and the school building and equipment at all times. Students who demonstrate that they are not respectful may be permanently removed from class. Appropriate behavior and use of equipment/materials is necessary to remain in class. Any student removed from class must report to the admin offices immediately unless directed to do otherwise.

**REPORTING**

All complaints about behavior that may violate this policy shall be promptly investigated. Any student who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying, in violation of this policy is encouraged to immediately report his/her concerns to the principal or the District Administrator, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or school counselor, who will be responsible for notifying the appropriate District official.

**REPORTING SAFETY CONCERNS ANONYMOUSLY**

Safety at PHS is the responsibility of everyone. If a student has a safety concern that the student would feel more comfortable reporting anonymously, the student may call (406) 883-6351 and leave a message.

**RETALIATION AND REPRISAL**

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

**SELF-IDENTIFICATION**

Students must, upon request, stop and identify themselves to School District personnel or authorities when on or near school property, on school buses, or at any school-sponsored activity. Failure to self-identify or provide correct information in a timely manner will result in disciplinary action.

**SEXTING**

Sexting is the act of students photographing themselves or others in various stages of undress, and then sending, receiving, or forwarding the photographs to other students. Misconduct of this nature that has a direct relationship to the school may result in disciplinary action, even when the specific conduct does not take place on school property or at a school-related event. Also, students who do "sexting" may be charged under federal law with distribution or creation of child pornography, or under Montana's Sexual Abuse of Child statute. If convicted, students could also be faced with having to register as sex offenders.

**SKATEBOARDS, ROLLER BLADES, ROLLER SKATES**

The use of skateboards, roller blades, or roller skates on school property is prohibited.

**SPECTATOR CONDUCT AND SPORTSMANSHIP**

Students shall behave in a sportsmanlike manner during athletic, co-curricular, and school events. Failure to comply with the expectations may result in disciplinary action such as ejection from the event, loss of privileges to attend activities, legal consequences, detention, suspension, forfeiture of activity ticket, and/or denied admission to future events. Students are expected to act with courtesy and respect, both as hosts and guests at school activities. All venues are being filmed and may be subject to review in the event that there is inappropriate behavior.

Expected appropriate behaviors include, but are not limited to, the following:

- using positive spirit wall signs and cheers
- wearing of school colors
- standing and removing your hat for the national anthem
- remaining silent during appropriate times
- no body painting or inappropriate hand held signs
- students must be fully clothed and wearing clothes appropriate for a school event
- no derogatory, heckling, or negative signs or comments to referees, players, coaches, half-time performers, cheerleaders, or opposing fans
- keeping flags in front of the home cheering sections and not in front of the visitors' section

**STATE LAWS**

We expect all Polson High School students and staff to support and comply with state laws. The following two regulations have special application to our school setting:

- State Constitution Article X: “It is the goal of the people to establish a system of education which will develop the full potential of each person. Equality of educational opportunity is guaranteed to each person of the state...”
- Statutes (MCA) Title 49 Human Rights: “The right to be free from discrimination because of race, creed, sex, religion, color, physical or mental handicap, age or national origin is recognized as and declared to be a civil right...”

**STEALING**

The following consequences are for a student guilty of stealing or having stolen property in his or her possession:

- Suspended from school and/or recommended for expulsion.
- Formal complaint signed against him/her and turned over to the police department.
- If the student is suspended, any recurrence of the above offenses by the same student will result in a recommendation for expulsion from PHS.

Students are encouraged not to bring large amounts of money or valuables to school. Every year many of these items disappear and are never found. If an item is missing, the student should immediately notify a teacher, administrator, or the School Resource Officer. The school does not accept responsibility for personal property, money, valuables or school issued materials.

**STUDENT BEHAVIOR IN COMMON AREAS AND HALLWAYS**

Students are expected to act in an orderly manner in the open areas, corridors, and on the stairways. Inappropriate behavior will result in disciplinary action such as detention or suspension. Students displaying overly amorous behavior may be suspended until they and their parents meet with an administrator. Students will not sit on the tables in the commons area.

**STUDENT CONDUCT TO AND FROM SCHOOL**

The school assumes authority over the conduct of students to and from school when on school grounds, in school transportation, and on supervised school excursions. Administration will cooperate with parents/guardians, property owners, and police in cases of problems or hazards created by students while going to and from school and during lunch time. Such cooperation may involve, but is not limited to, identification of students, counseling with students, notification of police, contact with parents/guardians, and possible disciplinary action.

**STUDENT USE OF BUILDINGS**

No student shall use school facilities without direct school personnel supervision. This includes use of the gym, wrestling and weight-cardio areas, theatre, performance hall, media studio, porches and classrooms. Non-curriculum-related school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting. Refer to School District 23 Board Policy 3233 for additional criteria that must be met. Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the administration.

**THEFT REPORTS**

Students who need to file a theft report should go to the School Resource Officer. The student will be encouraged to file a police report with regards to the theft. Also, the student should let an Assistant Principal know the details of the theft. The school does not have insurance for theft of personal property.

**TRESPASSING**

Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

**UNAUTHORIZED AREAS OF THE BUILDING OR SCHOOL GROUNDS**

Students are not allowed in unauthorized areas of the school facility or grounds. Students are allowed in teacher’s offices only with permission from the teacher.

**VIDEO SURVEILLANCE**

Video surveillance will occur on school property to ensure the health, welfare, and safety of all staff, students, and visitors, and to safeguard the buildings, grounds, and equipment. Video cameras will be used in locations as deemed appropriate by the administration. Video recordings may become a part of a student’s educational record.

**BULLYING / HARASSMENT / INTIMIDATION / HAZING**

Bullying (including cyberbullying), 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.

For additional information, please see Policy 3226.

**CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

Student possession and use of cellular phones, music devices, earbuds and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. This includes the videoing of associated misconduct, fighting, harassment of others, medical emergencies, or instructional delivery of any adult throughout PSD. Students may not use cell phones or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes. Students may use cellular phones, music devices, earbuds and other electronic signaling devices before school, after school, during passing periods, and during lunch.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student’s parents and/or law enforcement may be contacted and the student’s cell phone may be searched. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers, and will result in disciplinary action. Devices will be confiscated by the teacher and turned into the main office. Violations are accumulative for the school year. \*Refusal to give the device to the school administrator will result in 1 day OSS.

- First Offense: Confiscation, returned to student at the end of the school day
- Second Offense: Confiscation, returned to student at the end of the school day, parent contact.
- Third Offense: Parent contact, confiscation until parent picks up device.

**COMMUNICABLE DISEASES**

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 that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Coronavirus	

**COMPLAINTS BY STUDENTS AND PARENTS**

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website ([polson.k12.mt.us](http://polson.k12.mt.us)) or any District or school office or by contacting the Title IX Coordinator.**

**Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website ([polson.k12.mt.us](http://polson.k12.mt.us)) or any District or school office or by contacting Scott Boen, HR Director, for Section 504/ADA discrimination complaints.**

### **COMPUTER RESOURCES**

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Internet Access Agreement* prior to being authorized to use the District's computer resources. For additional information, see Policy 3612.

### **DISTRIBUTION OF MATERIAL**

#### **School Materials**

School publications distributed to students include: Salishian (School Newspaper) and the Yearbook. All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

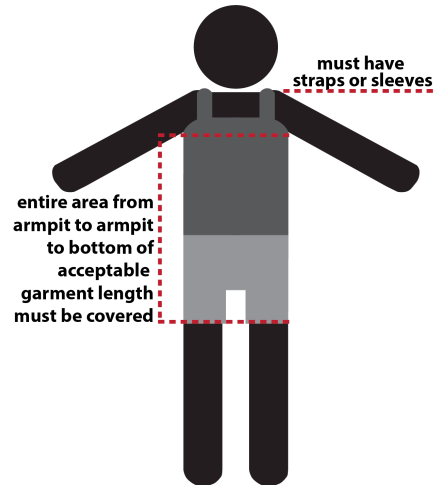
#### **Non-School Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to the PHS Administration at least one week prior to the requested distribution.

## DRESS AND GROOMING

Polson High School respects students' rights to express themselves in the way they dress. All students who attend Polson High School are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.



### Minimum Requirements:

- Clothing must cover areas from one armpit across to the other armpit, down to the bottom of acceptable garment length (see image). Tops must have shoulder straps or sleeves. Rips or tears in clothing should be lower than the acceptable garment length.
- Shoes must be worn at all times and should be safe for the school environment.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoodies, caps, and sunglasses are not allowed unless permitted for religious, medical, cultural or other reasons by school administration.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing and accessories that endanger students or staff safety may not be worn.
- Flags are not allowed to be worn as capes.
- Apparel, jewelry, accessories, bandanas, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

***The administration or designee reserves the right to determine what constitutes appropriate dress.*** Students who do not adhere to these guidelines will not be allowed to attend class. Parents/Guardians will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

## FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.

- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Polson High School Administration.

**FOOD SERVICES**

Polson High School participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. Polson High School will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Contact the PHS Main Office at (406)883-6351 to apply.

HIGH SCHOOL MEAL CHARGES		
Full Pay Price	Breakfast - \$1.80	Lunch - \$2.75
Reduced Price	Breakfast - \$0.40	Lunch - \$0.75

Please refer to Policies 2510 and 8200 for additional information regarding the District’s wellness program and its meal charging policy.

**HOMELESS STUDENTS**

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way. The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

**IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student’s vaccination status.

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 notarized form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student’s immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider’s scope of practice to administer immunizations to which the exemption applies, and has



previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3413.

## **LAW ENFORCEMENT**

### **Questioning of Students**

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Service of Process**

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

## **MEDICINE AT SCHOOL**

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have a written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed healthcare provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.



**NOTICE OF NON-DISCRIMINATION**

The Polson School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<p><b>Title IX Coordinator</b>                  Name and/or Title*: HR Director                  Address: 111 4th Ave E, Polson MT                  Telephone Number: (406) 883-6355</p>	<p><b>Section 504/ADA Coordinator</b>                  Name and/or Title*: SPED Director                  Address: 111 4th Ave E, Polson MT                  Telephone Number: (406) 883-6355</p>	<p><b>Civil Rights Compliance Coordinator</b>                  Name and/or Title*: Superintendent                  Address: 111 4th Ave E, Polson MT                  Telephone Number: (406) 883-6355</p>
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\*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title.

**PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact Polson High School.
- Become familiar with all of the child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal 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. Parents have the right to review their child’s education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406)883-6351 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact (406)883-6351.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Polson High School Parent Council, CTE Advisory Committees, Pirate Booster Club.

**PROTECTION OF STUDENT RIGHTS**

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

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

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

### **RELEASE OF STUDENTS FROM SCHOOL**

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

### **RELIGIOUS PRACTICES**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. 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. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see Policy 2332.

### **SAFETY**

#### **Accident Prevention**

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

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

#### **Emergency Medical Treatment and Information**

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

#### **Drills: Fire, Tornado, and Other Emergencies**

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

#### **Emergency School-Closing Information**

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be communicated to families through our district communication system.

#### **Personal Protective Equipment**

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

**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.

**Students and their Personal Effects**

School officials may search a student, the student’s personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District’s policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

**Vehicles Parked on School Property**

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, 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. Any student seeking to park on District property shall sign the authorization form contained in this handbook. Students who park on District property without signing the authorization form may be subject to discipline.

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.

**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.

**SEXUAL HARASSMENT**

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District’s Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
- “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), , or “stalking” as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District’s Title IX Grievance Procedure. Please refer to Policies 3225 for additional information regarding the District’s prohibition against discrimination and harassment.

**STUDENTS IN FOSTER CARE**

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. “Foster care” means “24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility.” This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child’s best interest; or
- If the school of origin is not in the child’s best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student’s case to make the “best interest” determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

**STUDENT RECORDS**

**Access by Parents and Student**

A student’s school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student’s permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student’s records. “School officials with legitimate educational interests” include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

**Access by Other Individuals and Entities**

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.

- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

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 in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

**Challenging Content 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 or references to expulsion and out-of-school suspensions through this process.

**Directory Information**

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. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

**Maintenance of Records**

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

**Privacy Matters – Photographs and Social Media**

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

**SUMMER SCHOOL**

PHS Summer School is available to students who are currently enrolled in Polson High School.

- Students participating in summer school **will be required to attend on-site at PHS**. Summer school is **Monday through Friday**.
- Summer school is a great opportunity for students to recover credit and get back on track for graduation. **Summer School is a short, intense, three week session and requires a strong commitment.**
- Attendance is a vital component of summer school. **A student must be prepared to attend the entire three week session.** Students may stop attending summer school after they complete their enrolled course(s).
- *If a student misses the first 2 days of summer school without prior approval the student will be dropped.* If a student starts a class and *misses more than 2 days* and/or has not made adequate progress to complete the course on time the student will be dropped. No refunds will be issued for courses started but not completed.
- Students will only be allowed to take **one course per session and a maximum of two courses**. Summer school is only available for credit recovery or credit deficiencies. Please consult with your school counselor to discuss options.

**TEXTBOOKS**

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

**TRANSPORTATION**

**School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

**Buses and Other School Vehicles**

The District makes school bus transportation available to all students residing three (3) or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling (406)883-6351.

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

- Follow the driver’s directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver’s signal upon leaving the bus and before crossing in front of the bus.

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

Misconduct will be punished and bus-riding privileges may be suspended.

**VIDEOTAPING OF STUDENTS**

The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student’s educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

**VISITORS**

The District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the principal’s office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.



**COPYRIGHT**

Students must follow all federal and state laws governing telecommunication technologies. This includes U.S. Copyright Law as contained in Title 17 of U.S. Code, and School District 23 Board policy and procedure relating to copyright. Copyrighted material is anything written by someone else. Violations of this policy or procedure will result in disciplinary measures that may include, but are not limited to, detention or suspension. This includes the illegal copying of music from the Internet.

**E-MAIL/CHATTING**

Students are permitted to use e-mail for appropriate PHS educational research. The use must not put the user's personal safety at risk. Personal e-mail access may also be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity. Violations of this policy will result in disciplinary measures that may include, but are not limited to, detention or suspension.

**HACKING**

Users shall not infiltrate or "hack" outside computing systems or networks (e.g., the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network). Users shall not disrupt a system or interfere with another's ability to use that system. Violations of this policy or procedure will result in disciplinary measures that may include, but are not limited to, detention, suspension, or removal from class with a semester grade penalty of "F".

**INAPPROPRIATE SITES**

The use of the District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or pictured) are off limits to users. Violations of this policy or procedure will result in disciplinary measures that may include, but are not limited to, detention or suspension.

**INAPPROPRIATE USE**

Users shall not use the District computer network to purchase goods, solicit sales, conduct business, advertise or sell a service, or transmit obscene, abusive, sexually explicit, inappropriate, or threatening language. Violations of this policy or procedure will result in disciplinary measures that may include, but are not limited to, detention, suspension, or removal from class with a semester grade penalty of "F".

**INSTRUCTION IN THE USE OF TELECOMMUNICATIONS**

Students accessing the Internet from PHS will be instructed on the policies governing such use during their English Language Arts courses at the beginning of the first semester. New students should be sure to review these policies in this section of the Handbook and ask questions if they need clarification.

**INTERNET ACCESS**

The purpose of District-provided Internet access is to facilitate communications in support of research and education. Access is a privilege, not a right. Students utilizing Internet access are responsible for good behavior on-line, just as they are in a classroom or other area of the school. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the school. The same general rules for behavior and communications apply. The District provides filtering software for all computers accessing the Internet.

**PERSONAL INFORMATION**

When sending electronic messages, students should not include information that could identify themselves to non-school personnel. Users' network passwords are provided for their personal use. Users should not share their password or log into the network with another user's login name and password. If a user suspects someone has discovered their password, they should change it or have it changed immediately. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

**PRIVACY/CONFIDENTIALITY**

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications, proxy servers or other computer files and remove them if warranted. Any violation of District rules will be reported to school administrators for possible disciplinary action.

**TECHNOLOGY USE VIOLATIONS**

Technology use violations will result in disciplinary action that may include, but is not limited to, the loss of access to these technologies, referral to a school administrator, suspension, legal prosecution; and/or remuneration.

**TELECOMMUNICATION TECHNOLOGIES ACCEPTABLE USE POLICY**

Telecommunication technologies are to be utilized at PHS to realize curricular objectives through communication with others and through the acquisition of information. Students should use these technologies only in a:

- considerate, ethical, and lawful manner
- manner consistent with curricular objectives
- manner consistent with the required etiquette of each site
- manner which ensures the safety of the use and others
- manner which respects the privacy of accounts
- manner which respects the rights of others to access these technologies

**UNLAWFUL ONLINE ACTIVITY**

Students must follow all federal and state laws governing telecommunication technologies.

**USE OF TECHNOLOGY**

It is the responsibility of each student to use telecommunication technologies at PHS in a manner that appropriately reflects the educational goals and objectives of School District 23 and the educational mission of PHS. Access to PHS technology is a privilege and not a right. Please review Polson Public Schools Acceptable Use Policy included in this Handbook for policy details.

Telecommunications technologies include, but are not limited to: computer software, such as browser software, e-mail software, etc. equipment, such as televisions, telephones, video cameras, computer hardware, etc. networks, such as the Internet, LAN's (Local Area Networks), DAN's (District Area Networks), and WAN's (Wide Area Networks), etc.

**WEB PUBLISHING GUIDELINES**

Please review School District 23 Board Policy 3612 for the complete guidelines. The following guidelines are intended to summarize some of the key elements of the policy. Content published on the District network and web server must comply with the following guidelines:

- Publications should be designed for clarity and readability and strive for high quality in both style and presentation. Correct grammar and spelling are mandatory.
- Publications must include a statement of copyright when necessary and appropriate, and must indicate permission has been secured when including copyrighted materials.
- Publications may not contain business advertising nor may they be used for commercial purposes for the pursuit of personal or financial gain.
- Student names accompanying pictures may only include first name and last initial. Publication of any pictures of students with accompanying names must be pre-authorized by explicit parental permission using the District approved permission form.



## Polson School District Acceptable Use Policy (3612P)

### District-Provided Access to Electronic Information, Services, Equipment, and Networks

All use of equipment and 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 proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### TERMS AND CONDITIONS

- Acceptable Use – Access to the District's equipment and electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
- Privileges – The use of the District's equipment and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
- Unacceptable Use – The user is responsible for his or her actions and activities involving the equipment and network. Some examples of unacceptable uses are:
  - Using the equipment and network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - Downloading copyrighted material for other than personal use;
  - Using the equipment or network for private financial or commercial gain;
  - Wastefully using resources, such as file space;
  - Hacking or gaining unauthorized access to files, resources, or entities;
  - Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - Using another user's account or password;
  - Posting material authored or created by another, without his/her consent;
  - Posting anonymous messages;
  - Using the equipment or network for commercial or private advertising;
  - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - Using the equipment or network while access privileges are suspended or revoked.
- Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
  - Be polite. Do not become abusive in messages to others.
  - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in any way that would disrupt its use by other users.
  - Consider all communications and information accessible via the network to be private property.
- No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
- Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
- Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
- Copyright Web Publishing Rules – Students shall comply with District Policy 2312 and staff guidance when utilizing material subject to copyright.

### INTERNET SAFETY

- Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
- Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
- Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
- The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
- The system administrator and principal shall monitor student Internet access.

**COUNSELING - ACADEMIC**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

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

**COUNSELING - PERSONAL**

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor may schedule an appointment in the PHS Counseling Office.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

**COUNSELING CENTER**

The counseling offices are located on the main floor. The registrar is available to make appointments for students and to provide information. The Counseling Center also assists in testing, planning for high school and post high school education, and individual and group counseling. All students are encouraged to make use of the Counseling Center as the need arises. Counseling Center hours are from 8:00 am to 3:30 pm. Please contact (406) 883-6351 for additional information.

**RESTORATIVE PRACTICES**

Restorative practices can be used to resolve disputes. In addition to resolving conflicts between parents, students, and staff, we also offer peer restorative practices. It is a voluntary and confidential process where two disputants sit face to face and talk with the help of a neutral third party (mediator). After the problem is defined, solutions are created and then evaluated. When an agreement is reached, it is written and signed by both disputants. Please see a school counselor to arrange a mediation session.

**SYSTEMS OF SUPPORT**

Systems of support is a tiered intervention system for those students that may need extra support with academics, attendance, or behavior. This is a positive support plan that helps to monitor and intervene with those students that are struggling with one or more areas within the school system. It is our intention to identify, support, and monitor students to help them maintain social, emotional, and academic well being.

**SCHOOL RESOURCE OFFICER**

The School Resource Officer helps to improve the overall safety of our school. The officer assists the administration in criminal investigations and offers required support to students, offenders, victims, and their family members. The officer is under the direction of the Lake County Sheriff's Department.

**SPECIAL EDUCATION/504**

The District provides free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. The District ensures that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are provided with appropriate educational services. Parents should contact the Counseling Center for additional information on special education services.



# POLSON HIGH SCHOOL

## BELL SCHEDULE



### Regular Class Schedule

#### Early Release Schedule

Early Bird 7:00-7:45

*Common Ground 8:15-8:45*

Period 1 8:50-9:30

Period 2 9:35-10:15

Period 3 10:20-11:00

Period 4 11:05-11:45

*Lunch 11:45-12:30*

Period 5 12:35-1:15

Period 6 1:20-2:00

Period 7 2:05-2:45

Early Bird 7:00-7:45

Period 1 8:15-9:05

Period 2 9:10-10:00

Period 3 10:05-10:55

Period 4 11:00-11:50

**Lunch 11:50-12:35**

Period 5 12:35-1:25

Period 6 1:30-2:20

Period 7 2:25-3:15

#### Early Dismissal Schedule

Early Bird 7:00-7:45

Period 1 8:15-8:40

Period 2 8:45-9:10

Period 3 9:15-9:40

Period 4 9:45-10:10

Period 5 10:15-10:40

Period 6 10:45-11:10

Period 7 11:15-11:40

#### Assembly Schedule

Early Bird 7:00-7:45

Period 1 8:15-8:55

Period 2 9:00-9:40

Period 3 9:45-10:25

Period 4 10:30-11:10

*Lunch 11:10-12:05*

Period 5 12:05-12:45

Period 6 12:50-1:30

*Assembly 1:35-2:30*

Period 7 2:35-3:15

**SCHEDULES, CAMPUS MAPS**

**Semester 1 Assessment Schedule 2023-2024**

<b>Wednesday - January 24, 2024 (Periods 1-3)</b>		<b>Thursday - January 25, 2024 (Periods 4-7)</b>	
1st Period	8:40-10:00 (80 minutes)	4th Period	8:40-10:00 (80 minutes)
Break	10:00-10:15 (15 minutes)	Break	10:00-10:15 (15 minutes)
2nd Period	10:15-11:35 (80 minutes)	5th Period	10:15-11:35 (80 minutes)
Lunch	11:35-12:30 (55 minutes)	Lunch	11:35-12:30 (55 minutes)
3rd Period	12:30-1:50 (80 minutes)	6th Period	12:30-1:50 (80 minutes)
Break	1:50-2:05 (15 minutes)	Break	1:50-2:05 (15 minutes)
Study Time	2:05-2:55 (50 minutes)	7th Period	2:05-3:25 (80 minutes)

*The auditorium will be available for students during "Study Time".*

**GO Day #4**

**Friday - January 26, 2024 (Periods 1-7) Note: Final GO Day of Sem 1**

**Semester 2 Assessment Schedule 2023-2024**

<b>Wednesday - June 5, 2024 (Periods 1-3)</b>		<b>Thursday - June 6, 2024 (Periods 4-7)</b>	
1st Period	8:40-10:00 (80 minutes)	4th Period	8:40-10:00 (80 minutes)
Break	10:00-10:15 (15 minutes)	Break	10:00-10:15 (15 minutes)
2nd Period	10:15-11:35 (80 minutes)	5th Period	10:15-11:35 (80 minutes)
Lunch	11:35-12:30 (55 minutes)	Lunch	11:35-12:30 (55 minutes)
3rd Period	12:30-1:50 (80 minutes)	6th Period	12:30-1:50 (80 minutes)
Break	1:50-2:05 (15 minutes)	Break	1:50-2:05 (15 minutes)
Study Time	2:05-2:55 (50 minutes)	7th Period	2:05-3:25 (80 minutes)

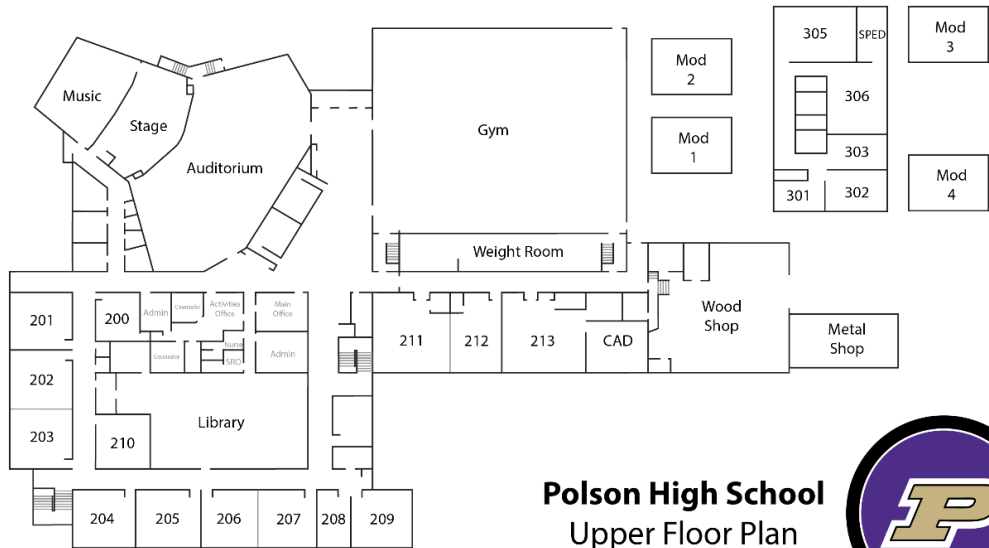
*The auditorium will be available for students during "Study Time".*

**LAST DAY OF SCHOOL**

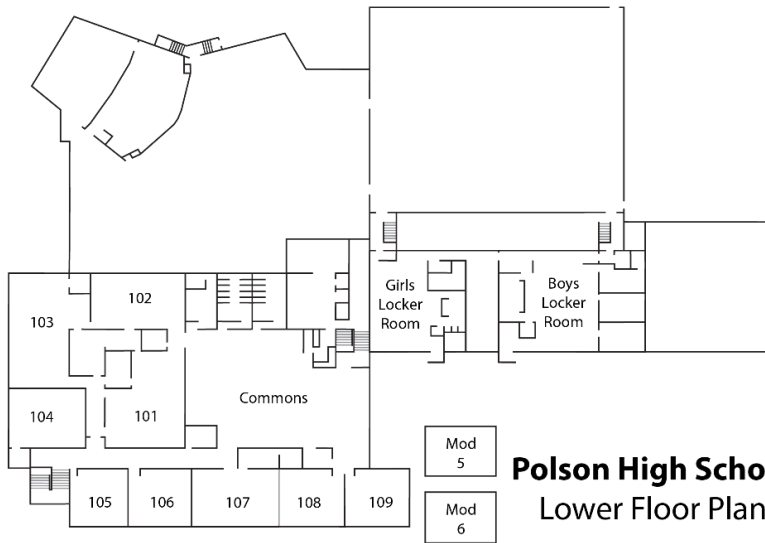
**Friday - June 7, 2024 (Periods 1-7) Note: Check-Out for Grades 9-11.**

## SCHEDULES, CAMPUS MAPS

AUGUST					POLSON SCHOOL DISTRICT	JANUARY								
M	T	W	TH	F	2023-2024					M	T	W	TH	F
	1	2	3	4	CALENDAR					1	2	3	4	5
7	8	9	10	11	1st Day of School					8	9	10	11	12
14	15	16	17	18	Freshmen Only - August 29					15	16	17	18	19
21	22	23	24	25	All Students - August 30					22	23	24	25	*26
28	29	30	31		Last Day of School - June 7					29	30	31		
SEPTEMBER					Teacher Professional Development					FEBRUARY				
M	T	W	TH	F	No Student Days					M	T	W	TH	F
				1	August 25 & 28								1	2
4	5	6	7	8	September 18					5	6	7	8	9
11	12	13	14	15	October 19 & 20 - MEA					12	13	14	15	16
18	19	20	21	22	November 17 - Conferences					19	20	21	22	23
25	26	27	28	29	January 29					26	27	28	29	
OCTOBER					Teacher Professional Development					MARCH				
M	T	W	TH	F	Half Day					M	T	W	TH	F
2	3	4	5	6	Parent Teacher Conferences									1
9	10	11	12	13	November 13					4	5	6	7	8
16	17	18	19	20	Early Release - Teacher PLC					11	12	13	14	15
23	24	25	26	27	Students Dismissed 1/2 hr Early					18	19	20	21	22
30	31									25	26	27	28	*29
NOVEMBER					Vacation Day - No School					APRIL				
M	T	W	TH	F	September 4 - Labor Day					M	T	W	TH	F
		1	2	*3	November 22-24 Thanksgiving					1	2	3	4	5
6	7	8	9	10	Dec. 25 - Jan. 3 Winter Break					8	9	10	11	12
13	14	15	16	17	February 23 - Divisional BBall					15	16	17	18	19
20	21	22	23	24	April 1-5 - Spring Break					22	23	24	25	26
27	28	29	30		May 27- Memorial Day					29	30			
DECEMBER					Pirates "Golden Opportunity" Day					MAY				
M	T	W	TH	F	END OF QUARTER *					M	T	W	TH	F
				1	November 3 - 1st Quarter							1	2	3
4	5	6	7	8	January 26 - 2nd Quarter					6	7	8	9	10
11	12	13	14	15	March 29 - 3rd Quarter					13	14	15	16	17
18	19	20	21	22	June 7 - 4th Quarter					20	21	22	23	24
25	26	27	28	29						27	28	29	30	31
Dismissal Times					HS GRADUATION- June 1					JUNE				
	Reg	ER	HD		M	T	W	TH	F					
HS	3:15	2:45	11:40		TOTAL STUDENT DAYS					3	4	5	6	*7
					180					10	11	12	13	14



**Polson High School**  
Upper Floor Plan



**Polson High School**  
Lower Floor Plan



## Polson High School

### Title I Parent Involvement Policy

In an effort to foster student success, partnerships between the school and parents are vital. At Polson High School we believe parent/guardian support is crucial in our efforts to provide quality education, to maximize the success of our students and to help them achieve higher academic standards to succeed in school and life.

The purpose of this policy is to inform and educate parents about the Title I program and the responsibilities of the school in regards to parent involvement. It was developed in conjunction with parents, teachers, and administrators of Polson High School.

The Polson High School Title I program will:

- Involve parents in the development of this policy and the school/parent/student compact.
- Inform parents annually about the Title I program and the rights of parents and review these components each year.
- Design parent involvement programs and meetings that are aimed toward increasing parent involvement in student education and learning.
- Offer a number of meetings throughout the school year that are scheduled at reasonable and flexible times to encourage maximum participation.
- Provide timely information about school programs, curriculum and instruction, assessments, and measures of progress.
- Involve parents in the planning, review, and improvement of Title I programs.
- Provide opportunities for parents to offer suggestions and participate in discussions related to the Title I programs and receive timely responses. If dissatisfied with the school's Title I program, parent comments will be taken to the District level.
- Utilize parent involvement funding in a responsible manner based on the needs.
- Inform parents of school activities through multiple methods of communication. Activities that allow for additional opportunities for parent involvement may include, but aren't limited to:
  - Parent / Teacher Conferences
  - Monthly Newsletters
  - Parent/School Compact
  - District Website
  - Parent Council



**TITLE I : School-Parent-Student Compact**

Federal guidelines require that all schools receiving Title I funds develop a School-Parent-Student compact. A compact is an agreement among participants working together for a common goal. Teachers, students, and parents all have the responsibility to contribute to the effort to establish an effective climate for learning for all students. This compact outlines the role of each group in an effort to provide a high-quality education for our students.

As a student I will:

- Attend school regularly and arrive to all classes on time
- Complete homework assignments on time and to the best of my ability
- Always do my best to produce quality work
- Participate in school-related activities
- Set aside time at home to read each day
- Show respect for fellow students, teachers, and school property
- Follow classroom, school, and bus rules

As a parent, I will:

- Ensure that my child attends school regularly and arrives on time
- Ensure that my child completes his/her homework on time
- Provide a place in the home where my child can read, study, and complete assignments
- Discuss my child's progress with his/her teacher on a regular basis
- Support the school and encourage my child to be respectful of teachers and fellow students
- Encourage my child to read at home daily
- Volunteer at school whenever possible

As teachers, we will:

- Help each child meet his/her fullest potential in a safe learning environment
- Make efficient use of learning time by coming prepared to teach with meaningful activities
- Provide high-quality curriculum and instruction in a supportive environment where learning is encouraged and celebrated
- Adapt instruction to meet the individual needs of all learners
- Encourage students to read for enjoyment, as well as for information
- Supply students and parents with clear and frequent evaluations of progress and achievement
- Promote an environment where parents feel welcome in our school and are encouraged to volunteer and participate in classroom activities
- Encourage parents to contact teachers to discuss their child's progress academically and socially
- Hold parent-teacher conferences to discuss individual student achievement and share ways to support learning at home

**Polson High School**

**Harassment Reporting Form for Students**

School: \_\_\_\_\_

Date: \_\_\_\_\_

Student's name:

*(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)*

1. Who was responsible for the harassment or incident(s)?

2. Describe the incident(s).

3. Date(s), time(s), and place(s) the incident(s) occurred.

4. Were other individuals involved in the incident(s)? \_ yes \_ no. If so, name the individual(s) and explain their roles.

5. Did anyone witness the incident(s)? \_ yes \_ no. If so, name the witnesses.

6. Did you take any action in response to the incident? \_ yes \_ no. If yes, what action did you take?

7. Were there any prior incidents? \_ yes \_ no? If so, describe any prior incidents.

Signature of Student Complainant \_\_\_\_\_

Polson High School

Handbook Acknowledgement/Acceptable Use Policy/Media Consent/Off Campus

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

I have read the Polson School District Acceptable Use Policy (3612P).

I agree to follow the rules contained in this policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

I have read the *Student and Parent Handbook* and understand the procedures and rules therein.

I have read the *Title 1 Compact* and understand the procedures therein.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Section

I have read the Polson School District Acceptable Use Policy (3612P).

I hereby release the school district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the Polson Public Schools Information Network System, including, but not limited to claims that may arise from unauthorized use of the network to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Electronic Information, Services, and Networks Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

I give permission for my child to participate in any school activity that is not on school property, and that is chaperoned by a classroom teacher. This could include field trips, lunches, end of year activities, and permission for my student’s work or photo to be published on our school’s web page or other publications.

I have read the *Student and Parent Handbook* and understand the procedures and rules therein.

Parent/Guardian (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Polson High School**

**Student Authorization to Park on District Property**

*Parents and Students:*

Please read together and after signing, return this document to the school.

Polson High School requires that all students choosing to use the PHS parking must display a parking pass at all times in their vehicle. Parking passes are available in the main office.

By exercising the privilege of parking on District property, including school parking lots, I acknowledge that I do not have the expectation of privacy in the odors emanating from my vehicle which may alert a human or a canine to the presence of alcohol, illegal drugs, drug paraphernalia or weapons. I acknowledge that I have received notice from the District that it may use trained dogs to sweep for the presence of alcohol, illegal drugs, drug paraphernalia or weapons.

By exercising the privilege of parking on District property, including school parking lots, I consent to the District’s unannounced deployment of trained dogs around my vehicle on district property, including school parking lots.

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

***For students under the age of 18:***

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_