

# POLSON HIGH SCHOOL

*STUDENT AND PARENT HANDBOOK*

*Striving for Excellence-Everyone, Every Day*



*2021-2022*

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# Polson High School

## Pirates & Lady Pirates

### HANDBOOK PURPOSE

This handbook has been prepared to provide the best possible guidance for PHS students and parents. PHS administration is required to enforce these regulations and is given the discretion needed to address special circumstances as they arise. 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.

## IMPORTANT PHONE NUMBERS AND EXTENSIONS

### Administration

Principal	Andrew Fors	883-6351 ext. 201
Assistant Principal	Ethan Bucarey	883-6351 ext. 202

### Main Office Staff

Main Office Secretary	Taryn Harrison	883-6351 ext. 200
Registrar	Ashley Rafiu	883-6351 ext. 205
Activities Secretary	Jessica Cornell	883-6351 ext. 207

### Counselors

Students Last Name (A-K)	Chris McElwee	883-6351 ext. 203
Students Last Name (L-Z)	Betsy Wade	883-6351 ext. 204

Visit us on the web at: [www.polson.k12.mt.us](http://www.polson.k12.mt.us)

# POLSON HIGH SCHOOL

## **Board of Trustees**

*Chanel Lake, Chair*  
*Tim McGinnis, Vice Chair*  
*Alan Anderson*  
*Steve Dupuis*  
*Dana Hewankorn*  
*John Mercer*  
*Tony Muzquiz*  
*Shane Orien*

## **BOG Executive Officers**

Student Body:  
***President:*** Phillip Reed  
***Vice President:*** Joseph Martinez  
***Secretary:*** Brookelyn Slonaker  
***Treasure:*** Ethan McCauley

## **School Song**

Wave the flag for dear old Polson  
Purple and the Gold  
Ever shall our team be victors  
Pirates brave and bold  
Rah rah rah  
And with our dear coach to lead us  
Without a fear we'll stand  
Wave again that dear old banner  
For it heroes every woman and man  
P- O-L -S -O -N  
P- I- R -A -T- E- S  
Repeat

## **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.

## **Core Values:**

*We believe...*

*Partnerships* allow parents, communities, and schools to support one another.

*Relationships* inspire mutual respect and are at the heart of success.

*Integrity* builds honesty and trust.

*Diversity* embraces individuality and enriches our community.

*Excellence* promotes high expectations and academic rigor.

**GO PIRATES!!**



# POLSON BELL SCHEDULE

## Regular Class Schedule



### Early Release Schedule

Early Bird	7:00-7:45
Period 1	8:25-9:10
Period 2	9:15-10:00
Period 3	10:05-10:50
Period 4	10:55-11:40
Early Lunch Period 5	11:40-12:30 12:30-1:15
OR	
Period 5 Late Lunch	11:45-12:30 12:30-1:20
Period 6	1:20-2:05
Period 7	2:10-2:55

Early Bird	7:00-7:45
Period 1	8:25-9:15
Period 2	9:20-10:10
Period 3	10:15-11:05
Period 4	11:10-12:00
Early Lunch Period 5	12:00-12:45 12:45-1:35
OR	
Period 5 Late Lunch	12:05-12:55 12:55-1:40
Period 6	1:40-2:30
Period 7	2:35-3:25

### Early Dismissal Schedule

Early Bird	7:00-7:45
Period 1	8:25-8:45
Period 2	8:50-9:15
Period 3	9:20-9:45
Period 4	9:50-10:15
Period 5	10:20-10:45
Period 6	10:50-11:15
Period 7	11:20-11:45

## **I. ATTENDANCE**

### **PHS Attendance Statement:**

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. Attendance reflects the dependability of students, and parents/guardians, and is a significant factor on the student's permanent record. School success, scholarship, and job opportunities are greatly affected by a good attendance record.

### **Attendance Policy:**

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.

When a student is absent from school, the parent/guardian must call the school (883-6351) to notify the school of the absence by 10:00 AM. If the school attendant cannot be reached a voicemail message is appropriate. If the parent/guardian does not call, the district personnel will call home 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 two (2) days 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 student assignments by the teacher.

Students and parents are responsible to monitor the number of days absent. It is the student's responsibility to request assignments for any school days missed. If the absence is pre-arranged, the student must contact teachers for assignments and exam make-up work prior to the absence. All attendance is based on the semester.

### **Types of Absences:**

**UNEXCUSED ABSENCES:** 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.

**EXCESSIVE ABSENTEEISM:** Ten (10) **non-school** related absences in a semester is considered excessive and will require a parent conference and possible attendance contract. Parents/Guardian will be notified by letter when their student reaches (7) absences and again when they reach ten (10) absences. The following absences will be counted toward the ten (10) days:

**Unexcused Absences (U). Unexcused Late (L). In School Suspensions (I). Out of School Suspensions (S). Truant (Z). Jail (J).** Some absences may be an "**Excused Absence (A)**" by a parent but will still be counted toward the 10 days. Some examples are: skiing, hair appointments, family trips, work days, visiting friends or family, shopping, hunting, music concerts, short term illness will be counted in the ten days.

**SCHOOL RELATED ABSENCES:** These are considered an equivalent educational experience and are not counted in the ten (10) days leading up to a parent letter. A school related absence will apply to students participating in sports events, cheerleading, music related events, academic field trips, and others deemed co-curricular. Along with **School Related Absences (R)** the following **WILL NOT** count against the ten (10) days: **Bereavement (F)** in the immediate family (grandmother, grandfather, father, mother, sister, brother). Parent/guardian must notify the school. **Subpoenas (X)** to appear in court or court-ordered, out-of-district placements for special services. **Long term illness (M)** and/or hospitalization verified by a doctor's statement. **Culturally related (C). Post-secondary Educational visit (W)** that has been preapproved. **Documented medical/dental appointment (P). Home Bound (H). Quarantine (QU).**



**Attendance Codes:**

Code	Title	Code	Title
Y	Alta Care	P	Medical/Dental Appointment
F	Bereavement	W	Post-Secondary Visit
C	Cultural Absence	R	School Related Absence
A	Excused Absence	O	School Resource Officer
G	Guidance Office	X	Subpoena Absence
H	Home Bound	S	Suspended Absence (Out of School)
I	Suspended Absence (In School)	T	Tardy
J	Jail/Court/Custody	Z	Truant
L	Late Unexcused Absence (Later than a tardy)	U	Unexcused Absence
M	Long-Term Illness/Hospitalization	V	Vice Principal
QU	Quarantine		

**TARDINESS:** Students who are late for a class are to report directly to the class prepared to work. When a student is more than 5 minutes tardy for class he/she will be considered absent. Depending on the amount of time the student is late past the 5 minute tardy time the absence will be recorded as a (L) or (U), if the absence has not been approved. Each late arrival to class will be considered a tardy EXCEPT in cases where a student has a pass from a teacher, counselor, or administrator, indicating that the staff member necessarily detained him/her. In that case the late arrival will not be recorded as tardy.

Teachers/administrators have the authority to assign consequences for subsequent tardies.

**PROCEDURE FOR LEAVING THE BUILDING:** Once a student has entered school for the day, he/she may not leave the school without being checked out from the office, except during lunch. In order for a student to leave campus a note or phone call must be received by the office prior to the student leaving campus. If a student leaves without parent permission and a pass from the main office, the student will be considered unexcused. Bringing notes or phone calls to the office after the absence will not change the status of the absence. Returning from lunch periods late will be considered unexcused unless extenuating circumstances prevail.

**POST-SECONDARY EDUCATION VISIT:** Junior and Senior Students will be allowed to visit post-secondary education institutions each year, without effect on the ten (10) day policy. **All post-secondary visit absences require prearrangement with PHS Administration and a post-secondary education visit form available in the PHS Guidance office and on the PHS Webpage.**

**ATTENDANCE V. PARTICIPATION:** Any student absent from school one or more periods of the day of an after-school activity/practice may not participate in the activity/practice without the approval of the principal, assistant principal, or athletic director. Approval will be granted if the absence in question is a result of a previously scheduled medical/dental appointment, or appointment to satisfy the requirements of the law, or if the absence results from a family emergency.

**APPOINTMENTS:** Students are to bring notes signed by their parent/guardian for any appointments that require that they leave the school before the school day ends. Please make medical/dental and any other appointments after 3:30 p.m. whenever possible. All medical/dental appointments must be verified in writing by the medical/dental office, and returned to the high school office/attendance secretary upon return to school.

**PASS TO GUIDANCE OFFICE:** Students may not leave any class of an academic nature to go to the guidance office except: In cases of emergency or when in possession of an up-to-date guidance pass issued by the guidance office.

**OFFICE PASS:** When it has been necessary to detain a student in the office and he/she will be late for class, he/she will be issued an office pass with time and signature. Passes are issued for specific reasons. Any abuse of such passes will make the pass invalid and the subsequent absence unexcused.

**ATTENDANCE RECORDS:** The attendance office will maintain a record of all absences and inform the principal of absences requiring his/her attention. A record of tardiness will also be maintained to prevent abuses. The office maintains the official attendance used for grading consideration.

**PERFECT ATTENDANCE:** is defined as attending every class, every school day, unless participating in a school related activity.

### **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 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.

## **II. STUDENT DISCIPLINE**

### **Administrative Responsibility:**

In the absence of policy the students or activity group will be subject to the determinations which the activity sponsor or principal deem reasonable and prudent. After due process in any instances of misbehavior the principal or his/her designee may administer what he/she considers appropriate disciplinary action. Discipline should not be confused with punishment. The goal of discipline is to help students mature as individuals, with mature attitudes and socially acceptable standards of conduct.

If a teacher's efforts to solve a student discipline problem are unsuccessful, the student may be referred to the principal or vice-principal who has the responsibility and authority to use such reasonable measures as may be necessary to maintain control within the classroom, the school building, and on the school property. AT THEIR DISCRETION, THE SCHOOL ADMINISTRATORS HAVE THE AUTHORITY TO MOVE TO ANY LEVEL OF DISCIPLINE BASED ON THE SERIOUSNESS OF THE CASE.

**The Teacher's Role In Discipline:** The teacher has the primary responsibility and authority for the consistent maintenance of discipline in the classroom, in the school building, and on the grounds.

### **Teachers have the authority to:**

1. Remove a student temporarily from the classroom by sending the student to the principal or vice-principal because of behavior.
2. Deny certain classroom privileges.
3. Use such reasonable measures as may be necessary to maintain control in the classroom, in the school building, on the school grounds at any time and on the way to and from school.
4. Keep a student after school after giving the student a one day advance notice unless prior approval of the parent/guardian has been obtained. It will be the teacher's job to supervise these students.

### **Student Discipline (3310):**

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess

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

- 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 medical 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, 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.
- These 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; or
  - 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.

### **Disciplinary Measures:**

For violations of school policy or procedure, disciplinary measures include, but are not limited to:

Expulsion	Alternative Education Plan	Closed Campus
Deferred Expulsion	Loss of Student Privileges	Conference
Change of Placement	Loss of Bus Privileges	Cleanup Duty
Suspension Out-Of-School	Notification to Juvenile Authorities and/or Police	Loss of Credit
Suspension In-School	Restitution for Damages to School Property	Advisement/Warning
Detention	Community Service	Saturday School

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.

### **Gun-Free Schools:**

A student who uses, possesses, controls, or transfers a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. If a student violating

this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed. Any student subject to an expulsion shall be entitled to a hearing before the Board.

**Possession of a Weapon in a School Building:**

Any person who possesses, carries, or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, the following terms are defined: "school building" shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" shall include but not limited to any type of firearm, a knife with a blade four (4) or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry, or store a weapon in a school building.

Nothing in the law prevents a school district from offering instructional activities related to firearms or allowing a firearm to be brought to school for instructional activities sanctioned by the district. Reference School Board Policy 3300

**Possession of dangerous or Illegal Weapon(s):**

Confiscate and call parent. Student will be suspended from school and or recommended expulsion

**Weapons Use:** Any item used in a dangerous way or threatening manner: pencils, forks, dirk, dagger, firearm, sling shot, sword, cane, billy club, knuckles, razor (including safety razor), knife, or other deadly weapon.

**Possession of a Knife/Blade 4" or less:** Students are not allowed to be in possession of a knife of any variety at/on school property at any time. Students in possession will have the knife confiscated and parent will have to pick it up.

**Possession of a Knife/Blade Longer than 4":** The person will also be deemed to be in possession of a concealed weapon (MCA 45-8-361) and law enforcement will be notified.

**Tampering with Emergency Devices:** Tampering with "911" abuse, fire extinguishers, fire alarms, etc. is a serious offense and will result in suspension and or possible recommendation for expulsion, notification of law enforcement, and any incurred costs will be paid to the city by the student.

**Arson/Explosives:**

**Theft:** Knowingly or purposely obtains or exerts unauthorized control over property of another. (taking of someone's property without the permission of the owner.)

**Extortion, Blackmail, Or Coercion Of School Personnel, Or Students Or Threats To School Personnel Or Students:**

**Delegation of Authority:**

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

**In School Violence Policy:**

Students may be removed from school by the police and the parents will be called. Conditions for re-entry into school will be made by the administration.

**Detention:**

For minor infractions of attendance, discipline policies and regulations, staff may detain students. Students may be required to serve detention. Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged and/or the specific conduct, which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention is a period of time a student will serve their detention during lunch or class hours for the purpose of making up class time lost or disrupted because of disciplinary reasons or for violations of school rules which interfere with the accepted educational process.

- Individual teachers may hold a detention period as a method of handling their classroom discipline.
- Detention resulting from disciplinary referrals sent to the assistant principal will be assigned by the administration.
- All detention owed at the end of the school year will be made up before a student may participate in graduation or receive a report card. If a student fails to serve his/her detention he/she may be assigned to ISS/OSS.

### **In School Suspension:**

Students assigned to in-school suspension will be excluded from attending their regular class schedule, but will be required to attend school in the ISS room from 8:25 a.m. to 3:25 p.m. A student placed in in-school suspension is considered to be in closed campus and may not leave the campus for lunch. A student who has in school suspension will be allowed to participate in school activities that occur outside of the normal school day.

Repetitive disciplinary issues that result in continued ISS assignments may result in OSS.

Students will be assigned to ISS for attendance and tardy infractions as well as disciplinary infractions. ISS may be assigned for a half day, full day, or multiple days. Students assigned to ISS must do their school-work, remain in the ISS room for the assigned time, and abide by all ISS rules. Students who fail to meet the expectations required while in ISS will be suspended from school.

### **Out of School Suspension:**

Suspension is the exclusion from school for 1 to 20 school days. Only administration or his designee shall have the power to suspend students. A student suspended from school is concurrently suspended from all school activities.

### **Suspension Procedure Policy 3300P:**

Students may be suspended with an informal hearing consisting of:

- Notice will be given to students and parents in a student handbook of conduct that may result in suspension. The student handbook is not an exclusive list of conduct that may result in suspension.
- A student's parent/guardian must be notified of the suspension. Notice will include:
  - An oral or written notice of the student's conduct;
  - An oral or written explanation of the district's evidence of the conduct;
  - An opportunity for the student to respond;
  - An oral or written explanation of the proposed suspension including the length of the suspension;
  - And an oral or written notice of any record that will be kept of the suspension.
- Efforts by District personnel to contact the parent/guardian prior to suspending the student will be documented. Efforts to inform the parent/guardian of a student leaving the school premises without permission during the school days will be documented.

**School Work While On Suspension:** Students who are absent as a result of a suspension are responsible for the work missed. Teachers will provide assignments to be picked up in the office by a parent/guardian, sibling or fellow student. Credit will be permitted for the makeup work. Work assigned and due during a suspension period must be turned in by the student. The student is responsible to see that the work arrives or is delivered to the teacher, but may not appear at school to do so.

**Expulsions Policy 3300:** The administration may recommend expulsion to the board of trustees if a student has been through the suspension process but continues to violate school policy or if any single offense is of such magnitude to warrant expulsion. Where expulsions are to be considered, more elaborate hearings and proceedings are required and will be conducted by the Board of Trustees and Superintendent upon recommendation of the Principal.

### **Student Due Process Rights:**

#### **Due Process:**

The student has the right to have oral or written notice of the charges against him/her and if denied them, an explanation of the evidence the authorities have and an opportunity to present his/her side of the story, unless the student's presence poses a continuing danger to person, property, or disruption to the academic process, in which case the student may be immediately removed from school. In such cases, notice of charges and a hearing shall follow as soon as practical.

#### **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.



**Equal Education, Nondiscrimination, and Sex Equity:**

Equal educational opportunities are available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status.

No student, on the basis of sex, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

**Code of Conduct for Activity Participation:**

Each student of the Polson High participating in an activity is subject to rules while engaged in that activity. Violation of rules will result in disciplinary action. For all rules governing PHS Athletes and Activities please refer to the PHS Pirate Athletics/Activities Parent/Coach/Athlete Handbook.

**Disciplinary Policy Concerning Chemical Abuse:**

The goal of this specific policy is to help the students of Polson School District overcome any problems resulting from their use or misuse of alcohol or other mind-altering chemicals including tobacco products. Students and/or their families are encouraged to seek confidential assistance in obtaining early positive intervention.

To uphold our educational values and to respect our legal system, Polson High School, established the following:

In School And / Or On School Property From The First Scheduled Activity Day Until The End Of The Scheduled School Term:

**Alcohol/Drugs/Paraphernalia:**

The **selling or distribution** of illegal drugs, drug paraphernalia, alcohol or other intoxicants will result in a law enforcement referral, removal from the school premises, and recommendation for an expulsion hearing before the School Board.

Possession, consumption or under the influence of alcohol or illegal drugs, or drug paraphernalia, on school property, at school sponsored activities or at a school function will result in the following:

**Tobacco Products/Innovations Possession and or Use:**

Possession and/or consumption of tobacco products in public school buildings or property or away from school while on a school sponsored activity is prohibited in accordance with the state law. Tobacco products/innovations include but are not limited to cigarettes, e-cigarettes, vapor cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco. Public school buildings or property means public land, fixtures, buildings, or other property owned or occupied by an institution of teaching or minor children and includes school playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms and school buses.

**Possession of Lighter/Matches:**

The sole purpose of a lighter or matches is to start a fire. No student will ever need to start a fire while at school. If a student is in possession of a lighter it will be confiscated. A second offense will result in a parent call and possible disciplinary action.

**Sexual Harassment/Intimidation of Students (3225):**

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
  - substantially interfering with the student's educational environment;
  - creating an intimidating, hostile, or offensive educational environment;
  - making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes, or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the disciplinary policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential matter. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall ensure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

### **Hazing/Harassment/Intimidation/Bullying/Menacing (3226):**

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated.

#### **Definitions:**

- "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
- "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
- "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, to or from school, or at any official school bus stop, and that has the effect of:
  - Physically harming a student or damaging a student's property;
  - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - Creating a hostile educational environment.
- "Intimidation" includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
- "Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

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

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board. Individuals may also be referred to law enforcement officials.

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.

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

#### **Student Cheering Section:**

The student cheering section promotes the success of teams and individuals in sporting events. The cheering section will be guided by the cheerleaders, and cheers should be led only by the cheerleaders. The cheering section will not do the following:

- Chanting. This is cheering rhymes not sanctioned by the cheerleaders, which may include profanity or vulgar comments in regards to the opposing team or individual on the opposing team.
- Booing or harassing the opposing team or an individual.
- Booing or harassing the referees.
- Remove Clothing.
- Use noisemakers such as an air horn, whistle or megaphone.
- Throw items onto the floor or the field.
- Students will not block the main aisle.

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

Misbehavior in the cheering section at PHS games/events or tournaments can result in any school disciplinary action and may include immediate removal from the contest, and or the student can be banned from all events for a defined amount of time.

Tournaments and away games involve many schools and fans. Our school will not be publicly humiliated by student's bad behavior. Disruptive students will be removed from the tournament/game and if necessary by the police/security/administration and will not be allowed to further attend the tournament/games.

#### **Associated Misconduct:**

Any student associated with or involved in situations where alcohol/drugs are being sold and/or used illegally on school property, during the school day, or at school functions in Polson or other venues can be deemed guilty of associated misconduct and may be subject to all possession/use language in this handbook.

#### **Social Conduct:**

Students on school property or at any school-sponsored activity shall not:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, or items which are evidence of membership in or affiliation with any gang and/or is representative of any gang.
- Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or is representative of any gang.

#### **Vandalism/Criminal Mischief:**

1-5 Days OSS/ISS, Possible recommendation for expulsion. Make restitution or repairs.  
Subsequent offenses will result in increased disciplinary consequences.

#### **Fighting at or near PHS:**

After an investigation by the administrator, punishment will be given to the guilty party/parties. Our measure of guilt is simple, if the student had the opportunity to walk away from a fight, and they did not and a fight resulted, they are at fault. If a student is attacked and never was given the opportunity to walk away, they are not at fault.

#### **Instigating A Fight/ Verbal Aggression:**

Any student found to be guilty of instigating a fight between students will receive consequences.

#### **Aggravated Assault: (felony)**

The use of a weapon or other object which causes serious injury.



### **Trespass - Being In Any Unauthorized Area - Property Or Vehicles:**

Students who come onto school property while on out-of-school suspension are guilty of trespassing and can be removed and or face further disciplinary action. For school purposes, trespass shall also forbid students from being on and or loitering on school property, unauthorized areas, and or school buildings without supervision/consent. This does not apply to such activities such as running on the track, playing basketball on outside courts, or any such related activities that are not deemed mischievous or serve no beneficial purpose to the student or district.

### **Forgery/Impersonation/Lying:**

Students who forge a signature, impersonate another individual, or lie on behalf of another person will face disciplinary action, which will include a suspension.

### **Academic Dishonesty:**

PHS has an expectation of ethical behavior. Academic dishonesty is applicable to all classroom work/tests/quizzes/homework/assignments. Any incident of academic dishonesty will include the teacher contacting parents and referral to administration for documentation. The following define academic dishonesty:

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study/electronic 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 judgement in applying a range of academic consequences for violations. Consequences could include but are not limited to, a zero on the assignment, revised assignment, an "F" for the quarter or semester, withdraw fail from the class. Academic dishonesty violations are accumulative for a student's high school career and are not specific to one class. For example, a student could have a 1<sup>st</sup> offense cheating in math their freshmen year and 2<sup>nd</sup> offense cheating their sophomore year in English. Repeated violations will result in more severe consequences.

### **Profanity:**

Profanity is unacceptable. Any student cursing or voicing obscenities at school or at any school activity will face disciplinary action. Minor cases will result in verbal warning and or detentions. Profanity which is directed at any PHS employee will carry greater disciplinary consequences.

### **State Law Protects Teachers (MCA 20-4-303):**

Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

This law includes substitute teachers. Any student abusing (physically and/or mentally) a substitute teacher will serve in addition the following consequences

### **Insubordination/Lack Of Diligence:**

Failure to cooperate with school personnel which interferes with the educational process, verbal abuse or defiance of school personnel, and/or failure to identify one's self to proper school authorities is prohibited. This will result in serious consequences. Each student attending Polson High School is to seek an education that will lead to graduation. The staff is committed to teach, motivate, counsel, and discipline all students to ensure that valuable educational goals can be met on a daily basis. Those students who consistently resist these efforts and exhaust remedies the school has to offer, or are in poor attendance, may be suspended, or removed for the remainder of the semester.

### **Library Expectations:**

- Students are welcome in the library before school, after school, and during lunch. No pass is needed.
- Students must have a pass to enter the library when they come in from class, unless they are with their teacher and the entire class.
- Students should sign in when they come to the library and leave their pass on the counter.
- Students in the library with a scheduled class have first choice in computer and material use.
- Computer Use Guidelines are posted in the library. Please ask the Library Staff if you have any questions.
- All cell phones, MP3 players, iPods and other electronic devices must be turned off and put away.
- Water bottles are allowed in the library, but no other beverages, food or candy. Please do not have the water bottles near the computer workstations.

- Students should show respect for other students and the Library Staff. Rude behavior and/or discourteous, disruptive, or destructive actions will result in suspension of library privileges.
- The general expectation is that all activities in the libraries will be conducted in an appropriate manner to avoid disturbing other library users.

### **Library Fines:**

The PHS Library charges overdue fines for materials that are not returned by the due date. Fine amounts vary for books, audiovisual materials, computer netbooks and other computer/phone accessories. Students may renew items if no holds are in place.

### **Lost or Damaged Library Materials:**

Students will be held responsible for the cost of lost or damaged books and other library materials checked out in their name. Failure to pay these fines may result in the loss of checkout privileges.

## **III. POLSON HIGH SCHOOL POLICY AND GUIDELINES**

### **Academic Letter:**

Academic success and achievement are priorities at Polson High School. To promote these priorities and display a tangible reward for academic success and high achievement, Polson High School officially recognizes the attainment of the "PHS Academic Excellence Letter."

As we recognize high achievement in extra- and co-curricular activities with the "PHS Letter," so, too, do we recognize the same for students excelling in the primary purpose of our mission at Polson High School.

To earn the letter, a student must have maintained a 3.5 GPA for three consecutive semesters. A transfer student who has earned a 3.5 GPA in one full semester of residence at PHS and who achieved a 3.5 GPA in each of the two semesters prior to his or her entering PHS will also qualify for a letter.

The student will receive a letter and certificate. As in all letter attainments, only one "PHS Academic Letter" may be received. Subsequent letter attainments are recognized with the awarding of an appropriate symbol and a certificate. The student must maintain a 3.5 GPA for two consecutive semesters. The symbol used for the academic letter will be the Lamp of Knowledge. Letters will be awarded and students recognized in an appropriate manner at the spring Awards Assembly. It is our belief in awarding the Academic Letter that students will have another positive incentive to be recognized for academic success with the same pride of accomplishment found in other activities that award our letter.

### **Fund-Raising:**

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 Board of Governors' Activity Committee for approval at least 10 school days before the event. Except as approved by the principal, fund-raising by non-school groups is not permitted on school property.

### **School-to-Work:**

School-to-Work is a program that allows students to earn academic credit while gaining job experience. The work experience is tailored to become an integral part of the student's education. Through this interaction of study and work experience, the student enhances his or her academic knowledge, personal development, and professional preparation.

- This program requires that a student's schedule accommodate a one or two class period block for the entire school year.
- The student must attend a school-to-work seminar class four times each semester.
  - These meeting dates are mandatory.
  - Times will be established by the counselor and announced during the second week of each semester.
- Upon completion of this course, the student is awarded one or two credits in the area of Vocational and Practical Arts.
- To be approved for the School-to-Work Program, the student must:
  - Have at least 12 credits and be of junior status.
  - Maintain passing grades while in the School-to-Work program.
  - Be approved for the program by the counselor, principal, employer, and parent.
  - Sign an agreement to remain drug and alcohol-free throughout the entire School-to-Work placement.
  - Secure employment from an employer who is not an immediate relative (or family member) of the STW student.
- Students who enroll in this program will be expected to:
  - Keep a weekly journal of work experience.
  - Attend all seminar meetings.
  - Fulfill employers' expectations.
  - Follow the employee dress code.
  - Report to the job site and back to school on time.
  - Inform both the high school and the employer prior to being absent.
  - Follow an exemplary code of conduct.

The first semester of this course is a trial period for the program. Upon completion, the student will be evaluated for continued employment, and if approved for the second semester of the program, he or she will receive ½ or 1 full credit for the first semester. Upon completion and evaluation of the second semester, an additional ½ or 1 full credit will be awarded. Should the student not be approved for the second semester of the program, he or she will not be placed in another location but will return to a full schedule of classes. Both semesters' evaluations will be based on the course expectations listed above and will be completed by the supervisor, high school counselor, and the employer. The counselor and teacher of record will determine the final semester pass or fail.

### **Book Fines:**

Fines for lost, damaged or overdue school books will be assessed if necessary. Fines will need to be paid prior to final checkout. A damaged book is one with writing, liquid spill, spine tears or other damage. The damaged book MUST BE USABLE. If the book is UNUSABLE, the student will be charged the Lost or Destroyed rate. A new book is considered 1-2 years of first use. The following will be a guideline that teachers may use to assess fines.

	Hardback Textbook	Paperback Textbook	Paperback Novel
Lost or Destroyed	\$60.00	\$30.00	\$10.00
Damaged New Book	\$40.00	\$20.00	\$10.00
Damaged Old Book	\$20.00	\$10.00	\$5.00

### **Cell Phones and Other Electronic Equipment:**

Student possession and use of cellular phones, pagers, music devices, 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 which will be permitted only under the circumstances described herein.

Unauthorized Video Recordings/Pictures: At no time is it permissible to video or take pictures of teachers or other students outside the curricular needs of a course. This includes the videoing of associated misconduct, fighting, harassment of others, medical emergencies, or instructional delivery of any adult throughout PSD. Consequences will reflect the nature and intent of the violations which may include ISS/OSS.

Students may use cellular phones, pagers and other electronic signaling devices on campus before school, after school, and during the lunch period. These devices must be kept out of sight and turned off during instructional time. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. In certain circumstances cell phones/electronics may be used by the student at the discretion of the teacher. 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:** 1-detention, confiscation until the end of the school day
- **Second offense:** 2-detentions, recommended parent picks up device.
- **Third offense:** 1-day ISS, confiscation until parent picks up device.
- **Fourth offense:** 2- days ISS confiscation until parent picks up device, parent conference.
- **Fifth offense:** OSS, parent conference.

### **Recreational Equipment:**

Recreation equipment is not allowed in the hallway or classroom during school hours. Any equipment must be stored in a student locker or the main office. Failure to follow the guidelines will result in the following in disciplinary consequences.

### **Communicable Diseases / Conditions:**

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

### **Polson School District Children's Internet Protection Policy:**

We are pleased to bring the Internet access to Polson Public Schools and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resources, sharing innovation, and communication. The Internet is a privilege, not a right. The Internet is an electronic superhighway connecting thousands of computers all over the world and millions of individual subscribers.

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 Authorization for Electronic Access Agreement prior to being authorized to use the District's computer resources.

### **Internet Access Information:**

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibility you are to acquire. In general, this requires efficient, ethical and legal utilization of the network resources in accordance with the mission of Polson School District. If a user violates any of these provisions, his or her account will be terminated for a period of at least two weeks and future access could possibly be denied.

- Acceptable uses of the network are activities, which support learning and teaching and are consistent with the educational objectives of the Polson School District. Network users are encouraged to develop uses which meet their needs and which take advantage of the Internet's functions.
- Unacceptable uses of the network include, but are not limited to:
  - Violating the conditions of the student's rights and responsibilities policy dealing with student's rights to privacy.
  - Using profanity, obscenity, or other language which may be offensive to another user, and making threats.
  - Reposting personal communications without the author's consent.
  - Copying commercial software in violation of copyright laws.
  - Using the network for financial gain or for any commercial or illegal activity.
  - Users are prohibited from spreading computer viruses or other malicious programs. The use of removable media material such as diskettes and zip disks are prohibited.
  - Sharing personal information on the web.
  - Tampering with other's files.
  - Vandalism
  - Using diskettes or downloading without explicit permission.
  - Using Telnet, FTP, Chat Room, and E-Mail without explicit permission.

Users who violate the use policy will lose their computer privileges in the school district for a period of at least two weeks and possible future access will be denied. If you would like to be on the school district's Internet programs you must agree to the above policy.

Students must sign the school acceptable use policy each year.

### **Buses:**

The School District provides bus transportation for all students living beyond the city limits. Students are expected to know and abide by all rules for bus transportation. Students failing to obey the driver or refusing to observe other bus regulations will forfeit their right to ride the bus. Riding the bus is a privilege not a right.

### **Bus Trips:**

Students who attend school sponsored activities or functions via bus are considered to be representing the school. The following rules apply for bus trips:

- Use of tobacco is prohibited.
- No student shall be under the influence of, or have in his/her possession, any form of drugs or alcohol on a bus or on a school trip.
- Students participating in any out-of-town activity must travel to and from that activity on school provided transportation. Any exception to this policy must be made in advance between the student, parent or guardian, advisor and administration.
- Students going on the bus are required to return on the bus unless written arrangements were made by the parent or guardian prior to leaving. Only the parent or guardian, in person, can request the student to be released once the trip is underway.
- The chaperone and bus driver are in charge and must be obeyed. If there are problems, report them to school authorities following the trip.

- Buses are to be left in clean and in good condition following all trips. Coaches, supervisors, and chaperones are to hold students responsible for the condition of the bus to ensure that no damage occurs and that students are held accountable for any such damage. Bus drivers will be responsible to clean the buses following the trip.

### **Activity Trips:**

Students representing the school are required to travel to and from school sponsored activities on school provided transportation. Students who do not do so will not be eligible to participate in the related activity. Any exceptions are to be considered in advance by the faculty member in charge with administrative approval.

### **Lunchroom:**

Breakfast and noon meals are available in the lunchroom. Breakfast costs \$1.70 and the cost of lunch is \$2.50 for grades 9-12. Meals for adults/staff will be \$2.25 for breakfast and \$3.75 for Lunch. Seconds are available on most days at a cost of \$0.50 to everyone (including free/reduced). Applications for free or reduced price meals are available at the office window. Reduced meal prices are \$.30 for breakfast and \$.40 for lunch. Accounts are to be credited before school or during the noon break in the main office only.

When a student's account balance reaches a negative \$15.00 balance, no a la carte items will be sold to the student, and he/she will only be offered a designated meal alternate. This designated meal alternate will be charged to the student's meal account at the standard rate.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

### **Lunchroom procedures:**

- Students on free or reduced lunch cannot make meals available for other students.
- Do not advance by cutting in front of those in the lunch line.
- Pick up milk as you pass through the line. One milk per lunch, \$.30 each for additional carton.
- Clean off and then stack plates appropriately; place utensils in the rack, not in the garbage.

### **Dances:**

All school dances must be chaperoned and have sponsors approval. Chaperones should be present and remain until the activity is over. Musical groups and others are to be paid by check. Students are under the jurisdiction of school officials at dances and all other school functions. Good conduct is expected.

If a group having a dance wishes to get its own band, they must get this band two weeks before the dance and report it to the principal at that time. Students must have at least 5 chaperones by the Monday before the dance and a minimum of 4 chaperones must be staff members. This list must be turned into the Vice-Principal. Admission will be determined by the group with sponsor approval. The band may receive no more than \$450.00. Do not make any guarantees with the band other than this, especially – none of the gate profits. No refunds will be given at the dance for any reason. Once a student has left the dance, he/she will not be allowed to return except for emergency situations that will be handled by the people taking the tickets at the door. Students will not be allowed to enter the dance without paying just to enter for a few minutes. No student will be admitted to the dance  $\frac{1}{2}$  hour after the dance begins or at administrator discretion.

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. Dances are regulated in accordance with the PHS dance policy. 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.

Members of the group putting on the dance will remain at the door to help the people taking tickets make sure that only 9-12 grade students are allowed into the dance. Also members of the group should watch the dance itself and report any underclassmen that are inside to a chaperone so they can be asked to leave the dance. Guests of Polson High School students are to be admitted only upon presentation of a Guest Pass. This pass must be obtained from the Assistant Principal by the student before 3:25pm

### **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, adult fans 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.

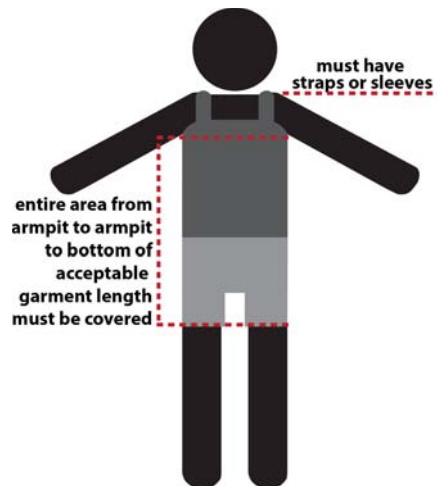
Students who do not meet the above criteria, or behave in a way that chaperones deem are not appropriate will be asked to leave the dance. The principal or his designee will have the final say.

Out of school guests may include only students whom 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.

### **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 student or staff safety may not be worn.
- 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.

### **Activity Scheduling:**

Any organization wishing to sponsor any type of fund raising activity must obtain an activity request form at the office. It must be presented to the activities committee of the Board of Governors for their considerations. Final approval of the principal is required.

### **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 extra-curricular 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 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 principal. For more information, refer to Board Policy 3520

### **Homework policy 2430:**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

### **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, rubella (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

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

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

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

**Medicine At School policy 3416:**

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

**Law Enforcement/Investigations policy 4411:****Interrogation and Investigations Conducted by School Officials:**

The administration has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The administration shall determine when the necessity exists that law enforcement officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the safety of other people or school property or which interferes with the operation of the schools.

In instances when the administration has reasonable suspicion that a violation of district policy or the student code of conduct has been violated, the administrator will investigate. The administrator will notify the suspected rule violator(s) or potential witness(es) to the infraction. The suspected student shall be advised orally or in writing of the nature of the alleged offense and of the evidence against the student. Circumstances may arise where it would be advisable to have another adult present during questioning of students.

**School Resource Officer:**

Polson School District is provided with a School Resource Officer (SRO) by the Lake County Sheriff's Office (LCSO) to maintain a safe and secure environment conducive to learning. Whenever possible all interactions between students and law enforcement shall be coordinated through the SRO. The SRO's duties are defined by the LCSO.

**Investigations by Law Enforcement:**

When a student becomes involved with law enforcement officers due to events outside of the school environment and officers other than a SRO must interact with a student, the officer(s) is requested to confer with the student (off school district property and not during school district hours) when he/she is being investigated for conduct not under the jurisdiction of the school. If this cannot be arranged, the SRO is the first person of contact for law enforcement. If for any reason the SRO is not available to respond to a request, the following steps shall be taken to cooperate with the authorities.

- The officer shall contact the school principal and present proper identification in all occasions upon his/her arrival on school premises.
- Parents or guardians shall be notified by the law enforcement officer, school principal or assistant principal as soon as possible. The law enforcement officer, principal or assistant principal shall make every effort to inform parents or guardians of the intent of the law enforcement officers except when that notification may compromise the student's safety.
- The students parent or guardian should be present, if practicable, during any interrogation on school premises.

**Cooperation with Law Enforcement:**

Although cooperation with law enforcement officers will be maintained, it is the preference of the District that it will not normally be necessary for law enforcement officers to initiate, and conduct any investigation and interrogation on the school premises, during school hours, pertaining to criminal activities unrelated to the operation of the school. It is preferred that only in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior.

No school official, however, should ever place him/herself in the position of interfering with law enforcement officials in the performance of his or her duties as an officer of the law. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building principal shall require proper identification of such officials and the reason(s) for the visit to the school. If the principal is not satisfied, he/she shall attempt to notify the Superintendent and the officer's superior, documenting such action. In all cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practical. Alleged behavior related to the school environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of the two previous sections.

**Taking a Student into Custody:**

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent or guardians and the student agree to the release. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents or guardians immediately. Such effort shall be documented. Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent or guardian, or the student, the administrator shall immediately notify



a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent or guardian of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody. In all situations of interrogations, arrest or service of subpoenas of a student by law enforcement officers on school premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion of privacy of the student and disruption to the school environment.

#### **Disturbance of School Environment:**

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the Principal or other school administrator has found to be unmanageable by school personnel and which disturbances have the potential of causing harm to students, other persons, or school property. Staff members may also notify law enforcement officials.

Such potential disturbance includes members of the public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property, and who have been requested to leave by an administrator or staff member, but have failed or refused to do so.

#### **Parent Involvement, Responsibilities, and Rights:**

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

- 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 high school principal.
- 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.
- 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 (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.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Become a school volunteer.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement.

#### **Protection of Student Rights:**

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 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 potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- 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.

### **Public Display of Affection:**

The school is a place for students to advance their skills in the various subjects. PHS also realizes that many relationships can be formed during a student's high school tenure. However, the school is not the place to show overt physical affection towards the other person. Students who choose not to follow this policy will be subject to disciplinary action. If the problem continues, a meeting between the Vice-Principal, the student, and the student's parents will take place.

### **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. A total of eight (8) drills need to be completed throughout the year. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **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.

### **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.

### **Vehicles on Campus:**

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.

**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.

### **Vehicle Fines: Students found in violation will be subject to school fines:**

School tickets can be issued in the amount of \$10.00 and \$20.00 depending on the severity of the offense. A loss of parking privileges can also be implemented at any time.

### **Videotaping Of Students:**

The District uses video cameras with audio 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.

### **Visitors:**

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the main office. Visits to individual classrooms, other than parents/guardians, must be approved by the principal a minimum of 24 hours prior to the classroom visit. All visitors are required to report to the main office to state their business and get permission to be on campus or see any student or faculty member. They must get a guest pass in the office. Student visitors are not allowed at any time.

**Announcements/Messages:** Important student announcements will be made each morning. All announcements must be presented to the main office by 8:00 AM to be included in that day's bulletin. Personal messages for students and teachers may be left in the office. Students will be notified of messages at the end of each period. Only in the case of an emergency will a student or teacher be pulled from class for a message or phone call.

Any student or teacher wishing to post an announcement must submit it to the main office for approval prior to the day it is to be announced. The school secretary will read the announcements at the beginning of first period. Teachers will also post the bulletin in their classroom.

### **Other Miscellaneous Items:**

#### **Assemblies:**

Students at Polson High School can be proud of their outstanding conduct at both pep and performance assemblies. Our students are remembered for their excellent behavior by visiting performers. We want to maintain this image. The program for each assembly must be approved by the administration at least two days in advance of the assembly.

#### **Lost & Found:**

Personal articles found in or about the school should be turned in at the office. Students may claim their possessions at the office before or after school. Articles not claimed within one month will be disposed of.

#### **Valuables:**

No money or valuables should be left unattended anywhere in the school building. Students can check their valuables at the office any time for safe keeping. No personal locks are permitted on student lockers unless approved by the principal. The school is not responsible for lost, damaged, or stolen items.

#### **Bulletin Boards:**

The bulletin boards are a place for posting notices relating only to school activities and official notices from the office. Student notices must be cleared through the office before display. One bulletin board will be set aside for notices that involve non-school related activities. Posting of these notices, however, must have the approval of the Principal. Any messages for students will be posted on the message board in the office. It is the responsibility of the student to check the message board regularly.

#### **Decorations & Posters:**

All decorations or posters displayed in or on school property must be approved by the club sponsor and the administration. Such decorations or posters must be removed on the day following the activity. Only masking tape is to be used for putting up decorations. In all cases such posters must be in good taste and school appropriate.

#### **Request for Purchase:**

Purchase of all school supplies, printed material, repairs or general materials must be approved with a Request for Purchase. Students wishing to make purchases must have a Request for Purchase signed by the sponsor and approved by the class advisor or administration. Materials ordered without a Request for Purchase will not be paid out of group or school funds. Students are not to purchase with individual funds and be reimbursed.

#### **Change of Address:**

Students should promptly notify the office of any changes of address or telephone number.

**IBA (Intramural Basketball Association):** Students need to be in attendance the day of competition. 5<sup>th</sup> year seniors are not allowed to participate in IBA.

## **IV. STUDENT SUPPORT SERVICES**

### **Counseling Center:**

The counselor is available to assist in testing, academic advising, individual and group counseling, and post secondary planning. All students are encouraged to make use of the Counseling Center as the need arises. Counseling office hours are from 7:40 a.m. to 3:30 p.m.

Parents and/or students wishing to contact a school counselor to assist in the registration process may schedule an appointment by calling the Counseling Center at 883-6351.

### **Academic Counseling:**

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 eight (8) through eleven (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.

### **Personal Counseling:**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact them to set up an appointment.

## **PROGRAMS:**

### **Montana Digital Academy:**

Polson High School is working with the Montana Digital Academy to help broaden opportunities for students. The District will permit a student to enroll in an approved distance learning course, in order that such students may include a greater variety of learning experiences within the student's educational program.

Credit for distance learning courses may be granted, provided the following requirements are met:

- The program fits the education plan submitted by the regularly enrolled student;
- The course does not replace a required course offered by the District unless approved by administration.
- The course is needed as credit retrieval and cannot fit into the student's schedule; and
- Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

The District will not be obligated to pay for a student's distance learning course.

### **Credit Recovery / Summer School:**

The District's summer program of instruction, if offered, shall be for the purpose of remediation of credit. All classes offered for credit must meet minimum state requirements for accreditation. Remediation credit courses shall be offered for grades 9-12 in accordance with District advancement requirements. The principal must approve credit course offerings.

### **Academics Eligibility for Participation in School Activities:**

To be eligible to participate and practice in any Polson High School activity a student must be regularly enrolled and in attendance in five (5) credited classes. Students must have earned passing grades in five (5) credited classes the preceding semester.

Due to the nature of intramural athletic participation as a student oriented program (not designed nor funded as a spectator activity) it will be the practice to review grades at midterm of any quarter and permit only students who are qualified at that time to participate on a probationary status with weekly review by the director of the intramural program to assure continued eligibility. Should the student drop below the minimum five (5) periods of passing work while on probationary status, this shall cause the student to become ineligible for the remainder of the period.

### **CTE Courses:**

All Career and 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.

### **Upward Bound / Talent Search:**

Upward Bound and Talent Search provide opportunities for students to succeed in high school and prepare for college entrance. The goal of Upward Bound and Talent Search is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Upward Bound and Talent Search serves: high school students from low-income families; high school students from families in which neither parent holds a bachelor's degree; and low-income, first-generation military veterans who are preparing to enter postsecondary education. Please contact the PHS Counseling Center at 883-6351 Ext. 249 for more information.

### **Polson Alternative Learning Center (P.A.L.):**

Enrollment in P.A.L. is based on a team decision. The team will look at the applications and each individual applicant to determine if you will be a successful P.A.L. candidate. There is limited space in our alternative school. The decision of the team to accept you is not based on a first-come, first-served basis or on an age appropriate decision. The team retains the right to refuse any candidate. There are no last minute additions to P.A.L. After the start of 2nd semester, students will not be admitted unless there are extenuating circumstances. Upon acceptance into P.A.L., a parent and student meeting with the team or appropriate representative will be required.

### **Admission and Enrollment:**

The Polson School District reserves the right to refuse to assign or admit non-resident students into the School District. The District may refuse to assign or admit a student in the Polson School District if he/she is not in good standing. A student is considered not in good standing if he/she:

- Was previously expelled from a public school district or an accredited non public school.



- Was the subject of a recommendation of an authorized school official for expulsion, but withdrew from the public school district or accredited non-public school prior to the Board of Trustees or governing authority-taking action on the recommendation.
- Was previously engaged in conduct, which caused the student to be the subject of a petition to declare the youth in need of supervision, serious juvenile offender, or juvenile delinquent, or is presently under parole or probation or referred to adult court.

### **Master Course List:**

Many factors were taken into account in developing a master course list at PHS. To ensure relevant curriculum that meets the needs of a diverse student body while meeting state and national standards, courses reflect topics for beginners through advanced learners as well as vocational topics for focus.

### **Student Schedules:**

All academic, vocational and all other classes are open to all students. Neither administration nor the counselor assign classes to students, they merely advise them.

Student schedules are built on the following criteria:

- In early spring, student's rank next year's offered courses by prioritizing the electives they are interested in enrolling and the classes required at that grade level. A large attempt will be made to give every student his or her first elective choice.
- The administration determines the amount of sections needed for each class using the student's requests. If a class does not have enough students wishing to take the class, it will not be offered.
- Administration and counselors create the student's schedule based on the following order: (1) required courses taught at that grade level, (2) any courses the student needs to repeat, (3) future graduation requirements, and (4) the student's prioritized list.

### **Course Load:**

Students are required to enroll in seven courses offered each semester unless you are a senior. Seniors (in good standing) are required to enroll in five academic solids each semester but be accountable for seven periods. Please refer to the chart below for scheduling choices. PHS does not schedule "open free periods" for students. Other class load arrangements must be made in consultation with a guidance counselor, parent, and approval of the administration.

### **Class Schedule Changes:**

Polson High School's scheduling process is request-driven, so changes to student schedules are to be avoided in order to maintain the integrity of the master schedule. To this end, schedule changes are subject to the following conditions:

1. After the semester begins a period of five (5) days will be available for additional changes to a student's schedule. These changes shall be made through the school counselor and must be approved by the instructors, parents/guardians and administration. Changes will only be allowed if any of the following situations exist:
  - a. An obvious error in the schedule, such as a blank class period.
  - b. A student has been rescheduled into a failed course, but has made up the course during the summer.
  - c. Changes need to be made to fulfill college admission requirements.
  - d. A required course that is not currently in their schedule.
  - e. A recommendation from a classroom teacher.
  - f. Changes made in accordance with Special Education or Section 504 plans.
  - g. Administrative decision.

Other requests may be considered on a case-by-case basis during the first five (5) days of the semester. The determining factor for making any changes will be availability of space in classes, the effect on other students, and whether the change is in the best interest of the student involved.

2. If a student drops a class after the tenth day of semester 1, the transcript will show the semester class grade as an "WF". If a student drops a class after the tenth day of semester 2, the transcript will show the semester class grade as an "WF". Exceptions will be made on a case-by-case basis. Examples of situations which would warrant such an exception include:
  - a. Changes made in accordance with Special Education or Section 504 plans.
  - b. Recommendations from a classroom teacher that the student does not have the ability to complete the requirements of the course.
3. Changes in schedules will not be made to accommodate a preferred instructor or specific time of day.
4. While a student is in the process of dropping a class, he/she must still attend the class.
5. Administrative decision.

**Course Cancellations:**

Every effort is made to offer a selection of courses that meet the needs of a wide variety of students. On occasion, courses may be canceled after the registration process. Reasons for course cancellations include, but are not limited to: classes not meeting minimum enrollment requirements or staffing conflicts. If a course is canceled, a student's alternative course choice will be selected.

**Course Retakes:**

All classes attempted at PHS and all acceptable transfer credits shall be recorded on the transcript. If a student repeats a class that was previously failed, the GPA and class rank will reflect the "F" and the retake grade, and both grades will be listed on the transcript.

**Student Records (3600 F1):**

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. 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 principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The custodian or designee will respond to reasonable requests for explanation and interpretation of the records. 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 or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, 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 the student;
- Considering disciplinary or academic actions, the student's case, and individual education plan (IEP);
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student 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.

For more information about FERPA rights of a parent when a student turns 18, refer to district policy 3600F1.

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

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

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

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free and reduced-price meals and the parents are unable to view the records during regular school hours, upon a written request of the parent, one copy of the record will be provided at no charge.

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

### **Special Education Records:**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **Report Cards:**

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor, and parent.

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine (9) weeks. At report card time, each student will receive a grade slip even if it designates only N.G.

IT IS THE RESPONSIBILITY OF THE TEACHER TO MAKE STUDENTS AWARE OF HIS OR HER GRADING SYSTEM AT THE BEGINNING OF EACH GRADING PERIOD.

Teachers must always be able to justify the grades they give the students.

### **Incomplete Coursework:**

INC. - Incomplete (All incomplete work must be made up, within two weeks following the end of each grading period or revert to a grade of F). Students will have two weeks in which to make up quarterly incompletes. It is up to the student to take the initiative or make arrangements for the conversion of in-completes. If there is no effort on the part of the student to make-up the in-completes, they automatically become F's.

### **No Grade:**

N.G. – No Grade for students who have not been enrolled long enough to receive a grade.

### **Financial Aid:**

Notification of scholarship opportunities are posted in the guidance office and are announced in the daily announcements. Applications and assistance in applying for scholarships or financial aid may be obtained by the students from the guidance office.

### **Credit Transfer/Assessment for Placement (2413):**

The school transcript will record courses taken in home schools or non-accredited schools by indicating the title of the course, the school where the course was taken, and the grade.

For purposes of calculation of class rank, only those courses taken in an accredited school will be used. See board policy 2413 for complete details regarding credit transfer and placement assessment.

### **Awards and Honors (2410 P):**

#### **Honor Roll:**

One honor roll will be published listing all those students whose current grade point average is 3.00 or above. An F in any subject eliminates the pupil from honor roll consideration.

#### **National Honor Society:**

Membership in the National Honor Society requires a 3.5 GPA or better. Members are also rated on service, leadership and character.

#### **Grade Point Average:**

Commutative grade point average is based on semester grades only. Cumulative grade point average is determined by dividing the total points earned by the total number of classes taken.

A+ = 4.0; A = 4.0; A- = 4.0; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0;

D- = .700; F = 0.0



**Cumulative GPA:**

The cumulative grade-point average is computed by dividing total grade points earned by the total number of subjects taken. The current term grade-point average is computed using the same process.

“\*\*” Indicates a Modified Educational Program.

**Graduation Credit Requirements:**

Required Graduation Credits: 22 Credits

## 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 CCRI (9th Grade) & .5 credit of CCRII (11th Grade)	<b>1</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, Webpage Design, Graphic Design, & Multimedia Production/Design.	<b>1</b>
<b>Practical Arts</b> Practical Arts courses include Business, Shop, FCS, LINK, Journalism, Health Occupations Internship, Education Occupations Internship, Engineering Design, Webpage Design, Graphic Design, & Multimedia Production/Design.	<b>1</b>
<b>Electives</b>	<b>7</b>
<b>TOTAL</b>	<b>22</b>

*\*If a Freshman student completes three seasons of athletic activities at Polson High School (Football, Golf, Soccer, Cross Country, Volleyball, Basketball, Wrestling, Cheerleading, Softball, Tennis, Swimming or Track & Field), they may request to receive .5 credit of PE - Athletics at the end of their freshman year. This could replace the .5 credit of PE that they would otherwise need to take as a sophomore.*

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

### **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 1<sup>st</sup>, 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 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. School Board Policy #2333.

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.

### **Graduation Attire:**

Graduation guidelines for attire will be clearly communicated to students and families by mid-April of each academic year.

#### **Gown:**

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.

#### **Adornment:**

Adornment to the gown is limited to one corsage or one boutonniere, any school issued Commencement Awards (honor cords, Valedictorian/Salutatorian medals, SERVE pins) and any cultural/traditional adornment.

#### **Foot Wear:**

Footwear is required of all students.

#### **Tassel:**

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.

#### **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.

*Students who fail to meet the graduation attire guidelines are subject to removal from the graduation ceremony at the beginning or during the commencement.*

### **Non-discrimination Disclosure:**

The Polson School District Board of Trustees does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

**Complaints by Students and Parents:**

Hostile or abusive treatment, derogatory remarks, or acts of violence against students with disabilities will not be tolerated. Such behavior will be considered as constituting discrimination on the basis of disability, in violation of state and federal law.

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 discrimination 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 on the District's website and in any principal or Superintendent's offices.

**Title IX Information:**

Title IX information is located on the Polson School District 23 website.

**Section 504 and ADA Grievance Procedure:**

*Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination.*

The District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) as amended. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap.

Section 504 and the ADA prohibit a school district from excluding an "otherwise qualified individual with a disability" from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to "disability" refer to disability or handicap and encompasses both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to Tim Berg.

Section 504 and ADA Coordinator

Tim Berg, Director of Special Services, tberg@polson.k12.mt.us, 406.883.6351 ext. 259, Fax 406.883.6330

Inquiries concerning discrimination under Section 504 may be referred to the building administrator or:

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

**Filing a Complaint:**

An individual believing that he or she has been the victim of disability discrimination should file a complaint with the building administrator or the Section 504/ADA Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

**Informal Resolution:**

An individual alleging disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution. The individual has the right to end the informal resolution process at any time. If the

individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

**Formal Complaints:**

An individual may make a formal complaint of disability discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute disability discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

**Investigation:**

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether disability discrimination has occurred when it has knowledge of allegations of disability discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that disability discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law. Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

**Notice of Outcome:**

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in discrimination or harassment when that sanction directly relates to the individual. This may include an order that the perpetrator stay away from the victim.

**Time Frame:**

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of disability discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

**Appeals:**

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

**Remedies:**

The District shall take all reasonable and necessary prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a disability discrimination investigation shall notify the building administrator or Section 504/ADA Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

**Important Contact Information:**

**Polson School District #23 111 4th Ave E Polson, MT 59860**

**Cherry Valley School 504 Coordinator**

Jon Gustafson, Principal Phone 406.883.6333 ext. 502•Fax 406.883.6332

**Linderman School 504 Coordinator**

Kristen Wilson, Principal Phone 406.883.6229 ext. 401•Fax 406.883.6365

**Polson Middle School 504 Coordinator**

Jesse Yarbrough, Principal Phone 406.883.6335 ext. 301•Fax 406.883.6334

**Polson High School 504 Coordinator**

Andy Fors, Principal, Phone 406.883.6351 ext. 203•Fax 406.883.6330

**Polson School District IDEA Coordinator**

Tim Berg, Director of Special Services Phone 406.883.6351 ext. 259•Fax 406.883.6330

**Polson School District Title IX Coordinator**

Scott Boen, Director of Support Services, Human Resources and Information Technology Phone 406.883.6355 ext. 603•Fax 406.883.6345

**Polson School District American's with Disabilities Act Title II Coordinator**

Mike Cutler, Phone 406.883.6355 ext. 600•Fax 406.883.6345

**Polson School District Equal Employment Opportunity Title VII Coordinator**

Scott Boen, Director of Support Services, Human Resources and Information Technology Phone 406.883.6355 ext. 603•Fax 406.883.6345

**Polson School District HIPAA Privacy Officer**

Mike Cutler, Superintendent Phone 406.883.6355 ext. 600•Fax 406.883.6345

**Office of Public Instruction**

PO Box 20251, Helena, MT 59620-2501, Phone 406.444.3161

**Montana Human Rights Bureau**

PO Box 20251, Helena, MT 59624, Phone 406.444.4344, Toll-free 800.542.0807

**US Department of Education Office for Civil Rights**

Seattle Office, 915 Second Ave., Rm 3310, 10-9010, Seattle, WA 98174-1099, Phone 206.220.7880, Fax 206.220.7887, TDD 206.220.7907, email OCR.Seattle@ed.gov

**Family Policy Compliance Office**

US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

**MONTANA UNIVERSITY SYSTEM ADMISSION POLICIES:**

In order to be admitted to any of the four-year campuses of the Montana University System, students must meet a combination of admissions standards, on the MUS website at <http://mus.edu/admissions.asp>.

FIRST, students must complete the Board of Regents' College Preparatory Program in high school. There are two tracks of college prep courses, the minimum core, established in 1991, and the rigorous core, adopted in 2002 as part of the math proficiency standard. OCHE maintains and posts the lists of each high school's core on the website: <http://mus.edu/asa/hscp/index.asp>. Students graduating in 2010 or later must complete the Rigorous Core to be eligible for a Montana University System Honor Scholarship.

Course	Minimum Core	Years	Rigorous Core	Years
Mathematics	Algebra I, II, and Geometry (or the sequential content equivalent).	3	Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II (such as Trigonometry, Pre-Calculus, Calculus, Computer Math or course equivalent)	4
English	Written and oral communication skills and literature	4	Written and oral communication skills, literature, and a designated college-prep composition or research-writing course	4
Science	2 lab sciences: one year must be earth science, biology, chemistry or physics	2	Full year each: General, physical or earth science; biology; chemistry or physics	3
Social Studies	Global studies (world history, world geography), United States history, government. Economics, American Indian history or other third-year course	3	Global studies (world history, world geography), United States history, government. Economics, American Indian history or other third-year course. Recommend: $\frac{1}{2}$ year of other courses such as psychology, humanities	3
Electives	World language, computer science, visual and performing arts, or vocational education	2	2 years of a second language, music, fine arts, speech/debate, career and technical education (such as information technology, computer science)	3

*AND, Admissions Policy 301.1 requires that students meet one of three minimum requirements:*

admissions exam scores:	Composite	SAT Total
<sup>ACT</sup> Minimum		
UM-Missoula, MT Tech of the UM and UM Western	22	1540
MSU-Billings & Bozeman	22	1540
MSU-Northern	20	1440

*OR have at least a 2.5 high school GPA (grade point average);*

*OR rank in top half of school's graduating class.*

*AND students must satisfy the Mathematics Proficiency standard (Policy 301.15):*

Assessment	Fall 2009 +
ACT Writing Sub score on Optional Writing Test or	7
ACT Combined English/Writing Score or	18
Essay Score Writing Section of SAT or	7
SAT Writing Section Score or	440
AP English Language Literature Examination or	3
MUS Writing Assessment	3.5

*OR a Minimum Score of 50 on CLEP Subject Exam in Composition.*

Exceptions and additional details are available at <http://mus.edu/borpol/bor300/301-16.htm>.



Students who do not meet the Writing and/or Mathematics Proficiency standards may enter a four-year program under Provisional Admissions:

If a student has not yet demonstrated the ability to meet mathematics or writing proficient standards, the student may be admitted to a 2-year degree program or admitted provisionally to a 4-year program. Before gaining full admission status, the provisionally admitted student may prove appropriate proficiency by re-taking one or more of the listed assessments to earn the required score or earn a grade of C- or better in the math or composition course that is the prerequisite to the course that satisfies the general education program requirements. If students have been provisionally admitted, they must achieve full admission status before the end of three semesters or the completion of 32 credits in the Montana University System, whichever event occurs first.

#### NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)/NATIONAL ASSOCIATION OF INTERCOLLEGIATE (NAIA) ACADEMIC ELIGIBILITY

Students participating in high school athletics that plan to participate in college or university athletics will need to pay special attention to eligibility rules for admission. Students should work with their high school counselor, the coaches who recruit them, and college admissions offices to prepare for this important next step. It is critical for students and parents to have a full understanding of the requirements and to follow an academic plan to fulfill those requirements. It is the student/athlete's responsibility to meet NCAA/NAIA academic eligibility.

- NCAA
  - Students planning to participate in NCAA level athletics at college must be certified by the NCAA Eligibility Center. The Eligibility Center certifies an athlete's eligibility for both Divisions I and II. In order to be registered with the NCAA, students must complete the registration process found at <https://web1ncaa.org/eligibilitycenter/common/> (also available at [www.ncaa.org](http://www.ncaa.org)).
- NAIA
  - Students planning to participate in NAIA level athletics at college can contact [www.naia.org](http://www.naia.org) for additional information.

# **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 School District

## 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  
Access to Electronic Information, Services, and Networks Agreement  
K-12

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access. Students and families may be held financially responsible for lost, stolen, or damaged district owned devices.

**Access to electronic information, services, networks and the Internet are a privilege not a right.**

Acceptable use would be: Activities which support learning and teaching and are consistent with the educational objectives of the Polson School District.

Students are responsible for appropriate behavior when utilizing any technology services just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send, print or access abusive, obscene or harassing materials.
- Do not engage in uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies):  
employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or Internet: uploading a worm, virus, other harmful form of programming or vandalism: participating in "hacking" activities or any form of unauthorized access to computers, networks, or other information.
- Do not download or play games, access, download or print cheat games codes, participate in dating sites, subscribe to or access LISTSERV, or any other mailing list server, blogs, chat sites, download or access music sites or files unless specific written permission is given by a teacher or school administrator.
- Do not check, send or receive e-mail or use any messaging service such as instant messenger without written prior permission granted by a teacher and or school administrator.
- Computers are not to be used in a wasteful or frivolous manner. This includes printing WWW pages that require excessive amounts of systems resources due to system load and function or by printing excess copies of documents or files. Do not browse sites not related to the assignment requested by teachers.
- Do not download or install any commercial software, shareware or freeware onto network drives, disks or workstations. Do not connect personal laptops, MP3's or any device not approved by the district.
- Do not copy other people's work or intrude into other student's files.
- Vandalism of any kind including software, hardware and peripherals. Leave workstations and peripherals in their designated places. Do not modify or rearrange printers, keyboards, individual key caps, monitors, mouse's or cables. Do not reconfigure any workstation.

Consequences for misuse or abuse of these resources, depending on the age of the student and severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the appropriate use of technology services.
- User's access may be denied or withdrawn for not less than 2 weeks and up to a period of 45 school days. Access will be denied in their class where the infraction occurred, alternative assignments will be assigned. Students who have lost Internet or network privileges may not use personal equipment in lieu of district equipment on school grounds.
- Notification of parent, conference required with administrator.
- One day in school suspension with a full workload.
- Where damage or vandalism has occurred, payment of equipment and or technical support costs will be levied.
- Referral to legal authorities for possible criminal charges under Section 45-6-311 of School Laws of Montana. This could include out of school suspension and or expulsion in accordance with Polson School District Policy 3300.

The building administrator and or Superintendent or designee following due process will make all decisions regarding violation and relative rules or regulations and may deny, revoke, or suspend access at any time with their decision being final.

# Polson High School

## Handbook Acknowledgement/Internet Access Agreement/Media Consent/Off Campus

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

I have read the Polson High School *Electronic Information, Services, and Networks Agreement*.  
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 I Compact* and understand the procedures therein.

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

### Parent or Guardian Section

I have read the Polson High School *Electronic Information, Services, and Networks Agreement*.

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.

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\_\_\_\_\_