

## INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, administration, school board, and parent and student volunteers. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

The purpose of education is to help each student become an effective citizen. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in society. Remember that your success in this school will be directly proportional to the effort you make toward achieving that success.

## BOARD OF TRUSTEES

Mr. Craig Randall, Mrs. Lori Fortner, Mr. Dan Johnson, Mr. Rod Schaffer, Mrs. Shasta Madsen, Mr. Cole Smith, Mrs. Amanda Zimmer, and Mr. Roger Gaskill

## ADMINISTRATION

Mr. Jim Hansen - Superintendent, Rosalie Lundby-Powell - High School Principal.

## SECRETARIAL

Dixie Mitchell - Clerk, Pam Andrews- High School Secretary

## BROADUS 7-12 FACULTY

Barnhart, Connie	Art/JH Math
Barnhart, Jesse	Soc.Stu./History/Weights
Bidwell, Renea	Special Education
Coulter, Jerry	Driver's Ed
Denson, Lynell	Family Con. Science
Dickinson, Richard	PAD/Mathematics/PE
Grammens, Garrett	English
Guderian, Ellen	Guidance Counselor
Hartman, Kendra	Library
Isaacs, Jacy	English
Lemke, Charlanne	Business/Accounting
Lynch, Lisa	Band/Choir
Myers, Eric	Mathematics/JH Soc. Stu.
Ray, Steven	Ind. Arts/JH Science
Schoonover, Frankie	Mathematics/PE
Smith, Wanda	Science
Williams, Marshall	Vo-Ag/Shop
Williams, Patty	Title I

## GRADUATION REQUIREMENTS

In order to graduate from the Powder River County District High School, students must earn a minimum of 22 high school credits including:

- 4 years of English
- 3 years of Math
- 3 years of Social Studies (including World History, American History, and Principles of Democracy)
- 2 years of Lab Science
- 1 year of fine arts
- 1 year of vocational/practical arts
- 1 year of Health/Physical Education
- 1 year of Computer Science

## MONTANA UNIVERSITY SYSTEM ADMISSION POLICIES

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

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

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

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 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), American history, and government. Economics, American Indian history or other third-year course	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course. Recommend: ½ yr 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**, students must satisfy the **Mathematics Proficiency** standard (Policy 301.15):

Assessment	Fall 2009	Fall 2010
ACT Math	18	22
SAT Math	440	520
AP Calculus AB or BC Subject Exam	3	3
CLEP College Algebra-Trig, Calculus, or Trig	50	50

**OR** *Minimum Grades of C in each course of the High School Rigorous Core including 4 years of math and 3 years of science.*

Exceptions and additional details are available at: <http://mus.edu/borpol/bor300/301-15.htm>

\*Note that these are Montana University requirements. If you are interested in a college or university out-of-state, please see the counselor. University requirements vary greatly. Please contact the university or college for additional information.

### **CREDITS AND COURSE LOAD**

One credit is earned for each period of study for one year. The smallest unit of credit granted is **one-half credit** granted after one semester of passing work.

All students are to spend at least six periods in class with **no more than one study hall**. Students who are student aides or cross-age tutors must do so without a study hall. The only exception to this rule will be Seniors who have received administrative approval to participate in our work study program.

### **JR. HIGH REQUIREMENTS**

During the school year you will take 4 academic classes: Math, English or Reading, Science, Social Studies, as well as P.E. and either Band or Choir.

You will also have the opportunity to participate in several extracurricular activities during your 7th and 8th grade years. Your participation is encouraged.

### **PROFESSIONAL QUALIFICATIONS**

Our school received federal funds for Title I programs that are a part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

1. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. If state licensing requirements have been waived for the teacher on a temporary basis;
3. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
4. If your child is receiving Title I services from a paraprofessional and, if so, his/her qualifications.

### **GRADING SYSTEM**

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

A .....	Excellent
B .....	Good
C .....	Average
D .....	Poor
F .....	Failure
I .....	Incomplete
*. . . . .	Modified Curriculum

An incomplete is given only in those cases where by illness, emergency, or by previous arrangement, the student has not been able to complete the assignment. An incomplete becomes an "F" two weeks from the date it is issued. Make-up work is the responsibility of the student.

Correspondence courses may be offered for credit, but must be approved by the administration. Generally, required courses will not be accepted through correspondence unless the student previously failed the course.

#### **GRADE NUMBER VALUES**

<b>A</b>	<b>=</b>	<b>4.000</b>	<b>100-94</b>
<b>A-</b>	<b>=</b>	<b>3.667</b>	<b>93-90</b>
<b>B+</b>	<b>=</b>	<b>3.333</b>	<b>89-87</b>
<b>B</b>	<b>=</b>	<b>3.000</b>	<b>86-84</b>
<b>B-</b>	<b>=</b>	<b>2.667</b>	<b>83-80</b>
<b>C+</b>	<b>=</b>	<b>2.333</b>	<b>79-77</b>
<b>C</b>	<b>=</b>	<b>2.000</b>	<b>76-74</b>
<b>C-</b>	<b>=</b>	<b>1.667</b>	<b>73-70</b>
<b>D+</b>	<b>=</b>	<b>1.333</b>	<b>69-67</b>
<b>D</b>	<b>=</b>	<b>1.000</b>	<b>66-64</b>
<b>D-</b>	<b>=</b>	<b>0.667</b>	<b>63-60</b>
<b>F</b>	<b>=</b>	<b>0.000</b>	<b>59-0</b>

#### **HONOR ROLL**

The Honor Roll is published at the end of each 9-weeks grading period. A student will be placed on the Honor Roll if he or she has achieved a grade point average of 3.500.

The following courses will not be considered for letter grades or Honor Roll: Work Study, Teacher's Aide, Cross-Age Tutor, and Office Aides.

#### **NATIONAL HONOR SOCIETY**

Powder River County District High School has the following criteria for selection:

1. Membership is open to sophomores, juniors and seniors with a cumulative GPA of 3.5 or higher.
2. Only one-half of the eligible students are then selected from votes collected from the high school faculty.

#### **VALEDICTORIAN AND SALUTATORIAN**

1. Student must be enrolled by the 6th day of the school year during their Senior year.
2. Student must have taken 3 years of math and 3 years of science.
3. The GPA will be rounded to the nearest thousandths (three decimal places). In case of a tie two or more Valedictorians will be awarded which would negate the Salutatorian award. The determination will be made at the end of the 7th semester.

### **EARLY GRADUATION POLICY**

Students who desire to apply for early graduation must apply before the completion of the first semester during their junior year. Please see the superintendent or high school principal for further information and requirements.

### **DROPPING AND ADDING SUBJECTS**

The changing of courses is not encouraged. However, you may change to a new course during the **first seven days** of the semester with the consent of the counselor, principal, and the teachers involved, on a change-of-schedule form. Changes after the first seven days will only be permitted for medical reasons **verified** by a physician's statement.

### **REPORT CARDS**

Report cards are issued each quarter. Parents who have questions about grades received are invited to discuss the matter with the teacher involved, the principal, or the superintendent. Report cards are not official transcripts; they are documents used to report student progress.

### **PROGRESS REPORTS**

Academic progress reports may be sent to the parents at mid-term. An efficiency slip is to indicate that the student has shown considerable improvement and/or is doing excellent work; or that the student is doing below average work or failing work. Student grades are available for review on the school website - [www.broadus.net](http://www.broadus.net). Directions for accessing your child's grades will be sent home during the first quarter or you may call the school for your child's PIN, password and directions at any time.

### **TEXTBOOKS**

All basic textbooks are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Unreasonable damage to textbooks will result in fines. Please be sure your name and grade are written on the book label; this will facilitate the return of your books if they are lost or misplaced. You will be required to pay for lost books.

## **ATTENDANCE**

It is the student's responsibility to attend school regularly; to request assignments missed when the absence is excused, and to notify each of his/her teachers in advance of school sponsored activities.

Any student who is not present in class for forty (40) minutes will be marked absent for the class period. Also, any student who is tardy by more than ten (10) minutes will be marked absent for the class period.

Complete all work assigned in each class. Time allowed for make-up work will be at the discretion of the teacher.

## **ATTENDANCE POLICY**

Students must be in attendance for a specific number of days per school semester in order to earn a grade. As a result, the number of absences per semester is limited to 10 per class or a total of 10 days. As a matter of procedure, the attendance office will notify parents by letter when a student has accumulated 7 non-school-related absences in a class. Thereafter, it is a student's responsibility to monitor his/her attendance. Students and/or parents may request approval of additional absences in writing. Powder River High school believes that good attendance is directly related to academic performance. **Therefore, students who fail to obtain approval or go beyond ten (10) absences will be required to make up each hour after school to avoid loss of credit in all classes.**

The only EXCEPTIONS to the above class limit standards are school-sponsored activities, in-school detention absences, out-of-school suspension, bereavement and all medical and dental absences with a signed doctor's excuse stating the specific time of the appointment. Unusual situations or exceptions will be considered by one/two administrator(s). Vacations or other pre-approved absences shall require work to be completed prior to the absence.

## ***SEMESTER TEST POLICY (Grades 9-12)***

If a student is absent two days (three providing the additional day is bereavement, medical, or dental) or less in any given class period during the course of a semester, he/she will be exempt from taking the semester tests. These absences will include medical, dental, funerals, illness, and out of school suspensions. There will be no exceptions. The only absence that will not be included will be school-sponsored activities. An additional one (1) day excused absence will be allowed during your 4 year high school career to apply for your driver's license. A dated receipt from the Drivers Examiner must be provided to

the office. Every three (3) tardies in a given period will count as an absence.

Any student who is not exempt from the semester tests will be required to take the tests on the given test date and time. In the event a student cannot be present on the testing date, students will be required to make up the tests at the teacher's convenience. This may require a student to come back to school after school is dismissed for the year.

#### **WITHDRAWING FROM SCHOOL**

A student withdrawing from school must report to the principal's office before withdrawing to get instructions as to the proper procedures. This will avoid a delay in getting registered in another school or in getting recommendations and records established for the use of employers.

#### **BULLYING/HARASSMENT POLICY**

Powder River High School believes in the safety and well being of all its students. Harassment is any unwanted behavior as judged by the recipient of such behavior, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop. Bullying is repeated persistent threatening, insulting or demeaning gestures or physical conduct, including any intentional written, verbal or electronic communication or threat directed against a student which causes a student physical or mental harm, damages a student's property or places a reasonable fear of harm to the student or the student's property and substantially and materially interferes with access to an educational opportunity or benefit or substantially and materially disrupts the orderly operation of the school.

Any student who believes he or she has been the subject of bullying or harassment must, within 10 calendar days, bring the alleged act to the attention of the building principal, or the first level administrator who is not involved in the alleged act. Parents may report on their child's behalf. Specific information regarding time, instances and behavior will be provided to the administrator. Powder River High School will handle bullying and harassment concerns as described in school board policy 3226.



## **HAZING**

Hazing or intimidation of any student by any other student and/or group of students is absolutely prohibited.

## **STUDENT RECORDS**

School student records are confidential and information from them shall not be released other than as provided by law. State and Federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their child's school records. The information contained in school student records shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

### **FERPA (Family Educational Rights and Privacy Act)**

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, 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 the most previous school attended. If a parent or guardian objects to this information being released please notify the school in writing after receiving this handbook.

## **DUE PROCESS**

Students at Powder River High School will be afforded due process. If a student disagrees with a teacher or administrator, they should do as they are directed, but may appeal to the person next in the chain of command, i.e. teacher, building administrator, superintendent, board of trustees. Whenever a student is subject to an out of school suspension, he/she shall be given an opportunity to hear charges against him/her and present his/her side informally. Parents may be present for this proceeding if they are available. If a suspension exceeding ten days or an expulsion may result, a formal Board hearing will be held.

## **STUDENT GRIEVANCE PROCEDURE**

- 1) Definition: A "Grievance" shall mean a complaint, which has been filed by a student or by a student's parent, on his/her behalf. Student\Parent Grievance Forms are available in the administrative office. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board of Trustees, shall be used whenever feasible, in seeking clarification of question or concern to the student, before the grievance procedure is utilized.
- 2) Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.
- 3) Time: The number of days indicated at each level shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
- 4) Level One: A student with a complaint shall first present it orally and informally to his/her teacher.
- 5) Level Two: Within five (5) school days after receiving the decision at Level One, either party may appeal the decision to the Principal of the school. This appeal shall be in writing and shall state the original complaint and copies of all previous supporting shall evaluate the evidence and render his/her decision within.  
ten (10) school days after receiving the appeal.
- 6) Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached at Level Two, he/she may within ten (10) school days file his/her complaint with the Superintendent. The Superintendent shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
- 7) Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached at Level Three, he/she may within ten (10) school days

file (in written form) his/her complaint with the Board of Trustees. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Trustees, for consideration at the next regular meeting of the Board, and final determination shall be made within thirty (30) calendar days from said meeting.

### **STUDENT DRESS CODE**

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

The following guidelines governing student dress have been excerpted from school policy adopted by the Board of Trustees of Powder River County District High School and Junior High School.

- Dress or casual footwear will be worn at all times, except when on the gym floor.
- Students will remove headgear after the first school bell during a regularly scheduled school day and can put their headgear back on after the lunch bell.

It is suggested headgear be kept in students' lockers. Students must remove their headgear when class resumes in the afternoon until the end of the school day. Students will not wear headgear while actively engaged (as a participant) in any school-sponsored activity (band, chorus, athletic event, etc.).

The torso of students is to be covered in clothing appropriate for the school environment. Cutoffs, halter-tops, and tank tops narrower than 3 inches will not be permitted. Necklines will be no longer than 3 inches below the collarbone (a 3X5 index card is a good measuring tool). Clothing, patches, or jewelry monogrammed with figures, pictures, promoting drugs or alcohol, or sayings that are obscene, offensive, or have sexual implications will not be permitted in the school at any time. Determination will be at the discretion of the staff and administration.

Shorts are acceptable wear if they meet the following criteria:

1. Must have at least a 5 inch inseam
2. The shorts must be neat
3. They cannot have holes or tears
4. They cannot be spandex running or biking shorts
5. Cut-off shorts must be hemmed
6. Skirt length must be no shorter than halfway between upper thighbone and the knee.
7. No undergarments, or areas typically covered by undergarments, will be showing.

If students have to be sent home to change because of a violation of the dress code, they will have to make up all time missed after school.

### **ACTIVITIES**

All activities in which you participate will be sponsored by a faculty member or other School Board appointee who will supervise the activity and be present when any school facilities are used for that purpose.

### **ACADEMIC ELIGIBILITY FOR SCHOOL-SPONSORED ACTIVITIES**

ELIGIBILITY - A student must be receiving a passing grade in all classes to be eligible for participation in extracurricular activities. In addition, MHSA requires athletes have a physical performed before they are eligible to practice. PRCDHS further requires that a Medical Consent form be signed and turned in to the school before an athlete participates in practices. Academically ineligible students will be allowed to participate in class related activities that take place in or away from school. Student/athletes will only be allowed to attend practices during the suspension period, and if they choose to practice through the season, they will be considered a team member. **Students who are academically ineligible will not be excused from school for any activity, or allowed to ride the bus to any extracurricular event.**

Student eligibility will be checked at the midterm and the end of each quarter. A student will be declared ineligible/eligible on the third school day following midterm or third school day of the following quarter. The student would then be ineligible for the remainder of the quarter or approximately the first 4 1/2 weeks of the next quarter. A failing grade at the end of the fourth quarter in the spring would make a student ineligible for participation for approximately 4 1/2 weeks the next fall.

Students who regain eligibility will become eligible on the third school day of the new quarter or third school day after midterm (ex 1. Student X is failing class on the 23<sup>rd</sup> day or midterm of the fourth quarter. He would not be eligible for football until the third school day the following school year).

Students will have two weeks to complete an incomplete grade from the last day of a given quarter, during which time he/she will be ineligible until the student is assigned a passing grade. All transfer students from another school, the eligibility standards of the M.H.S.A. will be followed.

## **EXTRA CURRICULAR TRAINING RULES**

Students who are involved in extra-curricular activities and uses or possess tobacco, alcohol or drugs will have the following consequences:

- 1)Suspended for the next fifteen practices/contests for the first violation during the academic year. Students who "self report" will be suspended for the next seven (7) practices/contest. The definition of "self reporting" will be at the discretion of the principal/coach (ex. A student who is picked-up by law enforcement and then reports the incident would not be considered a "self reporting" incident).
- 2)Second violation in the same academic year will result in a suspension for the next 45 school days. There will be no exceptions for "self reporting."
- 3)Third violation in the same academic year will result in a suspension for extra-curricular activities for next 180 school days.

When the infraction occurs near the end of a participating season, the number of suspension days may carry over into the next season. A second or third violation could and will span two different seasons or two different school years. Students will be allowed to attend practices during the suspension period. Students will be referred to the school counselor and will be referred to the local law enforcement. The suspension will begin on the day the district is informed of the violation. **Students who are found to have broken the training rules will not be excused from school for any activity, or allowed to ride the bus to any extracurricular event.**

## **P.A.S. IV ALCOHOL SCREENING SYSTEM**

The Passive Alcohol Sensor combines a high intensity flashlight with a micro miniature alcohol detector. It "sniffs" breath and open containers for the presence of alcohol. The P.A.S. IV functions as a non-intrusive extension of the operator's nose. It is used to check breath alcohol levels with or without a student's direct participation. The use of the P.A.S. IV embraces the enforcement effectiveness of our zero tolerance policy. It will potentially be used during regular school hours, at games, dances and all PRCDHS functions including overnight trips.

### ATTENDANCE FOR ACTIVITIES

Attendance in school is required all day on any day that you participate in an activity unless you have prearranged an absence with your coach or the principal/administrator. Generally, only medical or dental appointments will justify being absent on the day. This includes both performances and practices.

### INSURANCE

Students are encouraged to provide their own insurance in order to participate in sports. Insurance may be purchased to cover students who participate in extra curricular activities. Please review your insurance policy and check with the school for additional coverage if needed.

### HOMECOMING

Fall Homecoming festivities are a time for students to demonstrate their school spirit and support for their school. The week's festivities will be planned by the student council.

### SCHOOL-SPONSORED TRIPS

General rules of conduct for school-sponsored trips:

1. When traveling on a school-sponsored trip or at a home event, you are representing your school; therefore, you will be expected to dress neatly (in accordance with dress standards established by the coach or activity sponsor).
2. Curfews and other time and place requirements will be set by the sponsor or coach.
3. All school rules including those that apply to the use or possession of drugs, alcohol, or tobacco, will be in effect on school trips, even if the trip occurs or extends beyond normal school hours. *Students who violate these rules will not ride the activity bus.*  
**Any illegal violations (alcohol, drugs, tobacco, theft, etc.) that occur on a trip will be turned over to the law enforcement that has jurisdiction (ex. If the activity is in Billings the Billings police department will be notified and the parent will/may have to pick-up their child).**
4. When riding in a moving school bus, you are not to move from your seat or in any way distract the bus driver. The driver has primary authority on the school bus.
5. You are to ride to and from all school activities in school vehicles. Parents or other authorized adults may take you to and from school-sponsored events if previous arrangements (in the form of a **written request** signed by your parents) have been made with the principal. Due to school liability

- considerations, telephone requests may not be approved.
6. Under no circumstances will permission be granted for you to ride to or from a school activity with a boyfriend, girlfriend, or any other student, or to drive yourself.
  7. Students are required to clean the bus of debris at the end of each trip.
  8. Boys and girls will be seated separately on all school-sponsored trips.
  9. On overnight trips a same sex chaperone will be provided. In the event a same sex chaperone is not available, parents will be notified.

### **SCHOOL BUS RULES**

School busses are provided by the school district. The school bus is considered to be an extension of the classroom. For safety reasons, conduct rules are necessary. The bus driver shall have the right to discipline students while on the bus. Disruptive students will be reported to the principal and parents will be called. Student misconduct may result in having bus-riding privileges suspended. Rules will be posted in each bus. In addition, the following rules apply:

1. Be at the bus stop at least three minutes before the scheduled boarding time.
2. Form a quiet, orderly line before entering the bus. Do not push or shove.
3. Go immediately to a seat and sit down upon entering the bus.
4. Keep arms, hands, head, and all parts of the body inside the bus at all times. Students must ask permission from the driver to open windows. No yelling out of the windows.
5. Never throw objects from the bus window.
6. Talk in conversational tones. Avoid shouting and loud talking.
7. Sit orderly in seats. Drivers may assign seats to one or all students.
8. Cross the road at the bus stop only in front of the bus after looking both ways for traffic and only upon signal from the bus driver indicating that it is safe.
9. Obey any commands or suggestions from the bus driver and his/her assistants and do nothing that would distract the bus driver.
10. Board the bus immediately after school dismissal. Aisles must be kept free of books, backpacks, etc. at all times.
11. Stay on the bus after boarding until it is time to leave the bus at the scheduled stop. Permission to leave the bus before scheduled departure must be

obtained from the bus driver. Help keep the bus clean by picking up any papers or trash that maybe in your seating area and dispose of them in the garbage can/bag.

12. Remain in seats until the bus is completely stopped.
13. No animals are permitted on the bus.
14. The use of video surveillance may be used to monitor activity on the bus.

### **ACCIDENT REPORTS**

Any accident which causes bodily injury or property damage and which occurs on the school grounds or in the school building, or during any school-sponsored activity away from the school, is to be reported immediately to the teacher in charge, and to the principal as quickly as possible.

### **PEP ASSEMBLIES**

Pep assemblies may be scheduled at the rate of no more than one per sport excluding pre-tournament rallies that will be planned by the cheerleaders in cooperation with their sponsors, the band director, and the principal. You are required to attend all scheduled assemblies. Assemblies should be pre-planned with the sponsor, band director and principal at least three days in advance.

### **PERMISSION TO LEAVE SCHOOL**

Permission to leave school will be granted under very limited conditions and student requests will not be honored without prior parental permission.

You will be allowed to check out from school for medical or dental appointments, driving examinations, or appointments with probation authorities.

All personal business will have to be conducted over noon or after school.

Students must "sign out" at the office when leaving the school. They must also "sign in" at the office if they return to school on the same day.



### **STUDENT DRIVING**

Students will not be allowed to ride in a motorized vehicle at any time during the school day (8:20-3:20 p.m.). However, students will be allowed to leave during noon hour without the use of a motorized vehicle. Students will be allowed to leave and return to the school during the school day in a vehicle under the following conditions:

- o With their own parent or legal guardian
- o With an adult family member designated in writing by the parent or legal guardian
- o With an advisor or school employee
- o When checking out of school for the day

Students who are licensed to drive may drive to school. Students are to park in the school parking lot or legally on the street. Students are not to park in the bus-loading zone, the reserved parking area, behind the school, or in the lot at the Elementary School.

### **FIRE DRILLS**

When the fire alarm sounds, you should leave your rooms in an orderly and quiet manner. All windows should be closed before leaving the classroom, and doors should be closed as the last person exits the classroom. Walk quickly, do not run, as you exit the building according to the plan for the room you are in. The first person to reach the door should hold the door open until all have exited the building. Once outside the building, go at least 50 feet from the building and wait in your class group. Do not re-enter the building until signaled to do so.

If the fire alarm sounds between classes or at lunchtime, exit by the nearest exit and report immediately to the bleachers section by the football field.

### **LOCKERS**

Each student will be assigned a locker, which must be kept neat and clean. The school assumes no responsibility for lost or stolen articles.

You may place a personal lock on your locker for additional security if you leave an extra key or the combination at the Principal's office.

You will be responsible for providing your own lock for your locker room lockers.

Materials displayed on the outside of lockers will be removed on Monday night by the night custodian. If you would like to keep any materials you have on your locker from the cheerleaders etc., they must be removed on Monday after school.

The school assumes the right to inspect your lockers should probable cause arise.

### **SEARCH OF PROPERTY AND STUDENTS**

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, and other materials ("contraband") in violation of school policy or state laws. Students who bring contraband on the school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The Administration may utilize canines and metal detectors (magnetometers). The use of video surveillance may be used to monitor activity around the school.\_\_

### **LOST AND FOUND**

Please report any loss of personal property or school property assigned to you to the Principal's office. Turn in any found items to the office.

### **STUDENT STORE**

The student store will be managed by the Student Council. Proceeds from the store will be used for student body projects and activities as determined by the Student Council, with the approval of the Student Council Advisor and the administrators.

### **DANCE RULES AND REGULATIONS**

Doors will be locked at the beginning of any dance. You will not be admitted after such time without prior administrative approval. Once you leave the dance you will not be allowed to return.

Students must be a member of Powder River County High School to attend. However, guest permits are available in the high school office.

1. If you bring a guest, your guest must be enrolled in a high school educational setting.
2. Guest must be 19 years of age or younger.
3. Students must be in grades 9-12 to attend prom.  
Guest may be required to provide proof of high school enrollment.
4. You will be responsible for your guest's actions.

All school rules regarding behavior, use of drugs, alcohol, and tobacco will apply.

No sexually suggestive or grind dancing will be permitted.

### **TELEPHONE**

Students will not use school telephones for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Normally, phone calls for or by students will be handled between classes or during the lunch hour.

### **TAPE RECORDERS, CELL PHONES, MP3 PLAYERS**

No cell phones, IPOD's, MP3 players, or tape recorders will be allowed in classrooms without administrative approval. Students will not be allowed to possess or use cell phones during class. Phones shall be stored in a student's locker or vehicle.

At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Students may use cell phones, pagers, and other electronic devices on campus before school, at lunch, and after school. Unauthorized use of the aforementioned devices may result in confiscation. Confiscated devices will have the battery left in them and the power will be left on. Failure to do so will be considered a level 2 offense.

#### Punishment-

**1<sup>st</sup> offense - Warning, item will be returned at the end of the day**

**2<sup>nd</sup> offense - One hour detention, item will not be returned until hour is served.**

**3<sup>rd</sup> offense - Two hour detention, item will not be returned until hour is served**

#### **LUNCH PROGRAM**

Hot lunches are provided for students at the elementary school.

Reduced-price or free lunches are available to students from low-income families. Application forms are available at the elementary office.

Students who eat in the lunchroom should enter the elementary school through the front door and exit through the side door.

If you bring your lunch with you to school, you are to eat lunch only during noon hour. ***All students are to eat in the student lounge area.***

#### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a signed authorization form is available in the office (ex. Asthma inhalers, Epinephrine pens). All medication shall be locked securely in the high school office, or locked in the student's locker. Additional information regarding this policy is found in board policy 3416.

#### **SCHOOL DAMAGE POLICY**

Powder River High School will hold students responsible for damages to school buildings and materials as described in School Laws of Montana 20-5-201. Therefore, Powder River High School maintains the right to hold a parent or guardian liable for the cost of repair of school property or withhold grades, diplomas or transcripts.

#### **INTERNET/COMPUTER ACCEPTABLE USE POLICY**

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 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.

#### Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum consistent with the District's educational goals.

#### Acceptable Uses

Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:

- A. Uses that violate the law or encourage others to violate the law, including, but not limited to, transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- B. 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 the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.

- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

#### Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

#### Violations

If a user violates this policy, the District will deny a student's access or will withdraw access and may subject a student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

### Equal Education, Nondiscrimination and Sex Equity

The District will make equal educational opportunities 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.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator, Jim Hansen 406-436-2658. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700). Complaints may also be filed with the United States Department of Education, Office for Civil Rights, 1244 Spear Blvd. #310 Denver, CO 80204-3582, (303) 844-5313.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The

District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

### **WEAPONS POLICY**

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 School District.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives with blades longer than 4 inches; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons;

chains; arrows; and objects that have been modified to serve as a weapon.

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

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon. For further information please see board policy 3310.

### **DISCIPLINE**

The step-ladder program for discipline is a program of ascending consequences. It is the discipline program used at Powder River County District High School. It is published so that the parents, students and other interested parties may become familiar with the system.

In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her own behavior. This is a life-long skill that is imperative to success in later life.

The "step" system approach to school discipline is based on the belief that students must be responsible for **ALL OF THEIR ACTIONS** while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on **HOW MANY TIMES AND FOR WHAT REASONS** the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first-time" offender.

The step system provides every student with an opportunity to redeem himself/herself and move backwards on the disciplinary ladder. A student not referred to the office for sixty (60) days will move one step down the ladder. This allows each student to "wipe his/her disciplinary slate clean" should he/she so choose.



The following applies to all school functions (any activity/ function that the school is participating in) and any infraction that occurs on school grounds, or that affects any school employee/student during the entire school year. A student may be disciplined for non-school conduct when the conduct has a direct effect on the general welfare of the school.

## **INFRACTIONS**

### **LEVEL I**

1. Not working in class
2. Being in the hall without pass
3. Class Disruption
4. Inappropriate Physical Contact-**(students shall keep their hands off other students on the school premises. No kissing, hand holding etc.)**
5. Inappropriate Behavior

### **PENALTY**

1st Offense - 1 noon detention (see box below)  
2nd Offense - 2 noon detentions

### **LEVEL II**

1. Leaving class without permission
2. Cheating
3. Use of profane language in school
4. Not using proper procedure when checking out of school
5. Third offense of Level I
6. Minor vandalism of school property
7. Third tardy in any given class in a semester (Tardies due to extraordinary circumstances such as a late bus may be excused by the principal. The 6th, 9th, 12th, etc. tardies will move the students up the discipline scale. Oversleeping, failed alarm clock, car trouble, and missing the bus are not excused.)

### **PENALTY**

1st Offense -1 hour after school detention (written parental contact)  
2nd Offense -2 hours after school (written parental contact)

### **LEVEL III**

1. Fighting
2. Stealing
3. Talking to a teacher in a disrespectful manner (or disrupting class by arguing about assigned work)
4. Truancy
5. Openly defying a teacher's authority
6. Third offense of Level II
7. Possession and/or use of tobacco (law enforcement will be notified in the county in which the infraction occurs).

**PENALTY**

1 day in school detention (verbal if possible and written parental contact)

**LEVEL IV**

1. Being under the influence of or in possession of alcohol or other mind altering drugs (law enforcement will be notified)
2. Major vandalism of school property
3. Profanity or other abusive language directed to any faculty or staff member
4. Use or possession of fireworks in the building
5. Second offense of Level III

**PENALTY**

2 day suspension out of school suspension - notify parents and authorities if applicable. Law enforcement will be notified on all alcohol and drug violations in the county in which the infraction occurs (ex. On an out of town trip the law enforcement in the community with jurisdiction will be notified). Students will be allowed to complete school work providing it does not create an undue burden for the classroom teacher (ex. classroom lab activity - in this case an alternative assignment for the same amount of points may be issued.)

**LEVEL V**

1. Physically assaulting a staff member
2. Causing major physical harm to another student
3. Deliberate action that can endanger the life, health, of safety of another student.
4. Active involvement or association with a bomb threat.
5. Threatening students or staff with violence.
6. Second offense of Level IV

**PENALTY**

Long term suspension or School Board expulsion (Section 20-5-202 of the Montana Codes Annotated)

\*\*Administration has final discretion on the level and penalty of infractions for those offenses that are not listed.

**MISCELLANEOUS**

- 1 Any student that fails to show up for an assigned detention - the detention will double (only exception will be PRIOR parental contact)
2. Administration has the flexibility to substitute three noon detentions for each hour of after school detention
3. Any offenses which are at the third level or higher:
  - a. Next offense will move the student to the next level.

- b. Student has the opportunity to move backwards on the scale if the student has no discipline infractions for a period of 60 days
  - c. Administration has flexibility in dealing with a Level I offense for any student above Level II
  - d. Detentions must be served the day the student is notified or the following day unless arrangements have been made with the principal.
4. Noon Detention – Student must report to the office 5 minutes after the bell has rung. During detention, student must stay seated, work on homework, and there is to be no talking.