

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, Mr. Terry Powell, Mr. Ted Amsden, Mr. Randy Ward, Mrs. Cindy Goodwin, Mr. Brian Dice, Mr. Robert Janssen and Mrs. Renee Higgins

ADMINISTRATION

Mr. Dick Cameron - Superintendent, Mr. Jim Hansen - High School Principal.

SECRETARIAL

Darlene Wash - Clerk, Dar Thompson - High School Secretary

BROADUS 7-12 FACULTY

Barnhart, Connie	Art
Barnhart, Jess	Soc. Studies/History
Coulter, Jerry	Driver's Ed
Clark, Susan	Band/Choir
Denson, Lynell	Family Con. Science
Dickinson, Richard	Mathematics
Guderian, Ellen	Guidance Counselor
Hayes, Pat	Physical Education
Huckins, Dora	Special Education
Isaacs, Jacy	English
Matt, Jolly	Science
Lemke, Charlanne	Business
Mainwaring, Meri	Business/Library
Perleberg, Art	Mathematics
Pool, Cara	English/Soc. Studies
Pool, Ryan	Social Studies
Ray, Steven	Industrial Arts
Smith, Wanda	Science
Williams, Marshall	Vo-Ag/Shop

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 (including Algebra I, Geometry, and Algebra II if attendance in a Montana institute of Higher Education is anticipated)
- 3 years of Social Studies (including World History, American History, and Principles of Democracy)
- 2 years of Lab Science (including at least one year from Earth Science, Biology, Physics, or Chemistry)
- 1 year of fine arts
- 1 year of vocational/practical arts
- 1 year of Health/Physical Education
- 1 year of Computer Science (effective the 1999-2000 school year)

MONTANA UNIVERSITY SYSTEM REQUIREMENTS

The Montana University System required students applying for admission to any college-with the exception of the Colleges of Technology-to meet the following requirements.

1) A score of at least 22 on the enhanced American Collect Test (ACT) or 1030 on the Scholastic Aptitude Test (SAT) for: Montana State University-Bozeman, MSU-Billings, Montana Tech of The U of M, and the University of Montana-Missoula. For those wanting to attend MSU-Northern or Western Montana College of The U of M, the scores required are a 20 ACT or 960 SAT.

OR

2) 2.50 Grade Point Average (GPA)

OR

3) Rank in the upper half of your high school graduating class

In addition, first-time students must earn a minimum ACT Math score of 16 (SAT score of 390) or a score of 3 or higher on the AP Calculus AB or B exam.

Students who meet the above admission requirements must also have completed the following preparatory coursed in high school.

4 years of English

3 years of Math, including Algebra I,
Geometry, and Algebra II, or sequential equivalent.
3 years of social Studies
3 years of laboratory science (Earth Science,
Biology, Chemistry, or Physics)
2 years from the following: Foreign Language,
Computer Science, Visual or Performing Arts, or
approved Vocational Educational Units.

*Note that these are Montana University requirements. Many out-of-state schools may require a foreign language course for entrance. 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 5 academic classes: Math, English, Reading, Science, Social Studies, as well as P.E. for one semester.

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

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 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

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

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, Teachers Aid, Cross-Age Tutor, and Office Aids.

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.

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.

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

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.

If you are absent from school you are to follow these procedures:

1. When you come back to school, present a written statement signed by your parent or guardian indicating when and why you were absent. This is to be done prior to the beginning of the school day.
2. Present the admit slip to the teacher of each class you missed.
3. 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.

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 doctors 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. 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 can not 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.

WITHDRAWAL 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.

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. Any student who believes he or she has been the subject of 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. Powder River High School will handle harassment concerns as described in school policy GBCB-1.

HAZING

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

TITLE IX

No person in Broadus Public School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. The Title IX coordinator is Mr. Jim Hansen.

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. Headgear shall not be transported with the student to class. He/she shall put headgear in their locker. 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.).

- Cutoffs, halter-tops, and tank tops will not be permitted. Bare midriffs will not be allowed and shirtfronts will be reasonably buttoned.

- 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:

Acceptable Shorts

1. While standing, the length must be at least to the middle of the thigh
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

* All short skirts will follow these given restrictions for length.

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

If students do not adhere to the shorts policy as adopted, then the privilege will be revoked as agreed with the Student Council.

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. Academically ineligible students will be allowed to participate in class related activities that take place in or away from school.

Student eligibility will be checked at the end of each quarter. A student will be declared ineligible on the third school day of the following quarter. The student would then be ineligible for the remainder of the quarter. A failing grade at the end of the fourth quarter in the spring would make a student ineligible for participation during the first quarter in the fall.

Students who regain eligibility will become eligible on the third school day of the new quarter. 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 use 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 may be referred to the local law enforcement.

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.

CHEERLEADERS

Cheerleaders for boys and girls basketball will be elected in a manner approved by the cheerleader advisor and school administration. The selection process may vary from year to year.

Cheerleaders will be responsible for their own uniforms.

When the cheerleaders ride on the team bus, they are to sit by themselves at the front of the bus. They are to conduct themselves properly and are to be extended the same courtesy as any team member.

The cheerleading team will consist of five (5) cheerleaders. Cheerleaders will only perform at home girls and boys basketball games. Cheerleaders will also be allowed to cheer during Homecoming week and will be expected to cheer at both the home football game as well as any scheduled volleyball games. Cheerleaders will also be allowed to perform at the boys and girls district basketball tournaments. In the event there is a conflict in the post-season they will perform at the higher seeded tournament (ex. would perform at the state tournament rather than the divisional).

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 with the following guidelines:

1. Hall and float decorating can begin on Monday
2. Students will be allowed to decorate halls during Study Halls only

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.***

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.

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.

VEHICLES

Students who are licensed to drive may drive to school. Students are to park in the school parking lot or legally in 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. Students may not drive their vehicles to the Elementary School for lunch or to be a teacher's aid.

Students may drive at noon as long as they drive in a legal, prudent, and safe manner. Students may drive at other times if they have parent/administrative approval and sign out at the office. If a student is observed driving in a reckless, dangerous, or illegal manner, as perceived by the teacher, administrator, or other competent person, the Principal may prohibit them from driving at noon hour.

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 the locker 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).

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.

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.

RADIOS, TAPE RECORDERS, WALKMANS, Cell Phones

No Walkmans, radios, or tape recorders (ghetto blasters) will be allowed in the classrooms, nor will they be allowed to be played in the school building during the regular school workday.

Students will not be allowed to possess or use cell phones during class. Phones shall be stored in a student's locker or vehicle.

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 note from a parent must be presented to the office (other requirements outlined in School Board Policy must also be complied with).

All medication shall be locked securely in the high school office, or locked in the student's locker.

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 POLICY

The Board of Education considers a computer network to be a valuable tool for education and encourages the use of computers and computer-related technology in district classrooms. The district now has the ability to enhance students' education through the use of computers on the Local Area Network and the Internet.

Students and all district users of this technology have the responsibility to use this educational opportunity properly in accordance with the rules of the district. All users must comply with the following:

- 1) All uses of the network and the Internet must be in support of education and consistent with the purposes of Powder River County District High School and Broadus Elementary School.

- 2) Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is absolutely prohibited.
- 3) Any violations of the use of the network and the Internet should be reported to the teacher in charge.
- 4) The teacher in charge must approve the use of personal disks on the network computers.
- 5) Personal information about oneself should not be shared over the Internet.
- 6) Use of the network to access or process inappropriate materials or to download files dangerous to the integrity of the network is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state or local law or regulation is prohibited.
- 7) Network users identifying a security problem on the district system must notify the teacher in charge. Do not demonstrate the problem to anyone.
- 8) Network users may download materials for their own use. Copyrighted materials must be used in accordance with district policy and applicable law.
- 9) Vandalism will result in cancellation of system use privileges. Vandalism is defined as a malicious attempt to harm or to destroy district equipment or materials, that of another user or of the district system of the Internet system.

EQUAL EDUCATION POLICY

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to the PRC DHS Title IX/Section 504 Coordinator, Broadus High School, Broadus, Montana, Phone (406) 436-2658. (Optional - to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, Montana, 59260, (406) 444-2884, or Director, Office of Civil Rights,

Federal Office Building, Denver, Colorado, 80294, (303) 844-5695.

Procedural rights and guidelines for students wishing to follow the process for pursuing their rights are on file in the office of the Powder River County District High School Title IX/Section 504 Coordinator, who is located in the High School.

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 the following terms are defined: "School building" shall be defined as all building owned or leased by the school district that are used for instruction or student activities; "weapon" shall be defined as, including by not limited to. Any type of firearm a knife with a blade four (4) inches or more in length, a sword, a straight razor, a throwing star, nunchucks, firecrackers, or brass or metal knuckles.

The School Board may grant persons or entities advanced permission to possess, carry, or store a weapon in a school building. A student who uses, possesses, controls, or transfers a firearm, or any object that can be reasonably be considered, or looks like 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 school will notify the local law enforcement. For further information please see board policy JGE.

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 themselves 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 their disciplinary slate clean" should they so choose.

The following applies to all school functions and any infraction that occurs on school grounds, or that affects any school employee 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

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
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 (second alcohol offense during high school career or any first offense of a controlled substance).

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. Second offense of Level IV

PENALTY

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

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.

NOON DETENTION

-Must report to office 5 min. after the bell has rung

RULES: No talking, stay seated, must work on homework. Students will serve detention on the day following the date assigned.

POWDER RIVER COUNTY DISTRICT HIGH SCHOOL
STUDENT HANDBOOK
SIGN-OFF FORM
2005-06

I acknowledge that I have read the Powder River County District High School student handbook and I am aware of the rules and procedures therein.

Student Signature _____

Date _____

Parent Signature _____

Date _____

Please sign this form and return to the High School office as soon as possible.

THANK YOU!