

## **WELCOME**

Our school welcomes you. You are now attending a school with rich traditions and high expectations. Always have the PRIDE and DETERMINATION to do the things to make you a success, which includes seeing your education now as an essential to your future. The policies and procedures contained in this document are the result of a concerted effort on the part of the students, faculty and administration to provide every student with a safe and challenging learning environment.

## **OBJECTIVES AND PHILOSOPHY OF ABSAROKEE JR HIGH/HIGH SCHOOL**

The educational philosophy of the faculty of the Absarokee School stresses a concern for and a commitment to the well rounded personal development of all students. We, as educators, believe it is the role of the school to provide an environment that will stimulate students to acquire not only knowledge and skills but also those attitudes, understandings, appreciations, and values essential for their responsible participation in a democratic society. The function of the school is to identify the capability of each student and to prepare him/her not only to live in, but to contribute to his/her community and to develop his/her ability to meet and to react creatively and constructively to change. We believe that this philosophy can best be implemented through the acceptance and application of the following objectives:

- 1) To provide a comprehensive program of instruction which stresses basic skills, individual achievement, intellectual curiosity, and positive attitudes toward learning.
- 2) To assist and cooperate with the home and community in the development of sound emotional and social values through creatively planned curricula.
- 3) To provide each student with the opportunity to recognize his/her potential for and interest in specific areas of work and to develop skills that will give him/her a sound economic future.
- 4) To encourage the development of a cooperative attitude toward living and working with others through an appreciation for and understanding of other cultures and other people.
- 5) To encourage all students to develop a workable plan for their well-being and an understanding of economic principles, personal responsibility and pride that creates self-worth.
- 6) To encourage each student to acquire and develop appreciations of the cultural heritage and resources of the

world today and to use these interests to enrich his/her future life.

- 7) To make a sincere attempt to understand each student's background in order to facilitate his/her learning and anticipate problems that might confront him/her.

#### **VISITORS TO SCHOOL**

Any person coming into Absarokee Jr. High/High School must check into the office and get a visitor pass before going down hallways and/or entering classrooms for any reason. Pupils who are enrolled in other schools may not visit classrooms or attend assemblies, parties, or excursions without **prior** permission from the principal.

#### **IMMUNIZATION REQUIREMENTS**

State law requires that all children, at the time they enter school, be immunized against communicable diseases: 4-DTP (Diphtheria-Tetanus- Pertussis) of which 1 must be given after 4 years of age). Prior to entering the 7<sup>th</sup> grade a pupil must receive a dose of TD vaccine and have met the following criteria: (1) At least a 5 year interval must have passed since the pupil's previous doses of DTP/DtaP, DT or Td. (2) After the age of 11 years or (3) If dose number 3 of Td is given at 7 years of age or older a booster dose 5 years later is not required. A Td booster should be done every 10 years, thereafter. 3 Polio of which one dose must have been given after age 4; 2 MMR (Measles-Mumps-Rubella), of which one dose must be given on or after the first birthday, and the 2<sup>nd</sup> dose prior to kindergarten entry. Students entering the 7<sup>th</sup> grade who are 11 or older will need to show proof that they have received a booster dose of Tetanus/Diphtheria (Td) vaccine within the past five years. Proof of immunizations **MUST** be provided upon initial entry, or enrollment will be denied.

#### **MILITARY RECRUITERS and FERPA**

Part of the recent No Child Left Behind (NCLB) legislation passed by Congress obligates public schools to give military recruiters the same access to secondary school students as they provide to post-secondary institutions or to prospective employers. In addition to equal access, public schools are also required to provide students' names, addresses, and telephone numbers to military recruiters, when requested. Parents can opt out of this disclosure by contacting the student's school office.

## GRADUATION REQUIREMENTS

<b>Absarokee High School Graduation Requirements</b>	<b>Montana University System Entrance Requirements</b>
4 units      English	4 units      English
3 units      Math	4 units      Math
3 units      Science	3 units      Science
3 units      Social Studies (including US History and Government and one other Social Studies credit)	3 units      Social Studies (including US History, Government, and Global Studies)
1 unit      Fine Arts (Music or Art)	2 units      Other (Chosen from foreign language, computer science, visual or performing arts, vocational education)
.5 unit each year    Physical Educ. (Frosh & Soph Only)	<b>Overall GPA of at least 2.5</b>
.5 unit each Vocational Arts/Word Processing (WP recommended Frosh Year; Required course for the graduating class of 2007 and thereafter)	<b>Ranking in top ½ of grad. class</b>
8 units      Electives	<b>ACT score of 22 or higher</b>
<b>TOTAL CREDITS – 24</b>	

- Seventh Semester Cumulative GPA shall be used for Valedictorian and Salutatorian calculation. In the case of two or more valedictorians, an application process through the Montana University System will be used to determine which valedictorian receives tuition waivers.
- The P.E. requirements may be waived only by presenting a doctor's affidavit stating a physical disability limiting participation, and approval from the administration.
- Students must have 23 ½ credits to participate in commencement exercises.
- With successful completion of 8<sup>th</sup> grade Algebra I, high school math credit will be given. Attendance policy will be adhered to for this high school course.

## **SCHOOL DAY**

### **Monday-Thursday**

Per. 1        8:20 – 9:14  
Per. 2        9:17 – 10:11  
Per. 3        10:14 – 11:08  
JH Lunch    11:08 – 11:43  
HS Per. 4    11:11 – 12:05  
JH Per. 4    11:46 – 12:40  
HS Lunch    12:05 – 12:40  
Per. 5        12:43 – 1:37  
Per. 6        1:40 – 2:34  
Per. 7        2:37 – 3:31

### **Friday**

Per. 1        8:20 – 9:02  
Per. 2        9:05 – 9:47  
Per. 3        9:50 – 10:32  
Per. 4        10:35 – 11:17  
JH Per. 5    11:20 – 12:00  
HS Per. 5    11:20 – 12:05  
JH Lunch    12:00 – 12:44  
HS Lunch    12:05 – 12:44  
Per. 6        12:47 – 1:37  
Per. 7        1:40 – 2:30

**Disclaimer: There are some activities and classes available to students at Absarokee High School that do have an inherent risk of injury greater than a normal classroom. These include Vo-Ag/Shop classes, Physical Ed, Driver's Ed and Athletics.**

### **EMERGENCY WEATHER CONDITIONS**

In the event that weather conditions create hazardous driving conditions, information pertaining to the closing of school will be broadcast over the following radio station beginning at about 6:00 a.m.  
99.3 – The Mountain

### **TELEPHONE USE**

Students may use the school telephone before or after school, or during their lunch breaks. Phone messages will be taken in the office and given to the student between classes. In an emergency, the student may come to the office to use the phone.

### **COMPUTER MISUSE**

There are consequences for computer misuse as per Appendix D attached to the computer usage agreement form both parents and students sign each year.

### **BULLYING/CYBERBULLYING**

There are consequences for bullying/cyber bullying/ harassment/ intimidation/hazing. See Board Policy #3226.

### **TEXTBOOKS**

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept covered, clean and handled carefully. Write your name & grade in the front cover in case they are misplaced. Charges will be assessed based on the Principal & Teacher's judgment for abuse, misuse, or lost books.

## **NATIONAL HONOR SOCIETY**

### Dismissal and Probation Procedures and Policy:

- Students who allow their cumulative GPA to fall below a 3.25 will be put on academic probation for one quarter or until their cumulative GPA is at least 3.25. Study hall check-out privileges and driving privileges are suspended.
- Students who violate school rules or civil laws will be put on probation until the end of the semester in which the violation occurred. Chapter privileges and activities are suspended during the probationary period. Study hall check-out privileges and driving privileges are suspended for the same time period.
- A student who is dismissed or who resigns may never again become an Honor Society member. Repeated and/or flagrant violations of civil laws or school rules shall result in dismissal.
- Students who fail to maintain the standards of scholarship, leadership, service and character may be placed on probation for a period of one semester. Study hall check-out privileges, as well as driving privileges, are suspended during this time.

## **GUIDANCE**

The purpose of the guidance services is to help each student in his/her educational, vocational and personal development. Conferences with students receive first consideration of the counselor's time and can be scheduled whenever necessary.

The counselor may assist the student:

1. Recommending materials/methods that a student may use to improve his/her study habits.
2. Plan his/her schedule from school curriculum.
3. Make realistic adjustments and choices as he/she plans for the future.
4. Discuss his/her problems and provide means of conflict resolution.

## **TESTING PROGRAMS**

PLAN	10th graders	Optional/Fee
PSAT	11th graders	Optional/Fee
ASVAB	11th graders	Required for all students
SAT	11th/12th graders	College bound/Fee
ACT	11th/12th graders	College bound/Fee

## **GRADING**

Grades are an evaluation of performance. They remain part of your permanent record. Institutions of higher learning, employers and

military services will have access to your high school records. AHS operates on the Schoolmaster grading program and the grade equivalents are as follows:

A = 4.000	C = 2.000
A- = 3.666	C- = 1.666
B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.666	D- = 0.666
C+ = 2.333	F = 0.000

Prior years ran on a 4.0, 3.0, 2.0, 1.0 grading scale.

**Comprehensive Finals may be given at the end of each semester.**

Below is the Standardized Grading System used by all teachers within their classroom at AHS:

A	93%	100%
A-	90%	92.9%
B+	88%	89.9%
B	82%	87.9%
B-	80%	81.9%
C+	78%	79.9%
C	72%	77.9%
C-	70%	71.9%
D+	68%	69.9%
D	62%	67.9%
D-	60%	61.9%
F	Below	60%

Mid-Term Grades - Students will be given their current grade at 4½ weeks into each grading period.

Incompletes - Students will be given two weeks to make up work or their grade will be an "F".

#### **CORRESPONDENCE AND INDEPENDENT STUDY**

Correspondence work is not intended as a substitute for course work regularly available in the high school. Correspondence courses should not be used to stake the credits for determining class ranking. Like any class, if the work is not turned in on time, the student will receive an "F". Correspondence courses must be approved by the Administration, Counselor and parent(s).

#### **REPETITION OF CLASSES FAILED**

Students who earned an "F" in a required class will be allowed to retake the class as space allows in the regular schedule. All retake classes must be taken for a full semester as a regular class and recorded as a retake.

### **DROP/ADD DAYS**

Students may add or drop a class only during the first (2) school days of any semester; after that it will be at the teacher's discretion during the first week of any semester.

### **SUMMER SCHOOL CREDIT**

Summer school classes that will replace classes that the student failed during the regular school year, must be from an accredited institution to be applied toward graduation, and must have prior approval of the principal.

### **STUDENT BEHAVIOR**

Absarokee High School believes that students develop their potential best in a safe environment where student's rights are protected. Students will not be allowed to disrupt the educational process or interfere with other students' rights to learn.

Examples of unacceptable conduct include but are not limited to: disruptive conduct, profanity, vulgarity, bullying, hazing, or harassing students. Such behavior will result in one or more consequences.

After a thorough investigation and due process, disciplinary action taken will be determined by principal based on circumstances of the violation and its severity. The consequence may be detention, in-school suspension (ISS), or out of school-suspension (OSS). In the most extreme case, the principal may recommend expulsion of the student (to the Superintendent and the Board of Trustees) particularly when an individual suffers mental or physical damage. Following a conference with the student, the parents will be called. The student will receive a written referral (to be taken home).

**DETENTION:** A student has been written up or referred to the principal for violation of school classroom rules. This violation is judged not to be severe in nature. May be served in the morning, at noon or after school at the discretion of the principal. Student takes home a detention slip to be signed by parent and returned to the principal.

**IN-SCHOOL SUSPENSION:** The student spends the day isolated from the remainder of the student body. He/she does work on schoolwork, and it will be turned in for credit the next day.

**OUT-OF-SCHOOL SUSPENSION:** The student stays home. No credit will be given for missed work; however, the student is **required** to complete work during suspension so that he/she does not fall behind in learning as a result of his/her violation of school rules. Any out-of-school suspension that causes a loss of credit will trigger an automatic due-process hearing before the School Board. **\*The student will also be prohibited from attending or participating in any curricular or co/extra-curricular activities during the suspension period.**

**CONTINUED VIOLATIONS** may result in the principal recommending expulsion to the governing Board.

**EXTREME CASES OF SEVERE VIOLATIONS** will result in immediate suspension from school. This is most likely to happen when the student poses an immediate danger to others or is totally uncontrollable with the means available to the school district.

**INFRACTIONS – CONSEQUENCES:** An infraction in any of these areas requires a parent/ guardian conference with the principal regarding the student behavior and a review of the student’s behavior in school. All recommendations from the principal to the Governing Board will follow due process to protect the student’s rights, giving full consideration to the safety of all students in the school.

Number of days for ISS or OSS depends on the severity of the infraction, as well as the student’s history of infractions. The maximum number of days of suspension will be ten days per infraction unless the student is being suspended pending a Board hearing for expulsion. In the latter case, the student will be suspended until the Board’s next regular meeting.

**The administration has the right to move to any level of consequences or assign a combination of consequences based on the severity of the offense and may affix consequences at their discretion for any infraction that may not be explicitly covered in this hand book.**

**Willful defiance of the authority of school personnel (insubordination)**

- A. Detention
- B. ISS
- C. OSS (for multiple offenses)

- D. Recommendation for expulsion for repeated offenses or when defiance creates a risk of harming another student or school personnel.

**Profanity or abuse directed toward a student or school employee**

- A. Warning
- B. Financial penalty or work penalty or detention
- C. Detention
- D. ISS
- E. OSS

**Public Display of Affection**

- A. Warning
- B. Financial penalty or work penalty or detention
- C. Detention
- D. ISS
- E. OSS

**Causing or attempting to cause damage to school or private property**

- A. ISS (student may bear the cost of repair or replacement)
- B. OSS

**Theft of school or private property**

- A. Restitution/ISS/notification of law enforcement
- B. OSS/ restitution/Notification of law enforcement

**Knowingly receiving stolen or private property**

- A. ISS
- B. OSS

**Possession of firearm, explosive or knife (blade longer than 4” or any size of switchblade)**

- A. OSS pending investigation of the incident and conference with the principal and parents
- B. Recommendation for expulsion (after investigation of offense and determining the level of the threat)

**Possession or use of a laser pointer or other dangerous object**

- A. ISS
- B. OSS
- C. Use of the dangerous object to do harm will result in recommendation for expulsion.

**Possession, use, selling, furnishing, or being under the influence of any paraphernalia for or any controlled substance on school grounds or at any school sponsored activity regardless of location (Alcohol, drugs)**

- A. OSS for a minimum of three days and notification of law enforcement. Applies at all levels of infraction in this category
- B. OSS for second offense will be up to ten days
- C. Third offense will result in recommendation for expulsion (Possession of an amount of any controlled substance in a quantity that indicates supplying or selling to others will result in suspension pending Board hearing for expulsion).

**Possession or use of tobacco during the school day, on any school property or at any school sanctioned activity.**

- A. ISS
- B. OSS
- C. Intervention class, notification of law enforcement applies at all levels

**Causing harm or threatening to cause harm to another student or school personnel, including cyber bullying and or hazing. (School Policy 3226, and or 5015)**

- A. Conference, counseling, and/or conflict resolution procedures
- B. ISS, OSS
- C. Suspension pending Board hearing on a recommendation for expulsion

**Sexual, verbal, or written harassment of another student or school personnel, extortion or threats of extortion**

- A. Conference, counseling, and/or conflict resolution procedures
- B. ISS, OSS
- C. Suspension pending Board hearing on a recommendation for expulsion

**Skipping School, Truancy**

- A. Detention
- B. ISS
- C. OSS
- D. Loss of credit toward graduation for repeated offenses

**Fighting and or assault – students who are physically harming another student through blows, slaps, aggressive wrestling, or other physically threatening behavior**

- A. Conference with administrator, counseling, conflict resolution process
- B. ISS
- C. OSS
- D. Suspension pending Board hearing for possible expulsion (any injury to another student that requires medical attention requires suspension pending an expulsion hearing for the offending party)

**Cheating: this includes copying another student’s work, stealing another student’s work, stealing tests, plagiarism, sharing test questions between passing periods, using any electronic device to improve one’s performance**

- A. Teachers will be first responders, and this behavior may result in a failing grade on an assignment, referral to principal,
- B. Detention and loss of credit in the assignment
- C. Loss of one grade (i.e., from an A to a B)
- D. Repeated offenses may include all previous consequences and ISS/OSS

**Disruption of the school day – any action which causes the loss of instructional time generally across the school campus**

- A. OSS
- B. Any repeated offense will result in OSS pending an expulsion hearing at the next regular Board meeting.

**GUN FREE SCHOOLS**

In accordance with the provisions of the Gun Free Schools Act, 20 USC 3351, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the district superintendent or board of trustees upon recommendation from the district superintendent.

**DRUG, ALCOHOL, AND TOBACCO POLICY**

Any prescription drugs must be kept locked in a drawer in the main office until the student needs it. The student must bring a note from home authorizing the drug’s use. If you want your child to use any medications for headaches, or other minor ailments, (including Tylenol, Advil, or OTC drugs) please send the medication with your child’s name on it to the office, along with a note approving its use.

### **RIGHT TO SEARCH**

Students have no expectation of privacy on the campus. School administrators may search lockers, backpacks, desks, pockets or other storage, as well as vehicles parked on school grounds in middle and high schools. School administrators may use dogs trained to detect contraband on school grounds. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators will conduct a further search.

Possession and/or use of illegal drugs, intoxicants, tobacco or alcohol that occurs on school property or at any school-sponsored functions (by Absarokee students) will result in consequences such as:

- \* Notification of parents and a three day out of school suspension.
- \* Referral to the Stillwater County Minor in Possession Program or another approved appropriate program. Cost of the program to be paid by the student and/or parents or legal guardian.
- \* Notification of law enforcement.

### **HARASSMENT POLICY**

Harassment is defined as any unwelcome advances, continuing attacks, questions, demands, comments or contact that invades the peace and safety of another after a request for the behavior to stop. Harassment can be, but not limited to sexual, physical, verbal, visual or written in nature. It can be explicit or implied. Harassment is unwarranted, unacceptable and will be dealt with according to the established federal, state and district guidelines. *\*Complete guidelines are in the office.* Any person who believes he/she has been the victim of harassment by a student or an employee of the school district, or any individual with knowledge or belief of conduct, which may constitute sexual harassment/violence, is required to report the alleged acts immediately to the designated Title IX coordinator, guidance counselor, or an administrator.

Any student who continues to harass or bully students after a request to stop has been made faces in or out of school suspension with possible expulsion for continuing such behaviors.

### **TITLE IX, SECTION 504**

**TITLE IX COORDINATOR: Laura Bakich/Catherine Frazer**  
**SECTION 504 COORDINATOR: Jodi Ostrum**

Absarokee High School does not discriminate against students or staff because of race, religion, national origin, disability or sex. Students are encouraged to visit with the appropriate coordinators or administrator if there is a concern.

## **DRIVING**

Students driving cars or other motor vehicles to school will park them upon arriving at school, and these vehicles will not be moved or occupied until school is dismissed, school activity practice is through, or the student is excused by prior arrangements made through the office. There will be no driving of cars or other motor vehicles during the noon lunch hour. Students will be allowed to leave at noon with their parents only, once a note from the parent is given to the office. Seniors will be allowed to drive during their Study Hall(s) and lunch hour during the time designated by the Senior class advisor as "Senior Privileges Week". Seniors are not allowed to have underclassmen in their vehicle during this time. National Honor Society Students are allowed to drive during their Honor Study Hall(s) only after checking in with their Study Hall teacher and checking out at the office.

## **ABSAROCKE PUBLIC SCHOOLS TRANSPORTATION POLICY**

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the terms set up. No person is required to ride.

The following information for students and parents states the regulations governing riding. Non-compliance may be met by refusal to transport. It is expected that all concerned will read this policy and in case there are questions, ask for explanations in order that there be no misunderstanding.

1. Students will maintain classroom conduct while riding the bus.
2. Riders at the elementary and high school levels are required to board and leave the bus only at their own stop unless a written note is provided or parental permission is given.
3. Be on time and waiting for the bus at the approved bus stop.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.
5. Do not run toward the bus in an effort to be the first to board the bus.
6. Students will not get on or off, or move about within the bus while it is in motion. (remain seated at all times)
7. When crossing in front of the bus, always watch for the driver to give the "all clear" signal before crossing.
8. If a student rides the bus as a "guest" for the day, he/she must have a note signed by a parent in order to get on the bus. This includes: (a) a student who is a regular rider but wants to get off at a different stop or ride on a different route than usual and (b) a student who doesn't usually ride the bus but has reason to ride for one day (special circumstance).

### **BUS DISCIPLINE**

1. First time a problem with a rider occurs:
  - (a) Driver will talk to student.
  - (b) Transportation Director or Principal will be notified.
2. Second time a problem occurs:
  - (a) The Transportation Director or Principal may recommend suspension from the bus for a minimum of one week.
3. For severe problems or ongoing misbehavior that endangers the welfare and safety of others, a student will face suspension from the bus for the remainder of the year.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage school property or equipment will be required to pay for the damage done or replace the item. Any vandalism may result in an out of school suspension until arrangements have been made for necessary repairs and/or replacements to the satisfaction of school officials.

### **ATTENDANCE POLICY**

The academic standards of Absarokee High School and Junior High require that a student must attend each class at least 90% of the time to receive credit in that class. Delays or failure of school buses will not be counted against the student's tardy or absence record.

Three tardies in a specific class will be counted as an unexcused absence in that class. All tardies are accumulated quarterly and detention will be served on the designated day each week. Parents will have to make arrangements for getting their child to school to serve their detention. Students who are late or miss a detention will serve twice the time at their next detention. See below for number and time tardy will be served:

One tardy = 15 minute detention	(7:45 am)
Two tardies = 30 minute detention	(7:30 am)
Three tardies = 45 minute detention	(7:15 am)
Four tardies = 1 hour detention	(7:00 am)

Five or more tardies = ISS (In School Suspension)

Any tardy of more than 15 minutes will be counted as an unexcused absence by the teacher or secretary. Leaving a class before attending the first 15 minutes will also result in an absence unless properly excused by the teacher **AND** office. A student will be allowed nine (9) absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.

**Prearranged Absence Slip (Advanced Homework):** With a note from home, student must pick up a prearranged absence slip from the office at least 1 school day prior to the absence. The absence will be either excused, unexcused or exempt in accordance to the definitions below.

Only three types of absences will be recognized.

1. Excused Absence (**EA**): A note listing the date(s) of the absence(s) **MUST** be presented to the office within 2 school days of the student's return to school and an Admit Slip obtained. Failure to produce said note within 2 school days will result in an unexcused absence. Failure to return the Admit Slip to the office will result in an unexcused absence.
2. Unexcused Absence (**AB**): An absence in which a note was not produced within the 2 school days and/or an Admit Slip was not picked up **and** returned to the office in a timely manner. Truancy, out of school suspensions, or any other absence not approved by the student's parent or guardian is also an automatic unexcused absence. An unexcused Absence made up of three tardies in the same period within the same semester (AT) is also an unexcused absence.

Absences which will be counted in the above types (Excused or Unexcused) include, but are not limited to such areas as family trips, work days, vacations, visiting friends or relatives, in school suspension, watching tournaments when our school is not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, or shopping.

3. Exempt Absence (**EX**): The **ONLY** absence that will **NOT** be used in calculating the attendance record. Exempt absences are: a) Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exceptions will apply to students participating in sports events, cheerleading, music related events, vo-ag trips, academic field trips, and others deemed co-curricular; Admit Slips are not necessary for the return from these school-sponsored events. b) Bereavement in the immediate family (grandmother, grandfather, father, mother, legal guardian, sister, brother). Any extended bereavement may be reviewed by the principal; c) Subpoenas to appear in court, or court-ordered, out-of-district placements for special services; d) Medical or dental appointments, including date and time, **verified by doctor's note**. This note must be submitted to the office within two school days after the appointment; e) Illness or hospitalization verified by a doctor's

statement; f) **Seniors** are allowed two college visit days as exempt absences, with proper documentation from the college.

An Admit slip is to then be obtained from the office, signed by teachers in the designated classes, then turned back into the office in order for the absence to be changed to Exempt. Failure to do so results in an Unexcused Absence. This pertains to items 3 b, c, d, e and f. After going over the nine allowable absences, credit will be withheld, unless the principal determines that extraordinary extenuating circumstances exist. A student may appeal loss of credit to the Superintendent. If not satisfied with the decision of the Superintendent, the student may appeal to the Board of Trustees.

As part of **due process**:

1. Parents will receive **warning letters** from the office when a student has accumulated **five, six, seven, eight, and nine absences per Semester**.
2. Parents will receive a loss of credit letter when the student has accumulated **TEN ABSENCES PER SEMESTER**. (The letter will be sent certified mail.)
3. A student and/or his/her parents may **appeal the loss of credit to the administration within a one week time limit**.

In an appeal, the following will be examined:

- A. Compliance with the policy.
  - B. If there are three (3) unexcused absences (AB code - i.e. absences that have not been followed up with a note within 2 school days, AND the Admit having been turned into the office), the loss of credit stands.
  - C. If these absences are one of the following four reasons, the ten days may be extended: ***illness or medical appointment, bereavement, family crisis, "acts of God."*** (RCM 20-5-103).
  - D. The school reserves the right to request documentation to validate the reason.
4. Should a student lose credit in a class:
    - \*Loss of credit will be noted on records with a "T".
    - \*Student may appeal to the school Board as part of the administrative remedy, and then the county superintendent, each within thirty days.
    - \*The student will remain in the class he/she has lost credit in until the end of the Semester.

School activity related absences are designed to enrich student learning, provide opportunities for participation in curriculum related activities and assist students in reaching educational goals. During such activities, students represent Absarokee Middle/High School and will

act accordingly. Students will follow school rules and the directions of the teachers/chaperones.

It will be the responsibility of the student to make up all work missed due to field trips and/or co-curricular events. Arrangements for make-up work must be completed in accordance with school-wide make-up procedures. Teachers have full authority to remove any student from attending a school-sponsored activity if the teacher believes the student cannot afford to miss school academically.

### **MAKE-UP WORK**

**Must be done within two school days (for each day of non-school related absence). If a medical condition occurs that may require several absences, please notify the school ASAP so we can work with the situation before it becomes a problem.**

Coaches, Sponsors and Supervisors are responsible for submitting names of students who will be absent to the attendance secretary when associated with school activities.

### **TOURNAMENT ABSENCES**

Students attending tournaments must have notes to the office by the designated cutoff time, signed by a parent or legal guardian giving permission for that student to attend the tournament. The note must also indicate whether they are riding the pep bus, riding with someone (and who that someone is), or driving (and if driving, who they are taking with them). Notes must also indicate which day or days the student will be gone, and if staying overnight, who will be responsible for him/her. Students will not be marked absent from classes if excused following the above rules and they depart from school at the time of release by the Principal. If the student leaves before the predetermined time, they will be marked absent only for the periods prior to release by the Principal. If students do not turn in the note **prior** to the absence, the students absence will be counted.

### **DRESS CODE**

Students must dress in good taste, which means:

- NO ATTIRE THAT IS DISTRACTING.
- No tank tops, halter tops, torn or ragged clothing.
- No reference to beer, alcohol, tobacco, drugs, or sexual connotations.
- No hats in the building.
- Shorts and skirts must be **at least** fingertip length, have the original factory hem, and be in good taste and good repair (i.e. – no holes).
- Pants must be in good taste and good repair (i.e. – no holes in inappropriate places).
- Shorts must NOT be of the spandex or biker shorts type.

- All shirts must cover the mid-riff completely.

These rules apply to both boys and girls. If you are in question of whether your clothing is inappropriate, check with administration BEFORE wearing it.

#### **CORRIDOR/CLASSROOM COURTESY**

1. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.
2. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups or sitting with your legs stretched out in front of you. **Sitting in hallways is permitted when sitting with knees up or folded under you.**
3. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
4. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
5. Noon-hour--students are limited to the lobby and South hall.
6. Lockers are owned by the school district and may be searched at any time.
7. Contribute to the AHS Scholarship Fund by showing signs of affection including but not limited to kissing, or uttering verbal or non-verbal words/signs of profanity while in corridors or classrooms, or on school property. Offender has choice of paying \$5.00 fine for each offense, working fine off, or serving detention. (See tardy/detention policy under ATTENDANCE POLICY)
8. No headsets, cell phones, ipods, or other electronics, excluding calculators, are allowed in the corridors or classrooms.

#### **CELL PHONE USE POLICY**

Cell phone use during the school day is a distraction and disrupts our learning environment. The camera phones can be an invasion of one's privacy, and text messaging can lead to inappropriate activity in classrooms. Therefore, Absarokee Jr. High/High School has chosen to restrict student use of cell phones within the building during school hours, 8:15 a.m. – 3:31 p.m. If students should need to use the school phone, it is available before school, during lunch periods, or after school. In an emergency, the student may use the office phone. Under no circumstances are cell phones allowed in locker rooms or restrooms, at any time – NO EXCEPTIONS!

The following consequences will be enforced due to violation of the cell phone restriction:

- 1<sup>st</sup> Offense – Phone will be confiscated; Parent will be notified to pick up phone from school office.

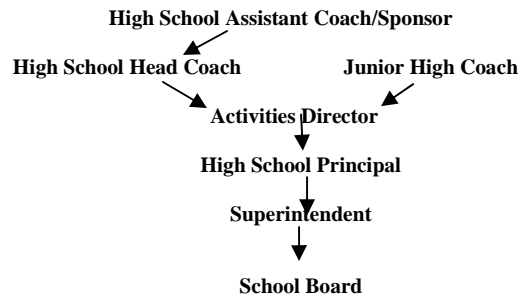
- 2<sup>nd</sup> Offense – Phone will be confiscated; Parent will be notified to pick up phone from school office; Student will receive one day in-school suspension.
- 3<sup>rd</sup> Offense – Phone will be confiscated; Parent will be notified to meet with Administration; Student will receive either in-school suspension or out-of-school suspension at Administrator’s discretion.

### **ATHLETICS**

The Huskies are known throughout the state for their achievements in high school athletics. Both the girls and boys teams have been perennial conference contenders, if not champions. Our athletic teams have become a source of pride in the school and in the community. All students are encouraged to become a part of the program.

### **INTERSCHOLASTIC MISSION STATEMENT**

The mission of the Absarokee Schools Interscholastic Program is to serve the school and students by providing leadership and support in activities, which will enhance the educational experience of all participants. The Absarokee Schools interscholastic programs promote participation, equal opportunity and sportsmanship. With regards to athletic activities, “Follow the chain of command” is in place to adhere to the recently passed Board Policy. Students, parents, school employees, and others are urged to abide by this policy if questions or concerns arise.



**Patron Complaint/Concern Report (Sample Form)**

Date: \_\_\_\_\_  
Person with grievance/concern: \_\_\_\_\_  
Staff/Employee : \_\_\_\_\_  
Position: \_\_\_\_\_

Complaint/Concern: (Please provide specifics and approximate time and date, attach sheets as needed)

Remedy Desired: (This section may be left blank if there are no known remedies at this time. The issue will still be discussed.)

Date/Time of meeting: \_\_\_\_\_  
Persons in Attendance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution/Outcome of Meeting:

If this particular issue is not resolved, it may be taken to the next level. This must be done within 10 school days from the above meeting date.

Satisfactorily Resolved: Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Staff/Employee (level) Signature      Date

Comments:

Satisfactorily Resolved: Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Patron Signature                              Date

Comments:

A copy of this completed form will be made for the Patron, Staff Person, and AD. The original will be filed with the Principal/Superintendent.

### **EXTRA-CURRICULAR & CO-CURRICULAR PHILOSOPHY**

The Absarokee School District philosophy of Absarokee Extra-Curricular/Co-Curricular activities is to provide, for all participants regardless of skill level, a positive environment which encourages participation, teamwork, and development of life long skills. Extra curricular/co-curricular activities will emphasize the value of hard work, sportsmanship, respect, self pride, discipline and positive attitude. This philosophy will be accomplished through the cooperative efforts of the participants, coach/sponsor, school and community. NOTE: All students will be held accountable for their academics before participating in any extra-curricular/co-curricular activity. Faculty/administration may keep a student from participating due to academic failures, uncompleted work, and/or inappropriate behavior. All decisions will go through the administration.

### **EXTRA-CURRICULAR & CO-CURRICULAR CODE OF CONDUCT**

Students who represent Absarokee School in any extra-curricular/co-curricular activity are expected to adhere to the "Do Right" rule. Students are to avoid drugs, alcohol, tobacco or any other illegal activity. All students traveling to/from school sponsored activities, while under Absarokee School District supervision, will travel by school bus or by way of the district owned car/van. Parents may request to remove their child from the school owned vehicle, with an approved written notice/excuse in advance. Any other variations must be approved by the Absarokee School Administration.

**Honesty Clause:** Any student that self reports a first violation of the student eligibility policy to a coach/sponsor or administrator on the first school day following the violation will receive one half of the penalty for the first violation. This report, in person or in writing, must be made to a coach/sponsor or administrator by the end of the student's first hour class. The suspension would be for ½ of Level I suspension. There is no honesty clause granted for second and third violation.

**Possession:** Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present (associated) at a function or gathering at which a prohibited substance is illegally used.

***Possession of alcohol, drugs and/or other intoxicants will result in immediate dismissal from any extra-curricular/co-curricular activity for the remainder of the season/activity.***

Known violations will result in the following minimum consequences. The severity of the offense determines the level as described:

**Level I** - Two week suspension from activities and/or the next scheduled activity, whichever is longer. Student will continue to practice with team or activity. (Offenses include, but not limited to – possession of tobacco products, attendance at event where alcohol was illegally served).

**Level II** - Six-week suspension from game/activities. Student will continue to practice with team or activity. (Offenses include but not limited to possession or consumption of alcoholic beverages, possession of drugs/drug paraphernalia, committing a Level I offense the second time. Students will be required to complete a treatment/assessment program and provide documentation at the expense of the student.

**Level III** – Suspension from all activities for a period of one semester. (Offenses include but not limited to possession of alcohol and/or drugs at school or school event, repeated Level I or Level II offenses). Students will be required to complete a treatment/assessment program and provide documentation at the expense of the student.

\*Any student who serves an Out of School Suspension will not participate in an activity for seven (7) calendar days from the 1<sup>st</sup> day of suspension.

\*Any student who has been declared truant by the administration will not compete in the next scheduled weekend of activity.

**NOTE:** The School Board extends the right for coaches/advisors to develop an extra-curricular code of conduct with expectations and consequences that go beyond those documented here. Full disclosure of expectations and consequences will be made to the participants and parents at the beginning of the season or activity.

All students participating in any extracurricular/co-curricular activities are required to adhere to the school drug and alcohol policy.

The above rules apply to the school year only. However, the length of the suspensions does carry over from one extra-curricular/co-curricular season to the next season that the student participates. These offenses are cumulative over four years. It is the goal of our extra-curricular/co-curricular programs to teach lasting lessons of life.

Work Ethic - Work hard, meet deadlines, and be punctual.

Cooperation - Get along with others.

Goal Orientation - Strive to win, place, achieve, or qualify.

Sportsmanship - The ability to win graciously and lose with dignity.

A) All teams will return home from District/Divisional

tournaments immediately upon completion of their competition unless the team is eliminated on Saturday. In this case the team may stay for the Saturday night session, but not overnight.

- B) Teams going to the State tournament will/may be allowed to stay until the tournament is over, but will not stay over Saturday night. (With the exception of unforeseen or emergency situations).
- C) Only those athletes/participants that qualify for post-season events will travel with the team. Bringing extra managers, or additional personnel is prohibited at divisional or state meets. Participants must qualify and be able to participate in order to travel with the team.
- D) The pep band will attend tournaments, but will not stay overnight without approval from the administration.

Students who violate travel rules concerning drugs, alcohol, tobacco, or theft will be disciplined severely. The following steps will be taken:

- 1) Parent will be contacted.
- 2) Students involved with possession of the items listed above will be turned over to local authorities.
- 3) It will be the parent's total responsibility to provide transportation back to Absarokee.
- 4) Disciplinary action taken on the part of the school according to the discipline policy explained in this handbook.

#### **EXTRA-CURRICULAR/CO-CURRICULAR SCHOLASTIC ELIGIBILITY RULES**

**PURPOSE:** The rules should encourage the student to achieve his or her maximum potential in the Absarokee Extra-curricular/Co-curricular Program. The school will create and enforce rules that are fair and uniformly applied. These rules must also encourage the student to work to the best of their abilities both academically and behaviorally. With this in mind, the rules cannot be overly punitive and must encourage the student to correct their behavior or grades and still be allowed to participate in the extra-curricular/co-curricular program. The rules cannot be so restrictive as to keep the team/organization in constant turmoil. Extra-curricular/co-curricular programs at Absarokee Schools are team events and these rules should not punish the team/organization for the behavior or grades of a single member of the team/organization.

Possession of alcohol, drugs and/or other intoxicants will result in immediate dismissal from any extra-curricular/co-curricular activity for the remainder of the season/activity. (See definition of "Possession" under Extra-Curricular & Co-Curricular Code of Conduct section).

**GRADES:** At mid-term or the end of any quarter, a student who does not have at least a 2.0 grade point average will be placed on probation until the mid-term or quarter grades are given. During the 4 ½ week probation period, the student will be allowed to participate but must make every effort to raise his/her grades.

If by the end of the probation period the student fails to raise his/her grade point average to at least a 2.0, he/she will not be allowed to participate in the games, but will be required to practice with the team until the next grade evaluation.

At mid-term or the end of any quarter, students failing with a letter grade of "F" in any core subject (i.e... Math, History, Science, English), will automatically be ineligible to participate in all extra-curricular/co-curricular activities during the next 4 ½ week grading period, regardless of the 2.0 system.

### **JUNIOR HIGH PROMOTION & RETENTION POLICY**

Junior High students must be passing core subjects to be promoted to the next grade level. Core subjects are: Math, English, Science, Social Studies. If a student is failing one core subject, the student will be promoted on a probationary status until first mid-quarter. At that time, a conference will be held with parents and the student to determine if the student will remain or go back to the previous grade or remain in the present class. If necessary there will be another evaluation and determination made at the end of the first quarter.

If a student is failing two or more core subjects, the student will not be promoted. In exercising this policy, the following things will be considered:

- 1) A referral for special education or other disability;
- 2) A medical evaluation;
- 3) Test scores on school district made criteria referenced tests (comp tests);
- 4) Other factors (each student will be assessed individually) – completion of a bonafide summer school.

### **ACADEMIC INSUBORDINATION**

**Approved by the School Board on 2/10/1997**

**(7<sup>th</sup> – 8<sup>th</sup> Grade Students)**

As a school, we see students in a classroom setting for 7 hours a day, 5 days a week. We have no knowledge of/or input into their daily life at home or in the community for the remaining 133 hours a week. We are not discussing those students who get here on time, get passing grades, and are involved in school activities or after school jobs or chores at home. We are concerned with the small percentage that continually receives F's, maybe a few D's and make no attempt to study, progress

or achieve! This behavior leads to open defiance of our entire education system and philosophy.

Individuals who are habitual tardies, absentees and non-achievers in class will be placed on Academic Warning. At this time, they may receive the “Extra Help”, which will be supervised, and tutoring will be available.

Individuals are required to attend all assigned detention sessions or they are considered in defiance of school policy and truant. Such conduct is subject to the State Codes governing these violations (MCA 20-5-201)

All of these things will be considered in a meeting with the parents. If there are no extenuating circumstances, the student will not progress to the next grade. After this decision is made, parents may appeal within 30 days to the school Board for final consideration.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. At the beginning of each school year, a FERPA notice is published in the school newsletter which is mailed to all households in the school district.

#### **FERPA/Disclosure**

From time to time, Absarokee schools may use bits and pieces of what is known as “Directory Information” regarding a student. Directory Information includes but is not limited to:

- |                            |   |
|----------------------------|---|
| 1) Name                    | 7) Participation in socially recognized activities and sports |
| 2) Address                 | 8) Height and weight of athletic members of teams             |
| 3) Telephone Listing       | 9) Dates of Attendance  |
| 4) Date and place of birth | 10) Degrees and Awards received                               |
| 5) Photograph              | 11) Previous school attended                                  |
| 6) Major field of Study    |   |

This information may be given for newspaper articles, yearbook information, sports programs, AHS website, etc. If you, as a parent, wish to “**opt out**” of allowing Absarokee schools to use your child’s information in **even one** of these instances, please notify the school in handwriting immediately at the main office at 327 S. Woodard Ave., Absarokee, MT 59001. Thank you.

### STUDENT EXPENSES

The expression "free public education" is pretty much just that, an expression. Below is a list of expenses that students encounter during their high school years. This list was prepared to show students and parents what to expect.

<b>Item</b>	<b>Cost</b>	<b>Optional</b>
Activity Ticket-Student	20.00 grades 1-12	Yes
Adult All Season Activity Pass	75.00 (\$45 savings when attending all home events)	Yes
Sr. Citizen All Season Pass	40.00 (home games only)	Yes
Announcements (Sr.)	90.00-280.00	Yes
Athletic Fee (participants) HS	25.00	No
Athletic Fee (participants) JH	20.00	No
Band Instr. Rent	50.00 Yr/Horn	No
	25.00 Yr/Percussion	No
Cap/Gown (Sr.)	25.00	No
Class Dues	rarely voted in	
Class Ring (Jr.)	200.00-300.00	Yes
Close-Up	*2,000.00 + spending	Yes
<b>*Depends on cost of airline travel</b>		
Driver's Ed (gas/insurance)	150.00	No
Lunch Ticket	\$40/20 meals	Yes
	Gr. 7-12 \$2.00/day	
	Adult \$2.50/day	
	(Must apply for free/reduced meals)	
Nat'l Conv.	280.00-400.00	Must qualify
Senior Key	20.00	Yes
Shoes	60.00-120.00/season	
State Conf. (FFA,BPA,FCCLA)	70.00-100.00	Yes
Tri Co. Honor Band Tour	0-200.00 + meals	Must audition
Yearbook	25.00/yr.	Yes