

STEVENSVILLE HIGH SCHOOL HANDBOOK 2017-18

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SCHOOL FIGHT SONG

It's Stevensville High School we're cheering for,
Sportsmanship always we'll have in store,
Yellow and Black go flashing by,
Our Boys/Girls are always there to fight,
Get in and fight, fight, fight, with all our might,
Always remember victory's in sight,
V-I-C-T-O-R-Y spells victory for Stevensville High.

S-T-E-V-I J-A-C-K-E-T-S

SHS Mission Statement
"Excellence in Education"

SHS Beliefs

SHS is committed to:

- Providing a 21st century education for all students
- Integrating 21st century technology into all curricula
- Developing professional mentoring relationships with students
- Designing curricula and authentic assessments that will provide all of our students with meaningful, relevant and challenging educational experiences
- Implementing effective and powerful instructional strategies that are congruent with curricular goals and assessment methods
- Collaborating with the entire learning community in maintaining a productive and dynamic school culture that honors excellence, inquiry, and integrity

MBI Mission Statement

Be Respectful

Be Responsible

Be a Graduate

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Advanced Placement Classes

Students enrolled in an advanced placement class must take the AP exam in May. Financial assistance for test fees is available for students who qualify. Students who are not enrolled in an AP class may opt to take the exam as well. Any student who drops an AP class at semester will forfeit his or her AP and honors designation on transcripts and the GPA will be adjusted accordingly.

Advisory Period

All students at Stevensville High School will have an advisory period each day. This is a four-year commitment to the education of each student. This initiative, backed by district policy #2410, aims to meet the needs of the whole child. The program culminates with the required senior project. Students will successfully complete the advisory class all four years in high school. Students who fail to meet this goal will be required to complete the essential strands of the program as directed by the administration. The advisory program will offer students the opportunity to complete the following objectives:

- View advisory period as a low-pressure, non-threatening time to learn skills for success and as a place where they can relax with an adult in school
- Develop a strong bond with and feel a sense of support from the advisory adult and peers
- Receive appropriate and thorough academic advising
- Demonstrate an awareness of school, community, and world affairs
- Become involved in student government through active participation in student council matters
- Demonstrate acceptable social behaviors and attitudes
- Learn what it takes to be successful in school and accept responsibility for the level of personal success
- Demonstrate cooperative teamwork skills
- Demonstrate an increased awareness of how choices regarding drugs and alcohol affect personal success
- Read for enjoyment
- Demonstrate the ability to write both short term and long term goals
- Be able to identify and use appropriate study skills
- Review and look at past or upcoming events
- Develop a comprehensive academic portfolio
- Prepare for student-led conferences in the spring

Alternative Programs

Credit toward graduation requirements may be granted by the principal for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses. Correspondence courses may only be provided by Stevensville District faculty. Credit for work experience may be offered when the work program is a part of the school curriculum and supervised by the school.

Animals In The School

Persons bringing living or non-living animals into the school must receive prior permission from the supervising teacher and the building administrator. Animals, including all vertebrates and invertebrates may be brought into the classroom for educational purposes only. However, they must be appropriately housed, humanely cared for, properly handled and have proof of current vaccinations.

Neither students nor visitors to the schools shall bring pets of any kind onto school property or to any school function unless invited to do so by a teacher in the interests of education or instruction. The only exception to this policy will be guide dogs, helper animals, police dogs and drug dogs properly trained for those functions.

Attendance Policy

Regular attendance is basic to meeting the educational needs of students. Optimal classroom instructional benefits are only possible when the student is in attendance. In order for a student to practice or participate in an extra-curricular activity, he/she must be in attendance at school for half of the day and have no unexcused absences. A half day is defined as half the student's scheduled classes; in case of an odd number, round to the higher number. The only exceptions are verified medical or dental appointments, family emergencies, or extenuating circumstances approved by the athletic director or the principal.

Absence Procedure

Students who miss 5 minutes or more of class are absent. A telephone call or a note from a parent or guardian is necessary to excuse any absence, and all absences must be excused within two (2) days unless extenuating circumstances exist at the discretion of administration.

Absenteeism

Students are allowed a maximum of 8 absences per class, per semester. Excused (EA) and unexcused absences (UA) are the only absences that count toward the 8 periods per class. Illness (IL) and various school sponsored absences do not count toward the 8. Students are also allowed 5 pre-planned (PA) absences that do not count toward the 8. **Parents must inform the office and the purple pre-planned absence form must be submitted prior to a pre-planned absence.**

Level 1 After the 4th absence in each class, a letter will be mailed home to inform parents of absences. After the 6th absence in each class, a letter will be sent home establishing

an official attendance contract between the parent, student, teacher, and administration.

- Level 2 After the 8th absence in any class period, credit will be denied and a letter will be sent to inform the parents and the student. The parents (or student if he or she is a legal adult) may appeal (in writing) the loss of credit to the attendance review board. The letter of appeal must state reasons for absenteeism and extenuating circumstances for consideration. All appeals must be submitted by the end of the current semester. The attendance review board will consist of the principal or vice-principal, school counselor, and teacher.
- Level 3 If credit is denied at Level 2, the parents and student have the right to appeal to the Stevensville School Board.

Checking in/out of School

Once a student is at school, he/she cannot leave without parental permission verified by the attendance secretary. If a student who is in attendance at school leaves without permission, this is defined as skipping school and will be considered truancy. If a student must leave during the school day, he/she must check out at the office and check back into the office upon return. Checking in is also required throughout the day, any time a student arrives after his or her first period. Any check-in or check-out violation will result in a noon detention.

Missed assignments

For illness or unexpected excused absences, students are afforded one day for each day missed in order to turn in assignments missed. For extra-curricular or pre-planned absences, assignments are due upon return.

Unexcused Absence

Unexcused absences are not acceptable at Stevensville Public Schools. An unexcused absence occurs when the student is absent without permission from the parent/guardian or administration. Any student who is self-enrolled must clear any absence with the administration. If a student is unexcused for any period, he/she is not entitled to make up work assigned during that period for credit, including participation points, tests or quizzes.

Bell Schedule

Regular Day

8:30	8:43	Advisory
8:48	9:37	1st
9:42	10:31	2nd
10:36	11:25	3rd
11:30	12:19	4th
12:19	12:54	Lunch
12:59	1:48	5th
1:53	2:42	6th
2:47	3:36	7th

Early Release

8:30	8:40	Advisory
8:45	9:26	1st
9:31	10:12	2nd
10:17	10:58	3rd
11:03	11:44	4th
11:49	12:30	5th
12:30	1:05	Lunch
1:10	1:51	6th
1:56	2:36	7th

Breakfast/Lunch Program

The breakfast/lunch program is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price:

Daily: students..... \$ 2.25

Daily: adults..... \$ 2.75

Students may also participate in a breakfast program. The cost for all students is \$1.25. Students who qualify may receive free or reduced breakfast and lunch costs. Applications are distributed at the beginning of the school year and are also available at the district office.

The district is now using a scan card for meals. Each student who purchases a lunch will be given a card that can be used their entire high school career. If you have more than one child attending the district only one (1) check is needed as all monies are entered to a family account. Each time a family member purchases a meal the cost is deducted from the account. If the card is lost there is a \$5.00 replacement fee. This includes the free and reduced programs.

CALENDAR

Quarter 1

Aug. 28	1 st Day of School *Early Out
Aug 31 – Sept. 4	Labor Day/Fair - No School
Sept. 13	Open House, 5:00 – 7:00 p.m.
Sept. 29	Mid-quarter
Oct. 19 - 20	MEA-MFT - No School
Nov. 3	End of 1st Quarter

Quarter 2

Nov. 6	First Day 2 nd Qtr.
Nov. 8	PTC 4:00 - 7:00 pm
Nov. 9	PTC 4:30 - 7:00 pm
Nov. 10	No School
Nov. 22-26	Thanksgiving - No School
Dec. 12	Mid-quarter
Dec. 22 – Jan. 1	Winter Break - No School
Jan. 2	Return to School
Jan. 15	MLK Day – No School
Jan. 19	End of 2 nd Quarter/Sem. 1

Quarter 3

Jan. 22	3 rd Qtr. Begins
Feb. 19	President's Day- No School
Feb. 23	Mid-quarter
Mar. 27	End of 3 rd Quarter

Quarter 4

Mar. 28	4 th Qtr. Begins
Mar. 28	PTC 4:00 – 7:00 p.m.
Mar. 29	PTC 4:30 – 7:30 p.m.
Mar. 30 – Apr. 3	Mini Break – No School
May 3	Mid-quarter
May 7	No School – Mini Break
May 28	Memorial Day - No School
June 2	Graduation – 1:00 pm
June 6	Last Day, End of 4 th Quarter - Noon Dismissal

*Early Student Release - Every Wednesday – 2:36

Care of Equipment

Students are responsible for the reasonable and proper care of equipment and locker room facilities. All gear checked out to a participant should be cleaned and returned at the end of the season. Any damaged or missing equipment will be the financial responsibility of the student that it was checked out to. All equipment must be turned into the coach prior to participating in the next activity.

Class Officers

A president, vice president, secretary-treasurer and up to four student council representatives from each class are elected during the first week of school by each class during class meetings. All extra-curricular academic eligibility rules apply to class officers.

Class Rank (grade point average)

Class rank is compiled from semester grades calculated to hundredths. No high school classes taken while students are in junior high will count on the high school GPA or class rank. Honors courses will still be calculated on a weighted scale for valedictorian and salutatorian.

Class Retake Procedure

When a class has been retaken, the higher grade received will be the official grade. The course with the lower grade may be left on the transcript but will not be figured into the student's grade point average.

Correspondence Courses

Correspondence courses must be approved by the administration prior to enrollment. To receive credit from an approved correspondence course, all course work, including the final, must be completed.

Failure

A student who fails a course will be afforded one opportunity to retake the course in the regular classroom setting. If the student fails a second time, the student will bear the responsibility to complete an alternative course approved by the administration. We would encourage students to apply to the MTDA for credit recovery.

Grade Improvement

A student who would like to retake a course to improve a grade is also afforded one opportunity to retake the course in the regular classroom setting. The original grade will not be replaced and will remain on the transcript. Students will not receive credit twice for the same course.

Graduation

Students should be aware that it is their responsibility to arrange course make-ups for previous failure to pass a course. Failure to take such responsibility to schedule an appropriate make-up course before the end of their senior year may/will result in a failure to graduate with one's class.

Closed Campus

Campus will be closed to all students during school hours with the exception of the lunch period for high school students or students with individually modified schedules. Any student leaving campus any other time without permission from the office will be considered truant and subject to disciplinary action. Students are not to go out to cars during the school day with the exception of before school, during lunch or after school.

College Preparatory Program (High School)

In order to enter the Montana University System students must have taken the following minimum college preparatory program while in high school:

- Eight semesters of English, Honors English, or AP English 9 – 12.
- Algebra I, Geometry, and Algebra II.
- World History/AP World History, United States History or AP US History, AP Government (year long,) Government (one semester,) and one social studies elective (one semester)
- Two credits of laboratory science; one of which must be Earth Science, Biology, Chemistry or Physics. Colleges may require three credits of science.
- Two credits selected from foreign language, visual and performing arts, computer science or vocational education. In-state colleges require or recommend two years of foreign language in order to be eligible for honors and presidential scholarships. General academic admission does not currently require a foreign language. Selective out-of-state colleges and universities require a minimum of two years of a single foreign language and recommend three to four years.

Complaint Process (Board Policy 3215 Summarized)

- Level 1 - Informal: direct communication with parties involved in conflict in attempt to resolve problem.
- Level 2 - Building Administrator: signed letter describing complaint in detail and complainant's proposed resolution (letter must be filed within 30 days of incident).
- Level 3 - Superintendent: If complainant is not satisfied with response of building administrator, appeal must be filed with the district superintendent within 30 days of Level 2 response.
- Level 4 – School board: If not satisfied with superintendent's decision, complainant may appeal to the school board. Letter must be filed within 30 days of superintendent's response.

Computer Use Guidelines

In order to use Stevensville school computers, students must adhere to the following guidelines of personal accountability:

- I will not attempt to bypass security software by using proxy servers or similar devices while using school computers.
- I will not attempt to use messenger or instant messaging programs while using school computers.

- I will limit my use of telecommunications in school to the educational objectives established by my teacher(s).
- I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type.
- I will follow the rules of network etiquette, which include the use of appropriate language and polite responses.
- I will not use abusive language, obscene remarks, including swearing and name-calling, hate mail or discriminatory remarks of any type.
- I will not divulge my home address, phone number, and personal information with another user for any purpose.
- I understand that information received online is private property, unless specified.
- I will not plagiarize information received in any form. Any copyrighted material must not be placed on Stevensville school district's computer system without the author's permission.
- I will not use another person's account, password, or try to access other people's files.
- I will not share my password with anyone else.
- I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of internet and/or online service privileges.
- I will not interfere with or disrupt network users, services, traffic, or equipment; (disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer viruses, and suing a network to make unauthorized entry to any other machine accessible via a network).
- I will print only to the local printer, and will not intentionally waste limited resources.
- I will not use telecommunications access provided by Stevensville School District for illegal purposes of any kind.
- I will not use telecommunications access to transmit threatening, obscene, or harassing materials.
- I will not play or interact in any computer games without administrative approval.
- I will not install software on school machines that has not been approved by the school technology director.
- M.C.A. 45-6-311 states: a person commits the offense of unlawful use of a computer if the person knowingly or purposely:
 - (a) obtains the use of any computer, computer system, or computer network without consent of the owner;
 - (b) alters or destroys or causes another to alter or destroy a computer program or computer software without consent of the owner; or
 - (c) obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the computer, computer system, computer network, or part thereof or from any other person.

Dance Guidelines

- Students will have one hour after the dance begins to arrive.
- Once a student leaves the dance, he/she may not return.
- The advisor sponsoring the dance will work in coordination with the administration to secure a police officer for all school sponsored dances. The school group responsible for sponsoring the dance will be responsible for paying the police department for contracted services.
- All students from other schools wanting to attend SHS dances as a guest must be approved through an application process. The application forms are to be obtained in the high school office and approval is subject to a background check by the administration.
- No guest will be allowed to attend SHS without approval of the administration. All guests must be enrolled in a public, private, or home school. Guests that are enrolled at a post-secondary institution will not be allowed to attend high school dances. Guest application forms must be turned into the high school office 2 days prior to the specific scheduled dance.
- The following guidelines for dancing at a school sponsored dance apply both on and off of the dance floor:
 - Dancing must be safe to self and bystanders
 - No PDA or sexually suggestive movements
 - Decisions regarding appropriate dancing are up to the discretion of the administration or chaperones. Students who fail to follow the guidelines for proper dancing will be denied entry or removed from the dance without refund. The administration will attempt to contact parents of students who have been removed from the dance for not following stated guidelines.

Detention

Detention will be held Monday-Friday during the lunch period. Students will be allowed a one-day notice before serving their detention. Students will not be allowed to talk, listen to music, play electronic games, or sleep. Failure to complete an assigned detention will result in further disciplinary action.

Disciplinary Consequences

- Time in office/conference with student/warning
- Loss of privileges (closed campus, etc.)
- Parent contact/parent conference/contract
- Work assignment
- Restitution
- Lunch detention
- In-School Suspension
- Out-of-School Suspension
- Referral to law enforcement
- Expulsion Recommendation

Discipline Policy

The board grants authority to a teacher or principal to hold a student accountable for improper conduct in school, on the way to or from school, during intermission or recess, or at any school function whether home or away. Disciplinary action may be taken against any student guilty of disobedience or misconduct, including but not limited to instances defined below:

Bullying

"Bullying" is harassment, intimidation, hazing, threatening, insulting, or any demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

(a) causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;

(b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or

(c) substantially and materially disrupts the orderly operation of a school. The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

Cheating/Plagiarism

Any form of academic dishonesty will not be tolerated at Stevensville High School. Minimum consequences for violations of this policy are (per class): 1st offense – No credit for test or assignment, 2nd offense – "F" for quarter, 3rd offense – "F" for semester.

Controlled Substances

Students may not possess or be under the influence of alcoholic beverage, drug paraphernalia, illegal drugs, controlled substances, tobacco, tobacco or nicotine related products.

Disruption

Students may not engage in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.

Forgery

Students may not falsify a signature or make any false entry or attempt to authorize any document used or intended to be used in connection with the operation of a school.

Insubordination

Students may not disobey directives from staff members or school officials or disobey rules and regulations governing student conduct.

Retaliation

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of board policy. False accusation shall also be

regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Tardiness

Students are expected to be in class on time. Individual teachers will set up classroom consequences for tardiness. Excessive tardiness will result in administrative consequences. All students must sign in at the office when they enter school after the school day has begun. Students who are tardy after lunch will receive automatic detention.

Theft

Students may not steal or attempt to steal school property or another person's property.

Vandalism

Students may not destroy or attempt to destroy property of the school or another person.

Weapons

Students may not use, possess, or transfer weapons or any object that could reasonably be considered or used as a weapon in violation of the "possession of weapons other than firearms" section in policy 3311.

Distribution of Printed Material

Any material not produced under the supervision of a faculty member of Stevensville High School will not be distributed on or in the school building or on the grounds unless approved by the principal.

Dress Code

Any form of dress or adornment that disrupts the normal learning environment will not be allowed. The following dress or adornment will not be permitted:

- Displaying of adult themes or innuendo
- Bare feet
- Bare midriffs or backless tops or dresses
- Visible undergarments
- Drug or alcohol related display
- Low cut or revealing tops, dresses, or shirts
- Shorts or skirts that are not at least "fingertip in length"
- "Muscle shirts" or tank tops (teacher discretion in P.E./Weight Training)

Driving on Campus

In order for students to drive personal vehicles onto campus, each vehicle must be registered with the high school office. Vehicles and drivers must meet all legal requirements. SHS reserves the right to revoke campus driving privileges or impose other disciplinary consequences if driving privileges are abused.

Early Graduation

In accordance with provisions of 20-9-313 MCA, the board hereby authorizes the high school principal to grant permission to students who have completed the minimum district requirements for graduation after completion of the seventh (7th) semester. Any student seeking early graduation must follow the following procedure:

- All applications must be submitted to the principal at least one (1) semester prior to the proposed graduation date. Applications must be in writing and countersigned by parents or legal guardians if the student is a minor.
- All applications must be accompanied by a recommendation from the high school principal.

If the principal denies the application, the student may appeal the decision to the board. The student may choose to have the appeal heard in a closed session of the board. The decision of the board shall be final.

Electronics

Students may not use electronic devices of any kind in any class (including library) without permission of the teacher. Teachers may require students to place all personal electronic devices in a designated location in the classroom upon entrance into the classroom. Unauthorized use of personal electronics is grounds for confiscation by a school official, including classroom teachers. Confiscated items will be returned at the end of the school day. Students with repeated offenses will have further disciplinary consequences.

Emergency Procedures Drills

Fire drills and lock down drills are held at regular intervals during the school year. For fire drills the students will leave the building quickly and quietly on the signal. Directions for leaving the building in case of fire are posted in each classroom. No one is to remain in the building during a fire drill. For a lock down drill, the students will follow the procedures as described by the teachers.

Expulsion

Only the Board of Trustees may expel a student from school, and only after the following due process procedures have been followed:

- The student and parent or legal guardian shall be provided written notice by registered or certified mail or hand-delivered of the board hearing to consider the recommendation for expulsion. The notice shall include the time and place of the hearing, information describing the process to be used to conduct the hearing, and notice of the board's intent to conduct the hearing in executive session unless the parent or legal guardian waives the student's right to privacy.
- Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the superintendent prior to the date of the

hearing as originally scheduled. The superintendent shall determine if the request shows good cause.

- At the hearing, the student may be represented by counsel, present witnesses and other evidence. Formal rules of evidence are not binding on the board.
- If a student has been expelled, he/she may not be on campus at any time or attend any school activity during the expulsion period, without express written permission from the principal. If violated, additional disciplinary action may be assessed.

Extra and Co-curricular Travel

Participants are obligated to ride to and from the contest on the team bus unless the parent writes a note that is verified by the athletic director or principal prior to the trip. The parent may also sign out the student at the activity by signing a student transportation form. Students must wear appropriate attire when traveling, as they are representing Stevensville Schools.

Extra-Curricular Eligibility

This policy applies to students participating in extra-curricular activities or club trips, i.e. ski club, pep club, etc. sponsored by Stevensville High School that are not co-curricular. The term “co-curricular” indicates that participation in the activity, club, or competition has a direct impact on a student’s academic grade in a specific course. This policy does not apply to singular events such as dances, homecoming spirit activities, fundraisers, etc.

Students must meet all MHSAA requirements in order to be eligible.

In addition, a grade check will be conducted every Wednesday based on the current quarter grades of each student. A student who has one “F” will be placed on probation and may participate until the next weekly grade check. If, at the time of the next weekly grade check, the student on probation has at least one “F” (in any class), the student will immediately become ineligible to participate in activities, club travel, competitions, etc. The student will remain ineligible for activities, club travel, competitions, etc. until he or she is passing all classes at the time of a weekly grade check.

A student who receives more than one “F” on a weekly grade check will immediately become ineligible for activities, club travel, competitions, etc. and will remain ineligible until he or she is passing all classes at the time of a weekly grade check.

While ineligible or on probation, students may practice at the discretion of the head coach or sponsor.

Students and/or parents have the right to appeal any decision regarding eligibility by following Board Policy 1700P.

In order for a student to practice or participate in an extra-curricular activity, he/she must be in attendance at school for half of the day and have no unexcused absences. A half day is defined

as half the student's scheduled classes; in case of an odd number, round to the higher number. The only exceptions are verified medical or dental appointments, family emergencies, and extenuating circumstances approved by the athletic director or the principal.

Family Night

Stevensville School District #2 will observe "family night" each Wednesday, beginning at 6:30 p.m. Scheduling school activities after this time will be avoided whenever possible.

Field Trips

Buses will be used whenever possible. Everyone who goes to a destination on the bus must also return on the bus unless excused in person or in writing by the parent. When students are on a school trip, all school regulations are in force. Students are responsible to get their homework from the teacher of the class/classes they will be missing before they leave.

Foreign Exchange Students

All students must have a completed application submitted to the high school principal.

Foreign exchange students will not earn a diploma from Stevensville High School but may receive a certificate of completion. They may participate in graduation ceremonies if they are listed as a senior at time of enrollment. Foreign exchange students do not have to complete SHS graduation requirements.

Fund-Raising Projects

All moneymaking projects must be submitted through student council, and approved by the principal. Organizations and individuals are not permitted to sell or operate any concessions without this approval.

Grading and Progress Reports

Report cards will be sent home every nine weeks. These reports will include information relative to the student's academic achievement, attendance, and current grades. Parent and teacher conferences will be held twice each year in addition to report cards.

Incompletes will only be given for extenuating circumstances, not because students have failed to complete the assignments. Incompletes must be completed within ten (10) school days after the end of the grading period. If the assignment is not completed, a zero will be given for each assignment and the grade for the class will be calculated.

Parents will receive grade reports in the mail at the end of each quarter.

Graduation (High School)

Participation in graduation ceremonies is a privilege extended to students. Students must wear the approved dress components as outlined by the administration to participate in the graduation ceremony; which include but are not limited to the following: school approved cap, and gown. Students may be denied the opportunity to participate in the ceremony by the administration. Students who have not completed all requirements for graduation cannot

participate in the graduation ceremony, and will not receive a diploma until all requirements are completed.

Seniors must earn at least 25 credits to graduate. For the 2018-19 school year, seniors must earn at least 26 credits. All students must complete a minimum of the following courses to graduate:

- Four years of English (8 semesters)
- One year of world history (sophomore year).
- One year of U.S. History (junior year).
- One semester of American Government (senior), with one semester social studies elective
- One semester of consumer education (junior year).
- Two years of science. Three years are recommended for students that want to go to a 4 year university.
- Three years of mathematics.
- Two semesters of physical education (one each freshman and sophomore year).
- One semester of computer applications
- One semester of health (sophomore).
- One year of fine arts.
- One year of vocational/practical arts.

Graduation requirements generally will not be waived. However, in rare and unique hardship circumstances, the principal may recommend and the school board approve minor deviations from the graduation requirements.

It is the responsibility of each student to be sure that his/her graduation requirements have been met and that any course failures have been made-up.

Guidance Department

The guidance department provides assistance to students in career planning, testing, personal counseling, schedule changes, and in the selection of schools for future training. Students must have a pass from one of the counselors in order to leave class to confer with him or her.

Honor Roll

A student must have a minimum grade point average of 3.00 to be placed on the honor roll. An "F" or "I" in any subject will disqualify a student from the honor roll

Honors/AP Courses (High School)

The following courses are more challenging than regular courses and factor into the 4-point GPA system as follows: a=5, b=4, c=3, d=2, f=0

AP Calculus AB	AP Calculus BC	AP U.S. History
AP English 12	AP Env. Science	AP Gov.
AP Language 11	H-Chemistry	AP Studio Art

AP World History	AP Biology	H-Physics
H-English 11	H-Algebra I	H-Spanish III, IV
H-Statistics	H-Pre-Calculus	

IDEA, Privacy & Title IX

Stevensville High School complies with all federal regulations and laws under the Individuals with Disabilities Act (IDEA), and Section 504 of the Rehabilitation Act. These statutes prevent discrimination based on any disability that prevents a student from receiving a free and appropriate public education and access to public facilities. For specific information, contact Brian Gum, principal, 777-5481, ext. 132.

Stevensville High School complies with all federal regulations and laws under the Family Education Right and Privacy Act (FERPA). This act prevents personally identifiable information about students or families from being released by school personnel unless an educational interest exists. For example, students may not have access to other student's grades. For specific information, contact Brian Gum, principal, 777-5481, ext. 132.

Stevensville High School complies with all federal regulations and laws under Title IX. This act prohibits discrimination based on gender and prohibits all acts of sexual harassment. For specific information, contact Brian Gum, principal, 777-5481, ext. 132.

Immunization

Varicella (chickenpox) - Students in kindergarten through 12th grade must have two doses of varicella vaccine or laboratory evidence of immunity/confirmation of disease, diagnosis or verification of varicella/herpes zoster disease in past by health care provider.

Tdap (tetanus, diphtheria, pertussis) - Students currently in grades 8-12 who have not yet received their Tdap will require a single dose. There has been a booster shot required before entering 7th grade for years but the requirement did not include the pertussis portion of the shot. Your child may have gotten a booster before 7th grade, but unless it included the pertussis portion of the shot students will need to receive an additional vaccination. It is responsibility of parent/guardians to provide the school with proof of the required vaccinations. In order for your child to attend school, all vaccinations must be up to date.

Infinite Campus/Parent Portal

Infinite Campus is the information system of the district. Contact the high school office for details on accessing information for your student.

Leaving School

Each student must report to the office secretary for approval to leave school for any reason. Final permission to leave will be granted contingent upon the nature of the request as well as parent/ guardian consent by note or phone call to the attendance secretary prior to leaving. Failure to check out properly will result in lunch detention.

Library/Media Center

The library media center is an integral classroom in the academic curriculum of Stevensville Schools. It is an open space that offers students the opportunity to complete research, build information skills, and read. The learning environment is one of an open atmosphere. Conversation and collaboration are encouraged at an appropriate volume. Students who repeatedly cause disturbances will be denied library privileges and will be sent back to their regular classroom. The librarian has the authority to suspend students from the library for disciplinary reasons.

The school is accountable for the safety and whereabouts of all students during school hours; therefore, students will be required to sign in when they come from other areas within the school. The below library rules are based on responsible actions of students as way to show regard for every person in the library as well as respect for the materials to ensure a good learning environment:

- Students will be respectful to the librarian, one another, and with use of library materials to include computers, printers, and games.
- A fine of \$0.10 per day/per item will be charged for overdue items. If a student has not finished reading the book, they may renew it one additional time.
- A pass is required when going to the library and students will sign in when they arrive.
- Students are not allowed to use the library facilities and equipment for personal entertainment. This means that students are not allowed to play video games on line, watch shows, or download music.
- Students may print items that are in relation to Stevensville High School academics. This includes documents for MTDA, Senior Projects, and school sponsored events. If a student is unsure if they should print, they should ask the librarian.
- We will have a maximum limit to the number of students in the library each period. There may be times when not all students coming to the library will be allowed to stay. Classes scheduled for library have first priority.

Lockers

Students will not be allowed to bring locks from home. Students will be assessed a fee of \$5.00 if the locks are not returned at the end of the year or upon withdrawal from school. When assigned a lock and locker, a student shall be responsible for its proper care. Locker inspections will be conducted when a student withdraws from school or at the end of the school year by the administration. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked. Under no circumstances are students to trade or share lockers without office approval.

Medications at School

The school nurse (or person designated by the school nurse) has the ability to administer common over-the-counter medications to students during school hours if parent has granted

permission on the student registration form. The nurse may also call a parent and get permission over the phone to give medication in the event a medication may be indicated.

If your child has a prescription medication that needs to be given at school, parents must contact the nurse directly to arrange this. All prescription medications must be sent to school in the original prescription bottle, and both parent and physician must sign an authorization form which gives the nurse permission to administer the medication. The nurse will contact the doctor for his or her signature if necessary. If an over-the-counter medication is needed for more than 3 days, we will need the aforementioned physician/parent authorization form completed.

We encourage your child to self-carry their inhalers and/or epi-pens if he/she knows how and when to use them. Please let the nurse know if your child is self-carrying an inhaler or epi-pen. There is emergency medication at the school to use in the event of severe allergic reactions (anaphylaxis) or in severe respiratory distress (asthma attack) if delayed treatment is not feasible due to the severity of the problem. In the event of anaphylaxis an epinephrine auto-injector will be used. In the event of severe respiratory distress, nebulized Albuterol will be used. These treatments have been prescribed by our school's medical advisor and are used by the Registered Nurse or staff that has been trained by the Registered Nurse in the use of medication. If it is necessary to use either of these medications, there will be simultaneous calls to 9-1-1, administration, and parent. If you have questions about medication use at school, or any other health issues, please call Connie Johnson, RN.

Montana Digital Academy

Stevensville High School works in partnership with the Montana Digital Academy to present classes that Stevensville High School does not offer, as well as for credit recovery. Interested students may see the guidance counselor for more information.

National Honor Society

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates must have accumulative scholastic average of at least 3.2. Candidates shall then be evaluated on the basis of service, leadership, and character.

NCAA Clearinghouse

Student-athletes that are interested in participating in athletics at the collegiate level must apply to the NCAA clearinghouse during their junior year of high school. SHS offers some classes that will not count toward entrance into a college or university. It is the students and parents responsibility to work with the administration and guidance department to ensure that proper courses are taken by students to ensure that the courses count toward the eligibility of the NCAA clearinghouse. For questions concerning the NCAA clearinghouse, or to view a list of approved courses, and those courses that have been denied please visit the following website:

https://web1.ncaa.org/eligibilitycenter/student/index_student.html

The Stevensville High School 6 digit code to gain access to the list of courses is: 270845

NCAA Eligibility

The NCAA does not recognize some of the courses taught at Stevensville High School as meeting the guidelines for academic admission to a collegiate athletic program. When selecting courses, those students that want to participate in athletic programs at the collegiate level should examine the list of approved classes. Please refer to the NCAA Clearinghouse section of the student handbook.

Open-Campus Lunch Privileges

Stevensville High School has open campus lunch for all students in grades 9-12. Students that abuse the lunch privilege off campus may have it revoked be required to remain on campus during the lunch time. The administration will work with parents in the event that a student's open campus lunch privilege is revoked for a period of time.

Physical Exams

According to the MHSAA a physical exam must be completed before the 1st day of practice and is valid for a period of one (1) school year. The athlete must bear the exam's cost and provide the school with a form verifying the results. No athlete will be allowed to tryout or practice until the completed physical exam form has been filed with the coach or athletic director.

Posters

All posters must be approved and initialed by the principal prior to hanging in the school.

Pranks

Class pranks or "takeovers" are a disruption to the educational process and are prohibited. Students proven to be involved in pranks will be given appropriate consequences.

Public Display of Affection (PDA)

Students are reminded that the school is a formal setting, much like a place of business. Public display of affection has no place in the high school. Respect for others is demonstrated by respecting each individual's personal space. Frequent and/or prolonged contact with other students may be intrusive to the individual, disruptive of the school environment or offensive to others. PDA will result in disciplinary action.

Schedule Changes

Most high school classes are scheduled at or near capacity. Schedule changes must be held at a minimum. To maintain proper schedule balance, requests for teacher change and/or change in time cannot and will not be honored. In the beginning of the school year the high school guidance/counseling center will only make those scheduling changes, which are mechanical errors such as:

- Schedule includes course which student has already completed.

- Student is scheduled for course where prerequisite(s) has not successfully been completed.
- A course that is required for graduation is omitted from schedule.

Students will be given ten (10) school days at the beginning of each semester during which courses can be added. No courses except the lab may be added after this time. Students who drop classes after twenty school days of a semester may receive a failing grade in that course for that semester, at the discretion of the teacher.

Searches of Students and Student Property

The following rules shall apply to any searches and the seizure of any property by school personnel:

- The superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
- If the authorized administrator has any reasonable cause to believe that any locker, car or other container of any kind on school premises contains any items or substances which constitute an imminent danger to the health and safety of any person or to the property of any person or the school district, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
- If the authorized administrator has any reasonable cause to believe that any student has any item or substance in his/her possession which constitutes an imminent danger to the property of any person or the school district, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
- Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness and the administrator shall make a written record of the time, date and results, and a copy shall be forwarded to the superintendent as soon as possible.
- No student shall hinder, obstruct or prevent any search authorized by this procedure.
- In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
- In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, he/she is authorized to report to and comply with the directions of any public law enforcement agency.

Sexual Harassment/Title IX:

Students must not engage in unwanted verbal or physical conduct of a sexual nature directed toward another student or a District employee. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be

treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation.

If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may appeal to the superintendent as outlined in BP 1700P.

Snow Day Closures

If school is delayed or cancelled students and parents need to tune into local radio and/or television so that they are informed of district decisions regarding school closures. The following is a suggested listing of local radio and television stations:

<u>Television</u>	<u>Radio</u>
1. KECI- Ch. 13	1. Z100 100.1FM
2. KPAX – Ch. 8	2. 102.5 FM
3. KTMF – Ch. 23	3. EAGLE 93.3 FM

Student Council

The student council is a group elected by the student body to promote cooperation and a closer relationship among students, faculty, and administration, and to give students a voice in school activities. All extra-curricular academic eligibility rules apply to student council officers.

Student Funds

All money is to be deposited with the associated student's assistant clerk who will issue a receipt. No expenditures shall be made unless authorized by a sponsor. The responsibility for payment of an unauthorized purchase will fall upon the purchaser.

Student Records

All students age 18 and over, and the parents of students under 18, have the right to see, correct, and control access to student records. Requests to review records should be directed to the principal. Stevensville High School, when sending transcripts to other schools or institutions, also includes results of students ACT and/or SAT tests. A specific listing of the rights is as follows:

- To know what records are kept.
- To inspect and review the record or material that pertains to them or their children.

- To receive a copy of records.
- To receive a response to a reasonable request for explanation and interpretation.
- To challenge a record claimed to be false or misleading, and to a fair hearing if, after review, no change is made (hearing policies will be explained upon request by the principal).
- To place a statement of rebuttal in the challenged record if no change is made.

Substitute Teachers and School Personnel

Substitute teachers and school personnel will be afforded the same degree of respect and cooperation as that expected of the students toward the regular teacher. Failure to do so will be dealt with in the same manner as if the action was directed toward the regular classroom teacher.

Suspension

Application of out-of-school suspensions will be at the discretion of the principal/vice principal. The principal/vice principal has the authority to impose suspension on students for failure to comply with school regulations. In the event the proposed punishment of a student includes denial of the right of school attendance, the following procedures will be used:

- Before out-of-school suspension, the student will be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges. The suspension date will be set at this time.
- A student will be suspended immediately if the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the parent will be notified immediately.
- Any suspension will be reported immediately to the student's parent or legal guardian. A written notice of suspension will state the reasons for the suspension.
- Students who receive an in school suspension (ISS) have the right to make up any work missed. Before the scheduled in school suspension is to begin students may be asked to go around to all of their classes to get work for the day.
- Students who receive an out of school suspension (OSS) from any class or from school entirely do not have the right to make up any work missed. The only exception will be in the case of long-term assignments such as quarter/semester projects, or exams.

Teachers Classroom Management Plans

Individual classroom rules will be developed by the classroom teacher and submitted for approval by the administration on an annual basis. Students will be held accountable for all school rules in addition to individual classroom teachers management plans. Student use of electronic devices will be left to each individual teacher to address within their classroom management plan, as there are academic benefits in certain instances for students to use such devices. Students are expected to abide by the three universal MBI behavior expectations: respect for self, respect for others, and responsibility for actions.

Training Rules for Extra-curricular Activities

Any alcohol, illegal drugs, or tobacco use, possession or sale is prohibited. In addition to any other applicable school consequences, an athlete or participant guilty of using or possessing any of the above substances will be reprimanded as follows:

First offense: the participant will still attend practices and home competitions but will not compete. The student must successfully complete a drug and alcohol awareness program at his or her own expense. Failure to comply with these stipulations will result in further suspension from activities.

If the parents or athlete voluntarily admits an infraction to an administrator or coach, the athlete will receive a fourteen (14) calendar day suspension from all activities from the day that the coach or administrator was apprised.

If the athlete is caught by a responsible authority or adult, the student will be suspended from all activities for thirty (30) calendar days from the day that the coach or administrator is apprised of the infraction.

Second offense: the participant will be terminated from participation in all activities for that school year.

These consequences will run consecutively or concurrently with other disciplinary actions taken by the district.

The coaching staff, advisors, and the district administration recognize that each situation is unique and reserves the right to judge each situation based on its own merits.

Transfer credit

Requests for transfer of credit and/or grade placement from any non-accredited, non-public school shall be subject to examination and approval before being accepted by the district. This shall be done by the school counselor and/or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and the school principal.

The credit evaluation committee will:

- document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in the district;
- document that the student followed a curriculum which is essentially similar to that in the course for which they are requesting credit;
- document that in the event of a credit request in a lab, industrial arts or music course, the equipment and facilities were sufficient to meet the required learning activities of the course;
- require that the student has satisfactorily passed, in all courses in which a final exam is normally given, a final exam which is prepared and administered by a staff member in the district.

The district will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will only be accepted when a like course is offered in the district. Additionally, courses offered by the district via the internet, taught by district teachers will be accepted for credit, GPA and class rank.

The district will follow Montana accreditation rules and standard, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. The high school principal has the authority for approving credit transfers, subject to review by the superintendent or the board.

For the purpose of calculation of class rank, only those courses taken in an accredited school will be used. Stevensville high school will honor only those credits granted through a state or regionally accredited institution. (i.e., state of Montana, northwest association of schools and colleges or their equivalent). Classes not required at previous schools but required at Stevensville High School may be waived if they are not a state requirement. Exception to these requirements may be made for transfer students or in special cases approved by the principal. Honors classes transferred from a prior school, which are not offered at Stevensville High School will be accepted as credits earned only and not calculated in the cumulative GPA as honors grade points.

All classes attempted at Stevensville High School and all acceptable transfer credits shall be recorded on the transcript. Transfer students must meet Stevensville High School graduation requirements for graduation. Students who are credit deficient due to different policies at their previous school will be required to have the state minimum of 20 credits.

Valedictorian and Salutatorian

Valedictorian and salutatorian will be determined for the current senior class at the conclusion of the 7th semester. Please refer to district policies and procedures for more specific information. If the weighted GPA between the top students in the senior class is less than .05 GPA points, then those students will be considered co-valedictorians or co-salutatorians.

Weapon-free Schools

Students may not bring guns, knives of any type or size, weapons, or dangerous materials of any kind onto campus or possess them on the way to or home from school. Such action will result in confiscation of item(s) and disciplinary action up to possible recommendation for expulsion. However, students may bring unloaded firearms onto school property for use in approved programs with prior administrative approval.

Website

The Stevensville High School website is: <http://stevensvilleschools.org>

Withdrawing from School

Parents wishing to withdraw students from school must notify the high school office. The student must obtain, complete and return a withdrawal form, his/her locker must be cleaned and inspected, and all fines must be paid. If a student withdraws prior to the last day of school, he/she must fill out a check-out sheet. To acquire a check-out sheet, each student must bring a

note from home prior to leaving for the school year. Additionally, students must complete all required work prior to the proposed last day as indicated by each classroom teacher. Parent signature is required.