

**POPLAR HIGH SCHOOL  
9-12  
STUDENT HANDBOOK  
2018-2019**

***MISSION STATEMENT***

**The mission of Poplar Schools is to educate all students in academics and the social skills necessary for success. Our staff in cooperation with families and community will teach a challenging and culturally enriched curriculum in a safe, creative environment.**

**“WHATEVER IT TAKES WE CAN, WE WILL”**

# Welcome To All Students and Parents!

The Poplar High School Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term the student's parent is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office.

In case of conflict between Board policies or any provisions of student handbooks, the provision of Board policy is to be followed.

Poplar School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

## POPLAR 9-12 SENIOR HIGH SCHOOL CONTACTS

**Frank Gourneau**  
9-12 Principal  
768-6831

**Terry Falcon**  
9-12 Assistant Principal  
768-6832

**Patti Jo Black**  
9-12 Assistant Principal  
SPED/504/Title IX  
768-6844

**Vonda Bighorn**  
School Secretary  
768-6830

**Doreen McGeshick**  
School Nurse  
768-6630

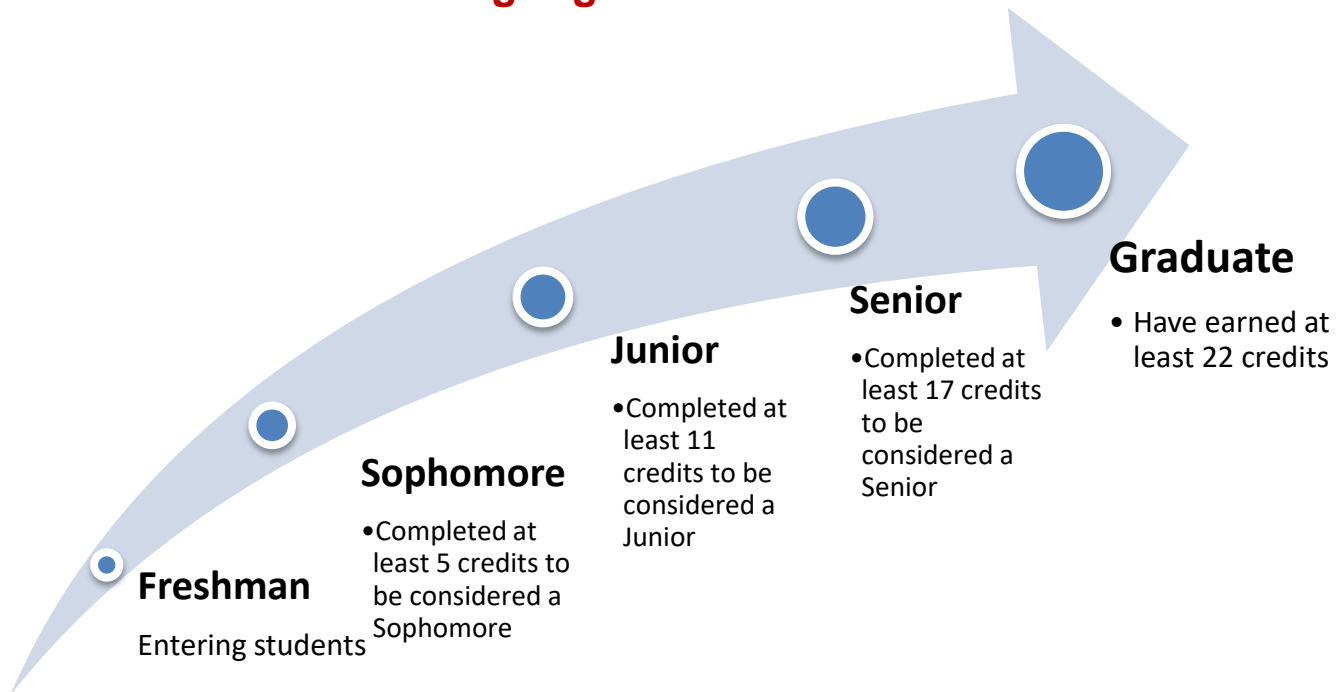
**Lucille Holen**  
Home School Coordinator  
768-6859

**Zane Wofford**  
9-12 Counselor  
768-6866

## Go Indians!!

# The Path through High School

For students entering High School as of 2016



- Students must have earned credits as approved by the Poplar School District and Montana Office of Public Instruction

## *Poplar 9-12 BELL SCHEDULE*

### **MONDAY-THURSDAY**

HOMEROOM/BREAKFAST 8:20-8:40

1<sup>ST</sup> PERIOD 8:44-9:34

2<sup>ND</sup> PERIOD 9:38-10:28

3<sup>RD</sup> PERIOD 10:32-11:22

4<sup>TH</sup> PERIOD 11:26-12:16

**LUNCH 12:20-12:50**

5<sup>TH</sup> PERIOD 12:55-1:45

6<sup>TH</sup> PERIOD 1:49-2:29

7<sup>TH</sup> PERIOD 2:43-3:33

### **FRIDAY**

HOMEROOM/BREAKFAST 8:20-8:40

1<sup>ST</sup> PERIOD 8:44-9:24

2<sup>ND</sup> PERIOD 9:28-10:08

3<sup>RD</sup> PERIOD 10:12-10:52

4<sup>TH</sup> PERIOD 10:56-11:36

5<sup>TH</sup> PERIOD 11:40-12:20

**LUNCH 12:20-1:00**

6<sup>TH</sup> PERIOD 1:04-1:44

7<sup>TH</sup> PERIOD 1:48-2:28

### **1:00 P.M. RELEASE**

HOMEROOM/BREAKFAST 8:20-8:40

1<sup>ST</sup> PERIOD 8:44-9:11

2<sup>ND</sup> PERIOD 9:15-9:42

3<sup>RD</sup> PERIOD 9:46-10:13

4<sup>TH</sup> PERIOD 10:17-10:44

5<sup>TH</sup> PERIOD 10:48-11:15

6<sup>TH</sup> PERIOD 11:19-11:46

7<sup>TH</sup> PERIOD 11:50-12:17

### **PHS FIGHT SONG**

“COLLEGE BOY”

We're the POPLAR INDIANS; we're mighty and we're strong

So if you are an INDIAN fan, stand up and sing our song

(drum roll)

Oh we will go go go for Poplar, keep your spirits high

Oh we will fight, fight, fight for Poplar, hear our battle cry

P.H.S.

When the game is over, just let this be told,

We will flag our victory over dear old maroon and gold.

P. H. S.

GO GO GO FOR P-O-P-L-A-R

P. H. S.

I-N-D-I-A-N-S

Indians, Go Indians, beat Warriors

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education - to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. *(Tribal law states students must remain in school until they are 18 years of age or receive a high school diploma or its equivalent).*
- School employees must investigate and report violations of the state & tribal compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.
- The school reports all absences to the Ft. Peck Tribal Truancy Court whether excused, school activities/functions, illness or unexcused.
- A student absent for any reason has one day, per days missed to make up specific assignments unless other arrangements are made with and by the assigned teacher. A student who does not make up assigned work within the time allotted by this policy will receive a grade of zero for the assignment.
- Students absent from school one or more periods preceding a school sponsored activity will not be allowed to participate in the activity without permission from an administrator.
- Class time is important, and appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- When a student is checked out early for a class period the student is marked absent for the entire class period. Parents are therefore encouraged to wait until the end of the school day to pick up their children.

*In collaboration with the Fort Peck Department of Law and Justice and the Poplar High School we will be working together in accordance with the following tribal law:*

### *Title 7 Section 462 Failure to send children to school*

*A person who, without justification or excuse, fails to send a child under his/her care to school, and the child is absent/truant 9 or more unexcused days and/or 63 or more unexcused parts of a day per semester, is guilty of failure to send children to school. For purposes of this Section, a child is any person under the age of 18 years who is or would be enrolled in kindergarten through 12th grades. Students must remain in school until they are 18 years of age or receive a high school diploma or its equivalent. Failure to send children to school is a Class A misdemeanor*

## **TARDINESS**

A student who is tardy to class by more than 10 minutes will be counted absent for the period.

## **TRUANCY AND UNEXCUSED ABSENCES**

Truancy equals skipping class or school, departing the principal's office without permission, or leaving the school grounds without the proper authorization. Truancies are considered unexcused absences. Class work, homework, and exams that are missed because of truancy may not be made up for credit. Repeat occurrences of truancy will be turned over to the tribal truancy officer and the tribal courts. If a student is absent from school due to truancy, or are unexcused absent, the student will receive zero's (0) for all work missed during the absence. On the third absence in any quarter, parents/guardians will receive a letter of notification, and a home visit will be conducted.

\*\*At the FIFTH ABSENCE FOR ANY REASON, school and the Tribal Truancy Court will be notified directly of the excessive absences.

## **EXCLUSIONS FROM SCHOOL PARTICIPATION, INSTRUCTION AND DETENTION**

**TARDY PROCEDURES**

The Poplar High School System believes that success in school is dependent upon punctual, regular attendance. We also believe tardiness has a direct correlation to poor student performance and is detrimental to the total learning environment.

***Definition***

**Definition of Being Tardy to School:** A student who is not on the school campus when the tardy bell rings.

Students are to go directly to the High School office when they are tardy to school. Tardy to school issues will not be handled in the classrooms.

**1<sup>st</sup> – 5<sup>th</sup> Tardy to School:**

Student is issued a tardy pass to class.

**6<sup>th</sup> Tardy to School:**

Student is issued a tardy pass to class and assigned two hours of ISS. All privileges to attend school activities are suspended until the ISS time is served.

**7<sup>th</sup> – 11<sup>th</sup> Tardy to School**

The local school procedures will include consequences below.

<b>Tardy-to-School</b>	<b>ISS</b>	<b>OSS</b>	<b>TO</b>
7 <sup>th</sup>	1 day (parent called)	0	0
8 <sup>th</sup>	2 days (parent called)	0	0
9 <sup>th</sup>	0	1 day (parent called)	Referral
10 <sup>th</sup>	0	1 day (parent called)	Referral
11 <sup>th</sup>	0	1 day (parent called)	Referral
12 <sup>th</sup> +	0	3+ days (parent called)	Referral

ISS – In School Suspension

OSS – Out-of-School Suspension

TO – Truancy Officer

***Definition***

**Definition of Being Tardy to Class:** A student who is not at his or her classroom and ready to work when the tardy bell rings.

All offenses will receive a write-up.

1<sup>st</sup> Offense – 1 class period ISS

2<sup>nd</sup> Offense – 1 class period ISS

3<sup>rd</sup> Offense – 2 class periods ISS

4<sup>th</sup> Offense – 1 day ISS

5<sup>th</sup> Offense – 1 day OSS

6<sup>th</sup>+ Offense – 1+ days OSS and referral to Truancy Officer

\*\*This is per quarter therefore they will reset after each designated quarter.

**Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

## **DETENTION**

In addition to teaching reading, writing and math, schools teach responsibility and appropriate behavior. Detention is a consequence that teachers or the principal may have to assign to students in case of disruptive behavior, excessive tardiness, etc. Teachers may have different periods of detention ranging from a few minutes to an hour. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

## **SUSPENSION**

Out-of-school suspension will require that the student remain off school property for the length of the suspension. Students who come back on school grounds during a suspension are subject to arrest for trespassing. The student may not attend or participate in any school functions during the suspension. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

## **IN-SCHOOL SUSPENSION**

Established as a disciplinary procedure, in-school suspension is designed to exclude a student from his/her regular scheduled class through the use of a supervised intervention program. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

In-school suspension allows school officials to maintain greater control over students whose disruptive behavior forces their temporary removal from regular classes. It is the school district's hope that careful consideration and judgement will be exercised by all students so as not to become involved in any situation which will result in in-school suspension. Students are expected to complete all the regular required classroom work while assigned to the ISS room.

In-school suspension will be used for, but not limited to, the following offenses:

1. Repeated offenses of inappropriate behavior
2. Fighting
3. Truancy as per attendance regulations
4. Failure to serve detentions
5. Any other violation of school rules deemed serious enough to warrant in-school suspension

### **Operational Procedures:**

1. Be in your seat and be quiet at all times. Remain in your seat at all times sitting up straight, keeping feet and chair on the floor, and facing forward.
2. You must be working on an assignment at all times. Once your assignments have been completed and if all work is finished, you need to read a book. You may not sleep under any circumstances.
3. Raise your hand to ask a question, get help with an assignment, or when an assignment has been completed. Talking, making noises, and/or communication with other students or teachers is strictly forbidden.
4. Instructions and/or directions from the ISS teacher will be followed at all times.
5. During lunch you will sit together and not get up to walk around the lunchroom unless the ISS teacher grants you permission. When you have finished your lunch clean up your area and discard any garbage.
6. If you are sent to the timeout room 3 times in one day this is grounds for possible Out of school suspension.

**STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES ARE SUBJECT TO OUT OF SCHOOL SUSPENSION.**

## **OUT OF SCHOOL SUSPENSION**

Out-of-school suspension shall mean exclusion from school for an offense for a period of not more than ten (10) days. A student who is on out-of-school suspension shall not participate in or attend any extra-curricular activity during the period of the suspension. The student may also be barred from being on any school site or district property for the assessed period of time. Students are expected to make up work missed during suspensions

## **EXPULSION**

Expelling a student shall mean that he/she is excluded from school for an offense for a period exceeding ten (10) school days. It is possible that a student may be permanently expelled from the school roster. Expulsion may be placed into effect only by the Board of Trustees.

### **FRIDAY/SATURDAY SCHOOL**

Students can be assigned detention on Friday or Saturday. Those dates are noted on the school calendar on the District web site. They begin promptly and may be up to 4 hours. Students are to arrive prepared with materials to work. Failure to do so will result in ejection and an increase in required time to be served.

### **DELEGATION OF AUTHORITY**

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

### **APPLICABILITY OF SCHOOL RULES AND DISCIPLINE**

To achieve the best possible learning environment for all our student's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes of an educational function
- **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **STUDENT DISCIPLINE**

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to and from school or during intermission or recess.

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

- Using, possessing, distributing, purchasing, or selling tobacco products, including e-cigarettes or other similar products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including to but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.



- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school..
- **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

These grounds stated above for disciplinary action apply whenever a student’s conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.
- **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

#### **DISCIPLINARY MEASURES**

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up-duty
- Loss of student privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

#### **CORPORAL PUNISHMENT**

1. Corporal punishment-namely, physically punishing a student for an offense – may not be administered by teachers and school officials in the District. Physical restraint, however, may be used by school staff members in accordance with the policies and guidelines established by the Board of School Trustees.
2. Under the in loco parentis doctrine teachers and school officials may administer reasonable and necessary physical restraint to eliminate disruption to the learning process and normal function and operation of the school and may administer reasonable and necessary force:
  - a. To quell a disturbance.
  - b. To obtain possession of weapons and/or other dangerous objects.
  - c. To provide adequate self-defense.
  - d. To protect persons or property.
3. Parental cooperation is critical in the support of reasonable behavior. To this end school authorities will make every effort to both notify parents and involve them in discipline concerns and problems.
4. If there are repeated disciplinary problems, it is recommended that the parents and the school authorities meet to confer on what additional action shall be taken. At the discretion of the administrator, a child who has been referred for disciplinary action may not be allowed to return to class until a parent/guardian has had a person interview with the administrator at the school that the child attends.
5. Teaching staff members and other employees having authority over students shall have the authority to take reasonable actions as may be necessary to control the disorderly conduct of the students in all situations and in all places where such

students are within the jurisdiction of Poplar School District in accordance with state law, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

### **DRUG, TOBACCO AND ALCOHOL**

Recognizing the debilitating effect that the abuse of controlled substances can have on human performance, the Board has prohibited the use, possession, or distribution of any illegal drug or controlled substances by any person under its jurisdiction.

Vehicles may be searched if there is reasonable suspicion that the vehicle contains contraband. No search warrant is necessary. Law enforcement may impound the vehicle if it is found to have a controlled substance including alcohol.

### **USE AND/OR POSSESSION OF ALCOHOL/DRUGS/INHALANTS OR POSSESSION OF DRUG PARAPHERNALIA, and USE OF TOBACCO**

The following rehabilitative steps/consequences will be applied as delineated. Failure to comply with any or all of items A, B, or C will result in a referral to the Board for expulsion. All offenses will warrant a counseling intervention. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

#### **FIRST OFFENSE:**

- A. Any student possessing or under the influence of drugs, alcohol, inhalants, or possession of drug paraphernalia, including but not limited to, pipes, bongs, roach clips, papers, will be given, effective immediately, a three day suspension. A student may appeal the suspension of being under the influence if he/she undergoes a profile 806 urine test within 24 hours and test negative in all areas. Negative urine tests will be at the expense of the School District. A disciplinary report will be sent home to the parent/guardian. Law enforcement will be notified to remove the student. The student will be assigned to counseling for drug and alcohol education. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

**SECOND OFFENSE:** The student will be given a three-day out-of-school suspension effective immediately. A discipline referral will be filled and a copy will be sent home to the parent/guardian and law enforcement will be notified to remove the student. The student may be referred to the School Board for expulsion from school. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

Poplar High School is designated as a "**Drug Free and Tobacco Free School Zone**". No one is permitted to use any type of tobacco product at any time while in the school building, in school vehicles (busses, cars, vans), or on the school grounds. Alcohol, drugs, drug paraphernalia and inhalants are not allowed at the school. Anyone possessing these items will immediately be sent to the office and referred to the building principal and/or School Resource Officer. Parents and the local law enforcement agency will be notified in writing.

### **FIGHTING**

Fighting is an extremely dangerous behavior and will not be permitted when students travel to or from school property or on the school premises at any time. "Any time" shall be defined as the time a student leaves home in the morning and shall continue until he/she arrives home at the end of the school day.

The School District's strong opposition to the practice of fighting is reflected in the following discipline policy. Any student determined to be the aggressor or equal participant in a fight shall receive a **MINIMUM OF THREE (3) DAYS SUSPENSION** (Self-defense is a natural right, but the victim at no time will have the right to become the aggressor). It is the intention of the school district to have an environment that is free of violence, and in light of that there will be zero tolerance. Acts of violence will be subject to intervention by law enforcement agencies, school staff and will be prosecuted. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **CHEATING**

Any student who gives or receives information during a test, examination, or assignment as prescribed by a teacher will be guilty of cheating. As punishment for this offense the student will receive no credit for the test or work. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **FALSE ALARMS**

The fire alarm in all schools are automatically connected to the police and fire stations. Any student found guilty of

pulling the fire alarm may be subject to a minimum \$500.00 fine and/or suspension. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **PROHIBITED ARTICLES**

From time to time, problems arise because some students bring articles to school which either create hazards to the safety of others or interfere in the normal operations of the school.

- Toy guns/water pistols/items that portray a gun
- Bean shooters
- Sling shots
- Knives
- Marbels
- Chains
- Bandanas/Gang-related paraphernalia
- Lighters/matches
- Radios/cell phones/games
- Wrist communicators/walkie-talkies/other electronic devices
- Laser pointers

Some of these items will fall under smoking paraphernalia and weapons. Skateboards, in-line skates, and other such items must be stored in student lockers. Hats will also be stored in the student lockers, and not be allowed to be carried or worn during school hours. All items on this list, but not limited to this list, may be confiscated by school staff.

Backpacks/purses are to be stored in lockers at all times. Whenever a school authority has 'reasonable suspicion' to believe that the student is in possession of illegal or unauthorized materials, the principal or other school official has the right to search a locker, school or personal property (coat, backpack, purse, etc.), independently or in the presence of the student, to assure that items contained are related to the school program. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **PUBLIC DISPLAY OF AFFECTION**

Friendships between young people are natural and expected during adolescence. However, public demonstrations of affection are certainly out of place in school corridors, classrooms, and assemblies as well as on the buses or in any other area within the confines of the School District. An inordinate show of affection is not permitted. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **TRESPASSING**

Anyone in school buildings without permission is considered to be trespassing. Anyone caught trespassing on school property will be prosecuted to the full extent of the law and/or suspension/expulsion. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **HALL CONDUCT/LOCKERS**

**Halls:** Walk - do not run inside the building; Avoid blocking the halls or doorways when you stop to talk with others; Use a conversational tone of voice; No horseplay. Students are not to be in the hallways without a hall pass. Teachers will give students passes for necessary reasons.

**Lockers:** Locker assignments are made for the year. Locker changes can only be made with permission from the principal. Lockers are considered school property. No decals, stickers or writing on or in your locker. Pictures can be taped inside the lockers. Magnetic mirrors, etc. can also be used. Please work to keep your locker area tidy. Guests often come to the school and it can be embarrassing when they trip over your coat and books. Your locker area shouldn't look like your bed room!

### **STUDENTS**

#### **Students of legal age:**

Every student eighteen (18) years of age or older will be deemed to be an adult and will have the legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and will submit to the authority of teachers and other staff members as required by policy tribal law and state law. Some students, by court order are placed under guardianship and have no authority to act in their own capacity.

#### **Admission to School:**

The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

#### **Absence/Lateness/Tuancy:**

Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result

in consequences according to policy 3122P and will be reported on the report card.

### **THEFTS AND ITS PREVENTION**

The district and the schools are not responsible for the loss, theft, or damage of any personal property belonging to the students, visitors, or employees left or stored on District premises. This also applies to personal vehicles. Anyone who steals will face suspension from school and possible legal action. Stealing is not only unlawful; it is also immature and irresponsible. It is imperative that students leave all valuable items at home.

### **DRESS CODE**

Clothing must be modest; low cut tops, see through outfits, tank tops, halter tops and midriff-revealing tops are not appropriate for school wear. Shoulders must be covered and tops must extend below the belt level; no bare skin is to be visible at the waist area. At a minimum, shorts, dresses and skirts must extend to the longest fingertip length; undergarments, including boxer shorts must not be visible. Clothing and jewelry must not include symbols and advertising controlled substances, include inappropriate words or pictures, or degrade any group. Prohibited are all items of clothing and accessories which imply knowing gang, sexual or alcohol/tobacco connotations. This includes apparel, the manner in which an item is worn, jewelry, pocket chains, wallet chains, accessories, notebooks or any manner of personal grooming, trademarks, etc. Caps, hats, and other head covering are not allowed in the school building. Vocational instructors may allow appropriate headwear in the shop areas only. Schools may require specific dress, including uniforms for PE classes. Safety issues in certain classes may dictate more stringent guidelines.

The administration shall retain the authority to grant exceptions for special occasions. This decision is done in consultation with the staff and student council. Students who violate dress restrictions will be given the choice of wearing school provided shirts/sweats for the day, sent home, or serve detention.. Fashions or fads which become a health or safety hazard to one's self or others will not be allowed. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

#### **Dress for Physical Education Classes:**

Students are required to dress out every day for PE class. They are responsible to provide their own non-marking court shoes and apparel.

#### **Food and Drink:**

Food and drink are not allowed in classrooms unless otherwise stated by administration.

#### **Bullying**

Any act of intimidation by a student, or group of students, towards another staff member or student will not be tolerated. Severe cases will be dealt with by the principal, in cooperation with the counselors and may result in suspension from school for a minimum of one day. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

**The Fort Peck Tribes have established the following policy regarding bullying and harassment. Please read this carefully.**

#### **Title VII Section 233**

##### **Sec. 233. Intimidation, bullying, harassment.**

A person is guilty of bullying or harassment when a person by means of any persistent threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication (as defined in VII CCOJ 408) or threat directed at a person that causes a person physical harm, damages a person's property, or places a person in reasonable fear of harm to the person or the person's property.

This bullying or harassment or intimidation includes retaliation against a victim or witness who reports information about an act of bullying, harassment or intimidation.

(d) Conviction under this Section is a Class B misdemeanor for the first offense and a Class A misdemeanor for the second and subsequent offenses.

If any of the actions listed in subsection (c) result in serious bodily injury, attempted suicide or suicide of the victim, the perpetrator (s) will be charged with a felony.

#### **Montana Code Annotated 2015.**

##### **20-5-208**

(1) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or 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.

(2) 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.

### **20-5-209 Bullying of a student is prohibited**

Bullying of a student enrolled in a public K-12 school by another student or an employee is prohibited. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **SEXUAL HARASSMENT/VERBAL HARASSMENT**

Administrative Rules of Montana at 23.9.1003 state that no student shall be subjected to sexual intimidation or harassment by any school employee, or by the effect of any school policy or practice which any employee or agent of the school or the education institution knew or should have reasonably known of the activity, policy, or practice. No student shall be subject to sexual harassment or sexual intimidation by another student on school owned or controlled property or at any school sponsored functions or activities when any agent or employee of the educational institution knew or reasonably should have known of the activity. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

**PHYSICAL/VERBAL/SEXUAL ASSAULT OR HARASSMENT, RETALIATORY ACTS, WEAPONS, VANDALISM, DESTRUCTION OF PROPERTY, THEFT. ANY MAJOR OFFENSE WILL PLACE THE STUDENT ON THE NEXT STEP OF THE MINOR OFFENSE POLICY.**

**FIRST OFFENSE:** The student will be given a three (3) day out-of-school suspension effective immediately and may be expelled from school. A disciplinary referral will be filled out and a copy will be sent home to the parent/guardian. The Juvenile Officer will be called upon to intervene and remove the student from the school. The student is expected to return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

**SECOND OFFENSE:** The student will be given a three (3) day out-of-school suspension effective immediately. The Juvenile Officer will be called on to intervene. The parent/guardian will be notified. The student will return to school following his/her suspension with his/her parent/guardian for a re-admittance conference with the building principal. The student will be referred for expulsion or a long-term assistance program will be designed to assist the student review and re-mediate his/her problem. The parent/guardian will be involved in their child's assistance program. Students who continue to display inappropriate conduct may be suspended for an extended period of time, placed on a long-term assistance program, or provided with an alternative education setting. Extreme behavior may result in a student appearing before the Board of Trustees for an expulsion hearing. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **GANG ACTIVITY**

A gang is defined as a group of two (2) or more persons who associate together and engage in gang related activities.

1. Wear, possess, use, distribute, display, or sell any clothing including but not restricted to hats, bandannas, rags, jewelry, emblem, badge, symbol or item which are evidence of membership in or affiliation with any gang or representative of any gang.
2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or representative of any gang.
3. Engage in any act furthering the interest of any gang or activity including, but not limited to;
  - Soliciting membership in or affiliation with any gang.
  - Soliciting any person to pay for protection or threatening any person explicitly, implicitly, with violence or any other illegal or prohibited act.
  - Painting, writing or otherwise inscribing gang related graffiti, messages, symbols or signs on school property.
  - Engaging in violence, extortion or any other criminal act or other violation of school property.
  - Soliciting any person to engage in violence against any other person

### **ACTION TO BE TAKEN:**

Students found in violation of items #1, #2, and/or #3 of the Gang and Gang Activity Policy, (1106.303) shall meet with the principal or his/her designee. A warning shall be issued to the student. Phone and written notification of the parent/guardian shall occur immediately and the student may be suspended from school. A second violation of #1, #2 and/or #3 may result in additional suspension from school and a possible recommendation for an expulsion hearing to the Board of Trustees. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Counselors will see students by appointment or a student may drop by the office to visit with the counselors.

### **Electronic Equipment**

Personal listening devices, including cell phones, I-pods, earphones and any other electrical devices must be turned off and out of view during school hours.

1<sup>st</sup> Offense: Taken away for the day

2<sup>nd</sup> Offense: Documented and Parents must pick up from office

3<sup>rd</sup> Offense: Documented and item confiscated for the remainder of the semester

### **AT NO TIME ARE ELECTRONIC DEVICES ALLOWED IN THE BATH ROOM, LOCKER ROOM OR OTHER LOCATIONS WHERE THEY MIGHT VIOLATE THE PRIVACY RIGHTS OF ANOTHER PERSON.**

Skate boards and skates will not be allowed on school grounds during the hours of 8:00 a.m. and 5:00 p.m. or during the hours of any activity being held at the school (ball games and/or practices, parent/teacher conferences, extended day program, etc.). Laser lights, lighters, and permanent markers are not allowed on campus at any time and will be confiscated. Students who resist may face disciplinary consequences that follow the discipline step procedure. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

### **STUDENT COUNCIL**

The student government of the school rests on the Student Council. Its membership is made up of representatives from the classes. The main purpose of this organization is to represent the student body in all phases of school activities. An important function of the council is to make recommendations to the faculty and administration relative to student opinions and activities. All funds raised by the Student Council will be used for student growth, activities, enrichment, and community service type projects. This organization should do all that it can to make our school a safe, attractive, and efficient place in which to learn and play. The Student Councils will act as the governing body to organize fund raising and school activities requested by the 9<sup>th</sup> through 12<sup>th</sup> grade classes and groups, including those of the teaching staff. The president of each Student Council is responsible to report to the building principal on a weekly basis.

### **GRADING GUIDELINES:**

<b>Grading Procedures:</b>	<b>100-97 = A+</b>	<b>96-93 = A</b>	<b>92-90 = A-</b>
	<b>89 - 87 = B+</b>	<b>86 - 83 = B</b>	<b>82 - 80 = B-</b>
	<b>79 - 77 = C+</b>	<b>76 - 73 = C</b>	<b>72 - 70 = C-</b>
	<b>69 - 67 = D+</b>	<b>66 - 63 = D</b>	<b>62 - 60 = D-</b>
	<b>59 - 00 = F</b>		

**An "F" makes you ineligible for Honor Roll.**

### **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: Diphtheria, pertussis, varicella, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza Type B, is required by students under the age of five (5).

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

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

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

### **COMMUNICABLE DISEASE/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted.

### **LAW ENFORCEMENT OFFICIALS**

It shall be the policy of the School District to maintain a reasonable, cooperative atmosphere between the school system and law enforcement agencies. Officers of the law may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school sponsored activity, or at other times as needed to maintain the educational environment. They may also be summoned for the purposes of maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and authority to determine when the assistance of law enforcement officials is necessary within their respective jurisdictions. At all times, the school district's administrators shall be responsible to protect and guarantee the rights of students.

### **LAW ENFORCEMENT**

#### **Questioning of Students:**

When law enforcement officers or lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate within the bounds of tribal and state law regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

#### **Students Taken Into Custody:**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **AUTHORIZED SEARCHES**

Whenever a school authority has 'reasonable suspicion' to believe that the student is in possession of illegal or unauthorized materials, the principal or other school official has the right to search a locker, school or personal property (coat, backpack, purse, etc.), independently or in the presence of the student, to assure that items contained are related to the school program.

#### **Students' Desks and Lockers:**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may be conducted at random, in accordance with law and District policy.

The parent will be notified if any prohibited items are found in the student's desk or locker and the matter will be turned over to law enforcement.

#### **Searches of Students**

School authorities may search the student and/or the Student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonable related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

#### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **SEARCHES**

In the interest of promoting student safety and attempting to ensure the schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **USE OF CANINES**

The administration is authorized to utilize canines with established reliability and accuracy for sniffing out contraband to aid in the search for contraband in or on school-owned property and automobiles parked on school property.

Such canines will be accompanied by a qualified and authorized trainer who will be responsible for the dogs' actions. An indication by such a dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

### **Vehicles on Campus:**

Students are not authorized to operate motor vehicles with proper certification. Any violations will be reported to local law enforcement. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student.



## **MEDICINE AT SCHOOL**

A student who must take prescription medicine during the school day must bring a written request from his or her parent, a physician's order and the medicine in its original, properly labeled container, to the school nurse (Ms. Doreen McGeshick). Younger students' parents should bring the medicine to school and see that it is given to Ms. McGeshick. Ms. McGeshick will either give the medicine at the proper times or give the student permission to take the medication as directed.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student **WILL NOT** be released from school at times other than at the end of the school day **EXCEPT** with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

***STUDENTS WILL NOT BE ALLOWED TO CHECK THEMSELVES OUT AT ANY TIME!*** A student who will need to leave school during the day must bring a note from his/her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. **Any student who leaves campus without permission or without following sign-out procedures will be written up for insubordination.**

In order to ensure the safety of all students at Poplar High School, the following check-out procedures will be utilized at all times and by all parents/guardians/relatives and staff members. In order to check-out a student from school for ANY reason, you must go to the school office and speak with the secretary. If she is not available, please see the home school coordinator.

### **Emergency School-Closing Information:**

Emergency school closing information will be broadcast from:

**Radio Station KVCK -1450 AM**

**Radio Station KVCK - 92.7 FM**

## **PERSONAL AND SCHOOL PROPERTY**

Students are responsible for their books, money, valuables and the like while they are at school or a school activity. A student should not leave anything of value unattended during the day.

## **Student Records**

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District's cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys

and consultants, who are:

- Working with the student:
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504.
- Compiling statistical data; or investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

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

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

### **Special Education Records**

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

### **TEXTBOOKS**

Board-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher immediately. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

### **TRANSPORTATION**

#### **OUT-OF-TOWN TRIPS**

Students must obtain permission from the chaperone before leaving the group. Students representing the school must ride a school bus or school-approved vehicle to and from the activity. Students are subject to Poplar Public School's Discipline Policy

at all times while on out-of-town trips. Any student committing an infraction to the discipline policy which is also in violation of the State's/County's legal system will be turned over to local authorities, and the coach/advisor will notify the principal, assistant principal or activities director who will in turn call the parents/guardian to notify them of the situation. The parents/guardians will be requested to travel to where the student is being detained and take immediate custody of the student. All other violations of the District's policies may result in the student being sent home at the parent/guardian's expense.

### **School Sponsored Trips:**

Students who participate in school-sponsored trips are required to use the transportation provided by the school to the event. The parent/legal guardian may have the student travel with them after the event if a release request form is completed before the scheduled trip and signed by an administrator.

### **Buses and Other School Vehicles:**

The District makes school bus transportation available to all students living three or more miles from the school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Transportation building at 768-6613.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out the window, or throw objects within or out of the bus.
- Not make rude and/or obscene gestures and/or signs to persons inside and/or outside the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.

### **Misconduct will be punished through the school office and bus-riding privileges may be suspended - the length of suspension to be agreed upon by Principal (or their designee) and the Transportation Department.**

### **VIDEOTAPING OF STUDENTS**

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

### **VISITORS**

Poplar High School welcomes visitors. **ADVANCE NOTICE** of visits is necessary to avoid disruptions in our scheduled classes. ***ALL VISITORS MUST REPORT TO THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.*** To keep a record of the visitors to our school, we ask that they sign in when they enter and sign out when they leave the building.

**Student visitors must receive advanced approval from the building principal 24 hours prior to the visit** so that proper arrangements may be made with the classroom teachers involved with the visit.

**We hope our visitors enjoy each visit as much as we look forward to having them.**

### **NATIONAL HONOR SOCIETY 9-12**

Poplar High School will recognize academic excellence among Juniors, and Seniors who have positive skills, talents, and abilities in school. Invitations to society membership will be made according to NHS guidelines.

<b>Minimum 3.4 grade point average</b>	<b>Leadership skills</b>
<b>Involved in community service</b>	<b>Excellent attendance</b>

**Excellent self-discipline**

**Excellent attitude towards school**

## **HONOR ROLL**

The school Honor Roll is for all students. A student must have a grade point average of 3.5 or above on the following basis:

A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0
100-97=A+	89-87=B+	79-77=C+	69-67=D+	59-00=F
96-93=A	86-83=B	76-73=C	66-63=D	
92-90=A-	82-80=B-	72-70=C-	62-60=D	

## **GRADUATION REQUIREMENTS**

For students starting high school in 2016 or later need the following to graduate from Poplar High School, a student must complete the following: **22 credits**

**Social Studies 4 credits including (Government 12<sup>th</sup> US History 11<sup>th</sup> World History 10<sup>th</sup> Geography 9<sup>th</sup>)**

**English 4 credits**

**Math 3 credits (1 credit Alg 1)**

**Fine Arts 1 credit**

**Life Science 1 credit**

**Vocational/Practical Arts 0.5 credit**

**Physical Science 1 credit**

**Health Enhancement 2 credits**

**Technology I 0.5 credits**

**Electives 6 credits**

## **VALEDICTORIAN/SALUTATORIAN: (9-12)**

A student must be enrolled full time the last 2 consecutive semesters of high school to be eligible for Valedictorian/salutatorian honors. Students must complete 22 Carnegie units of credit.

Valedictorian and Salutatorian will be determined following the second week in May. Students planning to enter one of the six units of the Montana State University systems following graduation must complete the established college preparatory curriculum requirements and meet established admission standards prior to their acceptance.

## **OFF-LIMITS AREAS DURING LUNCH (9-12)**

The areas where high school students may be during lunch are in the Cafeteria and high school foyer. High school students are not allowed anywhere else in the elementary building during lunch. Restrooms are available to high school students in the high school building

## **DRIVING AND PARKING (9-12)**

1. Drive very slowly at all times (15 mph or slower).
2. Pedestrians have the right of way at all times.
3. Students may park only on the street or the parking area north of the elementary playground: students may not park in the elderly, handicapped or teacher lot.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior - including consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

## **INTERNET ACCEPTABLE USE AGREEMENT**

Student use of computers, local area network, and Internet

District-Provided Access to Electronic Information, Services, and Networks:

Internet access is available to the District's students, faculty, and community members. Through its computer network, the District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network.

Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. The District will provide filtering software for computers accessing the Internet.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

#### Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored on the network server or any PC. The system operator(s) may at any time review the subject, content, files and remove them if warranted. Any violation of District rules will be reported to school administrators.

#### Personal Information:

When sending electronic messages, students shall not include information that could identify themselves or other students. Examples of identifying information include last names, addresses, and phone numbers. Users' network passwords are provided for their personal use. Users should not share passwords with anyone. All users will be held responsible for any network activity conducted under their login name and password. Users should not log into the network with another user's login name and password. If a user suspects someone has discovered their password, they should change it or have it changed by the network administrator immediately. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited.

#### COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communication - e-mail – use of District computers is not private and may be monitored by District staff.

#### COMPUTER SUSPENSION

The use of District computers, the computer network and their outside networks (e.g. the Internet) is a privilege and a service, not a right. Inappropriate use can result in cancellation of those privileges for all involved parties. Based upon the unacceptable use of the system, the administrators may suspend or terminate usage. In the case of Level A and Level B offenses, students currently enrolled in Business Education or other computer courses which involves daily use of the computers during class would retain privileges during class period only. All other use would be suspended. In serious ethical violations, all access may be suspended even if course work is jeopardized. In these cases, future enrollment in computer courses or computer-based courses would be questioned and restricted. Furthermore, students and their parents/guardians are liable for any expenses incurred in the school district's efforts to uncover or repair computer or software damages. **Punitive action may be administered as deemed appropriate by the building principal or associate principal.**

#### Copyright

Users shall not:

1. Copy and paste
2. Copy and forward
3. Copy and download, or
4. Copy and upload to the network or Internet server and copyrighted material, without approval is the computer system operator, a teacher, or other school administrator. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, a picture, or software. Do not plagiarize others' work.

#### Inappropriate Sites

The use of the District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or picture) are off limits to users. The district has installed an Internet filtering system designed to block.

#### E-mail/Chatting/Other Direct Electronic Communication

Students are prohibited from using e-mail; this includes District e-mail or other e-mail accessed through a web browser. E-mail access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms or other forms of direct electronic communication unless it is a teacher-sponsored activity in which the teacher enters all text and reads all correspondence.

### **Hacking**

Users shall not infiltrate or "hack" outside computing systems or networks. Examples: the release of viruses, worms, or other programs that damage or otherwise ham an outside computing system or network. Users shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash). Nor shall users do any of these things to the District computer system.

### **Monitoring Student Use**

Each student must have an Acceptable Use Agreement on file signed by themselves and their parent/guardian in order to access the Internet. Students using the Internet are to be monitored by the teacher or staff member in charge. Staff will take special care in restricting minors' access to materials deemed "harmful to minors". Inappropriate use will be dealt with as any other disciplinary action along with possible suspension of Internet privileges.

### **Inappropriate Use**

Users shall not use the District computer network to:

1. Purchase goods, solicit sales, or conduct business (e.g., by posting an Advertisement to a news group). Users shall not set up web pages to advertise or sell a service.
2. Transmit obscene, abusive, sexually, explicit, inappropriate, or threatening language.
3. Install any software (games or other) not authorized by the network administrator.
4. Downloading music

### **Cafeteria Services**

The District participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free meals are available for all students regardless of parental financial status. Please return the food service enrollment form to the office as soon as possible.

### **Complaints**

Parents or students who are concerned about something at school are expected to follow this procedure for getting information or for correcting what they feel is wrong: According to the policy and procedure 1700 complaints should be made in accordance with the Uniform Grievance Procedure.

### **Safety Issues**

Every teacher and principal will maintain order and discipline among students. Students who do not comply with reasonable rules may be suspended or expelled. Action taken to control or correct undesirable student behavior should take individual circumstances into account but must always be most concerned for the safety and educational\_welfare of the majority of students. It is the principal's responsibility to take action as necessary to protect students and teachers from dangerous or socially detrimental actions of students. However, there will need to be a finding of misconduct before a student may be expelled from school and the suspension will be in accordance with federal and state law.

### **Distribution of Material**

#### **School Materials**

School publications distributed to students include: District Calendar, Student handbook, and student newspaper.. All school publications are under the supervision of a teacher, sponsor, and the principal.

#### **Non-School Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the

principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

### **Fund-raising**

Student clubs, classes, outside organizations, staff and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the student councils, and approved by the building principal, at least ten (10) days before the event. Fund Raising Request forms are available in the office.

Except as approved by the superintendent, fund-raising by non-school groups is not permitted on school property.

### **Homework**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As students reach Middle School age, homework becomes a more integral part of the learning process. Teachers may give homework to students to aid in the student's educational development. It is the responsibility of the student to complete, and turn in, the homework assigned by their teacher(s). Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

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

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

- Encourage his/her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his/her child and sign and return the acknowledgement form(s) and the directory information notice. A parent with questions is encouraged to contact the Principal at 768-6733.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 768-6733 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his/her prep period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child. [See below for Protection of Student Rights].
- Become a school volunteer. For further information, contact the Principal at 768-6733. Volunteers who would be willing to come into Poplar Middle School to help with our students would be greatly appreciated.
- Offer to serve as a parent representative on the District-level or building-level planning committees formulating educational goals and plans to improve student achievement. For further information contact the Principal at 768-6733

Addressing the Board of Trustees when appropriate [See policies 1400 and 1441]

### **Prayer**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt

instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### **Protection of Students' Rights**

No student will be required to participate without parental consent in any survey, analysis, or evaluation -funded in whole or in part by the U.S. Department of Education that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program. Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, evaluation.

### **Release of Student Information from School**

A student **WILL NOT** be released from school at times other than at the end of the school day **EXCEPT** with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

**STUDENTS WILL NOT BE ALLOWED TO CHECK THEMSELVES OUT AT ANY TIME!** A student who will need to leave school during the day must bring a note from his/her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. **Any student who leaves campus without permission other than lunch time, or without following sign-out procedures will be written up for insubordination.**

### **Report Cards, Progress Reports, and Conferences**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks. Mid-term progress reports are issued to parents at the appropriate date during the quarter.

#### **Parent/Teacher Conferences**

Parent-teacher conferences will be scheduled for a formal conference two times each school year. Informal conferences can be arranged at the parent's request. Call the middle school office 768-6733.

### **Safety at School**

#### **Accident Prevention:**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the administration, teachers, staff and/or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of administrators, teachers, bus drivers, and other District employees who are



overseeing the welfare of students.

Accident Insurance:

The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his/her child will be responsible for paying insurance premiums and for submitting claims through the claims office **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

**Drills: Fire, Tornado, and Other Emergencies:**

From time to time students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the directions of teachers or others in charge quickly, quietly, and in an orderly manner.

**Special Programs**

The District provides special programs for gifted and talented students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organization.