

POPLAR ELEMENTARY

Student Handbook

2025 - 2026



Superintendent
Dr. Keith Erickson
PO Box 458
Poplar, MT 59255
406-768-6602

Principal K-4
John Wetsit
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Poplar, MT 59255
406-768-6631

Associate Principal K-4
Greg Gourneau Jr.
PO Box 458
Poplar, MT 59255
406-768-6634

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PREFACE

To Students and Parents:

The Poplar Elementary School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. 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. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by a newly adopted policy.

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.

The following District staff members have been designated to coordinate compliance with these requirements:

Title IX Coordinator

Frank Gourneau III

PO Box 458

Poplar, MT 59255

406-768-6831

SPED Coordinator\9-12 associate principal

Patricia Jo Black

PO Box 458

Poplar, MT 59255

406-768-6812

POPLAR SCHOOL DISTRICT

MISSION STATEMENT

The mission of Poplar Schools, in cooperation with parents and community, is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.



THE BOARD OF TRUSTEES

Organization

The legal name of this District is Poplar School District No. 9 & 9B, Roosevelt County, State of Montana. The District is classified as a second-class district and is operated according to the laws and regulations pertaining to a second-class district.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties and responsibilities of the Board.

Membership

The District is governed by a Board of Trustees consisting of five (5) members. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools. Except as otherwise provided by law, trustees shall hold office for terms of three (3) years, or until their successors are elected and qualified. Terms of trustees shall be staggered as provided by law.

All trustees shall participate on an equal basis with other members in all business transactions pertaining to the District. Official action by Board members must occur at a duly called and legally conducted meeting. A "meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

School board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

Regular Board Meetings

Unless otherwise specified, all meetings will be held in the elementary school board room. Regular meetings shall be held at 5:10 p.m. on the second Monday of each month or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the District. If regular meetings are to be held at places other than the place stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day. Posting of meetings will be placed conspicuously within the District in a manner that will receive public attention.

POPLAR SCHOOL BOARD OF TRUSTEES

Lori Smoker
Board Chairman
Poplar, MT 59255

Robyn Baker
Vice Chair
Poplar, MT 59255

Marva Chapman
Poplar, MT 59255

Jeff Berger
Poplar, MT 59255

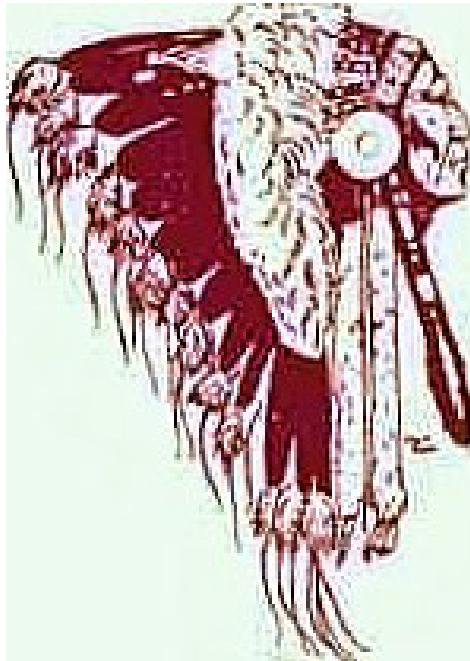
Kenneth Smoker Jr.
Poplar, MT 59255

POPLAR

ELEMENTARY SCHOOL

Mission Statement

The mission of Poplar Elementary is to educate all students in academic and social skills needed to be successful. Our staff in cooperation with families and community will teach a challenging and culturally enriched curriculum in a safe, creative environment.



POPLAR *ELEMENTARY SCHOOL* *Belief Statements*

At Poplar Elementary School we believe...

- *Learning is a lifelong process*
- *All students can learn*
- *In respect for self, others and our environment*



POPLAR ELEMENTARY SCHOOL IMPORTANT CONTACTS

John Wetsit

K-4 Principal
PO Box 458
Poplar, MT 59255
768-6631

Greg Gourneau Jr.

K-4 Associate Principal
PO Box 458
Poplar, MT 59255
768-6634

Vacant

Elementary Secretary
PO Box 458
Poplar, MT 59255
768-6633

Becky Stensland

Elementary Home School Coordinator
PO Box 458
Poplar, MT 59255
768-6632

Christian Curtis

School Nurse
PO Box 458
Poplar, MT 59255
768-6610

Katie Crowley

Elementary Counselor
PO Box 458
Poplar, MT 59255
768-6616

Poplar Elementary School Staff Assignments 2025-2026

Pre K

Ms. Shari Daniels

KINDERGARTEN

Ms. Shannon Murphy
Mrs. Amy Benson
Mrs. Olivia Headdress
Mrs. Jane Crowe

FIRST GRADE

Mrs. Sarelle Escarcega
Ms. Tracy Knowlton
Ms. Dusti Marottek
Ms. Adella Pugh

SECOND GRADE

Mrs. Debbie Azure
Mrs. Haven Linder
Mrs. Theresa Murray
Mrs. Jennifer Medicine Cloud

THIRD GRADE

Mr. Adrian Spotted Bird
Mrs. Jessie Colon
Mr. Rolfe Schwartzkopf
Ms. Marly Firemoon

FOURTH GRADE

Mrs. Lanette Bidegaray
Ms. Jennifer Mandan
Mrs. Lana Sherman
Ms. Chelsie McKee
Ms. Janice Zabel

SPECIAL EDUCATION

Mrs. Leslie Moran
Ms. Janine Tan
Mrs. Shaira Delim
Mrs. Eden Vitor
Mrs. Maribel Wagas-Keith
Mrs. Lorelie Galo

ADMINISTRATION

Principal
Mr. John Wetsit
Assist. Principal
Mr. Greg Gourneau Jr.

COUNSELORS

Ms. Katie Crowley

Title 1

Mrs. Melissa Kohl-Granbois

Art/Digital Media

Mrs. Amanda Johnston

LIBRARY

Mrs. Rayna Schultes

MUSIC

Ms. Valerie Boyd

Technology

TBD

PHYSICAL EDUCATION

Mr. Thomas Olsen

SPEECH

Chelsea Phipps
Tiffany Johnson (Online)

SCHOOL PSYCHOLOGIST

Lorri Colter

Reading Tutor

Sarah Thompson
Charlene Culbertson
Marilee Buckles

CENTRAL COPY

Mrs. Diane LaRoche

HOME-SCHOOL COORDINATOR

Becky Stensland

Administrative Assistant

TBD

SCHOOL NURSE

Christian Curtis

TIME-OUT ROOM

Ms. Janice White Eagle-Johnson

HPDP THERAPIST

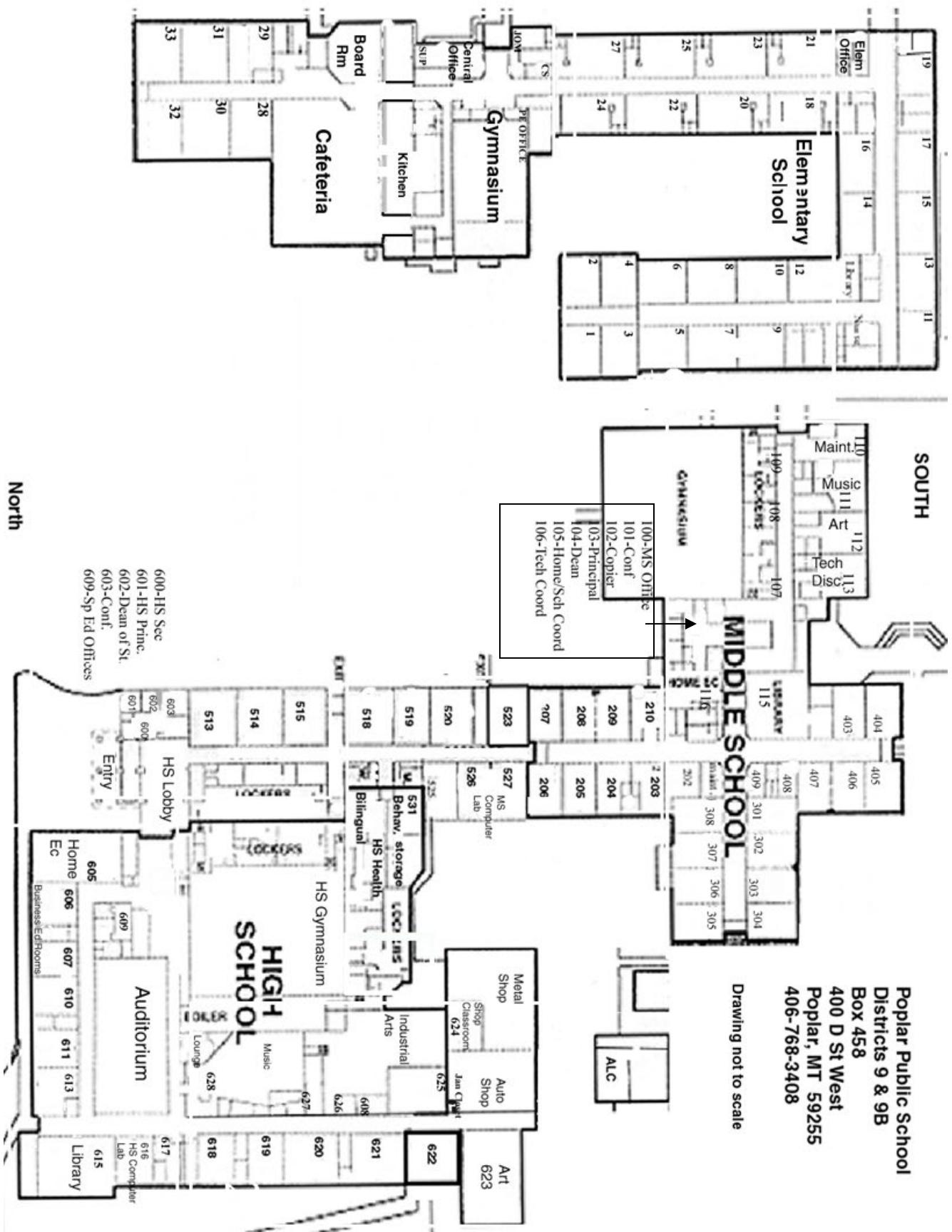
Connie Dahl

Paraprofessionals

Jessica Dionne
Annie Moran
Blossom Longee
Myra Daniels
Delrae Reddoor
Jolene Chopper
Vivian Baker
Leticia Carvalho
Joey Youngman
Julia Carpenter
Angela Chaboneau

POPLAR ELEMENTARY SCHOOL
DAILY SCHEDULE 2025- 2026

8:05 AM	BREAKFAST BELL GRADES K-4
8:25 AM	WARNING BELL
8:30 AM	SCHOOL DAY BEGINS
10:25-10:40	4 TH GRADE AM RECESS
11:00-11:45	KINDERGARTEN LUNCH / RECESS
11:05-11:50	1 ST GRADE LUNCH / RECESS
11:10-11:35	2 ND GRADE LUNCH / RECESS
11:35-12:20	4 TH GRADE LUNCH
12:10-12:55	3RD GRADE LUNCH / RECESS
1:25-1:45	1ST PM RECESS
1:45-2:05	KINDERGARTEN RECESS
1:50-2:10	2ND PM RECESS
2:10-2:30	3RD PM RECESS
2:25-2:40	4 th PM RECESS
3:00	K-2 DISMISSAL
3:00-3:30	BUS DUTY GRADES K-2
3:30	3RD AND 4TH DISMISSAL



Drawing not to scale

File located at
H:\Everyone\Maps\3buildings.doc

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 sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state 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.

- # To receive credit in a class, a student must attend at least **160** of the days the class is offered. A student who attends fewer than **160** of the days the class is offered may be retained unless the administration finds that the absences are the result of extenuating circumstances, such as:
 - *An extracurricular activity or public performance, approved by the administration.
 - *Religious instruction, up to two hours per week.
 - *A documented health care appointment if the student begins classes or returns to school on the same day as the appointment.
 - *A temporary absence resulting from any cause acceptable to the administration, including personal illness, or illness or death in the immediate family.
 - *A juvenile court proceeding documented by a probation officer.
 - *An absence required by state or local welfare authorities.
 - *A family emergency or unforeseen or unavoidable instance requiring immediate attention.
 - *An approved visit to a college campus.
- # When a student must be absent from school, the student upon returning to school must bring a note, signed by the parent/guardian, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.
- # A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- # Class time is important. Doctor appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- # A student who is tardy to class by more than 20 minutes will be counted absent for the first period. Repeated instances of tardiness will result in more severe disciplinary action.
- # 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.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. 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. For additional information, please see Policy 3225.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free meals are available to all students.

COMMUNICABLE DISEASES / 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. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles), including congenital
Campylobacteriosis	Influenza	Salmonellosis
Chickenpox	Lyme disease	Syphilis
Chlamydia	Malaria	Scabies
Colorado Tick Fever	Measles (Rubeola)	Shigellosis
Diphtheria	Meningitis	Streptococcal disease, invasive
Gastroenteritis	Mumps	Tuberculosis
Giardiasis	Pinkeye	Whooping Cough (Pertussis)
Hansen's disease	Ringworm of the scalp	

COMPLAINTS BY STUDENTS / PARENTS

Usually, student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, the District has adopted a uniform complaint procedure policy for most complaints with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination. If unresolved a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. For additional information, see policy 1700.

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 communications e-mail using District computers is not private and may be monitored by District staff. For additional information, see policy 3612

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- # Demonstrate courtesy - even when others do not.
- # Behave in a responsible manner, always exercising self-discipline.
- # Attend all classes, regularly and on time.
- # Prepare for each class; take appropriate materials and assignments to class.
- # Meet District or building standards of grooming and dress.
- # Obey all building and classroom rules.
- # Respect the rights and privileges of other students, teachers, and other District staff.
- # Respect the property of others, including District property and facilities.
- # Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Poplar Elementary School 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.

POPLAR ELEMENTARY'S SCHOOLWIDE BEHAVIOR MANAGEMENT PROGRAMS

The Poplar Elementary faculty and staff believe that all students can achieve success at school. We have developed a school wide behavior management system which includes several positive student recognition programs and student consequence plans.

Within the framework of a positive classroom and school environment, students are expected to follow the school wide rules. When a student has difficulty with his or her behavior, there is a system in place which all teachers follow.

Behavior Management Programs

I FOLLOW THE RULES CLUB

This quarterly award program is designed for students who exhibit consistent outstanding behavior.

STUDENT OF THE WEEK

These awards are given out weekly by designated classroom teachers for academic, social and behavior skills.

RECESS BEHAVIORAL PLAN

This plan is monitored individually by grade levels to ensure playground safety. Children who have received three time-outs on the playground will lose recess time and serve classroom detention.

CAUGHT BEING GOOD: this will be given to students that have shown behavior above and beyond the regular expectations at recess. Ex. Helping a student that is afraid of heights down the towers. Playing with a new student without being asked. This ticket can be redeemed with the assistant principal for a prize.

TIME-OUT ROOM

This school wide program has been implemented to ensure that maximum learning takes place in the classroom. A time-out will be assigned when a student reaches the fourth step of a classroom discipline plan.

DETENTION

Recess detention will be held during recess time and will be assigned when a student reaches the fourth step of a classroom discipline plan.

BEHAVIOR MANAGEMENT PROGRAM

IN-SCHOOL SUSPENSION (ISS):

This school wide program has been implemented to ensure that maximum learning takes place in the classroom. An In-School Suspension (ISS) will be assigned by the administration when a student needs to serve more than 30 minutes out of the classroom setting.

OUT-OF- SCHOOL SUSPENSION (OSS):

Students may be suspended for major offenses (physical assault, sexual assault or harassment, retaliatory acts, weapons, destruction of property, theft, etc.)

POPLAR ELEMENTARY DISCIPLINE PROCEDURES

Discipline measures are intended to correct misconduct, prevent its reoccurrence and promote responsible behavior. Hall behavior, common areas, and classroom disruptions will be under the direct supervision of the faculty. Every staff member is to be considered a supervisor of all students. Discipline is divided into the following categories with the action to be taken as specified below:

TIME-OUT OFFENSES (Minor Offenses)

When a student reaches the fourth step in the classroom discipline plan, he/she will be assigned a fifteen-minute time-out in the time-out room. Students who continue to display inappropriate conduct will progress through the following steps:

First time-out	letter sent home
Second time-out	letter sent home
Third time-out	letter sent home
Fourth time-out	<i>parent/teacher conference, initiated by teacher</i>
Fifth time-out	letter sent home
Sixth time-out	write up, 1 hr. ISS, loss of next grade level recess served in classroom, parents will be notified, and a FASST Team Referral will be made
Seventh time-out	letter sent home, loss of next recess served in grade level recess detention
Eighth time-out	letter sent home, loss of next recess served in grade level recess detention
Ninth time-out	letter sent home, loss of next recess served in grade level recess detention
Tenth time-out	letter sent home, loss of next recess served in grade level recess detention
Eleventh time-out	letter sent home, loss of next recess served in grade level recess detention
Twelfth time-out	write up, 2 hrs. ISS, loss of next grade level recess served in time-out room, parent/guardians will be notified

Students who continue to display inappropriate conduct may be suspended by the administration 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.

MAJOR OFFENSES

Physical assault, sexual assault or harassment, retaliatory acts, weapons, destruction of property, improper use of vehicle, use and/or possession of tobacco products, and theft.

Possession of a Weapon in a School Building

Any person who possesses, carries or stores a weapon in a school building shall face disciplinary action by the District and may also be referred to law enforcement for prosecution. In addition, a parent or guardian of any minor violating this policy who purposely and knowingly permits their child to carry, possess, or store a weapon may also be referred to law enforcement for possible prosecution.

For the purpose of this section only, the following terms are defined: "school building" shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapons" shall be defined as anything that could be used for the purpose of committing a school or criminal offense.

The board may grant persons and entities advance permission to possess carry or store a weapon in a school. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Boards discretion whether to allow a person to possess, carry or store a weapon in a school building.

This policy does not apply to law enforcement personnel.

ACTION TO BE TAKEN:

FIRST OFFENSE - STEP 1: The student may be given up to a ten (10) day out-of-school suspension by the administration effective immediately and may be recommended for an expulsion hearing by the board. A disciplinary referral will be filled out and a copy will be sent home to the parent/guardian. The juvenile officer may 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 administration.

SECOND OFFENSE - STEP II: The student may be given up to a ten (10) day out-of-school suspension by the administration effective immediately and may be recommended for an expulsion hearing by the board. The juvenile officer may 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 either be referred for expulsion or re-admittance with a long-term assistance program designed to assist the student review and re-mediate his/her problem. The parent/guardian will be involved in his/her child's assistance program.

MINOR OFFENSES

Improper conduct, non-compliance

FIRST OFFENSE: Student will be assigned 30 minutes of in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian.

SECOND OFFENSE: Student will be assigned in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian.

THIRD OFFENSE: Student will be assigned in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian.

FOURTH OFFENSE: Student will be assigned in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian. Student will be referred to the FASST Team by the classroom teacher.

FIFTH OFFENSE: Student will be assigned in-school suspension (ISS) by the administration. A disciplinary report will be filled out and a copy will be sent by the office to the parent/guardian. At the discretion of the administration the student may be suspended or be taken before the Board of Trustees for disciplinary action.

POPLAR ELEMENTARY SCHOOL DISCIPLINE PROCEDURE FOR PHYSICAL AGGRESSION

1st Offense: 2 hour In-School Suspension (ISS) Parent/guardian Called – Lunch Detention in the ISS room, Counselor Intervention

2nd Offense: 3 hours In-School Suspension (ISS) – Parent/guardian Called – (*Loss of 1 recess.*)
Student referred to FASST Team

3rd Offense: 1 day In-School Suspension (ISS) – Parent/guardian Conference – (*Loss of 2 recesses*)

4th Offense: 1 day Out-of-School Suspension (OSS) – Parent/guardian Conference – (*2 days loss of recess*), Student will be placed on a Behavior plan established by the Administrator team.

5th Offense: 2 days Out-of-School Suspension (OSS) – Parent/guardian Conference – (*3 days loss of recess*)
Parent must sit with student for one hour – After the detention the parent, student, and principal will schedule a hearing with Superintendent to determine if student should be recommended to the board for expulsion.

6th Offense: Out-of-School Suspension (OSS) – Student taken to the School Board for an Expulsion hearing.

Severity Provision: Depending on the nature and severity of physical aggression, more serious disciplinary consequences may be deemed appropriate. Disciplinary consequences should be appropriate based on the circumstances and are left to the discretion of the administration.

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

COUNSELING

Personal 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. Parent/guardians who wish to meet with the K-4 counselor should contact Katie Crowley at (406) 768-6630. Counselors will see students by appointment, or a student may drop by the office to visit with the counselors.

Please note: The school will not conduct examinations, testing, or treatment without first obtaining the parent/guardians written consent.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include: District Calendar, Student Handbook, and School Newsletter. 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.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines: Appropriate attire is expected of all students. Clothing that creates a disturbance or interference to the educational environment will not be allowed. These items include, but are not limited to, short shorts, inappropriate skirts and dresses, muscle shirts, half shirts, extremely sagging pants, and clothing which allow the exposure of undergarments, and shirts with profane or suggestive wording. Immodest and disruptive dress, the wearing of garments advertising or condoning the use of alcohol, tobacco, or drugs, or inappropriate slogans or innuendoes will not be allowed. Students with inappropriate clothing may be sent home to change clothes.

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.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- # Costs for materials for a class project that the student will keep.
- # Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
- # Personal physical education and athletic equipment and apparel.
- # Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- # Voluntarily purchased student accident insurance.
- # Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- # Personal apparel used in extracurricular activities that becomes the property of the student.

Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent/guardian are unable to pay. Application for such a waiver may be made to the Elementary Principal.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the administration at least 10 days before the event.

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

GANG ACTIVITY

A gang is defined as a group of two or more persons who associate together and engage or promote gang related activities. Students may **not**:

Wear, possess, use, distribute, display or sell any clothing including but not restricted to hats, bandannas, rags, jewelry, emblems, badges, symbols or items representation or a representation of any gang.

Engage in any act, either verbal or non-verbal, which show membership or affiliation in any gang and\or represent any gang.

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.

GRADING GUIDELINES:

POPLAR ELEMENTARY SCHOOL

Grading Scale:

Grades: K – 2nd

E - Exemplary
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

Grades: 3rd – 4th

Excellent	A - 90% - 100%
Above Average	B - 80% - 89%
Average	C - 70% - 79%
Below Average	D - 60% - 69%
Failing	F - Below 59%

Kindergarten provides parents with a progress report each nine weeks.

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.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaption of a classroom experience and should not be assigned for disciplinary purposes.

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, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus.

A student who transfers into the District must provide complete immunization records prior to attending classes.

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/guardian, if the student is a minor) stating that immunization conflicts

with the religious tenets and practices of the parent and student. This statement must be renewed yearly. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent/guardian must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor's opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.

LAW ENFORCEMENT

Questioning of Students

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- # The principal will verify and record the identity of the officer or other authority.
- # If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order, deny the request for an immediate interview of a student.
- # The principal will make reasonable efforts to notify parent unless the officer produces a court order prohibiting the notification of the parents.
- # In the event that a parent/guardian cannot be present or cannot be reached, the principal will observe the interview.
- # Law enforcement must comply with all legal requirements regarding notification of parent/guardians and consent prior to interviewing students.
- # Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of 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.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have written authorization signed by the parent/guardians and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parent for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

For additional information, please see Policy 3416.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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/guardian, 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 or 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 or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact Mr. John Wetsit, Principal at 768-6630 for K-4.
- # 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 768-6630 for K-4 for an appointment. A teacher will usually arrange to return the call or meet with the parent/guardian during his or her conference 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 or her child. See below **Protection of Student Rights**
- # Become a school volunteer. For further information, contact the principal at 786-6630.
- # Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information contact the principal at 768-6630.

Addressing the Board when appropriate. See policies 1400 and 1441

PERSONAL LISTENING DEVICES/CELL PHONE POLICIES

Elementary School student use is prohibited within the confines of the elementary school building and playground areas. Devices (cell phones, headphones, games, etc.) will be confiscated and turned into the elementary office.

1st Offense – device confiscated and turned into the office. It is the student's responsibility to pick it up at the end of the day.

2nd Offense or more – device is confiscated, parent/guardian called, and parent/guardian is responsible for picking up the device from the office.

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.

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. Retention of students is a process that is followed when, in the judgment of the professional staff, it is in the best interest of the student. A student shall not be promoted based on age or other social reasons not related to academic performance. Parent/guardians have a right to disagree with retention and must go on record with their disagreement.

PROTECTION OF STUDENT 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 family 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. Parent/guardians will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

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 regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent/guardian or call in to the office that morning. A student who has medical issues 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/guardian.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents/guardians at least once every nine weeks. Mid-term progress reports are issued to parents/guardians at least quarterly.

Report cards and unsatisfactory progress reports must be signed by the parent/guardian and returned to the school within 10 days.

In grades Kindergarten – Fourth, achievement shall be reported to parent/guardians as:

Grading Scale:

Grades: K – 2nd

E - Exemplary
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

Grades: 3rd – 4th

Excellent	A - 90% - 100%
Above Average	B - 80% - 89%
Average	C - 70% - 79%
Below Average	D - 60% - 69%
Failing	F - Below 59%

Kindergarten provides parent/guardians with a progress report each nine weeks.

Parent/Teacher Conference

Parent-teacher conferences will be scheduled for a formal conference one time each school year. Informal conferences can be arranged at the parent/guardians request at any time.

SAFETY

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 principal, teachers, 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 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, an optional, low-cost accident insurance program for students, to assist parent/guardians in meeting medical expenses. A parent/guardian who desires coverage for his or 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/guardian 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/guardians are asked each year to complete an emergency care consent form. Parent/guardians 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 direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing Information: Emergency school closing information will be broadcast from

Radio Station KVCK – 1450 AM

Radio Station KVCK – 92.7 FM

SEARCHES

In the interest of promoting student safety and attempting to ensure that 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. Searches may include the use of canines.

Students' Personal Effects

School officials may search a student and/or the student's personal effects (e.g., purses, backpacks, coats, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's rules. The search must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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. School officials may cut locks in order to conduct a search.

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 also be conducted at random, in accordance with law and District policy. See policy 3231.

The parent/guardian will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

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. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Seizure of Property

Evidence produced by a search that reveals that a student has violated or is violating the law or District rules may be seized and impounded by school officials. When appropriate, such evidence may be transferred to law enforcement

authorities.

Evidence produced by a search may be used in a disciplinary proceeding against the student.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or Frank Gourneau III, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3225 for additional information regarding the District's prohibition against discrimination and harassment.

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 organizations. A student or parent with questions about these programs should contact:

Special Education Coordinator
Patricia Black
PO Box 458
Poplar, MT 59255
406-768-6602

Gifted and Talented
TBD
PO Box 458
Poplar, MT 59255
406-768-6602

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act. The District maintains two sets of records: a permanent record and a cumulative record. 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. 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 building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent/guardian 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.

Parent/guardians of a minor, 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; 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 a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent/guardians 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 parent/guardians or student. Access will also not be granted to the parent/guardian or the student to confidential letters

and recommendations concerning admission to a post-secondary education institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letter or statements. See Policy 3600 for more information.

Access by Other Individuals and Entities

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.

The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

The district will grant access to or release information from any student record as specifically required by federal or state statute.

The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The superintendent or principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.

The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent/guardian.

The District may disclose student records in a court proceeding where the parent/guardian is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.

The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protections of the student without notification or consent of the parent/guardian.

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/guardian or eligible student in advance of compliance.

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

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record with details those individuals accessing the records and their legitimate interest in the records.

Challenging Content of Records

Students over 18, and parent/guardians 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 the right to ask for a hearing. If the records are not amended

as a result of the hearing, 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, parent/guardians and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent/guardian 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/guardian to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parent/guardian.

Rights under FERPA

Specific parental and eligible student rights are Appendix A in this handbook.

SUMMER SCHOOL

The Summer School program runs for four (4) weeks during the month of June. It has a weekly academic schedule consisting of four (4) days of academic activities with 1 activity day at the end of the week. The school day runs from 9:00 am until 2:30 pm. Classes are academically centered with emphasis placed on reading, writing, math and science. Enrichment activities to round out the day will include art, Native American enhancement, and physical education. The classes are open to all current Poplar Schools elementary students. Parents are responsible for getting students to classes as there is no summer bus transportation provided.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. 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

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents before the scheduled trip a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from 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 Mr. Clint Linthicum, at 768-6612.

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 of the window, or throw objects within or out of 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 and bus-riding privileges may be suspended.

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. Video cameras may be used in locations as deemed appropriate by the administration. 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. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.



POPLAR MIDDLE SCHOOL STUDENT HANDBOOK 2025-2026

MISSION STATEMENT

The mission of Poplar Middle School in cooperation with parents and community is to develop exemplary citizens through enthusiastic and knowledgeable guidance and instruction in a culturally enriched environment.

“WHATEVER IT TAKES WE CAN, WE WILL”

“What starts here, changes the world”

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.

- School employees must investigate and report violations of the state 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.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher 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 the building principal.
- Class time is important. Doctor's 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.[For further information, see policies at 3122 and 3122P]

Tardiness

A student who is tardy to class by more than 10 minutes will be counted absent for the period.
(For further information, see policies at 3122 and 3122P)

Truancy Absence Referral - Procedure*

Truancy is skipping class or school, departing the principal's office, or leaving the school grounds without the proper authorization. Truancies are considered unexcused absences. Class work, and other assignments that are missed because of truancy must be made up. Repeat occurrences of truancy will be turned over to the tribal truancy officer and the courts. Students with excessive absences in any one class during the semester, excluding school-sponsored activities, will be tracked through the following steps: Students will be notified of their attendance status beginning with the absence in any one class during the semester. *On the 3rd 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, law enforcement, Tribal Education and the county attorney will be notified.

Procedure for Student Check-Out

In order to ensure the safety of all students at Poplar Middles School, the following check-out procedures will be utilized at all times 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 building administration.

Out-of-School Suspensions

Students are expected to make up work for absences due to out-of-school suspensions.

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.

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.

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 - using District computers are not private and may be monitored by District staff.

[For additional information, see policy 3612]

Conduct

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy - even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other district staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Poplar School Discipline Procedures

Discipline measures are intended to correct misconduct, prevent its reoccurrence and promote responsible behavior. Hall behavior, common areas, and classroom disruptions will be under the direct supervision of the faculty. Every staff member is to be considered a supervisor of all students.

Punitive action may be administered at any point along the Steps to Proper Discipline and may be advanced as deemed appropriate by the building Principal or the Associate Principal or administrative designee.

Administration Contact with Parents/Guardians

Administration will call and make contact with the student's parents/guardian to facilitate a sit down meeting at the school with the student, the teacher and the administration to convey the course of administration action moving forward for behavior that disrupts, interferes with the learning process or inhibits others from being able to have a safe environment free of distractions by others and the consequences that will begin to occur.

STEPS TO PROPER DISCIPLINE LOG – APPENDIX A

(08/22)

Poplar Middle School 2019-20

STUDENT: _____ GRADE: _____

TEACHER: _____

STEP 1

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	PERSONS (Signature)
	1.	Sit down meeting to explain expectations of behavior and how student can meet those expectations.		Student:
				Teacher:
	2.	Sit down meeting to again explain behavior expectations AND contact parent/guardian to report incident. (Phone) (HmSchCo) (US Mail)		Student:
				Teacher:
				Parent/Guardian Contact:
	3.	Sit down meeting with parent/guardian, student and administrator if teacher requests administrator's presence.		Student:
				Teacher:
				Parent/Guardian:
				Administrator:

STEP 2

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	4.	Submit Student Behavior Report to administration for adjudication AND contact guardian. ISS of 1 day for repeated rule violations.		SBR Submitted
				Parent/Guardian Contacted
				ISS - 1 day
				Copy of SBR Sent Home
	5.	Submit Student Behavior Report to administration for adjudication. And contact guardian. ISS of 3 days for repeated rule violations.		SBR #2 Submitted
				Parent/Guardian Contacted
				ISS - 3 days
				Copy of SBR #2 Sent Home
	6.	Submit Student Behavior Report to administration for adjudication. And contact guardian. ISS of 5 days for repeated rule violations.		SBR #3 Submitted
				Parent/Guardian Contacted
				ISS - 5 days
				Copy of SBR #3 Sent Home
ADMINISTRATIVE CONTACT WITH PARENT/GUARDIAN #1			DATE:	

STEP 3

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	7.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 1 day for repeated rule violations.		SBR #4 Submitted
				Parent/Guardian Contacted
				OSS - 1 day
				Copy of SBR #4 Sent Home
	8.	Submit Student Behavior		SBR #5 Submitted

		Report to administration for adjudication. And contact guardian. OSS of 3 days for repeated rule violations.		Parent/Guardian Contacted
				OSS – 3 days
				Copy of SBR #5 Sent Home
	9.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 5 days for repeated rule violations.		SBR #6 Submitted
				Parent/Guardian Contacted
				OSS – 5 days
				Copy of SBR #6 Sent Home

ADMINISTRATIVE CONTACT WITH PARENT/GUARDIAN #2	DATE:
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STEP 4 – TRAILS

DATE/TIME	INFRACTION	INTERVENTION	DATE/TIME	ACTIONS
	1.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 3 days and student placed on behavior contract.		SBR Submitted
				Parent/Guardian Contacted
				OSS – 3 days
				Copy of SBR Sent Home
	2.	Submit Student Behavior Report to administration for adjudication. And contact guardian. OSS of 5 days and recommendation for expulsion.		SBR #2 Submitted
				Parent/Guardian Contacted
				OSS – 5 days
				Recommendation: Expulsion
	3.	Submit Student Behavior Report to administration for adjudication. And contact guardian. Recommendation for permanent expulsion up to 1 year.		SBR #3 Submitted
				Parent/Guardian Contacted
				Recommendation: Permanent Expulsion

In order to be allowed to return to the Poplar School District after an expulsion hearing, an additional hearing must be completed with the board where the student will request readmission. The Board will make the ultimate decision on whether a student may return or continuance of expulsion is warranted.

Minor Offenses

Improper conduct, truancy, use and/or possession of tobacco or VAPE products, and cussing or swearing toward adult or child, which is verbal assault, will be processed as follows:

First Offense: A disciplinary report will be filed. Parent/guardian will be contacted. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal Dean of Students.**

Second Offense: A disciplinary report will be filed. Parent/guardian will be contacted. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of**

Students.

Third Offense: A disciplinary report will be filed. A conference with the parent/guardian will be scheduled. A plan of action will be outlined, reviewed and enforced along with a referral to counseling services. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

Fourth Offense: The Steps To Proper Discipline will be followed moving forward with all additional behavioral or school rule infractions. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

Major Offenses:

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, the Associate Principal or Dean of Students.**

First Offense: Any student possessing or under the influence of drugs such as marijuana, dab pins, edibles of any kind, 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, the Associate Principal or Dean of Students.**

Second Offense: The student will be given a five- 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, the Associate Principal or Dean of Students.**

Poplar Middle 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 by phone and/or in writing.

Guns and Weapons: Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument as a weapon of any kind. In accordance with the Gun-Free Schools Act, 20 USC 3351, violations involving a gun will result in automatic expulsion for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the district Superintendent.

Assault: Any student causing a fight, attempting to cause a fight, or threatening a fight to cause physical injury to another person may be recommended for suspension and/or expulsion. No student shall, while on school property or at any school function, behave in a riotous or disorderly manner, or in any way interrupt, molest or disturb individuals or the operation of the school. Violators are subject to punishment by law and may be recommended for suspension and/or expulsion. **Punitive action may be administered as deemed appropriate by the building Principal, the Associate Principal or Dean of Students.**

Bullying

Any act of intimidation by a student, or group of students, towards another student or staff member will not be tolerated. Severe cases will be dealt with by the principal, in cooperation with the counselor 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, the Associate Principal or Dean of Students.**

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.

Discipline Procedure for Physical Aggression

1st Offense: 1 day Out-of-School Suspension (OSS)

2nd Offense: 3 days Out-of-School Suspension (OSS)

3rd Offense: 5 days Out-of-School Suspension (OSS) - Student will be referred to the school board and recommended for possible expulsion

Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.

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, Associate Principal or Dean of Students.**

First Offense: The student will be referred to the counselor's office to receive counseling on appropriate behavior and the

consequences of continuing with the behavior that is inappropriate.

Second 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 School Resource Officer (SRO) 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, Associate Principal or Dean of Students.**

Third Offense: The student will be given a five (5) day out-of-school suspension effective immediately. The SRO will be called upon 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 a long-term assistance program through the counseling services and will be designed to assist the student in remediation of his/her problem. The parent/guardian will be involved in their child's assistance program. Students who continue to display inappropriate conduct will be suspended for an extended period of time and provided with an alternative education setting in the appropriate school setting. **Punitive action may be administered as deemed appropriate by the building Principal, Associate Principal or Dean of Students.**

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:
 1. Soliciting membership in or affiliation with any gang;
 2. Soliciting any person to pay for protection or threatening any person explicitly, implicitly, with violence or any other illegal or prohibited act;
 3. Painting, writing, or otherwise inscribing gang related graffiti, messages, symbols or signs on school property;
 4. Engaging in violence, extortion or any other criminal act or other violation of school property;
 5. 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.

1st Offense - A written warning shall be issued to the student. Phone and written notification of the parent/guardian shall occur immediately and the student will be **suspended from school for three days.**

2nd Offense - A second violation of #1 and/or #2 will result in a **five-day suspension from school and a recommendation for expulsion to the Board of Trustees.**

Dress Code

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines: Appropriate attire is expected of all students. Clothing that creates a

disturbance or interference to the educational environment will not be allowed.

Inappropriate items include but are not limited to; **HATS** of any kind, short shorts, inappropriate skirts and dresses, muscle shirts, half shirts, extremely sagging pants, tank tops, low-cut shirts, shirts with profane or suggestive wording and clothing which allows the exposure of undergarments. Immodest and disruptive dress, the wearing of garments advertising or condoning the use of alcohol, tobacco, drugs, sex, or inappropriate slogans or innuendoes will not be allowed.

Headbands and bandanas are to be left in lockers during the school day. Students with inappropriate clothing will be sent home to change clothes and their parents notified. **Students resisting the request to change into appropriate clothing and/or to remove offensive or inappropriate clothing may face punitive action as deemed appropriate by the building administration.**

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 a cancellation of those privileges for all involved parties. Based upon the unacceptable use of the system, the administrators may suspend or terminate usage. 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.

Corporal Punishment

1. Corporal punishment- namely, physically punishing a student for an offense - may not be undertaken by teachers or school officials of 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. Teachers and school officials may administer reasonable and necessary physical restraint to eliminate activities disruptive 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 parent and the school authorities meet to decide 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 or guardian has had a personal interview with the administrator at the school that the child attends.

Tardy, Truancy, and Class Lateness

Chronic tardies can be referred to administration following appropriate intervention and documentation, by the classroom teacher, of the students continued non-compliance.

Suspensions

Montana Law Section 20-5-201 (2), states "A pupil who disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district, harms or threatens to harm another person or the person's property, or otherwise

violates district policy regarding pupil conduct is subject to punishment, suspension, or expulsion under the provisions of this title. When a pupil defaces or damages school property, the pupil's parent or guardian is liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of any damage."

Fighting, insubordinate acts, vandalism, and continual violations of classroom rules are offenses that will result in out-of-school suspensions. Less significant offenses will generally be handled with in-school suspensions that require the student to sit in a designated area outside of the classroom. As part of the suspension, the student may be isolated over lunch break as well.

The students will be responsible for completing and turning in all class assignments missed during the suspensions.

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.

In-School Suspensions

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.

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 judgment will be exercised by all students so as not to become involved in any situation which will result in in-school suspension.

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

1. Repeated offenses of inappropriate behavior
2. Any other violation of school rules deemed serious enough to warrant in-school suspension

In-School Suspension Procedural Process

Suspension will be at the discretion of the building administration

STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES WILL BE SUBJECT TO OUT OF SCHOOL SUSPENSION.

Out-of-School Suspensions

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 will be banned from being on any school site or district property for the assessed period of time.

Expulsion

(Also outlined above under the topic of SUSPENSIONS)

An Expulsion is the exclusion of a student from school for more than 20 days without the provision of educational services (except in cases involving students with disabilities) adjudicated by the Board of Trustees.

Other Disciplinary measures

The Board of Trustees and/or administration may invoke other disciplinary action as shall be warranted under the particular circumstances. Such action may include expulsion from extra-curricular activities, graduation ceremonies, and school sponsored events and activities.

Searches

The Law permits a school to search a locker, school property, vehicle, or personal property if there is reasonable suspicion the contraband would be found in that area/item. Also, a school can conduct random searches of school property- lockers, desks- but cannot conduct a random search of a student's personal property without reasonable suspicion.

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.

Students Desk 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 will be seized and impounded by school authorities, and disciplinary action will be taken. When appropriate, such evidence will be transferred to law enforcement authorities.

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 operation of the school. Skateboards and Roller skates/blades are not to be used in the building. They may be secured in the student's locker. Knives will be treated as a weapons offense and could lead to expulsion.

If so requested, these items may be returned directly to the student's parents upon a visit to the school. Note. There are additional school procedures that restrict possession, use, and return of electronic devices and other disallowed items.

Public Display of Affection (PDA)

Friendships 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 buses or in any other area within the confines of the School District. An inordinate show of affection is not permitted.

Trespassing

Anyone in school buildings without permission is considered to be trespassing.

Anyone caught trespassing on school property will be prosecuted to the fullest extent of the law.

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 suspended/expelled from school and the suspension/expulsion will be in accordance with federal and state law.

Theft 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.

Counseling

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

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

Distribution of 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.

School Policy for Electronic Devices, Skateboards, and other Disallowed Items

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.

1st Offense: Taken away for the day

2nd Offense: Documented and Parents must pick up from office

3rd Offense Documented and item confiscated for the remainder of the semester

Fundraising

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 middle school office.

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

Grading Guidelines

Grading Percentages:

**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-**

An "F" makes you ineligible for Honor Roll.

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 an 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.

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, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza Type B, is required by students under the age of five (5).

The 2015 Montana Legislature revised school immunization requirements for school attendance through the passage of House Bill (HB) 158. The law, signed by the Governor and effective October 1, 2015, requires students attending school be vaccinated against varicella disease (chickenpox) and receive a booster of pertussis vaccine at 7th grade.

We anticipate modeling requirements based upon the Advisory Committee on Immunization Practice (ACIP) recommendations. The information below provides a brief overview of current recommendations and may be useful to answer questions regarding what to expect in the new requirements.

Varicella (Chickenpox) Vaccine

Students in kindergarten through 12th grade will need to have two doses of varicella vaccine.

In lieu of receiving the varicella vaccine, we anticipate the rule will allow evidence of immunity to varicella virus. Options will include:

- Laboratory evidence of immunity or laboratory confirmation of disease,
- Diagnosis or verification of a history of varicella disease by a health-care provider (MD, DO, NP, PA)
- Diagnosis or verification of a history of herpes zoster by a health-care provider (MD, DO, NP or PA)

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.

Note. 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.

Note. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Law Enforcement

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 officers 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.

Questioning of Students:

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

- The administration 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 administration will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The administration ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The administration will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody:

State/Tribal 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.
- Students may be taken into custody into school pursuant to a warrant, court order, probable cause, or by a CPS worker. .
- 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 administration 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.

Medicine at School

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the school nurse. It is advised also that the physician orders accompany such prescriptions. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

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.

Promotion and Retention

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests or other testing. Students who are failing will be given the opportunity to have help maintaining grades by the extra services that are provided by the school. Students who fail due to absences may be given a chance to recover the hours missed by completing an assigned academic packet and/or project designed for the number of hours missed.

Students are required to meet the following criteria for participation in the Promotion Ceremony from Poplar Middle School:

1. Attain a cumulative Grade Point Average (GPA) of at least 1.5 overall.
2. Attend school regularly (absent no more than 30 days total for the year).
3. Maintain appropriate behavior during all four quarters of the eighth grade school year.
Unacceptable behaviors include: (the following 4 points are up to the administrators discretion)
 - Suspensions for misbehavior
 - Excessive office referrals for misbehavior
 - Truancies
 - Excessive tardies
4. School personnel will notify students and their parents each grading quarter if the student's GPA falls below 1.5, or if absences exceed 10 days.
5. Due process on appeals by students and their parents may be made in the order as follows: Head Principal, Superintendent, and lastly the School Board if the above requirements are not being met and the promotion ceremony is in jeopardy.

CREDIT REQUIREMENT FOR HIGH SCHOOL

1. What's a "core" class? English, Math, Science and Social Studies.

2. How do students earn a credit? By passing a semester of the class. Each semester equals 0.5 credits. So each year has 2 semesters, making it possible to earn 1.0 credit in 7th grade, and 1.0 credit in 8th grade in each subject. So if a student passes their core classes all four semesters of their 7th and 8th grade year, they will earn 2.0 credits in each subject.

3. How many credits are required to move on to high school? This varies by subject!

Here are the basic credit requirements to be Promoted to High School:

English: 1.5 credits
Math: 1.5 credits
Science: 1.0 credit
Social Studies: 1.0 credit

Elective: 1.0 credit

4. What happens if a student fails a core class? This depends on the subject failed, and how many classes failed. Students who are "credit deficient" or in danger of being deficient, may be put in Credit Recovery, where they re-take the failed class on the Acellus computer program. Credit recovery takes the place of the student's elective class. Students who are credit deficient will also be invited and recommended to attend summer school, which uses the same program to redeem their credit. Students who are credit deficient are NOT allowed to move up to the 9th grade until they have passed the minimum requirements outlined above.

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

Poplar Middle School has a "**CLOSED CAMPUS**" policy. Students are required to stay on campus for the entire school day. Students will participate in the school lunch program or bring a sack lunch to eat in the cafeteria with their class. 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.

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.

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.

Emergency School Closing Information:

Emergency school closing information will be broadcast from: telephonic notification from our automated system as deemed by Dr. Erickson

Radio Station KVCK -1450 AM and KVCK 92.7 FM

Radio Station KVCK - 92.7 FM

Vehicles on Campus:

Students are not authorized to operate motor vehicles on campus. 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.

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.

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 will be charged to replace the book.

Transportation

School Sponsored Trips

Students who participate in school-sponsored trips are required to use the transportation provided by the school to and from the event. The Principal and/or Activities Director, however, may make an exception if the parent/legal guardian personally requests that the student be permitted to ride with the parent if the parent presents - **BEFORE THE SCHEDULED TRIP**- a completed release request form asking for permission for the student to ride with an adult designated by the parent. Release request forms are available in the Middle School Office and from the Activities Director.

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 768-3346.

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.

Bus Behavior

Rules you are expected to follow:

1. Follow directions of the driver.
2. Stay in your seat.
3. Keep all parts of your body in the bus
4. Pushing or shoving is not allowed on the bus.
5. Tobacco, eating, or drinking are not allowed on the bus.

Consequences

At the discretion of administration

Misconduct will be dealt with through the Middle School office and bus-riding privileges may be suspended.
The length of suspension will be agreed upon by an Administrator (or their designee) and the Transportation Department. See the specific rules and consequences for those individuals who travel on District buses.

School Sponsored Trips

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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 Middle 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. Visitors will receive a visitor's tag that must be worn while visiting the building.

Student visitors must receive advanced approval from the building principal 48 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.

5TH AND 6TH GRADE 2017-2017 BELL SCHEDULE

REGULAR SCHEDULE			SHORT FRIDAY		
PERIOD	START	END		PERIOD	START
	8:15 AM				8:15 AM
P1	8:20 AM	8:54 AM		P1	8:20 AM
P2	8:57 AM	10:27 AM		P2	8:53 AM
P3	10:30 AM	10:47 AM		P3	10:26 AM
P4	10:50 AM	11:37 AM		P4	10:35 AM
LUNCH	11:40 AM	12:27 PM		P5	11:14 AM
P5	12:30 PM	1:00 PM		LUNCH	11:53 AM
P6	1:03 PM	1:50 PM		P6	12:33 PM
P7	1:53 PM	2:40 PM		P7	1:11 PM
P8	2:43 PM	3:30 PM		P8	1:52 PM

7TH AND 8TH GRADE 2017-2018 BELL SCHEDULE

REGULAR SCHEDULE

PERIOD	START	END		PERIOD	START	END
	8:15 AM				8:15 AM	
P1	8:20 AM	8:54 AM		P1	8:20 AM	8:50 AM
P2	8:57 AM	9:57 AM		P2	8:53 AM	9:53 AM
P3	10:00 AM	10:47 AM		P3	9:56 AM	10:32 AM
P4	10:50 AM	11:37 AM		P4	10:35 AM	11:11 AM
P5	11:40 AM	12:27 PM		P5	11:14 AM	11:50 AM
LUNCH	12:30 PM	1:00 PM		P6	11:53 AM	12:30 PM
P6	1:03 PM	1:50 PM		LUNCH	12:33 PM	1:08 PM
P7	1:53 PM	2:40 PM		P7	1:11 PM	1:49 PM
P8	2:43 PM	3:30 PM		P8	1:52 PM	2:30 PM

5th and 6th Grade

1:00 Early Out Schedule

7th and 8th Grade

PERIOD	START	END		PERIOD	START	END
	8:15 AM				8:15 AM	
P1	8:20 AM	8:36 AM		P1	8:20 AM	8:36 AM
P2	8:39 AM	10:07 AM		P2	8:39 AM	9:39 AM
P3	n/a	n/a		P3	9:42 AM	10:07 AM
P4	10:10 AM	10:35 AM		P4	10:10 AM	10:35 AM
P5	10:38 AM	11:03 AM		P5	10:38 AM	11:03 AM
P6	11:06 AM	11:31 AM		P6	11:06 AM	11:31 AM
Lunch	11:34 AM	11:59 AM		P7	11:34 AM	11:59 AM
P7	12:02 PM	12:30 PM		P8	12:02 PM	12:30 PM
P8	12:33 PM	1:00 PM		Lunch	12:33 PM	12:55 PM



**POPLAR HIGH SCHOOL
9-12
STUDENT HANDBOOK
2025-2026**

“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 HIGH SCHOOL CONTACTS

Frank Gourneau
9-12 Principal
768-6831

Vonda Bighorn
School Secretary
768-6833

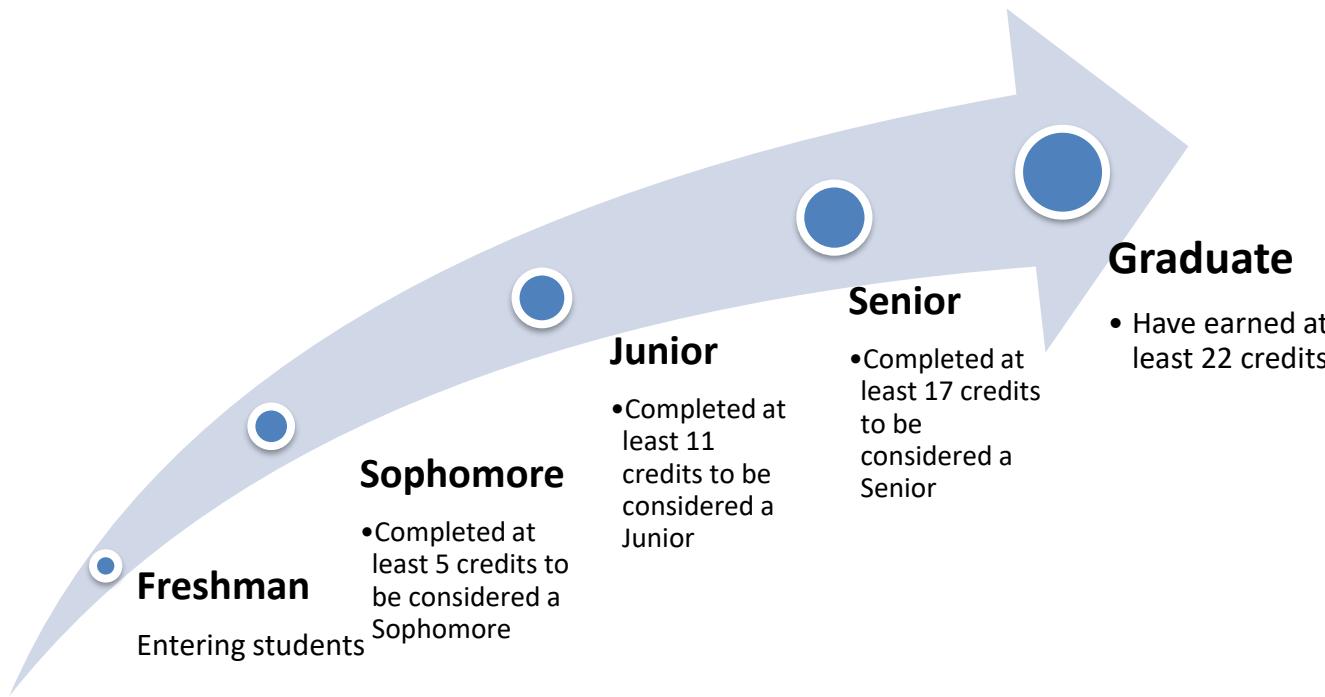
Coy Weeks
9-12 Assistant Principal
768-6818

Demiree Whitehead
Family School and Support
768-6834

Patti Jo Black
9-12 Assistant Principal
SPED/504>Title IX
768-6812

Go Indians!!

The Path through High School



- 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
1ST PERIOD 8:44-9:34
2ND PERIOD 9:38-10:28
3RD PERIOD 10:32-11:22
4TH PERIOD 11:26-12:16
LUNCH 12:20-12:50
5TH PERIOD 12:55-1:45
6TH PERIOD 1:49-2:29
7TH PERIOD 2:43-3:33

FRIDAY

HOMEROOM/BREAKFAST 8:20-8:40
1ST PERIOD 8:44-9:24
2ND PERIOD 9:28-10:08
3RD PERIOD 10:12-10:52
4TH PERIOD 10:56-11:36
5TH PERIOD 11:40-12:20
LUNCH 12:20-1:00
6TH PERIOD 1:04-1:44
7TH PERIOD 1:48-2:28

1:00 P.M. RELEASE

HOMEROOM/BREAKFAST 8:20-8:40
1ST PERIOD 8:44-9:11
2ND PERIOD 9:15-9:42
3RD PERIOD 9:46-10:13
4TH PERIOD 10:17-10:44
5TH PERIOD 10:48-11:15
6TH PERIOD 11:19-11:46
7TH 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 day 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 is 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.

1st – 5th Tardy to School:

Students are issued a tardy pass to class.

6th Tardy to School:

Students are 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.

7th – 11th Tardy to School

The local school procedures will include the consequences below.

Tardy-to-School	ISS	OSS	TO
7 th	1 day (parent called)	0	0
8 th	2 days (parent called)	0	0
9 th	0	1 day (parent called)	Referral
10 th	0	1 day (parent called)	Referral
11 th	0	1 day (parent called)	Referral
12 th +	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.

1st Offense – 1 class period ISS

2nd Offense – 1 class period ISS

3rd Offense – 2 class periods ISS

4th Offense – 1 day ISS

5th Offense – 1 day OSS

6th+ 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 to 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 using 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 always. Always remain in your seat sitting up straight, keeping feet and chair on the floor, and facing forward.
2. You must always be working on an assignment. 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 always be followed.
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. 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 suspension and an increase in the 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, which 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 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, VAPES, 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/VAPES

The following rehabilitative steps/consequences will be applied as delineated. Failure to comply with any or all of item's 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 against 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 including filming 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 is 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
- Marbles
- 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 bedroom!

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/Truancy:

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, halter tops are not appropriate for school wear. Shirts can be not higher than 2" above belt line.

At a minimum, shorts must be below the top of the thigh along with dresses and skirts with the following addition: dresses and skirts must extend to the longest fingertip length or have spandex underneath or be below the top of the thigh. 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 way 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 made in consultation with the staff and student council.

Students who violate dress restrictions will be given the choice of wearing school shirts/sweats for the day or getting sent home. Fashions or fads which become a health or safety hazard to oneself, or others will not be allowed.

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

FOOD AND DRINK

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

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 for additional information regarding the District's prohibition against discrimination and harassment.

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 people 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.

1st Offense: Taken away for the day

2nd Offense: Documented and Parents must pick up from office

3rd Offense: Documented and item confiscated for the remainder of the semester

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

Skateboards and skates will not be allowed on school grounds during the hours of 8:00 a.m. and 4:00 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 Council will act as the governing body to organize fund raising and school activities requested by the 9th through 12th grade classes and groups, including those of the teaching staff. The president of Student Council is responsible to report to the building principal on a weekly basis.

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, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except

for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

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 the 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 form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This form will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.

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.

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 DESK 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 parents 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.

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.

VEHICLE 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 for 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 parents, a physician's order and the medicine in its original, properly labeled container, to the school nurse. Younger students' parents should bring the medicine to school and see that it is given to the nurse. The nurse 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 parents 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 the student should be sent home and will notify the student's parents. **Any student who leaves campus without permission or without following sign-out procedures will be written up for insubordination.**

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. 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.

EMEGENCY SCHOOL CLOSING INFORMATION

Emergency school closing information will be broadcast from:

Radio Station KVCK -1450 AM or 92.7 FM

School website: www.poplarschools.com

PERSONAL AND SCHOOL PROPERTY

Students are responsible for their books, money, valuables and the like while they are at school or doing 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 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 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 the 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 people 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 always fastened.

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.

Minimum 3.4 grade point average	Leadership skills
Involved in community service	Excellent attendance
Excellent self-discipline	Excellent attitude towards school

HONOR ROLL/GRADING

The school Honor Roll is for all students. Below is the grading system and a student must have a grade point average of 3.0 or above on the following basis for honor roll:

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	

3.0-3.49 Honor Roll

3.5-4.0 Principals List

An "F" makes you ineligible for Honor Roll. Will round up to nearest percent on .5 or higher ex: 59.5% will be a D-.

POPLAR HIGH SCHOOL GRADUATION REQUIREMENTS

A student must complete the following 22 units.

4 units of English Language Arts

3 units of Mathematics

3 units of Social Studies (including a 1/2 unit of Civics or Government)

2 units of Science

2 units of Health Enhancement with 1/2 unit each year for two years

1 unit of Arts

1 Unit of Career and Technical Education

6 units of Electives

(1/2 unit of economics or financial literacy with the 2 units of social studies, the 2 units of mathematics, or the 1 unit of career and technical education. *Effective for 2026 Graduates and beyond)

Dual Credit classes can be used for core subjects and equal 1 credit (ex: College writing and Public Speaking can replace English 12)

Graduating with Honors: One honor cord for 3.0-3.49 and two honor cords for 3.5-4.0

SB 18 Bill:

For students (with an educational disruption at any point in their high school career) who meet the state minimum high school credit requirement for graduation, as set forth in Chapter 55 by the Montana Board of Public Education but will not meet the local requirement the district must award the student a diploma.

STATE OF MONTANA GRADUATION REQUIREMENTS

20 Credits

The following 13 units shall be a part of the 20 units required for all students to graduate:

4 units of English Language Arts

2 units of Mathematics

2 units of Social Studies (including a 1/2 unit of Civics or Government)

2 units of Science

1 unit of Health Enhancement with 1/2 unit each year for two years

1 unit of Arts

1 Unit of Career and Technical Education

(1/2 unit of economics or financial literacy with the 2 units of social studies, the 2 units of mathematics, or the 1 unit of career and technical education. * Effective for 2026 Graduates and beyond)

VALEDICTORIAN/SALUTATORIAN: (9-12)

A student must be enrolled in a minimum of 4 classes in the last 3 complete consecutive semesters of high school to be eligible for Valedictorian/salutatorian honors. Students must complete 22 units.

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 universities' library catalogs. These are just some of the area's 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 should 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 involve 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 damage. **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 pictured) 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 at 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 harm 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 BY STUDENTS OR PARENTS

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding involving challenges to

educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sex harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sex harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website www.poplarschools.com or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website www.poplarschools.com or any District or school office or by contacting the 504/ADA Coordinator.

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.

FUNDRAISING

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 768-6833.
- 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 768-6833 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 768-6833. Volunteers who would be willing to come to Poplar High 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 768-6833

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 are 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.

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 if applicable.

Parent/Teacher Conferences

Parent-teacher conferences will be scheduled for a formal conference at a minimum one time each school year. Informal conferences can be arranged at the parents' request. Call the high school office 768-6833.

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, an 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 claim's 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 may provide 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 organizations.

STUDENT ACTIVITIES/ATHLETIC HANDBOOK

POPLAR SCHOOL DISTRICT

2025-2026



Mission Statement For Poplar Athletics

It is our Mission at Poplar Schools to use our athletic program to promote a healthy and positive student athlete who positively represents our school and community.

POPLAR STUDENT ACTIVITIES/ATHLETIC HANDBOOK

SIGN-OFF

2025-2026 School Year

My signature on this document verifies my consent and understanding on the following documents:

1. I have received a copy of the Poplar School Student Activities/Athletic Handbook for the 2025-2026 school year. I have read and understand the policies and procedures as outlined in the handbook and agree to follow and abide by said policies and procedures.
2. I have received a copy of the Poplar School Identity Release Form and agree to the terms outlined within.

Name of Student(s)

Parent Signature

Date

Student Signature

PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE.

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POPLAR SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2025-2026

Poplar Public Schools (School District 9 and 9B) will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. **(School Board Policy 3210)**

DIRECTORY INFORMATION

Regarding student records, federal law requires that "directory information" on a child may be released by the District to anyone who requests it unless the parent/guardian/caretaker relative objects in writing to the release of the information. This includes release of directory information to post-secondary institutions and military recruiters. Directory information ordinarily includes [insert directory information that is consistent with policies 3600P-3600F1-3600F2]. Please make sure a parent/guardian/caretaker relative completes the Student Directory Information Notification as found in the Student Handbook.

REQUIREMENTS

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSAA) Physical Form (at least for all MHSAA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

PURPOSE

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Poplar School District Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,
- A devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one's ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

CHAIN OF COMMAND/COMMUNICATION

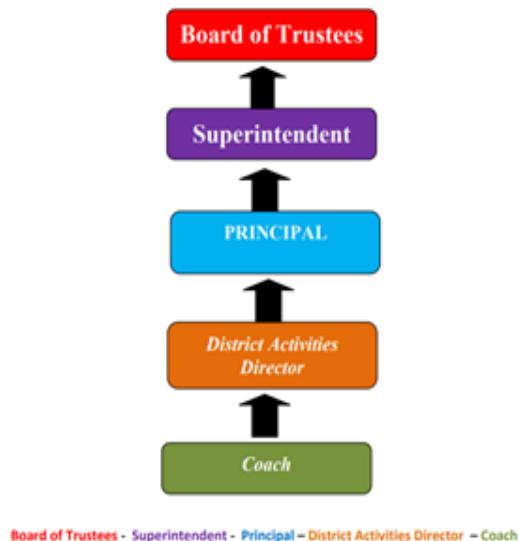
Poplar School District has an established chain of command when dealing with co-and extracurricular issues. Any issue that has an effect on student performance should first take the lowest level of action to address the situation. If the remedy at the lowest level is not appropriate, it then progresses to a written complaint process.

Complaint Process:

Board Policy 1700: Universal Complaint

This is the chain of command for the complaint process: Student/parent, assistant/ head coach, District AD, Principal, Superintendent, Board of Trustees. The following process should be used to address complaints. 1) Try to solve the problem informally with the other party involved. There will be disagreements between parents, athletes, coaches and staff. Poplar School District wants to strongly encourage all parties to try and remedy the issue at level 1 with the coach; 2) Issue the complaint in writing to the person involved and make sure a remedy/solution is requested in the complaint. If not resolved then step 3. 3) The complaint is then directed to the AD or administration, and they will investigate the issue and give a written response following the timeline included with Poplar School Board Policy 1700. If not resolved, then it goes to then step 4. 4) The complaint is then referred to the Superintendent who will investigate the complaint and give a written response to the action sought by the complainant, if not resolved then; 5) The issue is taken to the School Board whose ruling is final.

Since you are working with students, you (as their advisor/coach) need to be cognizant of the rules as dictated by the parent/student handbook and by Board policy and District Standard Operating Procedures. This is your information source when dealing with student behavior.



Disciplinary Action

Disciplinary Action for coaches, advisors, participants will be handled by the District Activity Director and the Administration as per policy and expectations for any unreasonable and unethical behavior or lack of supervision. Any action taken will follow chain of command and due process procedures as well as use of all necessary documentation. In the event of continued noncompliance or “flagrant disregards” formal and immediate action may be required. If a student is ejected from a MHSA competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition.

- **Sportsmanship (MHSA Handbook p. 26-27)**

Section (33) SPORTSMANSHIP GUIDELINES

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner.

The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:

1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
4. Being ejected from a contest;
5. Physically assaulting an official.

GENERAL INFORMATION RELATING TO POLICIES

ACADEMIC ELIGIBILITY FOR PARTICIPATION

Poplar School District will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

- 1) **MHSA Requirement:** A student must be enrolled and have received a passing grade (D-) in at least twenty (20) periods (4 classes) of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. A home school student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
- 2) 8th graders are allowed to participate in Poplar High School Athletics and will follow the same academic guidelines as those students in grades 9-12.

Poplar Schools further stipulate:

- 2) **Poplar High School Requirement:** Grade checks will commence at the quarter and midterm. Any student who receives an "F" in any class will be deemed ineligible. The weekly "F" policy process will be as follows: Grades will be checked the following Monday after the eligibility report is ran. The student needs to receive a passing grade the following Monday in the class they are currently ineligible in. If the student is not eligible they will once again be ineligible until the following Monday. The ineligible report will continue to be ran every Monday until the next grading period (Mid-term, quarter, and semester). If the student is still not eligible in that class at the next grading period they will be deemed ineligible for the remainder of that season. We strongly encourage parents/students to monitor "Infinite Campus" to receive updates on their grades. It is very important to note that the student is ONLY ineligible from the grading period-they cannot be deemed ineligible in any other class when the weekly "F" report is ran.

All student athletes' grades will be checked at a designated progress mark date by the athletic director/admin. Students placed in either academic probation or academic suspension will formulate an education plan (steps/goals/etc.) with the teacher(s) that will have a goal of getting out of either probation or suspension.

Academic Probation: student can still participate in activities but must follow steps. Student can still practice.

Academic Suspension: student is ineligible to participate in activities and must follow steps. Students will have opportunities to get out of Academic Suspension by having all passing grades. Student can still practice.

1 Failing Grade (Academic Probation)

- Student is placed on academic probation while participating in activity

- Student has 1 week to raise the grade from failing to non-failing.
- Mandatory tutoring – must attend 3 hours of tutoring for the week (only if 1 failing grade)
- Failure to attend practice and tutoring will result in loss of eligibility for the remainder of the grading period.
- Failure to raise the grade to passing will place the student on academic suspension but must still comply with 3 hours of tutoring

2 or more Failing grades (Academic Suspension)

- Loss of eligibility immediately and student is placed on academic suspension
- Students grade will be checked weekly after one week of being ineligible to see if they are passing in all classes
- Mandatory tutoring – must attend 5 hours of tutoring for the week (only if 2 or more failing grades)
- Failure to attend practice and tutoring will result in loss of eligibility for the remainder of the grading period.

It will be mandatory for all student/athletes with one or more failing grade to attend after school tutoring until he/she is off the failing list. Grades will only be checked in the class they were failing at the grade check time. If a student fails to become eligible in that class at the next grading period, they will be deemed ineligible for the remainder of the season. We strongly suggest parents/students to monitor "Infinite Campus" to receive updates on their grades.

Activities Philosophy

ACTIVITIES PHILOSOPHY

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by Poplar School District shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a "winner" or a "loser".

Accident Report Form and Procedure

Injuries: All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the principal's office within one (1) school day of the accident.

Awards (Each District should establish criteria for awards)

Post season awards will be issued at the Poplar School District's annual athletic banquet. Coaches will be have the option of issuing 2 plaque awards for their MVP's. The awards issued will be letter winners, participants, academic all-state, 3 sport athletes, and any post-season awards issued by the MHSA.

Age Rule – MHSA

Section (7) AGE RULE

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

Assumption of Risk Statement

Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Poplar Public Schools. Each parent or guardian will be responsible to sign an "assumption of risk" statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

Attendance the Day of an Activity

School Absences: Absences from school and participation in practices, games, meets or performances.

- If you are absent from school for a school sponsored event you can practice, play in a game, or take part in a performance that day.
- If you are absent from school for a limited number of periods for a medical, dental, optometrist, etc. appointment you can participate with approval from the administration (principal, vice principal, or the activities director). A written excuse from the doctor is required.
- You may attend practice, play in games, or participate in performances with administrative approval if absent for a court appearance, bereavement, a family emergency, or some other reason deemed acceptable by the administration.
- If you are home sick and do not come to school for all or part of the day or are absent from any class (excused or unexcused) you cannot practice, play, or participate in performances/games. It is not in the best interest of our participants to be practicing when sick.
- If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.
- Unforeseen circumstances (i.e. weather, school cancellation) will be handled on a case by case basis by the administration.

School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity. A student who is suspended will not be able to practice during the time they are suspended from school. Poplar Schools has zero tolerance for athletes/participates who violate school policy and are suspended from school.

Practice Expectations

Excessive absences from practice are defined by the following: any student who has missed more than 3 unexcused practices during the season. Poplar School District believes that in order to run effective and successful programs that expectation that students be at practice must be upheld. We understand that circumstances arise and it crucial that the head coach is notified previous to an absence from practice. The ramifications from excessive absences will result in the student being removed from the activity. It is mandatory that a doctors excuse be provided in writing when the student is absent from practice.

Bullying, Harassment, Intimidation, Hazing Policy

HAZING, BULLYING, HARASSMENT & INTIMIDATION

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. (**School Board Policy #3226**)

"Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment, or;
- d. Substantially and materially disrupts the orderly operation of a school.

"Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the

building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

SEX BASED DISCRIMINTION AND TITLE IX

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the Poplar School District Administration Office.

Sexual Harassment Policy (B.P. 3225)

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

- FOR A COMPLETE DESCRIPTION of the Poplar School Sexual Harassment Policy, refer to Policy Descriptor code: BP 3225 and/or contact Patti Black Title IX Coordinator, Poplar Public Schools.

Cell phone use by students

Cell Phones and Other Electronic Equipment (Students)

Student possession and use of cellular phones, and other electronic mobile devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time, will any

student operate a cell phone or other electronic mobile devices with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Activity Trips

During activity trips students are permitted to bring their phones but can use them for emergencies only. On travel to a scheduled event cell phones are prohibited (including buses). On overnight trips cell phone usage is prohibited after 10 PM. Further stipulations by head coaches may be imposed for cell phone usage while on away/overnight trips.

Code of Conduct

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons.

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 7-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

Drug/Alcohol Policy

The Athletic Department, in compliance with school policy, prohibits the use/abuse of tobacco, alcohol, and drugs of any form at any time. The training rules also extend beyond school time, school grounds, and school functions. We, as a department, feel that abstinence should be a way of life in and out of school.

Definition of a violation: "A violation of the Poplar High School Alcohol, Tobacco and Drug Use Policy is any drug, tobacco or alcohol related incident, which occurs on or off school premises or at school sponsored functions.

A violation includes:

- Purchase of alcohol, tobacco or drugs
- Use of alcohol, tobacco or drugs
- Possession of alcohol, tobacco or drugs
- Being under the influence of alcohol, tobacco or drugs or testing to a positive swab or Urine Analysis (UA)
- Being at a function/gathering in which an illegal substance is possessed or used
- Dealing in alcohol, tobacco or other drugs
- Possession of devices specifically or reasonably associated with alcohol or tobacco or drug use.
- The refusal of a student to cooperate fully by submitting to a request of a UA. Any refusal will result in an automatic positive.
- A court conviction involving alcohol and/or other drugs will constitute a violation of training rules.

For purposes of the Poplar Junior High School or Poplar High School athletic program, the definition of a violation will include the out-of school hours throughout a sports season. All violators are to be reported to the athletic director or principal. Coaches must report violations and are not to handle violations on an individual basis. In addition, the principal, dean of students, and members of the faculty have the responsibility to report violations promptly to the athletic director. Any person may report violations.

Follow-up action may require the commitment and or identification of the individual(s) reporting the incident to participate in due process hearings. Violations during the sport season are addressed for all individuals in the same manner with fairness, and firmness of the student and team involved.

Sports Season: Fall, Winter, and Spring seasons begin on the first day of practice/participation allowed by the MHSA/Poplar High School/Jr High, and end as soon as the student leaves Poplar High School/Jr High property after the final competition for that activity. Activities listed within the 2nd Semester will be from the 1st day of the Semester to the final day of competition for that activity.

CONSEQUENCES

The consequences afforded the student/athlete for violation of the training rules of the Poplar High School/Junior High School Athletic Department shall be consistent with school policy for alcohol, tobacco and drug use, and will include the following conditions:

First Offense:

A. Meeting of student, parent, coach/sponsor, and school administrator. B. Suspension from the current and/or next activity for ten pupil instruction days, to begin the first day following the suspension C. Student must attend all practice sessions during those ten (10) pupil instruction days. Student and parent/guardian will sign a contract for the student to attend and complete drug and alcohol counseling/sessions and complete an evaluation (Poplar Schools can refer student/and parent to a licensed counselor). The completion of the drug and alcohol program will be determined by the counselor in accordance with athletic director. Parent/Guardian is required to attend one session. D. Student will automatically be included in Poplar School Districts drug testing program. It is to be understood that Poplar School District reserves the right to drug test any student at any time who has violated this policy. Failure to complete C above will result in suspension for the remainder of the season.

Second Offense:

A. Meeting of student, parent, coach/sponsor, and school administrator. B. Suspension for the current and/or next activity for thirty (25) pupil instruction days to begin the first day following the suspension. C. The student must obtain a professional evaluation for substance abuse.

(Poplar High School can refer student/and parent to a licensed counselor) Failure to do so will result in suspension from activities. D. Student may not resume competition until C above is completed. Student will not be allowed to practice. Failure to meet or work toward meeting C will also prohibit the student from participating on any other athletic team until obligation has been met. E. Student will automatically be subject to drug testing at the discretion of the athletic director. F. No student will not be permitted to hold any school leadership or public visual position, including but not limited to class officers, student council officers, National Honor Society officers, royalty court, or athletic captain.

Third Offense:

A. Meeting of student, parent, coach/sponsor, and school administrator. B. Immediate suspension from all school activities for the remainder of the student's high school career. C. Referral for professional help (Poplar Schools does have options for students and chemical dependency). If a student refuses chemical dependency services from Poplar School District any cost involved will be the responsibility of the parent/guardian or student. D. If a student completes C and remains chemically free for a period of one year from the time of the referral, an appeal may be made to the Board of Trustees for removal of the suspension.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone/in-person and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities. It is critically important that parents/guardians/participants understand that the expectations set forth by a program must be followed and if they are not it is possible that the participant will be removed from the team.

College Recruiting

Coaches are encouraged to promote their athletes for scholarships whenever possible, however this should be done after consultation with parents.

Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director.

When counseling athletes or their parents, coaches should inform them of NCAA student-athlete eligibility requirements.

- **Code of Ethics**

ACTIVITY CODE OF ETHICS:

It is the duty of everyone involved in school activities, participant or sponsor, to:

- 1) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.

- 2) Eliminate all possibilities which tend to destroy the best values of the activity.
- 3) Stress the values derived from participating in activities.
- 4) Show cordial courtesy to visitors and officials.
- 5) Respect the integrity and judgment of sports officials.
- 6) Achieve a thorough understanding of the activity and its rules.
- 7) Encourage leadership and good judgment.
- 8) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
- 9) Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.
- 10) Keep an open line of communication between participant and coach/sponsor.
- 11) Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
- 12) Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.
- 13) Students, who participate in athletics and/or activities where a student receives an award or advances as an individual or as part of team through levels of interscholastic competition, will be part of the drug testing program as outlined in Poplar District Drug Policy.

- **Contact Numbers**

Poplar Schools District Office (406) 768-6601

Poplar High School (406) 768-6833

Poplar Middle School (406) 768-6733

Poplar Elementary School (406) 768-6633

- **Concussion Education and Compliance**

Concussion Form: All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice.

A Fact Sheet for ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
 - > The right equipment for the game, position, or activity
 - > Worn correctly and fit well
 - > Used every time you play

A Fact Sheet for PARENT

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems

to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury

or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily

- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussions.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. Tell your child’s coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**Remember, when in doubt, sit them out!
It's better to miss one game than the whole season.**

Be Prepared

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN
<ul style="list-style-type: none">•Appears dazed or stunned•Is confused about events•Answers questions slowly•Repeats questions•Can't recall events prior to the hit, bump, or fall•Can't recall events after the hit, bump, or fall•Loses consciousness (even briefly)•Shows behavior or personality changes•Forgets class schedule or assignments	<p>Thinking/Remembering:</p> <ul style="list-style-type: none">•Difficulty thinking clearly•Difficulty concentrating or remembering•Feeling more slowed down•Feeling sluggish, hazy, foggy, or groggy <p>Physical:</p> <ul style="list-style-type: none">•Headache or “pressure” in head•Nausea or vomiting•Balance problems or dizziness•Fatigue or feeling tired•Blurry or double vision•Sensitivity to light or noise•Numbness or tingling•Does not “feel right” <p>Emotional:</p> <ul style="list-style-type: none">•Irritable•Sad•More emotional than usual•Nervous <p>Sleep*:</p> <ul style="list-style-type: none">•Drowsy•Sleeps less than usual•Sleeps more than usual•Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

- **Corporal Punishment (Discipline and Punishment of Pupils M.C.A. 20-4-302)**

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.

- **Cut Policy**

If your program involves selections or “try-outs” for the team, you must provide the Athletic Director with a copy of your criteria before your season begins. There will be no “selections” until you have 3 days of practice.

This can be one of the most difficult decisions a coach has to make but, good communication between coach, athlete, parents, and Activities Director can prevent a lot of problems.

Individual coaches will develop their criteria for selection of those participants who will be placed on a team and those who will not be placed on a team. These criteria will be made known to participants at the beginning of their season. These criteria may be more stringent than the baseline requirements contained in this handbook. The Activities Director prior to implementation will approve all team selection criteria.

A. **Participant Selection Policy:** In some activities, only a limited number of participants will be possible. Selections or auditions will occur and some participants will not be included on teams or selected for positions or roles. Coaches/advisors/directors are charged with the following responsibilities relating to these decisions:

1. The coach/advisor/activity director is responsible for making decisions about who is selected, keeping those participants who give the group the best chance of success.
2. The coach/advisor/activity director has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.
3. The coach/advisor/director has the responsibility to meet with parents who would like to discuss a selection decision. The coach/advisor/director will not meet with a parent until a 24-hour waiting period is observed. A 36 to 48 hour wait is recommended.

- **District/Building General Office Hours (Optional)**

High School Office hours are: Monday-Thursday, 8:00 A.M. – 4:00 P.M. Friday 8:00 A.M. – 3:00 P.M.

At 8:45 A.M. the doors will be locked. There is a phone in the main office for students’ use. The purpose of this phone is strictly for parental/guardian contact. When parents/guardians call the school, messages will be taken for a return call during non-instructional time. If it is an emergency, a student will be pulled from class. We do not relay messages from non-parents calling for non-family business, nor do we acknowledge that the student attends this school for privacy and safety reasons.

- **Dress and Grooming**

Dress for Activities

Coaches/sponsors/advisors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

Drug/Alcohol/Tobacco Policy

The Athletic Department, in compliance with school policy, prohibits the use/abuse of tobacco, alcohol, and drugs of any form at any time. The training rules also extend beyond school time, school grounds, and school functions during the athletic season whether they are in sports and/or clubs. We, as a department, feel that abstinence should be a way of life in and out of school.

Definition of a violation: "A violation of the Poplar High School Alcohol, Tobacco and Drug Use Policy is any drug, tobacco, or alcohol related incident, which occurs on or off school premises or at school sponsored functions.

A violation includes:

- Purchase of alcohol, tobacco, or drugs
- Use of alcohol, tobacco, or drugs
- Possession of alcohol, tobacco, or drugs
- Being under the influence of alcohol, tobacco or drugs or testing to a positive swab or Urine Analysis (UA)
- Being at a function/gathering in which an illegal substance is possessed or used
- Dealing in alcohol, tobacco, or other drugs
- Possession of devices specifically or reasonably associated with alcohol or tobacco or drug use.
- The refusal of a student to cooperate fully by submitting to a request of a UA. Any refusal will result in an automatic positive. Failure to urinate within 60 minutes results in a failed test. Tampering with urine will also result in automatic fail (ex: adding fluids to test)
- Student admission will be an automatic positive/violation of this policy whether it is use of drugs, alcohol, and/or tobacco.
- A court conviction involving alcohol and/or other drugs will constitute a violation of training rules.

PROBATION: student can still fully participate but must comply and follow guidelines set forth

SUSPENSION: student can only participate in practice but not competitions and must comply and follow guidelines set forth

For purposes of the Poplar Junior High School or Poplar High School athletic program, the definition of a violation will include the out of school hours throughout a sports season. All violators are to be reported to the athletic director and/or principal. Coaches must report violations and are not to handle violations on an individual basis. In addition, the principal, dean of students, and members of the faculty have the responsibility to report violations promptly to the athletic director. Any person may report violations.

Follow-up action may require the commitment and or identification of the individual(s) reporting the incident to participate in due process hearings. Violations during the sport season are addressed for all individuals in the same manner with fairness, and firmness of the student and team involved. Violations of drugs, tobacco, and alcohol will be accumulative for that academic school year meaning they reset each year. Any decisions are at the discretion of the licensed addiction counselor/athletic director/administrator.

Sports Season: Fall, winter, and spring seasons begin on the first day of practice/participation allowed by the MHSA/Poplar High School/Jr High, and end as soon as the student leaves Poplar High School/Jr High property after the final competition for that activity. Activities listed within the 2nd Semester will be from the 1st day of the Semester to the final day of competition for that activity. Testing will be conducted for students under suspicion and that have been reported.

CONSEQUENCES (Tobacco/Vapes)

First Offense:

- A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- B. Probation from the current and/or next activity for ten (10) pupil instruction days, to begin immediately upon violation of this policy (or at the discretion of administration).
- C. Student must attend all practice sessions during the ten (10) pupil instruction days. Student and parent/guardian will sign a contract for the student to attend and complete tobacco counseling/sessions. The completion of the tobacco addiction program will be determined by the counselor in accordance with athletic director. Parent/Guardian may be required to attend one session.
- D. Student will be allowed to practice and participate but must comply with all coaching rules and expectations along with B and C above. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met and will move student from probation to suspension. Student must complete specific requirements by counselor and athletic director to be removed from suspension.

Second and Third Offense:

Follow A, B, C, D from first offense. Only addition will be on section B, 5 added days per offense after the first offense. (Ex: Second offense-15 pupil instruction days, Third Offense-20 pupil instruction days)

Fourth Offense:

- A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- B. Suspension from participating in extracurricular events for the remainder of school year.

CONSEQUENCES (Alcohol/Drugs/Drug Testing)

Any violation of drugs will result in the student/athlete being tested at the discretion of the school (nurse, admin, AD, etc.). A violation of alcohol will not mean the student will need to take a drug test other than as assigned by the athletic director for an activity/random test. Alcohol and drug violations both run concurrently so a violation of drugs and then alcohol will result in 2nd offense. The consequences afforded the student/athlete for violation of the training rules of the Poplar High School/Junior High School Athletic Department shall be consistent with school policy for alcohol, tobacco, and drug use, and will include the following conditions:

TESTING: students under suspicion of being under the influence of alcohol or drugs will be tested

REFUSAL: refusal of drug test will be an automatic positive result.

First Offense:

- A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- B. Probation from the current and/or next activity for fifteen (15) pupil instruction days, to begin immediately upon violation of this policy (or at the discretion of administration).
- C. Student must attend all practice sessions during those fifteen (15) pupil instruction days. Student and parent/guardian will sign a contract for the student to attend and complete drug and alcohol counseling/sessions and complete an evaluation (Poplar Schools can refer student/and parent to a licensed addiction counselor). The completion of the drug and alcohol program will be determined by the counselor in accordance with athletic director. Parent/Guardian may be required to attend one session. The student must complete a negative drug test after the fifteen (15) pupil instruction days.
- D. Student will automatically be included in Poplar School Districts drug testing program if it was a drug violation. It is to be understood that Poplar School District reserves the right to drug test any student at any time who has violated the drug policy. Student will be allowed to practice and participate but must comply with all coaching rules and expectations along with B and C above. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met and will move student from probation to suspension. Student must complete specific requirements by counselor and athletic director to be removed from suspension.
- F. Student will automatically be subject to drug testing at the discretion of the athletic director/admin/school.

Second Offense:

Follow A, B, C, D from first offense. Only addition will be on section B, 5 added days for the second offense after the first offense. (Ex: Second offense-20 pupil instruction days)

Third offense:

- A. Meeting of student, parent, coach/sponsor, and/or school administrator.
- B. Suspension for the current and/or next activity for a minimum of twenty (20) pupil instruction days to begin immediately upon violation of this policy (or at the discretion of administration). At the discretion of the licensed addiction counselor/athletic director a student may be suspended for more than 20 pupil instruction days dependent upon if further care is needed and or the participation of the athlete needs to take more days due to various reasons.
- C. Referral for professional help (Poplar Schools does have options for students and chemical dependency). If a student refuses chemical dependency services from Poplar School District any cost involved will be the responsibility of the parent/guardian or student.
- D. Student may not resume competition until B/C above is completed. Student will be allowed to practice but must comply with all coaching rules and expectations. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met. Failure to follow B/C will result in automatic suspension from current activity and any other activity for remainder of career until it has been completed.
- E. Student will automatically be subject to drug testing at the discretion of the athletic director/admin/school.

Fourth Offense:

- A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- B. Suspension from participating in extracurricular events for the remainder of school year.

Testing Procedures

1. No student will be given advanced notice of testing.
2. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or the follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.
3. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parent's/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
4. There is a head strip of each of the specimen bottles, indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.
5. If it is proven that tampering or cheating has occurred during the collection, the student will be ineligible for all the extracurricular activities for the remainder of the school year. This will be reported by the parent/guardian.
6. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
7. The specimen will be tested by the school nurse. If the test is positive the specimen will be sent to a testing laboratory for confirmation. The specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Montana). Also, performance enhancing drugs such as steroids may be tested.
18. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

The school nurse will receive training on collection and testing procedures. To maintain anonymity, the student's number, not name, will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with his/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Call four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.

3. Before the students' urine is tested by the school nurse, students will agree to fill out, sign, and date any form which maybe be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen. 102 Poplar School District STUDENTS 3350 Page 3 of 4

5. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

6. The supervisor obtaining the urine specimen will be the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by the school nurse. The testing laboratory will report the results to the principal/administrative designee.

8. In order to maintain confidentiality, the container which contain the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached, only the student's random identification number will appear on the results sheet.

Test Procedure Results

This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal/administrative designee will be notified of a student testing positive (that is if the test shows that drug residues are in the student's system after using at least two (2) different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.

3. If the test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at the school. The student will be immediately suspended from activities for 10 pupil instruction days. The student must still practice. The student will complete a chemical evaluation and program offered by the Poplar Public Schools. The student will be prevented from participation in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.

4. A follow-up test will be requested by the principal/administrative designee after 10 pupil instruction days if the student completes the chemical evaluation and program. Refusal to complete the program/evaluation will result in the student removed from the team for remainder of the season. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant the student will be immediately suspended again from the activity for 30 pupil instruction days and will be required to complete another evaluation and chemical dependency program. **In addition**, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

5. A third-follow up test will be requested by the administration/designee when they feel that the student has made satisfactory gains in their chemical dependency program. The minimum amount of time from the 2nd to 3rd test will be 30 pupil instruction days. If the administration/designee feels that third follow-up test is not warranted it will not be issued. A failed 3rd test will result in removal from all athletic/extracurricular activities for 90 pupil instruction days. A parent/guardian will have the opportunity to contest the 90 days suspension. Only the Poplar School Board can overturn a 90 day suspension from all activities due to a third failed drug test.

5. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested. (Poplar School District P. 103 STUDENTS 3350)

6. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for the student of his/her parent/guardian.)

2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parents/guardian.

3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program. Other rules Apart from this drug-testing program, the Montana High School Association and the coaching staff/sponsor of each sports/activity have their own training rules and

requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

- **Dual Activity in a Season**

The Poplar School District School District believes dual participation in athletic activities often puts a strain on other areas of the student's involvement (academic, athletic, social/emotional). In order for students to participate in dual activities the decision must be confirmed by the coaches/directors of both sports and the athletic director. It is highly recommended that students give 100% commitment to a single sport.

QUALIFYING ACTIVITY PREFERENCE

At any time a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition or qualifying activity (districts/divisionals/regionals) for future participation.

- **Extra-Curricular Activities Offered**

Poplar Schools believe that offering extracurricular activities at the elementary age is critical to building and sustaining good programs. The activities offered will adhere to the Federal Title IX mandate. Offerings will be made at the end each school year to the Poplar School District Superintendent through the Athletic Director.

ELEMENTARY ACTIVITIES: Cross Country, Basketball, Volleyball, Flag Football

MIDDLE/JR HIGH SCHOOL ACTIVITIES: Cross Country, Volleyball, Wrestling, Football, Cheerleading, Basketball, Track and Field

HIGH SCHOOL ACTIVITIES: Cross Country, Wrestling, Volleyball, Football, Cheerleading, Speech and Drama, Basketball, Track and Field, Tennis, Golf, Tennis, Flag Football

- **Homeless Student Rights**

Our school and school district provide equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSA eligibility criteria for participation in any MHSA sanctioned activity. Contact the school districts Homeless Liaison and Activity Director for further assistance.

Keith Erickson
Homeless Liaison
Poplar Public Schools
Box 458
Poplar, MT 59255
406-768-6665

- **Insurance and Injury**

The School District does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place

prior to the first day of practice and/or school. Please contact the coach or athletic director for additional information.

- **Lettering Criteria**

Each District establishes their own criteria for lettering. That criteria will be shared with participants and parents at the beginning of each activity season. It is highly recommended that all head coaches follow a criteria that is fair yet maintains high expectations. An emphasis on post-season play/participation should be considered.

- **Meal Procedure**

Recommended Meal Allowances

Poplar Schools proposes the following meal allowance. We strongly encourage coaches to adhere to the policy. When the District provides meals, the following meal allowances will be adhered to (Per athlete):

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$14.00
TOTAL	\$34.00 (exclusive of 15% gratuities)

If breakfast or lunch is not offered the \$34.00 dollar amount can be utilized during the dinner meal.

Gratuities: Will not be included in any school purchase.

Any expense over the allotted amount will be the responsibility of the head coach/advisor to pay. It is highly recommended that head coaches/advisors order meals for their athletes.

NOTE: Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM including beverage and/or dessert. Specialty drinks and or desserts are the student's responsibility.

Poplar Schools Medical Information Form

MEDICAL TREATMENT/RELEASE FORM

To: Parents and/or Guardians of Students Representing Poplar High Schools in Activity Programs. It has become exceedingly difficult to obtain medical services for students injured when competing, without first obtaining parental/guardian consent in writing. So that proper emergency assistance may be provided, we ask that you review the following statement, sign and return to the faculty member in charge.

I hereby authorize Poplar School District and its faculty members in charge of my child named below to obtain all necessary medical care for my child and I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Print Student's Name: _____

Signed: _____
(Parent and/or Guardian)

Address _____

Telephone No. _____

Date: _____

Emergency Contact (Within 15 miles of name of town)

Name: _____

Address: _____

Telephone No. _____

Relationship to Student: _____

Allergies? _____ YES: _____ NO

If "Yes" please list:

Medication Needed: _____ YES _____ NO

If "Yes" please list:

Special Medical Problems? _____ YES _____ NO

If "Yes" please list:

- **Medication Policy (issuing meds to athletes)**

ADMINISTERING MEDICINES TO STUDENTS (SB Policy #3416)

Poplar School District recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin or other patient's medication to students.

- **Parent Meeting**

Parent Meeting: Parents/guardians and students participating in an activity **are required** to attend an informational meeting to discuss and sign the activities policy. Parents are required to attend only one of these meetings per year, even if they have more than one child participating in more than one activity. This meeting will be held before the first practice session. If parents are unable to attend the regularly scheduled meeting, a Power Point presentation will be made available up to the week before the teams' first competition.

- **Participation Fee (Districts Collection & Tracking)**

A participation fee at Poplar School District is not required by any athlete at any grade level.

- **Physical Exams (MHSA Form)**

MHSA Handbook: ARTICLE II Section (3) Physical Exam

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations **must** be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office or from the medical office giving the physical.

A physical examination is required for each student in order to be considered eligible to participate in an association contest. This exam must be certified by a medical doctor for the current school year." (MHSA Handbook Article II Section III). The cost of the physical exam is the responsibility of the student athlete and his/her parents.

Permission to Participate (Collected Annually)

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Poplar Public Schools in the following Activities: Please mark all boxes for activities you will be in for entire school year on the back of this form.

I also give _____ (student) permission to ride school-sponsored transportation to/from any activity taking place away from [insert school district]. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the student listed above, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

Date _____

Student Signature _____

Date _____

Parent/Guardian Signature _____

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone: _____

- Schools Sponsored Trips**

Student participation on intra and extracurricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school sponsored trips, whether for the day or overnight, are regarded by Poplar School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in intra- and extra-curricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school sponsored trip that does not adhere to the reasonable standards established will be dealt with in a timely manner by the coach/advisor and administration. If there is a violation of any of these rules while on school sponsored trips the student could face the following: suspension from the team, discipline/suspension from school, and possible criminal action. Parents will be notified of any incident concerning their child on a school sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular or extracurricular overnight events. Consideration for approval will be made on a case by case basis by administration at the request of the advisor or coach. And additional chaperone may be required in the event that junior high and high school students are traveling together overnight.

- **Student Sign Out Sheet (protocol when students request to leave site)**

Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return. Any student who leaves the designated site without coach/sponsor approval will immediately be suspended from the team/activity on site and will not participate in the activity. The length of the suspension will be determined by the athletic director. Students leaving the designated location on away trips creates a safety issue that will not be tolerated by Poplar School District.

- **Suspension or Exclusion from Team – (Who makes the call)**

Dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director as soon as possible.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. **Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.**

Legal Reference: § 20-5-201, MCA Duties and sanctions

Travel Rules, Regulations and Procedure (Parent written request that their child allowed alternative transportation to and from site)

Travel Requirements: All participants must travel to and return from all out of town activities with the team unless prior written permission is asked by their parents and granted by the administration.

Participants will be released to travel with their parent/guardian only, after signing out with their coach/sponsor.

ACTIVITY TRANSPORTATION

Because of the legal implications regarding school district responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Poplar. This will apply to any student who is a member of a team, music group, cheerleading squad, pep

bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

The only exception will be a written request by a parent for their son/daughter to ride with THEM to/from the activity. The parents must SEE the coach/sponsor and sign a release at the time of the request. If for some reason, the parent may want the student to LEAVE an activity with someone other than themselves, a request must be made in writing PRIOR to the scheduled activity and must be pre-approved by the activities director or another Poplar Schools administrator.

Any person providing transportation for student activity members, with a specific request from the parent as previously outlined, must meet one of the following qualifications:

- 1) An immediate family member; sister/brother, grandparent, and/or adult 21 years or older. This person(s) must SEE the coach/sponsor and sign the student out prior to leaving the activity.

Any participant who arrives late for a coach's/sponsor's announced leave time will NOT be allowed to participate in the activity for that day.

- **Transporting students with Personal Vehicles**

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the administration. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seatbelts in his/her vehicle. If a staff member doesn't have prior approval to transports students they subject to disciplinary action by the administration.

- **Transportation To/From a Contests**

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from co-curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy. Students will travel with district approved vehicles (Bus, Van, etc...) to school sponsored events. Transporting students in private vehicles to school sponsored events is not permitted.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

- **Transportation To/From Practice (Co-ops-If needed)**

TRANSPORTATION

- a. Practice: It will be the sole responsibility of the visiting school to ensure that students are transported to practice. School personnel must transport the students. Any Volunteer that is transporting students must be cleared through policy. At no time are students to themselves to/from practice. All practice trips will be equalized as close as practical between the two schools.
- b. Each school will be responsible for all costs for transporting the students to and from practice.
- c. All additional transportation costs will be split 50/50.

d. Students are not allowed to ride to or from competitions with anyone but their own parents or guardians. They may ride with their parents or guardians only if they have asked for and been granted permission by the Administration by providing a note requesting permission to ride with parents, to the Activities office prior to the trip. Exceptions can be made on a case by case basis by the Head Coach/Coach during a competition/away game if proper documentation is received to the Head Coach/Coach.

- **Video Surveillance**

The Board authorizes the use of 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 buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, which video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention. Audio will not be part of the video recordings made, reviewed, or stored by the District.

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steiger's Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Student-Athlete Name: _____

This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.

Parent/Legal Guardian Name(s): _____

We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet*.

If true, please check box

After reading the information sheet, I am aware of the following information:

Student-Athlete Initials		Parent/Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(s), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date

STUDENTS

Accident Report: Below is a sample accident report. Each office (ES, MS, HS) has accident reports that must be filled out by the head coach or designee after any such accident. The report must be turned in within 24 hours to the central office. If an accident happens while on an away trip the form must be submitted within 24 hours of return. It is the responsibility of the head coach to make sure that these accident reports are completed and submitted.

Accident Report

**This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs.
Please Print or Type.**

District Name _____ School Name _____
Principal's Name _____ School Phone _____
Date of Accident: _____ Time: _____ AM PM Supervising Employee _____

Claimant's Name	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Claimant's Address	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Claimant's SS #	Home Phone Number (_____) _____		
Claimant's Age	Date of Birth	Sex	Grade
Parent's Name (if student)		Work Phone Number (_____) _____	

<i>Nature of Injury</i>	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

<i>Place of Accident</i>	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

<i>Body Part Injured</i>		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

Describe accident and injury in detail (attach additional description as necessary): _____

Were efforts made to contact the parent/guardian about the accident? Yes No

Was first aid administered? Yes No By whom? _____

Was the student Sent home Sent to physician Sent to hospital

Is student covered by Student Accident Insurance? Yes No If "yes," please list Company Name, address, and phone number _____

If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)

Name and address of doctor or hospital _____

Witnesses (Name, Address, and Phone) _____

Signature/Name of Person Completing the Report

Date

Prior Authorization to release a student:

If a student-athlete chooses to ride home after an event with their parent/legal guardian the signing of the Poplar athletic handbook acknowledges the parent/legal guardian right to do so. No pre-authorization form is needed if the receipt of this handbook is completed.

For a student-athlete who chooses to ride home with someone other than their parent/legal guardian a prior authorization form MUST be filled out prior to the student-athlete being released to the parent/legal guardian. These forms can be found in the middle school and high school office. They must be signed by parent AND the building principal/athletic director.

Poplar Schools Extracurricular Consent Form

I have received and have read and understand a copy of the Poplar Schools' "Extracurricular Activities Drug Testing Program". I desire that _____

Participate in this program and in the extracurricular program of Poplar Schools and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analysis of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: _____, 20____

Student Signature

Parent Signature

I, _____, have decided not to participate in any extracurricular activities sponsored by Poplar Schools for the remainder of the school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

Student Signature

Date

Parent/Guardian Signature

Date

Transfer Rule

Below are the general guidelines for students who transfer into Poplar High School. All guidelines follow the MHSA handbook. It is important that parents/guardians understand that transfer rules are applied by the Montana High School Association and we simply follow their guidelines. If the transfer is athletically motivated it will be denied and the student will need to sit 90 pupil instruction days. In appendix A there is the full wording on the transfer rules/forms.

1. Any student who transfers from one high school or junior high school to another high school is ineligible to participate in a varsity Association Contest for 90 days from the date of enrollment in the school to which he/she transfers. This rule applies to a student who transfers after twenty (20) days of attendance or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11, and 12.

EXCEPTIONS by MHSA to the transfer rule are as followed if the following students are to be declared eligible:

- a) A student who moves into a new district or school attendance area upon a corresponding change or residence by the parents or legal guardians with whom the student was living during his/her previous school enrollment.
- b) A student who is a ward of the court or state and is placed in a district or school attendance area by court order.
- c) Students transferring from one high school to another under a bona fide foreign exchange program will be eligible for two (2) consecutive semesters only after the principal properly certifies that they meet all eligibility requirements.
- d) A student who marries and establishes a new residence in a new district or school attendance area.
- e) A student who transfers to another school because his or her school ceases to operate.
- f) A student in attendance at a school designated by the governing body of that school as a result of reorganization, consolidation or annexation, or a student ordered transferred within a school system for other than interscholastic competition purposes by a board of education or governing body of a private or parochial school system.
- g) A student who completes the last grade available in the school system previously attended.
- h) A student who moves from parent/legal guardian to parent/legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and is certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment.

APPENDIX A

MHSA Transfer Language

Transfer Forms



MONTANA HIGH SCHOOL ASSOCIATION
 1 South Dakota Avenue
 Helena, Montana 59601
 406-442-6010
 406-442-8250 (fax)
www.mhsa.org

RECORD OF TRANSFER

Article II, Section 12 of the MHSA By-Laws requires that a Record of Transfer be filed for all transfer students. This official transfer form must be used. A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment. The legal guardianship must have been established at least one calendar year before the transfer. The transfer supplement (parent-to-parent form) must also be filed. A student who has attended high school and resides in a district other than where the student's parent(s) resides, and who returns to live with the student's parents becomes immediately transfer eligible for varsity competition in the parent's district. This can be applied only one time during the student's career. To be eligible for competition at any level, the student must meet all eligibility requirements, including age, semester, transfer,

Please complete the information for each transfer student. List the students in order by grade in school. Use additional forms if necessary.

Name of Student	Student's Date of Birth	High School from Which Student Transferred	Enrollment Date of Student	Indicate the SEMESTERS in which the student attended high school including current semester:						Did parents move with student to your attendance area?	Was move from parent/legal guardian to parent/legal guardian for the first time? Include FORM.	Did the student reside in a district other than the parents' and return to their district for the 1 st time in their career? Include FORM.	Did the move take place under a bona fide foreign exchange program?	Did the student receive credit in 20 hours of prepared work or its equivalent in the last previous semester?	Is the student eligible for VARSITY?	Is the student eligible for sub-varsity?				
				9th Grade	10th Grade	11th Grade	12th Grade	1	2								1	2	1	2
				s	t	n	s	t	n								s	t	n	s
John Smith	6/30/95	East High School – Boise, ID	9/3/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					YES	NO	NO	NO	YES	YES			
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
4				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
7				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
8				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
9				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

Name of High School Submitting Transfer Form

Name/Signature of Superintendent or Principal

Date

Contact Number(s) for Person Submitting Form



MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota Avenue
Helena, Montana 59601
406-442-6010
406-442-8250 (fax)
www.mhsa.org

PARENT TO PARENT FORM

Article II, Section (10), 10.1, e, of the Montana High School Association Handbook states the following:

e. A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment. The legal guardianship must have been established at least one calendar year before the transfer.

Student's Name:

Date of Enrollment:

School of Enrollment:

Name of Parent/Legal Guardian from whom the student moved:

Name of Parent/Legal Guardian to whom the student moved:

Relationship to student:

Relationship to student:

By signing below the administrators certify the following:

1. The information pertaining to the student name above is accurate.
2. The student has moved from parent to parent for the first time in his/her career.
3. The move was NOT athletically motivated.
4. The move was NOT the result of recruitment.

SIGNATURES:

Superintendent or Principal of Transferring School	<input type="text"/> School Name	<input type="text"/> Date
Superintendent or Principal of Receiving School	<input type="text"/> School Name	<input type="text"/> Date

For a student moving from parent to parent, this form must accompany the Record of Transfer form on which the transferring student's name appears. Please retain a copy for your records.



MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota Avenue
Helena, Montana 59601
406-442-6010
406-442-8250 (fax)
www.mhsa.org

RETURN TO PARENT FORM

Applies to students returning to parent(s) for the first time.

Article II, Section (10), 10.1, h, of the Montana High School Association Handbook states the following:

h. *A student who has attended high school and resides in a district other than where the student's parent(s) resides, and who subsequently returns to live with the student's parents becomes immediately transfer eligible for varsity competition in the parent's district. This can be applied only one time during the student's career.*

Student's Name: _____
Date of Enrollment: _____
School of Enrollment: _____

Name of school student attended outside the parent's district: _____

Name of Individual with whom student resided before returning to parent: _____

By signing below the administrator certifies the following:

1. The information pertaining to the student name above is accurate.
2. The student has resided in a district other than where the parent(s) reside.
3. The student returned to live with the parent(s) and is attending high school in the parent's district.
4. This is the first return-to-parent move for the student.

SIGNATURES:

Superintendent or Principal

School Name

Date

For a student returning to parent, this form must accompany the Record of Transfer form on which the transferring student's name appears. Please retain a copy for your records.



PETITION FOR WAIVER of the TRANSFER RULE

This form is to be used when submitting information to the MHSA for waiver of the transfer rule under the provisions of the "Hardship Rule" as published in the Association Handbook. Follow the instructions on this form when preparing.

Hardship Rule: A high school student who, because of circumstances beyond his/her control such as broken home conditions, death of parents or guardian, abandonment or other exceptional circumstances, finds it necessary to change high schools may be declared eligible by the Executive Director provided the principal of each high school involved files a statement with the Executive Director that the change was necessary, was not athletically motivated, and there was no known undue influence. If the transfer of any student from one school to another is approved by the Executive Director under the foregoing circumstances, he/she shall be eligible provided he/she meets all other eligibility requirements. Appeals on Petitions for Waiver of the Transfer Rule under the Hardship Rule shall be acted upon by the MHSA Executive Board at any regular or special meeting, including conference phone calls, provided the school or individual requesting, agrees to pay the cost of the call.

MHSA Procedure for Action on a Petition: Each petition will be acted upon by the Executive Director following the receipt of this completed form in the MHSA office.

(1) Petition for Waiver completed by petitioning school; (2) Petition forwarded to superintendent or principal of school from which student transferred; (3) Reverse side of this waiver form completed by superintendent or principal of school student last attended; and (4) Completed form returned to the Montana High School Association office.

Name of School Submitting Request:	
Name of Student:	
Student's Date of Birth:	Student's Grade Level in Current Year:
Current School Year:	Date Student Enrolled in This School:
Mother and Father: Married (living together) <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>	
Mother: Living <input type="checkbox"/> Deceased <input type="checkbox"/>	Father: Living <input type="checkbox"/> Deceased <input type="checkbox"/>
District Where Mother Lives:	
District Where Father Lives:	
School Last Attended:	Last Date of Attendance There:

STATE FULL DETAILS

It is the responsibility of the petitioning school to supply statements of proof that it was necessary for the student to transfer as stated above. Be sure that your explanation is attached as a supplement to this form if the space below is not adequate; the same is to accompany your request for waiver when it is forwarded to the superintendent or principal of the school the student last attended. Request immediate return of this form to the MHSA office. All information provided will be considered confidential. Note: A complete statement giving reasons for transfer must be included before this petition will be considered.

- In your opinion, under the hardship rule, was this transfer necessary? Yes No
- In your opinion, was this move athletically motivated? Yes No
- In your opinion, was there undue influence on the student? Yes No

Reason for the student's transfer:

[Large empty box for writing reason for transfer]

Signed _____ Date _____
(School administrator) (over)

ACTION ON WAIVER BY PRINCIPAL OF HOME DISTRICT OR SCHOOL LAST ATTENDED

Observe carefully: All waivers requested under "The Hardship Rule," as stated on the other side of this petition must be approved by the principal of the student's school and by the school last attended before being acted upon by the Executive Director.

- In your opinion, under the hardship rule, was this transfer **necessary**? Yes No
- In your opinion, was this move **athletically motivated**? Yes No
- In your opinion, was there **undue influence** on the student? Yes No
- Did the student pass in twenty periods of prepared work per week his/her last full semester of attendance? (**Twenty (20) days attendance constitutes a semester.**) Yes No
- Was the student enrolled in at least twenty periods of prepared work per week at the time of withdrawal from your school? Yes No

I have read carefully the foregoing petition and hereby:

_____Approve the Waiver _____Disapprove the Waiver

Note: State reason for disapproval.

I certify that the reasons for transfer as stated on this form or attached paper(s) are correct to the best of my knowledge.

Signed _____ Date _____
(School administrator)

High School _____ City _____ State _____

Phone Number _____ Fax _____

A copy of this side of this petition must be sent to the petitioning school listed on the front side.

This original must be sent to:

Montana High School Association
1 South Dakota Avenue
Helena, MT 59601
Phone: 406-442-6010
Fax: 406-442-8250



Drug Free Schools Program Consent and Release Form

I, _____ (student's name), have read the Drug Free schools information provided and agree to abide by the Poplar School Districts Drug Free Schools Program rules and regulations. I understand that I will not be penalized in any way for participating in this program.

_____ (student initials) I volunteer to submit to drug testing in accordance with the rules and regulations of the Drug Free Schools Program.

I do hereby give consent to the Poplar School District to collect a specimen from me, and I further give my consent to the Poplar School District to forward the sample(s) to the testing laboratory for its performance of appropriate tests thereon to identify the presence of drugs and then to transmit the results to the Poplar School Districts school nurse/administrations/athletic director.

I authorize the testing laboratory or PSD to release test results to the individual(s) in charge of adhering to the programs rules and regulations.

I also expressly authorize the Poplar School District to release any test-related information, including positive results as directed by my specific, written consent authorizing release of the information to an identified person.

I understand that refusal to submit to testing or a positive adulterated test result will be reported to the parent, administration, and/or athletic director.

Student Name: _____

Student Signature: _____

Parent Signature: _____ Date: _____

POPLAR SCHOOL DISTRICT WAIVER/INSURANCE FORM

LAST NAME: _____ FIRST NAME: _____

POPLAR SCHOOL DISTRICT ATHLETIC WARNING STATEMENT & CONSENT TO PARTICIPATE

As an athlete / athletic parent in the PSD Athletic program, I / We understand that participation in any sport can be a dangerous activity involving **MANY RISKS TO INJURY**. I / We further understand that there are serious risks including and not limited to brain damage, cardiac arrest, serious injury to internal organs and to bones, joints, ligaments, muscles, tendons, and other serious injury or impairment to other aspects of the athlete's general health and well-being. I / We understand that the dangers and risks of participating in sports also include the potentially high cost of medical care and impairment of the athlete's future ability to earn a living, to engage in other business, social and recreational activities, and generally enjoy life. Recognizing these risks, I / We consent to the participation of my / our son / daughter in the sports program offered by PSD. I / We also agree to comply with all rules, regulations, and recommendations of administrators, coaches, athletic trainers and doctors concerning injury prevention and care. I / We hereby grant consent to any and all health care providers designated by Poplar School District to provide my child any necessary medical care as a result of any injury / illness. I / We consent to participation in all sports that are offered by Poplar School District.

Signature of Parent / Guardian: _____

Signature of Student: _____

EMERGENCY INFORMATION

Parent / Guardian Name: _____ Contact Number: _____

Secondary Individual: _____ Contact Number: _____

HEALTH INSURANCE INFORMATION:

This MUST be completed. You must have insurance to participate. Also, please inform us of any changes in your insurance coverage during this school year.

Carrier: _____

Policy No.: _____

Group No.: _____

Expiration Date: _____

Policyholder's name: _____

MEDICAL HISTORY: List any allergies or medical conditions:
