

# LINCOLN COUNTY HIGH SCHOOL



## ***2017-2018 Student Policy Manual***

**LCHS IS A SAFE AND RESPECTFUL LEARNING ENVIRONMENT**



Our path is determined by:

**P**ride in achievement.

**A**ccountability for all.

**W**hatever it takes!



# 2017-2018 Student Handbook

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**DIRECTORY**

**SCHOOL BOARD**

Don Hammack, Chairperson  
Mike Burow  
Kade Fleenor  
Jon Hurst  
Lynn Johnson  
Joan Moeller  
Mischell Smith

**CENTRAL ADMINISTRATION**

Jim Mephram, Superintendent  
Onna Escobar, District Clerk  
Sara Guckenberger, Payroll/Claims Clerk  
Julie Salyer, Supt. Secretary/Admin. Assist.  
Ed Newell, Athletic Director  
John Hannay, Transportation/Maint. Supervisor

**HIGH SCHOOL ADMINISTRATION**

Joel Graves, Principal  
Spencer Sartori, Counselor  
Barbara Dierman, Secretary/Registrar  
Kayla Cardwell, Attendance Secretary

**HIGH SCHOOL FACULTY**

**ART**

Jillian Seng

**BUSINESS ED**

Bobbi Kossman

**INDUSTRIAL/ TECHNOLOGY  
EDUCATION**

Duke Bigham  
Wade VanNess

**FOREIGN LANGUAGES**

Kristina Carvey

**HEALTH ENHANCEMENT**

Rick Bean  
Ed Newell

**FAMILY/CONSUMER SCIENCE**

Suzy Deshazer

**LANGUAGE ARTS**

Amanda Anderson  
Andrew Gideon  
Latimer Hoke

**LIBRARY**

Sue Mephram

**MATH**

Jim Henrie  
Dave Loy  
Amy Pacella

**MUSIC**

Chris Moen

**SCIENCE**

Larry Benson  
Ryan Holder

**SOCIAL STUDIES**

Marissa Rivera  
Conor Russell

**SPECIAL AREAS**

Denikka Miller, Resource Room  
Dustyne Salminen, Resource Room

**PROGRAMS**

Jonathan Netzloff, Technology Coordinator  
LouAnn Gay/Dave Gay, Alternative School  
Teachers

**NON-INSTRUCTIONAL STAFF**

Xiaoyuan Huang-Hammill, Custodian  
Jason Sifford, Custodian

**STATEMENT IN RELATION TO CIVIL RIGHTS ACT, TITLE IX, AND SECTION 504 OF REHABILITATION**

**STATEMENT OF NON-DISCRIMINATION**

School District 13 shall provide equal educational opportunity and treatment for all students without regard to race, creed, color, national origin, sex, marital status, previous arrest or incarceration or non-program-related physical, sensory or mental handicaps.

All staff shall encourage students to explore and develop their individual interests in career and vocational technical programs and employment opportunities without regard to sex including reasonable efforts encouraging students to consider and explore “non-traditional” occupations for men and women.

Equal opportunity and treatment shall be afforded to all students who desire to participate in extracurricular activities and programs (MCA 49-2-307, 49-3-205).

Students or employees with questions or complaints concerning the provisions of Title IX (Sex Discrimination in Education or Section 504, Accessibility for the Handicapped) may contact the Eureka Public Schools District 13 Title IX Coordinator, PO Box 2000, Eureka, MT 59917, (406) 297-5702.

**MISSION STATEMENT**

**LCHS is a Safe and Respectful Learning Environment. Our Path is Determined by:**

**Pride in Achievement  
Accountability for All  
Whatever it Takes**

**PHILOSOPHY OF LINCOLN COUNTY HIGH SCHOOL**

Every Lincoln County High School student should expect to receive a challenging and practical education, which assists in preparing the student for life long learning and success in future pursuits. Such education will include exposure to the humanities, sciences, mathematics, arts, technology, physical and health education, vocational preparation in an atmosphere of encouragement, support, and discipline.

LCHS recognizes each student differs in interests, abilities, and learning style, and that all students, upon graduation, should possess the confidence and preparation to continue their individual pursuits while becoming responsible, accountable, mature, and productive members of society.

The administration, teachers, support staff, parents, Board of Education, and the entire community share the responsibility of Learning. Each student has the opportunity and responsibility to accomplish the following goals:

1. The development of high ethical standards based on honesty and integrity, which show respect for one’s self and others;
2. An understanding, respect and appreciation for the differences among individuals and peoples, and a willingness to work with others toward a common good;
3. The realization that actions have consequences;
4. The pursuit of excellence, challenging the mind, body, and spirit to achieve their full potential;
5. A clarity of thought and communication;
6. The ability to think critically and solve problems through a variety of methods;
7. An understanding of the value of citizenship and active participation in a democratic society;
8. A recognition of the achievements of humanity, an understanding of current world issues, and a realization of human possibilities;
9. The belief in the inherent value of self-discipline, hard work, and a commitment to learning as a life-long process.
10. A commitment to punctuality and attendance as well as excellence in-class performance.

## **GENERAL INFORMATION**

### **Eureka School District**

#### **STUDENTS**

##### **CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein. Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment.

At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

##### **Video Surveillance**

As outlined in School District Policy #3235, Surveillance cameras are utilized on school grounds to help ensure student safety. Information from these sources may be used in determining disciplinary consequences.

## **GENERAL INFORMATION**

### **ACTIVITY CALENDAR**

The high school office will maintain a master schedule of all student activities. Requests for approval of an activity must be submitted within a reasonable time to ensure scheduling the event. No *school-sponsored student* activities will be scheduled after 6:00 p.m. on Wednesday evenings. Any activities scheduled on Sunday must have prior approval by action of the Board of Trustees.

### **ASSEMBLIES**

Throughout the year several assemblies will be presented to the student body regarding various student activities. During assemblies students are expected to give courteous attention to the program, thus allowing other students their right to enjoy the presentation. Students may lose the privilege of attending assemblies due to issues with behavior.

### **CHANGE OF ADDRESS**

A student whose home address and/or telephone change during the year should have their parents notify the office immediately.

### **CORPORAL PUNISHMENT**

A teacher or principal has the authority to hold a pupil to a strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

“Corporal punishment” means knowingly and purposely inflicting physical pain on a pupil as a disciplinary measure. A person who is employed or engaged by the Eureka School District may not inflict or cause to be inflicted corporal punishment on a pupil. A person who is employed or engaged by the Eureka School District may use physical restraint, defined as the placing of hands on a pupil in a manner that is reasonable and necessary to:

- Quell a disturbance;
- Provide self-protection;
- Protect the pupil or others from physical injury;
- Obtain possession of a weapon or other dangerous object on the person or the pupil or within control of the pupil;
- Maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, principal’s office, or other on-campus facility;
- Protect property from serious harm.

Physical pain resulting from the use of physical restraint as defined above does not constitute corporal punishment as long as the restraint is reasonable and necessary. (Board policy #3311, MCA 20-4-302)

### **DANCES/SOCIAL ACTIVITIES**

Any group recognized by LCHS as a school club or organization can sponsor dances and other social activities. Guidelines are available from the high school office for sponsoring such an activity.

All social activities will be held in school owned facilities during the regular school year, and shall end at 12:00 midnight except that the Prom *may continue until* 1:00 a.m.

Closed-door policies will be observed at all dances. Students will not be permitted to re-enter a dance unless special permission to leave has been given by the chaperone. No entry will be allowed one hour after the start of the dance. *Three* parent chaperones are required at all dances. School dances other than Homecoming and the Prom are restricted to LCHS students and guests. A Student Council Dance contract must be completed and approved by Student Council and the Principal. The Principal must approve all guests.

High school students may not attend Junior High dances. Junior High students may not attend High School dances.

### **FIELD TRIPS**

Certain classes and clubs participate in school-sponsored field trips in order to enhance their curriculum and to enrich the lives of our students. Field trips are a privilege. If a student wishes to participate in a field trip he/she must present written parental permission, dress and behave as directed by the instructor in charge and travel with the group at all times unless given specific permission from the instructor in charge and the school office.

Students on the field trip are subject to the same school policy for behavior and discipline as are students in attendance for regular school. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. In addition, the student assumes all responsibility for making up missed work and seeking extra help.

### **FIRE /EARTHQUAKE DRILLS**

State law requires that we hold four fire drills and four earthquake drills per year. The signal for a fire drill will be the sound of the buzzer. Each instructor will give students complete instructions for leaving the building. The students will remain outside until the all-clear signal is given. For earthquake drills student and instructors will seek cover under desks, tables, chairs, doorframes, and then exit building with instructor leading.

### **FOOD AND DRINK**

### **NO FOOD OR DRINK, OTHER THAN WATER WILL BE ALLOWED IN THE CLASSROOMS.**

### **GRADUATION**

Graduation is a formal ceremony celebrating the LCHS Seniors' completion of four years of schooling and accomplishments. As such, students, parents, and community members play an important role in providing a proper atmosphere and environment for the ceremony. Students are held accountable for their behavior, demeanor, and attire. Male students should be attired in proper shirts, pants, and shoes. Female students should be attired in proper shirts and pants or dresses, and shoes. Except in special circumstances, students are required to attend graduation practice so as to understand the proper procedure for the ceremonies. Students failing to abide by graduation guidelines may lose the privilege of partaking in graduation or may have their diploma receipt delayed until such time as they have fulfilled disciplinary consequences for their inappropriate actions.

### **GUIDANCE AND COUNSELING**

The guidance and counseling department of LCHS is designed to provide students with assistance in the areas of:

1. Educational and career planning
2. Post high school training opportunities
3. Financial aid and scholarships
4. Solving problems of a personal matter

All students are encouraged to utilize this service. The following procedure will be used for counseling appointments:

1. An appointment can be made with the counselor before school, during the lunch break or between classes or with teacher and counselor approval during the school day.
2. The counselor will issue an appointment pass with the time and date of the appointment.

3. The student will not be allowed to leave class to see the counselor unless a signed appointment pass is given to the teacher.

4. The student will return the appointment pass to the classroom teacher after the meeting with the counselor.

### **INSURANCE**

While LCHS does not carry insurance on students, the school provides forms for medical insurance benefits for students who are injured while under school supervision and for student participating in school sponsored activities. Students who wish to purchase such insurance coverage should pick up a form from the office, fill out the insurance packet, enclose a check for the premium, and mail them to the company.

### **INTERNET USAGE POLICY**

Please see our Acceptable Use Policy, which can be found at [www.lchigh.net](http://www.lchigh.net) under the High School tab.

### **LIBRARY**

Students wishing to use the library for research or study may do so during study periods with instructor permission, and before or after regular school hours. Students desiring to use the library during a study period must obtain a pass from their regular instructor for that period and then obtain permission from the librarian upon presentation of the pass. The library will be open at noon for student use. You must have prior permission from the librarian.

Students are held strictly responsible for materials withdrawn from the library. Parents are billed for unaccounted materials checked out in a student's name.

Students should conduct themselves in a manner that allows others to work without distraction while in the library.

### **LOST AND FOUND**

Any student who finds an article in the building or anywhere in the vicinity that apparently has been lost should take it immediately to the high school office. Students who have lost items should inquire at the high school office.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST ITEM. HOWEVER, WE WILL HELP TRY TO FIND IT.

**HEALTH CONCERNS**

LCHS is not allowed to provide any medication to students except in emergency circumstances with parental permission. More serious matters are referred to local medical providers or as otherwise arranged by parents.

**MORNING ANNOUNCEMENTS**

**Individuals wishing to insert a news item into the next day’s announcements need to submit such information to the high school office by no later than 3:30 pm of the previous day.**

**REGISTRATION FEES**

There are no general registration fees for students attending LCHS. Shop, gym, home economics, art and music may require a nominal fee from time to time throughout the school year.

**SCHOOL MEALS**

School meal programs are operated for the purpose of supplying meals to LCHS students within the framework of the National School Lunch Act as administered by the Montana Office of Public Instruction. LCHS students may make use of the school meal service offered at the elementary school multi-purpose room in the morning prior to school or during LCHS’s lunch period.

Price: A charge as set by the Board of Trustees will be made to students and teachers, payable in advance. This cost is subject to change at any time.

<b>Student</b>	<b>\$2.25</b>	<b>Adults</b>	<b>\$3.50</b>
<b>Student Reduced</b>	<b>.40</b>	<b>Milk</b>	<b>.25</b>
<b>Breakfast</b>	<b>free</b>		

Eureka School District uses a computerized debit lunch program. This system allows parents to send one payment for all of their children, even if the children attend different schools within the district. Payments can be made any day from 7:30am to 1:30pm in the lunchroom, or can be mailed to PO Box 2000, Eureka, MT 59917. It is the parents’ responsibility to keep current of their children’s lunch account as well as for all meals their child consumes. Accounts cannot exceed charges of more than \$40. When your child’s account reaches charge status, you will receive a reminder. After the \$40, the account will become delinquent and the child will receive an alternate meal (reimbursable meal that you are charged for). If the account is not brought current within 5 days of the child receiving an alternate meal, school administration will make contact with the parent/guardian. At that time, your child will not be served

school lunch unless arrangements have been made with the school principal.

Free and Reduced Meals: Local students may automatically qualify for free or reduced meals if the parent/s completes the “certificate of eligibility for free and reduced meals” put out by the Department of Public Health and Human Services. Local application forms are also available through the LCHS office. The local application forms for free and reduced priced meals served to students must be completed and approved or denied by the payroll/claims clerk. Any applicant whose application for free or reduced priced meals is denied may request a hearing before the Board to appeal the decision. No difference shall be made in terms of lunch served, time of service or place of service. All certification for free and reduced priced meals shall be confidential to the appropriate officials.

Students Eating in the High School: Students who eat lunch in the high school will eat only in the designated areas and are responsible for keeping the areas clean. The designated areas, subject to change based on student cooperation and behavior, are the lobby, commons, and outside. Vending machines will be located in the concession area and will only be open before school, noon (after lunch is served), and after school.

**TRESPASSING**

School buildings and grounds are under the jurisdiction of the Eureka School District School Board. The unauthorized presence of anyone is a matter for police action. In particular, students or others found in the building apart from normal school hours or without permission or official reason will be subject to disciplinary actions as well as criminal prosecution. **No skateboarding is allowed on school property due to insurance and liability.**

**VISITORS**

*All visitors are required to report to the school office.*

**WORK PERMITS**

Work permits are available to juniors and seniors on a limited basis. Applications and rules are available from the School to Work Coordinator. Juniors may be released for 1 period only and seniors for 2 periods only. Students must periodically account for working hours. The Principal may grant students on a special program an exception. Students will be given vocational credit under the school to work program. All students must be registered with that program.

## **STUDENT RESPONSIBILITIES**

### **GENERAL STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Trustees agrees that education for effective citizenship is accepted as one of the major purposes of the Lincoln County High School. The instructional program developed to achieve this purpose properly places great emphasis upon teaching about our American Heritage, the rights and privileges we enjoy as citizens, and the citizenship responsibilities that must be assumed in maintaining our American way of life. In training for effective citizenship, it is necessary for students:

1. To study under competent instructors in an atmosphere of freedom from bias and prejudice.
2. To form and express opinions on controversial issues without thereby jeopardizing academic standing.
3. To be provided a safe, orderly environment, conducive to teaching and learning.
4. To maintain certain standards of behavior which have been developed jointly by Trustees, Administration, Teachers, Students, and Parents.
5. To accept the responsibilities of adhering to policies and procedures established to ensure the most optimum educational experience for all students.

Each student will be responsible for providing a positive and healthy environment for others by maintaining order, self-discipline, and having consideration for the rights and property of others. Each student will bear the responsibility for his or her own conduct.

Each student is expected to be responsible for neatness and cleanliness of personal attire and hygiene.

Each student is expected to respect other students, teachers, administrators, and other school personnel and visitors as human beings and fellow citizens of the school community.

Each student is expected to respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to books, facilities, school materials, school buildings and furnishings, and the personal property of others.

Each student is expected to refrain from fighting, creating disturbances, denying others the use of school facilities or buildings, using or carrying any weapon on school grounds, intentionally injuring another person or acting in such a

manner as to expose others to risk or danger of harm or injury. A student will not use threats or intimidation against any other person.

Each student will respect the health and safety of others and will refrain from possession and/or use of tobacco, or using, possessing, transmitting or being under the influence of any alcoholic beverage, narcotic substance, illegal or prohibited drug substance, or by engaging in gambling, extortion, theft, assault, excessive noise, or any other unlawful activity.

Each student will respect the education process and learning environment of others by refraining from intentional or habitual tardiness, unexcused absences, or any activities that diminish the rights of others and the opportunity for other students to receive an education and obtain the maximum benefit from a public education.

### **ATTENDANCE**

#### **Philosophy**

The attendance policy for Lincoln County High School is intended to promote student success.

Regular attendance at school is an integral component in student success and a matter of self-discipline that will prove important later in life. Class time is an invaluable opportunity for students and teachers to interact with each other and exchange ideas. It is also the forum for a wide range of learning opportunities that cannot be duplicated outside of the classroom. Therefore, in order to avail themselves of the maximum opportunity for learning, students need to be present in each and every class.

The Board of Education emphasizes the importance and value of regular attendance for each student to experience maximum benefit from the school's instructional program. It is important to remember, however, that attendance alone does not insure success at school.

School attendance is compulsory by Montana law. However, since compulsion is the least desirable method for securing attendance, the school staff is encouraged to make the school instructional program meaningful and relevant so that students will want to attend. Parents, as well as community members, must also encourage their child to attend school regularly, and each student must assume the responsibility for attending and participating in the instructional program. Failure of these groups to live up to their responsibilities can result in failure for the student. For this reason, responsibilities must be clearly defined and followed.

### Student Responsibilities

1. To attend all classes except for reasons allowed for excused absences and to be punctual.
2. To check with the high school office immediately upon return from an absence to see if the absence has been excused.
3. To notify teachers of anticipated absences and to make arrangements to make up work promptly upon return from an excused absence. In the case of an extended absence, to seek faculty assistance if needed and to make up work in the required time frame as set out by this handbook and the course instructor.
4. To communicate with parents, teachers, and/or school administrators any problems related to lack of attendance and/or tardiness to school or any class.
5. To report one's own absences from school or class in accordance with school procedures if one is legally emancipated.
6. To promptly obtain an extension form and apply for an extension if such is needed.

### Parent Responsibilities

1. To telephone the school and report every absence to the school.
2. To communicate and work cooperatively with the school for the benefit of the student.
3. To emphasize the importance of regular attendance and punctuality. Also, to make every effort to schedule appointments and vacations outside of school hours.
4. To contact the school regarding an absence or tardy the morning of that absence or tardy or within two days upon return from the absence.
5. To assist students with arrangements to seek faculty assistance and make up missed work resulting from an absence. To secure tutorial instruction in the case of long-term illnesses.

### School Responsibilities

1. To take all actions necessary to ensure the success of the student, including parent conferences, counseling, and interaction with the community in making use of community services.
2. To keep accurate attendance records.
3. To notify parents promptly (when parents have not called the school) of all absences whether for one class or the entire school day.
4. To arrange opportunities for the students to make up missed tests, quizzes and assignments resulting from absences, upon their return to school. In the case of extended absence, to prepare with the student a plan for faculty assistance and an opportunity to make up work in a reasonable time frame.

### Community Responsibilities

1. To realize that the success of students contributes to the success of the community.
2. To encourage regular school attendance as a prerequisite for student employment.
3. To encourage area businesses to refrain from allowing students to congregate during school hours.
4. To encourage medical and dental offices to arrange student appointments outside of school hours.
5. To do all that is possible under current state law to ensure that all students attend school regularly.

### Definitions

#### **Excused absence**

Consistent with MCA 20-5-103, absences for the following reasons shall be excused:

1. Documented Medical absences
2. Bereavement
3. School assigned suspensions
4. Documented court appearances
5. Other reasons set out by the school board

#### **School sponsored absence**

Those absences that are for official school sponsored activities, including but not limited to field trips and school-related extra-curricular events.

#### **Parent/legal guardian approved absences**

Those absences which the parent or legal guardian has either notified the high school office in advance of the absence or within two days upon return from the absences. Such notification of the parent/legal guardian approved absence should be by telephone or personal contact. In the event a phone is not available the parent/legal guardian may write a note to the office within two days upon the student's return.

#### **College visits**

College visits are excused absences that do not count against the 10-day absence limit. Each student is allowed 3 days per year, no more than 6 total for a student's high school tenure, which may be used for college visits. Students are required to complete a pre-excused absence form prior to leaving and **must bring back signed evidence from the college that the visit was indeed a college visit**. Students may use college visit days for vocation training or job shadowing related to their future career. Such use of college visit days must be pre-approved by the principal.

## **Unexcused absence**

There will be no opportunity for make-up work when an unexcused absence has been recorded. A zero will be recorded for any grades collected on the day(s) of the unexcused absence.

An unexcused absence is any absence which:

1. Is not authorized by a parent/guardian.
2. Is not communicated to the school within 2 days upon student return.
3. Is the result of a student failing to sign out in the office before leaving school and there has been no notification to the office by a parent or guardian prior to the student's leaving
4. Is leaving a classroom without the teacher's permission.
5. Is a "skip-day". The school does not sanction any skip days.

### **Unexcused absence procedure**

**First and Second Unexcused absence:** Zero credit is allowed in classes where the unexcused absence occurred.

**Third and successive unexcused absences:** Zero credit is allowed in classes where the unexcused absence occurred. The student will need to serve one day of in-school suspension for the third unexcused absences. Additional unexcused absences may have additional sanctions as outlined in the Discipline Sanction chart.

### **10-day absence rule**

A student may miss ten (10) absence days per semester and still earn credit.

The following absences will **not** count against the 10-day limit:

- In school suspensions
- School sponsored absences
- Documented medical absences
- Bereavement for family loss as approved by administration
- College visits verified by institutional admissions office
- Pre-approved absences for vocational training or job shadowing
- Absences due to extenuating circumstances as approved by the principal.

Any additional absences beyond 10 days will result in loss of credit unless the absence is defined as an excused absence or listed as an absence that does not count against the 10-day limit. Loss of credit will result from all other absences. Students who have been denied credit may appeal to have their credit reinstated by filing for an extension. Absences that result in loss of credit include but are not limited to: parental/guardian approved absences, unexcused absences, and undocumented medical absences.

## **Tardy**

One of the duties of the school is to develop and promote punctual work habits. A very significant work habit is to be on time to class (and work). Teachers and employers understand there are circumstances that may cause tardiness and will excuse those situations. Make every effort to pre-excuse those tardies or consequences may be issued. A tardy is defined as being late for class less than 10 minutes without an acceptable excuse as determined by the instructor of the class you are entering late.

Once a student receives their third tardy in a class, it becomes an absence for that period. If they acquire more than 10 tardies total in a semester, they will not be eligible for an extension. The accumulation of tardies will start over at the beginning of a new semester.

## **Pre-excused absences**

A student who knows in advance they will be absent from school is required to make up all work in advance of leaving. Pre-excused absence forms are available in the office. The pre-excused absence form must be signed by the principal, parents and classroom teachers prior to the absence. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these requirements changed.

## **Procedures for taking care of absences**

Upon returning to school following any absence, except a school sponsored activity, the student must report to the office to confirm the absence has been excused by the parent/legal guardian or other legitimate individual. Parental/guardian approved absences are granted on the basis of telephone calls or personal visits from a parent/guardian explaining the absence. Notes will be accepted when a parent/guardian does not have access to a telephone or such access cannot occur during school hours. Students are required to bring notes verifying visits to medical professionals.

### **Making up work for absence days**

Students returning from an absence will have one school day for each day of absence plus one day to make up their assignments from the day/s they missed and thus receive full credit. Long-term assignments and projects are due on the scheduled date unless the student has made arrangements with the instructor. Each instructor may have special guidelines regarding make-up work and thus a student should check with each individual instructor regarding his/her make-up work.

### **Effect of unexcused absences on makeup work/credit/disciplinary consequences**

Unexcused absences (truancies) are those absences for which a student deliberately, without cause, or knowledge of parents, fails to attend class, or those absences a parent fails to excuse according to high school policy. Credit cannot be earned for unexcused absences.

### **Extensions**

In the event a student knows he/she will exceed the 10 days or does in fact exceed the 10 days, the student and parents may apply for an extension. The granting of an extension would allow the student to receive credit for class in spite of the student's exceeding the 10 day maximum, assuming the student meets those conditions, if any, set by the principal. The Principal has final determination of extensions. **Students will be granted no more than two extensions during their high school career.**

### **Deadline for extension requests**

Extension request forms must be completed and submitted to the high school office within 5 school days of the receipt of the notification of loss of credit. If students/parents do not contact the school within 5 school days, the student request for an extension will be denied.

### **Procedure for filing for and holding an extension meeting**

After filing an extension request form, the student shall schedule an extension meeting with the principal. During such meeting the principal, parent/guardian, and student will review the number of days missed in each class, the student's progress and behavior in each class, and the reasons for the days missed and extension request.

After a meeting with the student and parent/guardian, instructors and administrator shall come to a decision as to whether an extension should be granted. Further, if an extension is granted, instructors and administration shall decide under what special conditions the extension shall be

granted. In addition to special conditions set out by extension committee, the only other allowed absences will be for principal-approved absences. Those absences may include medical, bereavement or other emergencies. Every reasonable effort should be made to pre-excuse those absences. Failure of the student to meet the extension conditions will result in the student's loss of the extension and course credit for each class the student has exceeded acceptable absences. Students may appeal the loss of credit to the Extension Committee if the absence was due to an extenuating circumstance.

### **Effect of unexcused absences or disciplinary consequences on extensions**

Should a student possess an unexcused absence in a class for which the student is applying for an extension, the extension committee shall not grant an extension unless extreme circumstances dictate otherwise.

Students who have been assigned a suspension during a semester may not be granted an extension unless dictated by special medical or emergency circumstances or other extenuating circumstances.

### **Effect of suspensions on attendance and credit**

Students serving an in-house suspension shall have the opportunity to maintain the credit for the class-time missed by completing such work during their in-house suspension time or such other time as arranged by their instructors. Students serving an out of school suspension will not receive credit for grades collected during their suspension.

### **Absences - Effect on extracurricular**

Students absent from class may not participate in any extracurricular event during the day of the absence unless the student's absence is excused by a parent/guardian and an administrator. Such excuses should occur prior to the event. The burden is on the student and parent/guardian to provide such excuse to and timely notify the office.

### **Effect of 10 day rule on extracurricular**

Students who exceed the 10-day rule and have been denied an extension may not participate in school extracurricular activities for the remainder of the semester during which the 10-day rule was exceeded. The Principal and/or Activities Coordinator may issue further sanctions.

### **Loss of course credit**

Students who lose course credit shall continue to attend class, as successful completion of the course will allow the student to follow the sequence of courses in that area. In the event a student fails to attend class or causes disruption in the classroom, the instructor shall notify the high school office of such problems. Appropriate action will be taken. A grade and credit will not be earned.

### **Notification of absence accumulation**

The high school office shall notify a student of absence accumulations of 7 days, and shall notify by mail a student's parent/legal guardian of absence accumulations at the 9 and 11 day absence marks. Extension request forms must be completed and submitted to the high school office within 5 days of receipt of the 11-day letter. Only 2 extensions are granted during a student's high school career (9-12 grades).

### **BOOKS AND EQUIPMENT**

Books and equipment are purchased by the school for student use. Instructors will check books, materials and equipment out to students by recording the students' name and book/material/equipment reference number in writing. At the end of the school year, or in the event a student withdraws, students will be required to present check out sheets to their instructors on which instructors will record their receipt or non-receipt of the book/material/equipment and, if needed, the amount of fine or replacement fee. Such check out procedure includes the library. In the event a student fails to pay a fine or replacement fee, the school reserves the right to refuse to provide the student's grades/credits and diploma.

Reasonable wear on books and equipment is expected; however, unreasonable wear on books or loss of equipment is not expected. Students will be charged for unreasonable wear or damage. The student will replace lost books or equipment.

### **BULLETIN BOARDS**

Bulletin boards in the halls, library, guidance room classrooms, etc. are there for announcements of general interest. Please obtain permission from the office before posting any notice that pertains to either in-school or out-of-school activities. Watch bulletin boards in all places for approved and important announcements. Please do not put any tape on the painted surfaces.

### **DISCIPLINE - GENERAL POLICY**

The mission of Eureka School District #13 is to develop a learning community where all students, staff, and patrons continually teach and learn in a safe and healthy environment. To do this, parents, community, educators, and students must work together to provide such an environment that promotes student success.

Through the year students will be expected to assume the following responsibilities:

1. Attend class;
2. Be in your assigned seat with all necessary materials when the bell rings;
3. Give every assignment your best effort;
4. Treat every student and teacher with respect;
5. Follow the specific rules in each class;
6. Help maintain the building and all school equipment and materials;
7. Refrain from using inappropriate behavior on school grounds;
8. Refrain from activities that might prove injurious to self or others.

### **DISCIPLINE SANCTION CHART**

Appendix A at the back of this handbook contains the high school discipline sanction chart. Please refer to it for specific consequences for specific incidents. Note that the chart indicates a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior would warrant a less severe sanction while a more severe misbehavior would warrant a more severe sanction. After the first sanction the sanctions become progressive in nature. For example, if a student receives a detention for a first offense, the second offense could earn a one day suspension, assuming the offense is not greater than a one day type offense. If a student receives a three day suspension on the first offense, the next offense would most likely receive a 5 day suspension assuming the offense is not a 10 day or expulsion type offense. At rare times, school service may be used as an alternative or addition to any level of sanction at the principal's discretion.

## **DISCIPLINE - CONSEQUENCES**

### **Detention of Students**

\*Judgment is exercised in keeping students after school. Detention will not exceed one half hour following regular dismissal.

\*Students transported on District buses will not be detained after regular dismissal without prior arrangement with the parents/guardians.

\*Students may be required to serve teacher-assigned detentions for class disciplinary infractions or office-assigned noontime detentions for disciplinary infractions set out in the discipline policy.

\*With office assigned noontime detentions students will be notified of the time and place of their noontime detention and will be expected to report to the detention with their lunch. Students should come prepared with their own lunch or obtain a school hot lunch. Students are required to bring homework to do during the entire detention or will alternatively be required to complete a handwritten essay during the detention period. Students arriving late to a detention will be required to either serve a second detention or serve a suspension. Failure to serve a detention may result in a school suspension. Should a student be unable to serve a detention the student is responsible for notifying the high school office prior to the detention and arranging a make-up detention. Only excused absences or other absences permitted by the high school office will be allowed for make-up detentions.

### **Loss of privileges**

Students may be denied school privileges as a result of misbehavior. Examples of privileges that can be denied include, but are not limited to:

1. Restriction of pass privileges;
2. Extra-curricular participation;
3. Use of facilities (library, writing lab, etc.)
4. Participation in social events and class activities;
5. Senior class end-of-the-year activities;
6. Driving;
7. Parking privileges

### **Suspension and Expulsion of Students**

It is the policy of the Board to provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

Further, the Board of Education hereby directs the superintendent to periodically review current procedures and, if necessary, develop new procedures consistent with this policy for approval by the Board.

## **Delegation of Authority**

As provided in Montana law, the Board of Education for this District:

1. Delegates to the superintendent and the principal the power to suspend a student for not more than ten (10) days.
2. Has the power to expel from the school any student whom the Trustees, in accordance with the limitations imposed by the law, shall determine not qualified for continued attendance.

### **In-School Suspensions**

In-school suspensions are assigned to students for infractions of a non-injurious nature. A student serving an in-school suspension is subject to the following rules/expectations:

- The student will not be allowed to leave the in-school suspension room during the entire day with the exception of a bathroom break during mid-morning and another during mid-afternoon. Such breaks will be escorted and will occur during class periods.
- The student must bring enough schoolwork to keep busy for the entire time served.
- The student must bring all materials needed, including extra pens, pencils, paper, etc.
- Students are to work on their schoolwork during their in-school suspensions.
- Students are not allowed to sleep, talk, or otherwise communicate with other students on suspension.
- Students are not to vandalize the suspension room or furniture.
- In the event a student fails to abide by the suspension rules, the student will be assigned to another in-school suspension as well as be held responsible for any damages caused.
- In-school suspension days do not count against the 10-day absence limit.
- Students may still earn credit for their courses while on in-school suspension.
- Any student who refuses to serve an in-school suspension will not be allowed to attend classes or school functions until the suspension is served (out-of-school suspension). Such days would count against the student's 10-day limit. Further the student does not receive credit for such missed days.

### **Out-of-School suspensions**

Out-of-school suspensions are assigned for disciplinary offenses of a more serious nature. Examples include but are not limited to fighting, intimidation, and harassment (including “hazing”, threats, and illegal substance violations, (see the discipline sanction chart for specifics). Out of school suspensions may range from one day to ten days, depending upon the discipline infraction. The missed day(s) count toward the 10-day absence limit. During the period of the suspension, the student may not participate in any school activities and is not allowed on school grounds. A student violating this rule will be considered trespassing and subject to arrest and school disciplinary sanctions. **Students must keep up on assignments during the suspension but cannot receive credit for the work.**

### **Saturday School**

Saturday school may be assigned to students as a sanction for attendance issues or other disciplinary offenses, at the principal’s discretion. Failure to serve assigned Saturday school will result in additional days of Saturday school or a short term suspension out of school.

### **TOBACCO, NICOTINE, ALCOHOL, AND OTHER ILLEGAL SUBSTANCE ABUSE & USE BY STUDENTS**

#### **Philosophy**

The Board recognizes that chemical dependency is a treatable disease. It can be a family disease which affects all age groups and which is progressive if not treated. The Board further recognizes its share of the responsibility for the health, welfare and safety of the students who attend the district’s schools. The Board is concerned about the community problem of alcohol and drug abuse, as well as juvenile tobacco and nicotine use, and further recognizes that the use of alcohol, tobacco, nicotine, and other illegal drugs constitutes a hazard to the positive development of students.

#### **Student Responsibilities/Consequences**

The Board requires the following:

1. The prohibition of the use, possession or distribution of alcohol, tobacco, nicotine products (including e-cigarettes and vapor pens) and other illegal drugs, as well as mint chew on school property, or in connection with any school activity. This includes any student under the influence of the aforementioned substances who attends a school activity.
2. Students will be subject to sanctions imposed by the Principal or Superintendent or Board of Trustees according to policy.
3. The school reserves the right to expel, not approve an extension or not readmit a student for his/her failure to comply with the aforementioned consequences unless the student can provide evidence that he/she is successfully

complying with a reasonably similar program of rehabilitation. Such evidence must be presented to the high school administration or Guidance Department. Students or parents/guardians should contact the school for information concerning programs and conditions for reentry into school.

4. Each student is subject to alcohol testing as determined by administration or administrative authorized staff.

### **PEER MEDIATION**

Peer mediation is an option for high school students and teachers who are in dispute about something in which the dispute either takes place during school hours or is interrupting a healthy education for that student and/or teacher. When two, or more, people are having an argument about something, an alternative to either receiving a detention, being suspended, etc., is peer mediation. Mediation is chosen to take effect either by the involved parties when a problem is mutually agreed upon, or by school officials upon their own discretion. When mediation is called upon, two trained student mediator (through S.T.A.R program) are apprised of the situation and asked if they have no conflicts with the disputants. When two mediators are found, a session is called and the mediators help the disputants find their own way to solve their problem. If the problem cannot be solved and proved it may turn into a dangerous situation, school officials will then be called into action. Overall, peer mediation aims to resolve conflicts within school in a nonviolent and peaceful manner.

### **EARLY GRADUATION**

As outlined in School District Policy #2410, the Board authorizes the high school principal to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7<sup>th</sup>) semester. Students must apply in writing, with parental approval, not later than October 1<sup>st</sup>, if they are to complete their program in seven semesters. Any request for graduation before the end of their 7<sup>th</sup> semester must be presented to the school board.

### **HALLWAYS**

Students are expected to utilize hallways and rest rooms appropriately. Neither of these areas are designed for social gathering, and such use creates a problem for other students. Sitting or loitering in doorways cannot be permitted since obstruction of these areas creates a safety hazard. During class periods, students are required to have a hall pass in their possession.

### **HAZING**

Hazing of students on campus, off campus and during school-sponsored activities is strictly prohibited and is subject to administrative sanctions. The School District Hazing Policy can be found in Appendix A.

## **LEAVING SCHOOL**

The high school campus is a semi-closed campus. Students may not leave campus during the school day except during the lunch period. All incoming freshmen are restricted to campus during lunch for the first quarter of the school year. Once the student has completed a quarter of school with less than five total tardies, they are entitled to off-campus lunch privileges. Should a student find it necessary to leave campus, the departure must be pre-excused via phone call or personal notification by a parent or guardian. The pre-excused departure should be presented to the office, at the latest, at the beginning of the school day. Students leaving campus without proper authorization shall face disciplinary action as provided in the discipline policy.

When a student needs to leave the school during the school day for other than a school sponsored reason, the student must follow the following check out procedure:

1. Have your parent or guardian call or stop by the office prior to your absence and excuse you specifically for the period of your absence.
2. Before leaving, sign out at the office.
3. Upon returning, go directly to class.
4. Student may not stay on campus after properly checking out or when on work release.

## **LOCKER POLICY**

Lockers are provided to students for their convenience to keep necessary school materials. The school accepts no responsibility for the safety of any items left in a locker, and further advises against leaving any valuable items in lockers since they are not constructed in a manner to provide total security. The school reserves the right to enter any locker at any time. The school maintains the authority to issue, reassign, or deny locker privilege when necessary. Students who abuse their locker privileges, by not keeping lockers reasonably clean, by slamming locker doors, by damaging locker, or failing to treat the school's lockers with respect, will be subject to the school's discipline policy, locker fines, and may lose their locker privileges.

As a result of the increase in thefts, the school strongly suggests students use the locks that school provides for them. No personal locks will be allowed.

Lockers must be clean and free of items or pictures that refer to illegal drugs, alcohol, tobacco or nicotine products. No nude or near nude pictures will be allowed in lockers. The fronts of the lockers are not to be decorated in any way unless authorized by the office.

Drug dogs may be used in searches of lockers.

## **PHONE USE/PHONE CALLS**

When in need of a telephone, students are expected to use the hall student phone, use of which should be limited to before and after school or between classes. Student use of the student phone during class time is for emergencies only or with high school office permission. Students will only be allowed to use the office phone in cases of emergency and other school phones only on an extremely limited basis and only with faculty permission.

Should a parent/guardian or family member need to contact a student, the office will send a message to the student requesting the student to return the call during non-class time, or, in the case of emergencies, during class time. However, the office will not take down or deliver detailed messages, reminders and appointments for students.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The bus driver has charge of all students from the time they enter the school bus until they leave it at an approved destination. He/she is held responsible, under the terms of employment with the school district, for reporting to the school principal the names of students who violate any of the student bus conduct rules. The principal, upon the transportation supervisor's recommendation, may assign the appropriate school disciplinary sanctions.

Willful violation of the rules by any student shall be sufficient cause for the student to be deprived of the privilege of being transported to and from school by the school bus.

Parents shall be notified by the principal of the school in cases involving a first offense by their children. A repetition of the offense will be reported by the principal to the superintendent and shall constitute grounds for depriving the student of bus transportation for a period to be determined by the superintendent.

Bus transportation is furnished for students at the expense of the school district, and it is expected that those who benefit from it will appreciate the privilege.

General expectations and guidelines for student bus riders:

1. Outside of ordinary conversation, classroom conduct is to be observed by students. Any student who is guilty of unbecoming conduct or using inappropriate language or abusing or casting reflections upon the bus driver or upon other students may forfeit the privilege to ride on the bus.
2. Upon being seated, changing of seats before the end of the trip is prohibited.

3. Students must be on time; the bus cannot wait for those who are tardy. Students shall be received and discharged by the designated stops for their home and their school.

4. Students shall help to keep the bus clean and free from wastepaper. Eating on the bus is prohibited.

5. Students must not, under any circumstances, open or close bus windows or doors. No student will at any time extend his arms or head out the bus window.

6. Students must keep their hands off other student and not trip them or molest them or interfere with them in any way.

7. No sharp instruments such as knives, pencils, etc., shall be carried where they might cause damage or injury to students on the bus or to bus interior.

8. Property of other students shall be strictly left alone.

9. Any damage to the bus must be paid for by the individual responsible for causing it. Any damage to a bus should be reported to the driver at once.

10. Pupils should stay off the road at all times while waiting for the bus. Pupils should cross in front of the bus when crossing a highway, not in back of a bus, and look both ways before crossing the highway.

11. No persons other than regular bus students will be permitted on the bus without permission from the superintendent. All students must have a note from parents/guardians if planning on getting off the bus, or riding another bus, at other than regular loading or unloading area or stop.

### **STUDENT DRESS CODE**

It is recognized that parents and school personnel have a common interest in the education, physical and moral development of students. However, the appearance of any young person is primarily the responsibility of that individual and his/her parents.

Student dress and appearance has a definite influence on class discipline and achievement. Students should exercise good judgment in their choice of clothes for everyday school wear. During school hours, students are to be appropriately attired and groomed for the classroom.

When a student's appearance is felt to be detrimental to the educational climate, the instructor will send the student to the office. The parents will be notified and the student will be required to change to appropriate clothing. Any time missed from class will be counted as a tardy or an unexcused absence; whichever is appropriate for the amount of time missed.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's attire and grooming are neat and clean and shall not:

1. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
2. Create a health or other hazard to the student's safety or to the safety of others;
3. Create an atmosphere in which the well-being of a student, staff, or other person is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
4. Imply gang membership or affiliation by written communication, marks, drawings, paintings, design, or emblem upon any school or personal property or one's person.

The following boundaries should provide adequate guidance to students and their choice of attire:

Dress should not be distracting. For example, see-through apparel, halter tops, backless shirts, tube tops, spaghetti straps, half shirts or similar shirts, shirts and other clothing advertising illegal substances, sexual activity or preference, and vulgar expressions are prohibited. The length of shorts/skirts will be determined by administrative discretion. Pants are expected not to sag below the waistline. Undergarments cannot be showing.

The student dress code revision also requires the following:

1. Require the wearing of shirts or blouses appropriately buttoned in accord with the design of that shirt or blouse. The length must extend beyond the belt level. No bare midriff may be seen during the normal student movements.
2. No low-cut or revealing blouses.
3. Sunglasses are up to the discretion of the staff
4. Students must follow the dress code while working as a Teacher's Assistant. TA's represent LCHS as positive role models.

Students not abiding by the dress code requirement will be sent to the principal's office to call a parent for the appropriate attire. Further violations will be dealt with appropriately.

## **VEHICLES AND PARKING LOT**

Students driving a vehicle to school and parking on school grounds must park in the north parking lot. At all times vehicles should stay clear of fire lanes, visitor parking, handicap parking, and keep the entrance/exit clear. There is a 5 mph speed limit on the school grounds or when entering or leaving the school grounds.

With the exception of lunch period, students will not be permitted to drive motor vehicles during the school day.

No unlicensed drivers are to operate motor vehicles on school grounds at any time.

Violations of the above may result in loss of parking privilege, towing of vehicle, or other disciplinary action as set out in the discipline policy.

Students may not possess firearms in their vehicles while on school property. Such possession will lead to an immediate expulsion hearing as required by federal law.

School personnel have the right to search vehicles on school property given reasonable suspicion to believe that a vehicle possesses illegal contraband.

Drug dogs may be used in searches of vehicles on campus.

## **WITHDRAWALS**

If a student moves from this school district or drops school, he or she must obtain a withdrawal slip from the school office. This slip must be signed or initialed by each of the student's teachers, including the librarian, coaches, and PE teachers, to indicate all books and materials have been returned in good shape. When completed, the withdrawal slip must be returned to the office. Failure to complete the withdrawal slip, return books/materials/equipment, and pay fines or replacement fees may result in denial of grades/credit and diploma.

## **STUDENT ACADEMICS**

### **ACADEMIC ASSISTANCE**

All teachers are available for academic help after regular school hours as well as during the class period. Students should arrange an appointment in advance, which is mutually convenient. Parents interested in monitoring their student's grades may request the student to take a progress report around from class to class to obtain weekly grades and comments regarding the student's academic and behavioral progress. Such reports are available from the high school office and are the responsibility of the student to take around to classes/instructors and the responsibility of the parent to check. Parents are encouraged to contact instructors if they have any questions or concerns. Appointments should be made through the high school office by calling **297-5700**.

### **ACCEPTANCE OF TRANSFER CREDITS**

Lincoln County High School generally accepts transfer credits from other accredited schools and institutions. Transfer credits from school and institutions accredited by the Montana Office of Public Instruction, The Northwest Accrediting Association or similar US accrediting agency, Department of Defense Schools, or schools accredited by the appropriate State Department of Public Instruction of the respective state will be accepted. Correspondence and online credit will be accepted from schools and institutions accredited by the Northwest Association or similar accrediting agency. Transfer credits must be reflected on an official High School transcript.

Credits from non-accredited schools are subject to review and evaluation by the principal or principal's designee. Acceptance of transfer credits from non-accredited schools is not guaranteed.

### **MID-TERM REPORTS**

Mid-term reports will no longer be sent home with students, as those grades are available for viewing on the campus portal online. A printed copy of the midterm can be requested in the high school office.

## CHANGING OR DROPPING COURSES

Every effort is made to register a student into the courses of study a student indicates he wants and the course of study that the guidance people feel is best tailored for a student when school starts in the fall. Schedule changes will be permitted during the first five (5) days of each semester only and are only permitted for educationally reasonable requests. Permission must be received from the instructor, guidance counselor, principal and parent. Students dropping classes after five days will receive an “F” for the class and will be ineligible for the remainder of the semester for any extra-curricular activity. Only the principal, upon the high school counselor’s recommendation, can make exceptions. Students may retake a class if they so desire. No grades will be dropped from the transcript. All grades on the transcript will be used to determine the student’s rank and grade point average.

## CORRESPONDENCE/INDEPENDENT STUDY COURSES

Lincoln County High School will recognize and accept credits earned prior to attending LCHS through institutions accredited by the Montana Office of Public Instruction or a respective state Office of Public Instruction, the Northwest Accrediting Association or a similar accrediting agency throughout the United States. The student must obtain approval from the counseling office PRIOR to taking the course(s). Such courses are taken only when the student needs the course to graduate and it is not available due to a scheduling conflict or is not offered by the school. These courses will be taken through LCHS Alternative School. Administratively approved correspondence courses may be taken also to supplement course work, not to supplant courses already taken. There may be a cost involved with these courses and will be paid prior to getting the course.

## CLASSIFICATION OF STUDENTS

Freshman:	must have evidence of having an 8th grade diploma or approval of the administration
Sophomore:	Have at least 6 credits
Junior:	Have at least 12 credits
Senior:	Have at least 17 credits

A combination of courses to total six classes is required for each student during each of the four high school years. Only 1 period is allowed for Juniors and 2 periods for Seniors for Work Release time.

## COLLEGE ENTRANCE REQUIREMENTS

High school graduates with the intent of entering the Montana University System must meet both the college preparatory curriculum (Montana Rigorous Core Courses) and entrance requirements.

The entrance requirements for Montana University System are a comprehensive **ACT score of 22** or higher or a GPA of 2.5 or higher or standing in the upper half of the graduation class. No entrance requirements have been imposed for the community colleges or the Vo-tech centers.

### Montana Rigorous Core Courses

#### **4 Years of English:**

Classes should place an emphasis on written and oral communication skills and literature.\*

#### **3 Years of Math:**

Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus. Students may also qualify by taking 3 courses of Integrated Math. All must have grades of “C” or better.

#### **3 Years of Lab Science:**

General Science, Physical Science, Earth Science, Biology, Chemistry, Physics, Forest Ecology.

#### **3 Years of Social Studies:**

World History, World Geography, American History, Government, Psychology, Sociology, Tribal Government, American Indian History. \*\*

#### **2 Years of Electives:**

World Language, Computer Science, Visual and Performing Arts, Speech/Debate, Vocational Education. \*\*\*

\*Rigorous Core recommends a college-prep composition or writing course

\*\*Rigorous Core recommends ½ year or more of Psychology, Humanities or a related course.

\*\*\*Rigorous Core recommends at least 2 years of a World Language (of same language)

**EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS**

Lincoln County High School requires that to be eligible to participate in an extra-curricular activity: 1. must meet MHSA standards and 2. must meet local standards. For further information regarding additional extra-curricular academic eligibility please refer to the extra-curricular activity handbook available in the high school office.

**GRADING SYSTEM**

A 4.0	Excellent	90-100	(4 points)
B 3.0	Above Average	80-89	(3 points)
C 2.0	Average	70-79	(2 points)
D 1.0	Below Average	60-69	(1 point)
F 0.0	Failing	59 and below	(0 points)

**LCHS GRADUATION REQUIREMENTS**

English	4 credits
Math	2 credits
Social Studies	3 credits
Science	2 credits
Health and PE	2 credits
Fine Arts (Music, Art)	1 credit
Vocational Education (Bus. Ed, Fam/Cons Science, Ind. Ed)	1 credits
Human Relations	.5 credit
Career Exploration Tech.	.5 credit
Consumer Economics	.5 credit
Electives	8.5 credits
<b>TOTAL</b>	<b>25 credits</b>

**HOMEWORK**

At LCHS out-of-class preparation is an integral part of the educational program. As a form of independent study, directly related to classroom work, homework provides students with the opportunity to develop and reinforce skills and attitudes, which encourage self-directed learning.

To provide each student with the opportunity to gain benefits from his course, it is necessary that the time spent in class be complemented by an appropriate amount of time spent in independent, academic preparation. Thus, time at home or during study labs should be used carefully to enhance the student's academic performance when needed. Parents play an integral part in reinforcing such responsibility.

**HONOR ROLL**

Points for determination of Honor Roll will be counted on all graded subjects. A student must have a 3.0 average for the Honor Roll. To qualify for the honor roll, the student must obtain the grade of "A" or "B" in all subjects

**INCOMPLETES**

Students receiving an incomplete in a class will have two weeks from the date of notification to complete the necessary work or will receive an "F" as the grade for the class.

**NATIONAL HONOR SOCIETY**

Membership in NHS is based on a Minimum Cumulative G.P.A. of 3.5. During the sophomore year, students with a G.P.A. of 3.5 or better are invited by a Faculty Council to submit documentation of good character, leadership skills, and community service. The Faculty Council reviews each student and determines acceptance.

## NCAA CORE CLASS REQUIREMENTS FOR COLLEGE ATHLETICS PARTICIPATION

Students interested in NCAA college athletic participation will need to contact the NCAA college they plan to attend for their individual requirements. Montana NCAA colleges are Montana State University and the University of Montana. If you need more information see the Guidance counselor.

## NON-GRADUATING SENIORS

Seniors who have not met graduation requirements will not be allowed to participate in graduation ceremonies. Students in their fourth year who do not have senior credit status are similarly disallowed from participating in senior trips and other such special senior opportunities.

## REPORT CARDS

Report cards are issued directly to students at the conclusion of the first and third marking periods. The second and fourth marking period report cards are mailed home. Report cards do not require the signatures of parents and need not be returned to school. It is the responsibility of each student to show his/her report card to his/her parents.

## SCHOLARSHIPS

Students seeking information on scholarships and similar types of financial aid to assist in furthering their education should consult with the high school guidance-counseling department to access such information.

## VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

To qualify for Valedictorian or Salutatorian status, the following requirements must be met:

1. Must meet Top Ten requirements.
2. Must have attended and completed LCHS during all 4 semesters of Junior and Senior year.
3. Must meet Montana University Systems requirements
4. Valedictorian/Salutatorian will be chosen at the mid-term of 4<sup>th</sup> quarter during Senior Year.
5. May not be an early graduate student.
6. Student and parent must sign a contract concerning Top Ten and Valedictorian/Salutatorian requirements.

## TOP TEN RANKING REQUIREMENTS

Students wanting to qualify for the honor of Top Ten ranking in their class must take the established state required college entrance courses and have a minimum of twenty-five (25) credits including the following:

- Math: Three (3) years of math, including Algebra II or above
- Science: Three (3) years of science, including Advanced Biology, Chemistry, Physics or Forest Ecology
- Three (3) credits chosen from the following: Foreign Language, Visual or performing arts, Vocational units meeting OPI requirements
- Seniors are required to take an upper level science or math during their senior year
- Community service: Ten hours of community service per school year are required. This can be through club activities or independently. It is up to the student to keep accurate records of community service hours with verification by supervising adult(s) each year. For the graduating class of 2015, ten hours during the sophomore, junior, and senior year are required (30 total). For subsequent years, ten additional hours are required until 40 hours during the high school career is reached. Students transferring into LCHS will also be required to document the necessary community service hours.

## Other considerations:

1. Running Start classes will not be included when calculating Top Ten GPA, although they will remain part of the student's official transcript and GPA.
2. Top Ten students will be chosen at the mid-term of the fourth quarter of senior year.
3. Independent Study directed by an LCHS instructor *may* be accepted if approved by the LCHS principal. This would generally cover classes which supplement a student's coursework, or in lieu of classes unavailable due to scheduling difficulties.
4. No Special Education or Title 1 courses will be accepted
5. Students and parents must sign a contract concerning Top Ten requirements.
6. Only accredited high school courses will be accepted. The principal will approve these courses.
7. Correspondence courses are not accepted for Top Ten ranking.
8. Foreign Exchange students and early graduates are NOT eligible.

## **WITHHOLDING GRADES/DIPLOMAS**

Pursuant to school board policy, LCHS reserves the right to withhold a student's transcripts and/or diploma in the event the student has failed to satisfy financial obligations with the school. Further, diplomas may be withheld in the event a student has failed to comply with any assigned disciplinary consequences for disciplinary infractions until such time the student has complied with such consequences.

## **EXTRA-CURRICULARS**

Students at LCHS are strongly encouraged to involve themselves in extra-curricular activities. Such activities include but are not limited to the following:

Cross-Country	National Honor Society
Drama	Key Club
Pep Band	Pep Club
Student Council	Career Club
Girls' Basketball	Speech and Drama
Boys' Football	Boys'/Girls' Track
Boys' Basketball	Boys'/Girls' Golf
Girls' Volleyball	Explore America
Boys' Wrestling	
Girls' Softball	

For more information regarding extra-curricular activities available through LCHS please obtain a LCHS extra-curricular activity handbook from the high school office and/or contact the high school activity director in the high school office.

**APPENDIX A –**

**EXTRA- AND CO-CURRICULAR CHEMICAL USE  
POLICY**

**STUDENTS**

**Administrative Procedure to Accompany Policy 3340**

**Substance Abuse – 3 Strikes and Your Out Plan**

We believe that kids will find themselves in situations where they will be forced to make decisions involving drugs or alcohol that will affect their future in extra-curricular activities.

We believe there are only 3 things you should do when you make a mistake:

- 1) Admit
- 2) Learn From It
- 3) Don't Repeat It

\*\*\*A record of the involvement with illegal substances will be made and follow the student through their high school career.\*\*\*

If a student finds themselves in a situation where illegal drugs or alcohol are being consumed, they need to leave the situation as soon as possible. The student is required to call their coach, athletic director or principal as soon as possible. This call needs to be made no later than the next day after the incident occurs. The student is only responsible for reporting their own involvement, not that of other students.

If a student is found to be at a location where illegal drugs or alcohol are being consumed and they don't make a call to their coach, athletic director or principal:

1<sup>st</sup> Offense- one week suspension from competitions or activities. No exceptions.

2<sup>nd</sup> Offense- two week suspension from competitions or activities.

3<sup>rd</sup> Offense- two week suspension from competitions or activities and a recommendation to the board of trustees for removal from team or activity for the remainder of that season.

The use of tobacco or nicotine products, whether it be in a smoking or smokeless form (including e-cigarettes), and alcohol is illegal for minors. Such minors that participate in extra curricular activities should be held accountable for their actions. However it is our belief that a student/athlete would learn more from a policy that enables them to make amends

for their mistake. It is, after all, our goal to help mold young men and women. By holding them accountable for their actions with the opportunity to make up for their mistake is indeed "teaching them a lesson".

1<sup>st</sup> Offense – Any student found guilty of using or possessing tobacco, nicotine products (including e-cigarettes), alcohol or drugs will automatically be suspended from any and all extra curricular activities for a period of 2 weeks. The student must at some time during this 2-week suspension arrange a meeting between the head coach/advisor of such activity, activities director, principal and parents. At this meeting the student must address the attendees as to what they have learned from this experience and why they should not repeat it. The student must also attend all practice sessions and be a model citizen during this suspension and the rest of the season. At the conclusion of the suspension, the student will be reinstated into the program provided they have met the above requirements. \*\*\*Coaches should use discretion as to when the student should return to play or the starting line-up. It is our belief that the student must work their way back into the program.

2<sup>nd</sup> Offense – Any student found guilty of using or possessing tobacco, nicotine products (including e-cigarettes), alcohol or drugs while participating in any extra curricular activity, after the 1<sup>st</sup> offense, will be automatically expelled from all extra-curricular activities until the beginning of the current season the following year. For example, if a basketball player were to be suspended for a second offense, they would not be eligible to participate in extra-curricular activities until basketball season starts again the following year. The student under NO circumstances will be given a second chance. The expulsion is final.

3<sup>rd</sup> Offense – Any student found guilty of using or possessing tobacco, nicotine products (including e-cigarettes), alcohol or drugs while participating in any extra curricular activity, after the 1<sup>st</sup> and 2<sup>nd</sup> offenses, will be automatically be expelled from any and all extra-curricular activities for the remainder of their high school career. This expulsion is final and will not be subject to question or appeal. Students who violate the school drug and alcohol policy will not be eligible to be nominated for all-conference and all-state awards.

It is our goal as teachers/coaches to try and find a sensible solution to the problem of substance abuse. We believe kids should be held accountable, but they should also be given an opportunity to learn.

## **Bullying and Hazing Policy**

Bullying, hazing, or anything related to these subjects will not be tolerated.

Bullying can be described as these things but is not limited to:

- Nit-picking
- Being shouted at
- Being singled out and treated differently
- Racial, ethnic, or gender based put downs
- Written warnings
- Isolation
- Fabricated rumors or gossip
- Harassment
- Unwanted criticism
- Verbal warnings
- Stalking
- Being Humiliated
- Unwanted physical touching
- The most common type of hazing

Hazing means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students.

Hazing is but is not restricted to:

- Physical brutality, such as placing of a harmful substance on skin, paddling, whipping, beating, striking, electric shock or any similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of food, liquid, alcoholic beverages, liquor, drug, or other substances that subjects the student to an unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause the student to leave the educational organization or institution rather than admit to the acts described above

### **Reporting Procedures**

Any person who believes they have been hazed or who has witnessed someone being victimized should report the action to the principal, counselors, or any other staff member.

The building principal is the person who is responsible for receiving reports of hazing or bullying.

Teachers, administrators, substitutes, teacher's aides, volunteers, bus drivers, and maintenance staff shall be particularly alert to situations involving harassment, bullying, and hazing.

A good faith complaint or report of hazing or bullying will not affect the grades, employment, or work assignments.

### **School District Action**

Upon receipt of a complaint or report of hazing or bullying, the school district shall undertake or authorize an investigation by school district officials or a third party appointed by school officials.

The school district may take immediate steps at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon the completion of an investigation the school district will take appropriate action. Such action includes but is not limited to:

- Warnings
- Suspension
- Exclusion
- Expulsion
- Remediation
- Detention
- Termination
- Discharge

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, or employee of the school district who retaliates against anyone who makes a good faith report of alleged hazing or against anyone who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes but is not limited to a form of intimidation, reprisal, or harassment.

**Lincoln County High School Discipline Sanction Chart**

<b>Misconduct</b>	School Service	Detention (1 day)	In-School Suspension	Short Term Suspension (1 day)	Short Term Suspension (3 days)	Short Term Suspension (5-10 days)	Expulsion
Cheating /forger	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Defacing School Property**, ***	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Defiance of School Authority	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Disruptive Conduct Including Undue Affection	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Hazing/Bullying	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Fighting					XXXXXX	XXXXXX	XXXXXX
Loitering in the Presence of Misconduct	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Parking Infraction	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Profanity/Obscene Gestures	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Theft***	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Truancy or Unexcused Absence	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Tardies	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Failure to serve Detention	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Other Misconduct	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Open Campus Violation	1 <sup>st</sup> Offense – 1 week restriction; 2 <sup>nd</sup> Offense – 4 week restriction; 3 <sup>rd</sup> Offense – Remainder of Semester restriction						

The high school tardy policy is on a semester-based accrual system. Other misconduct infractions are accrued for the school year.

\* Only the Board of Trustees has the authority to expel a student.

\*\* Restitution for damages

\*\*\*Law enforcement officials may be notified in cases of exceptional misconduct.

\*\*\*\* Students may have their sanctions reduced if the student agrees to attend a substance abuse program approved by the school.

+ If available, school service may be used as an alternative or addition to any level of sanction at the principal’s discretion

+ Saturday School may be used as an alternative discipline at the principal’s discretion

The chart indicates a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior warrants a less severe sanction while a more severe misbehavior would warrant a more severe sanction. Administrators have the latitude to take into consideration the circumstances of each situation as well as previous violations. Certain student privileges may be revoked in addition to or as substitution for the sanction chart.

**Exceptional Misconduct**

The Eureka Board of Trustees recognizes and accepts the serious nature and potential harm to individual student and the significant disruption of the educational process for the following acts.

	Short Term Suspension (1 day)	Short Term Suspension (2 day)	Short Term Suspension (3 days)	Short Term Suspension (5-10 days)	Expulsion
<b>Exceptional Misconduct***</b>					
Criminal/Illegal acts (arson, assault, vandalism, possession of ammunition, weapons, vandalism, explosives, knives, etc.)		XXXXXX	XXXXXX	XXXXXX	XXXXXX
Acceptable Use Policy violation		XXXXXX	XXXXXX	XXXXXX	XXXXXX
Gangs, Gang Activity (as per Policy 3244)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Possession and or use of alcohol and tobacco product ****			XXXXXX	XXXXXX	XXXXXX
Possession and or use of drugs or drug paraphernalia ****				XXXXXX	XXXXXX
Profanity/obscene gestures directed at a staff member			XXXXXX	XXXXXX	XXXXXX
Selling drugs/alcohol or Intent to distribute					XXXXXX
Unsafe driving	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Sexual Harassment	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

The high school tardy policy is on a semester-based accrual system. Other misconduct infractions are accrued for the school year.

\* Only the Board of Trustees has the authority to expel a student.

\*\* Restitution for damages

\*\*\*Law enforcement officials may be notified in cases of exceptional misconduct.

\*\*\*\* Students may have their sanctions reduced if the student agrees to attend a substance abuse program approved by the school.

+ If available, school service may be used as an alternative or addition to any level of sanction at the principal's discretion

The chart indicates a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior warrants a less severe sanction while a more severe misbehavior would warrant a more severe sanction. Administrators have the latitude to take into consideration the circumstances of each situation as well as previous violations. Certain student privileges may be revoked in addition to or as substitution for the sanction chart.