

**CHINOOK JR/SR HIGH SCHOOL**

**STUDENT HANDBOOK**

**2018-2019 SCHOOL YEAR**

STUDENT HANDBOOK  
TABLE OF CONTENTS

Admission of Overage Students.....	14
Asbestos Management .....	38
Attendance Appeals .....	22
Attendance Checkout Procedure.....	19
Attendance (10 day Policy).....	21
Attendance & Activity Participation.....	23
Behavior Expectations .....	23
Bell Schedules.....	3
Calendar .....	3
Campus Parking.....	14
Cell phone Usage .....	12
Change of Policy.....	15
Cheating .....	15
Chemical & Tobacco Policy.....	26
Commencement Exercises.....	10
Correspondence Credits .....	10
Credit Transfer or Assessment for Placement .....	16
Dances.....	10
Detention rules & Regulations.....	24
Disagreements with a Staff Member.....	39
Dress Code.....	16
Drop/Add Procedure .....	17
Early Graduation.....	40
Eligibility .....	12
Education of Homeless Children.....	20
Excuses from Participation in P.E. ....	18
Excused Absences.....	22
Expulsion .....	26
Extra-Curricular Chemical Policy.....	27
Extra-Curricular Eligibility.....	14
Family rights and Privacy Act (FERPA) .....	37
Fines.....	18
Fire Drills.....	18
General Guidelines.....	4
Grades/Report Cards.....	19
Grading Policy .....	4
Graduation Requirements .....	4
Gym Use by Students (weight room).....	17
Hall Passes .....	18
Honor Letters .....	12
Honor Passes.....	12
Honor Roll & Honorable Mention.....	12
Honor Students.....	40
Introduction.....	3
Leaving School .....	14
Library Use & Procedures .....	18
Lockers.....	19

Lunch Period.....	25
Make up Work .....	19
Medications.....	38
Motor Vehicle Transportation.....	14
Office Phone & Office Courtesy.....	14
Out of School Suspension.....	26
Overage Students .....	14
Pep Band Eligibility .....	40
Range of Disciplinary Action .....	31
Reports Cards.....	19
Public Displays of Affection.....	17
Saturday Detention.....	24
School Chemical Violations .....	26
School Tobacco Violations.....	26
School Trip Regulations .....	14
Severe Clause (Disciplinary) .....	25
Separation of Junior High & High School.....	14
Sexual Harassment/Intimidation.....	35
Student Education Records .....	37
Student Rights.....	38
Student Searches .....	19
Students Sent To the Office .....	25
Suspension & Expulsion Policies .....	25
Tardies.....	23
Teacher Aide.....	18
Technology Usage .....	10
Title IX.....	37
Tobacco Policy for Athletes.....	27
Tobacco Policy (At School).....	27
Traffic Education .....	10
Truancy .....	23
Unexcused Absences .....	23
Valedictorian and Salutatorian.....	41
Visitors.....	17
Weapons and Dangerous Instruments.....	29
Working Students.....	17

## **INTRODUCTION**

Chinook High School is committed to providing the best possible opportunities to all of our students. Our goal is to provide each student with the necessary skills to attend a post-secondary school or to enter right into the job market. In order to reach this goal, students must work with staff and administration in planning. Students must also treat themselves and all others with the respect necessary for all to work toward individual goals. The purpose of this handbook is to communicate with students and parents/guardians the rules and regulations of Chinook High School. Knowledge of these rules and regulations will help guide students to a successful high school career.

Please take time to study this handbook and then share it with your parents or guardians so they will better understand CHS procedures and expectations.

Matt Molyneaux, Principal  
Chinook Jr. /Sr. High School

**DAILY BELL SCHEDULES**

Period I	8:00	-	8:53
Period II	8:56	-	9:49
Period III	9:52	-	10:45
Period IV	10:48	-	11:41
Lunch	11:41	-	12:26
Warning bell	12:19		
Period V	12:26	-	1:19
Period VI	1:22	-	2:15
Period VII	2:18	-	3:11

**Early Dismissal Schedule**

Period I	8:00	-	8:42
Period II	8:45	-	9:27
Period III	9:30	-	10:12
Period IV	10:15	-	10:57
Period V	11:00	-	11:42
Lunch	11:42	-	12:27
Warning bell	12:20		
Period VI	12:27	-	1:09
Period VII	1:12	-	1:54

**Class Meeting Days**

Period I	8:00	-	8:48
Homeroom	8:51	-	9:07
Period II	9:10	-	9:58
Period III	10:01	-	10:49
Period IV	10:53	-	11:41
Lunch	11:41	-	12:26
Period V	12:26	-	1:19
Period VI	1:22	-	2:15
Period VII	2:18	-	3:11

**Early Out Noon**

Period I	8:00	-	8:30
Period II	8:33	-	9:03
Period III	9:06	-	9:36
Period IV	9:39	-	10:09
Period V	10:12	-	10:42
Period VI	10:45	-	11:15
Period VII	11:18	-	11:48

Note: Once dismissed for the day, students are not to remain in the building unless they are participating in a school-sponsored activity, studying in the library, or meeting with an instructor. Individual assistance will be provided (if desired) between 3:11 p.m. and 3:45 p.m.

## **SCHOOL CALENDAR**

August 23.....	1st day of school for students
Aug. 31.....	No school – Volleyball Tournament
Sept. 3.....	No school-Labor Day
TBD.....	Mid-term Conferences 4-7 p.m.
October 18 & 19.....	No School – Teacher Convention
October 25.....	End of 1st quarter
October 28.....	No school-District Volleyball Tournament.
November 2.....	Volleyball Divisionals, No school
TBD.....	Mid-term Conferences 4-7 p.m.
November 21-23.....	No School-Thanksgiving vacation
Dec. 24 – Jan.2.....	No School/Christmas Break
January 3.....	School resumes
January 10.....	End 2nd Quarter and 1st Semester
January 11.....	No school
TBD.....	Mid-Term Conferences 4-7 p.m.
February 15 .....	Basketball districts, no school
February 22.....	Basketball divisional, no school
March 15.....	End of 3rd Quarter
March 29 .....	No School
Apr. 19, 22-23.....	Spring Break
TBD.....	Mid-Term Conferences 4-7 p.m.
May 19.....	High School Graduation
May 23.....	Junior High Graduation
May 24.....	End 4th Quarter and 2nd Semester -Last day of School for Students

## **GENERAL GUIDELINES**

### **GRADING POLICIES**

A definite grading policy has been formally established for the school system regarding grades earned in each class. Each instructor will explain and/or hand out the grading policies.

Attendance can be included in a grading system. The following is the list of grades:

- A = 93%-100%
- B = 83% - 92%
- C = 73%-82%
- D = 65%-72%
- F = 64% and below
- I = Incomplete

As outlined in policy, students have one (1) week from the end of the grading period to finish an incomplete grade. (Unless hospitalized or death in the family). After one (1) week, the missing work is given a “zero” and the instructor will recalculate the grade using zeroes for the incomplete work.

## **GRADUATION REQUIREMENTS**

Chinook High School requires 22.5 credits to graduate. The following are required subjects:

4 credits	English
2 credits	Health Enhancement 9th grade P.E. required, 1 additional P.E. credit required
2 credits	Science - Physical Science & Biology
2 credits	Math
2 credits	Social Studies - American History & Government
1 credit	Fine Art
8 credits	Electives
1 credit	Keyboarding/Computer Applications
**1/2 credit	Career class

- Algebra I can be taken as an eighth grade student. Upon parent's notification to the counselor, the credit will be counted as a high school elective credit, but not as a credit toward the two math credits required to graduate from Chinook High School.
- Spanish I can be taken as an eighth grade student. Upon parent's notification to the counselor, the credit will be counted as a high school foreign language credit. In the event that Spanish I is not offered due to scheduling issues onsite, students can elect to take Spanish I through the Montana Digital Academy online.
- Technical Math can only be counted as one of the (2) two required math credits if the student is identified as a CTE (Career & Technical Education) Concentrator and completes a minimum of (4) four additional CTE courses as indicated in bold print in the Big Sky Pathway proposals on the following pages. Keyboarding cannot be counted as (1) one of the CTE concentrator courses as it is a general credit requirement for High School Graduation. If a student chooses to exit the CTE concentrator prior to graduation, the Technical Math credit will automatically be counted as an elective credit and the student will need to take (1)one more math class to complete graduation math requirements. Technical Math is provided as a second math course for those students wishing, upon graduation, to immediately enter the workforce or attend a trade school.
- **In addition to concentrator status and a Big Sky Pathways plan, placement into Technical Math class will be based on teacher recommendation and will also require a parental request and signature upon placement.**

# BIG SKY PATHWAY PROPOSAL

FOR  
Business Technology  
Business Management & Administration

## SUGGESTED HIGH SCHOOL COURSES

<b>9th</b>	<p>Graduation Requirements Workforce</p> <p>4 Year MT College/Univ. Prep Rigorous Core</p> <p><b>CTE and/or Electives</b></p>	<p>English 9, Math, Physical Science, P.E. 9, Career Class Recommend: Keyboarding 1 &amp; II</p> <p>English 9, Geometry, Physical Science, P.E. 9, Career Class, Recommend :Keyboarding I,II</p> <p><b>Foundation Course: Keyboarding I, II, Technical Math</b></p>	<p><b>Recommended CTE Cluster Foundation Courses:</b> Keyboarding I &amp; II</p>
<b>10th</b>	<p>Graduation Requirements Workforce</p> <p>4 Year MT College/Univ. Prep Rigorous Core</p> <p><b>CTE and/or Electives</b></p>	<p>English 10, Math, Biology, World History, P.E. Course, Recommend: Computer Applications</p> <p>English 10, Algebra II, Biology, World History, P.E. Course, Recommend: Second Language, Computer Applications</p> <p><b>Pathways Courses: Computer Applications, Technical Math</b></p>	<p><b>Pathway Courses:</b> Computer Applications Media Tech Accounting I Accounting II Work Release</p>
<b>11th</b>	<p>Graduation Requirements Workforce</p> <p>4 Year MT College/Univ. Prep Rigorous Core</p> <p><b>CTE and/or Electives</b></p>	<p>English, American History, Fine Art, Recommend: Accounting I</p> <p>English 11, AP English 11, Advanced Algebra &amp; Statistics, American History, P.E. Course Recommend: One of the following Sciences: Adv. Biology, Chemistry, Physics, Accounting I</p> <p><b>Pathways Courses: Accounting I</b></p>	
<b>12th</b>	<p>Graduation Requirements Workforce</p> <p>4 Year MT College/Univ. Prep Rigorous Core</p> <p><b>CTE and/or Electives</b></p>	<p>English, Government, Recommend: Accounting II</p> <p>AP English or English 12, Government, Trigonometry &amp; Calculus, P.E. Course One of the following sciences: Adv. Biology, Chemistry, Physics Recommend: Accounting II</p> <p><b>Pathway Courses: Accounting II</b></p>	<p><b>CTE Student Organization(s)</b> BPA</p>

# BIG SKY PATHWAY PROPOSAL

FOR  
Agricultural Technology, AAS

## SUGGESTED HIGH SCHOOL COURSES

<b>9th</b>	Graduation Requirements Workforce	English 9, Math, Physical Science, P.E. 9, Career Class Recommend: Keyboarding 1 & II	<b>Recommended CTE Cluster Foundation Courses:</b> Animal Science, Plant/Range Science
	4 Year MT College/Univ. Prep Rigorous Core	English 9, Geometry, Physical Science, P.E. 9, Career Class, Recommend :Keyboarding I,II	
	<b>CTE and/or Electives</b>	<b>Pathways Course: Metal Fabrication &amp; Ag Mechanics (Engines)</b>	
<b>10th</b>	Graduation Requirements Workforce	English 10, Math, Biology, World History, P.E. Course, Recommend: Computer Applications	<b>Pathway Courses:</b> Metal Fabrication, Ag Mechanics, Ag Business, Work Release
	4 Year MT College/Univ. Prep Rigorous Core	English 10, Algebra II, Biology, World History, P.E. Course, Recommend: Second Language, Computer Applications	
	<b>CTE and/or Electives</b>	<b>Pathways Courses: Plant/Range Science</b>	
<b>11th</b>	Graduation Requirements Workforce	English, American History, Fine Art,	
	4 Year MT College/Univ. Prep Rigorous Core	English 11, AP English 11, Advanced Algebra & Statistics, American History Recommend: One of the following Sciences: Adv. Biology, Chemistry, Physics, Accounting I	
	<b>CTE and/or Electives</b>	<b>Pathways Courses: Animal Science</b>	
<b>12th</b>	Graduation Requirements Workforce	English, Government,	<b>Career &amp; Technical Student Organizations</b> FFA
	4 Year MT College/Univ. Prep Rigorous Core	AP English or English 12, Government, Trigonometry & Calculus One of the following sciences: Adv. Biology, Chemistry, Physics	
	<b>CTE and/or Electives</b>	<b>Pathway Courses: Ag Business</b>	

**\*Students enrolled in either of the two Ag pathways (name 2 pathways) and who take the CTE math will complete three of the courses needed in any Montana apprenticeship program. These three apprenticeship courses are transferable to MSU Northern apprenticeship programs. These students will also receive their OSHA 10 hour card.**

# BIG SKY PATHWAY PROPOSAL

FOR  
Agricultural Mechanics, AAS

## SUGGESTED HIGH SCHOOL COURSES

<b>9th</b>	Graduation Requirements Workforce	English 9, Math, Physical Science, P.E. 9, Career Class Recommend: Keyboarding 1 & II	<b>Recommended CTE Cluster Foundation Courses:</b> Metal Fabrication, Ag Mechanics (Engines)
	4 Year MT College/Univ. Prep Rigorous Core	English 9, Geometry, Physical Science, P.E. 9, Career Class, Recommend :Keyboarding I,II	
	<b>CTE and/or Electives</b>	<b>Pathways Course: Plant Science &amp; Environmental Science</b>	
<b>10th</b>	Graduation Requirements Workforce	English 10, Math, Biology, World History, P.E. Course, Recommend: Computer Applications	<b>Pathway Courses:</b> Plant Science, Environmental Science, Ag Construction, Ag Business
	4 Year MT College/Univ. Prep Rigorous Core	English 10, Algebra II, Biology, World History, P.E. Course, Recommend: Second Language, Computer Applications	
	<b>CTE and/or Electives</b>	<b>Pathways Courses: Metal Fabrication &amp; Ag Mechanics (Engines)</b>	
<b>11th</b>	Graduation Requirements Workforce	English, American History, Fine Art,	
	4 Year MT College/Univ. Prep Rigorous Core	English 11, AP English 11, Advanced Algebra & Statistics, American History Recommend: One of the following Sciences: Adv. Biology, Chemistry, Physics, Accounting I	
	<b>CTE and/or Electives</b>	<b>Pathways Courses: Ag Construction</b>	
<b>12th</b>	Graduation Requirements Workforce	English, Government,	<b>Career &amp; Technical Student Organizations</b> FFA
	4 Year MT College/Univ. Prep Rigorous Core	AP English or English 12, Government, Trigonometry & Calculus One of the following sciences: Adv. Biology, Chemistry, Physics	
	<b>CTE and/or Electives</b>	<b>Pathway Courses: Ag Business</b>	

**\*Students enrolled in either of the two Ag pathways (name 2 pathways) and who take the CTE math will complete three of the courses needed in any Montana apprenticeship program. These three apprenticeship courses are transferable to MSU Northern apprenticeship programs. These students will also receive their OSHA 10 hour card.**

**GRADUATION REQUIREMENTS**  
FOR  
**WORKFORCE RELATED FIELDS**  
**SUGGESTED HIGH SCHOOL COURSES**

<b>9th</b>	Graduation Requirements Workforce	English 9, Math, Physical Science, P.E. 9, Career Class Recommend: Keyboarding 1 & II
<b>10th</b>	Graduation Requirements Workforce	English 10, Math, Biology, World History, P.E. Course, Recommend: Electives, Fine Art, Metal Fabrications & Ag Mechanics, Small Engines, Computer Applications, Media Technology, Agronomy, Woodworking
<b>11th</b>	Graduation Requirements Workforce	English, American History, Fine Art, Recommend: Electives, Fine Art, Ag Structural Construction, Accounting I, Drafting, Media Technology, Agronomy, Woodworking
<b>12th</b>	Graduation Requirements Workforce	English, Government, Recommend: Electives, Fine Art, Accounting II, Ag Structural Construction, Metal Fabrications & Ag Mechanics, Small Engines, Media Technology, Agronomy, Woodworking

**GRADUATION REQUIREMENTS**  
FOR  
**RIGOROUS 4 YEAR MONTANA COLLEGE/UNIVERSITY PREP**  
**GENERAL EDUCATION**  
**SUGGESTED HIGH SCHOOL COURSES**

<b>9th</b>	4 Year MT College/Univ. Prep Rigorous Core	English 9, Geometry, Physical Science, P.E. 9, Career Class, <b>Recommend :Keyboarding I,II</b>
<b>10th</b>	4 Year MT College/Univ. Prep Rigorous Core	English 10, Algebra II, Biology, World History, P.E. Course, <b>Recommend: Second Language</b> , Computer Applications, Fine Arts
<b>11th</b>	4 Year MT College/Univ. Prep Rigorous Core	English 11 or AP English 11, Advanced Algebra & Statistics, American History, Accounting I Second Language, Fine Arts <b>Recommend: One of the following Sciences:</b> Adv. Biology, Chemistry, Physics
<b>12th</b>	4 Year MT College/Univ. Prep Rigorous Core	AP English or English 12, Government, Trigonometry & Calculus, Second Language, Accounting II, Fine Arts <b>Recommend: One of the following sciences:</b> Adv. Biology, Chemistry, Physics,

**Recommended Activities & Organizations:** BPA (Business Professionals of America), NHS (National Honor Society), Student Government Class Offices, FFA (Future Farmers of America), FCCLA (Family, Career and Community Leaders of America), Pep Club, Pep Band, Extra-curricular Athletic Organizations.

## **TRAFFIC EDUCATION**

Traffic education is offered as part of the daily school curriculum. It is a pass/fail class that does not count toward academic eligibility or as an academic credit for graduation requirements. But parents and students must remember that an 80% grading mark is required to successfully pass the class, which is different than the passing score of 65% required in all other courses.

## **COMMENCEMENT EXERCISES**

Participation in commencement ceremonies is a privilege extended to students. Students may be denied the right to participate, with such exclusion regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held. Students must complete all of the Chinook High School course requirements in order to participate in commencement exercises.

## **CORRESPONDENCE CREDITS**

Students may earn credits via correspondence. The classes can be for enrichment and/or make-up. Required classes for graduation can only be made up through correspondence in the event that the student cannot possibly schedule the class during the school day. A student might have to pass up on an elective in order to schedule a required class. A maximum of 4 correspondence courses may be taken for credit for graduation purposes. All independent study classes will be through the Montana Digital Academy and/or other state accredited online provider. (For details meet with Mrs. Friede) If a correspondence class is being taken along with a study hall, honor pass will only be in effect for the study hall. All Courses taken for credit online must be approved in advance by the high school principal.

## **MONTANA DIGITAL ACADEMY ONLINE COURSES**

### Montana Digital Academy (MTDA)

MTDA is specifically designed to provide unique educational opportunities to Montana students and schools. MTDA offers credit recovery classes, AP courses, and several elective courses. MTDA puts no limits on learning. Students can access coursework whenever and wherever they want, which eliminates any course conflicts allowing more students to graduate on time and enrich their educational experiences.

MTDA school year is uninterrupted, running through fall, winter, spring and summer. Students in the summer school classes can access courses at home or while traveling on vacation. MTDA breaks down the barriers to make learning as easy as possible.

Montana Digital Academy courses are open to Chinook High School Students who meet the following criteria:

1. Senior status is required. Exceptions to this rule must be approved by the school counselor, MTDA coordinator, and Principal. Younger students wishing to take MTDA courses must demonstrate an exceptionally high level of maturity, self-motivation, and academic success in order to be considered. If a student does not meet this minimum standard they may appeal to the principal for consideration of a waiver of this policy.
2. Student must possess at least a 3.0 cumulative high school grade point average.

3. Chinook High School course withdrawal policies apply to all MTDA courses. After the fifth day of the school term, students will not be allowed to drop an online course.

4. MTDA courses will be posted to the CHS student's transcript.

5. If a student would like to do credit recovery through MTDA there are no preset requirements other than getting permission from the principal and counselor.

6. Training rules/extra-curricular eligibility can be impacted by poor performance on MTDA classes. Quarter eligibility grades will be based on the online MTDA course in progress grade that is posted on the course site. The semester grade will be the quarter grade for the second quarter of the online class. Online MTDA course completion dates may be different than on campus courses, but will be used to determine eligibility at semester. Students are encouraged to evaluate their motivation to achieve with little to no direct supervision prior to registering for MTDA courses.

### **ALTERNATIVE PROGRAMS**

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses. All Courses taken for credit must be approved in advance by the high school principal. All classes attempted at Chinook High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course.

### **RE-TAKING FAILED COURSES**

A student may re-take a failed course. All courses taken will appear on the student's transcript and be figured into their GPA. Students must secure approval to re-take a course from the principal and counselor.

### **SERIES COURSES**

Series courses (art, music, weight training, media tech, etc ;) are offered as independent units. All courses taken will appear on the student's transcript and be figured into their GPA.

### **USE OF TECHNOLOGY**

It is the responsibility of each student to use telecommunication technologies at CHS in a manner that appropriately reflects the educational goals and objectives of School District 10 and the educational mission of CHS. Access to CHS technology is a privilege and not a right. Please review School District 10 Board Policy 3612P for details. Telecommunications technologies include, but are not limited to:

- Computer software, such as browser software, e-mail software, etc;
- Equipment, such as televisions, telephones, video cameras, computer hardware (modems, CPU's, displays, servers), etc;
- Networks, such as the Internet, LAN's (Local Area Networks), etc;

## **ACCEPTABLE TECHNOLOGY USE POLICY**

Telecommunication technologies are to be utilized at CHS to realize curricular objectives through communication with others and through the acquisition of information. Students should use these technologies only in a;

- Considerate, ethical, and lawful manner
- Manner consistent with curricular objectives
- Manner which ensures the safety of the use and others
- Manner which respects the privacy of accounts
- Manner which respects the rights of others to access these technologies

## **TECHNOLOGY USE VIOLATIONS**

Technology use violations will result in disciplinary action that may include, but is not limited to, the loss of access to these technologies, referral to a school administrator, suspension, legal prosecution; and/or remuneration. Technology includes scanners, digital equipment, Internet, and computers. Chinook schools have worked hard to keep up with technology, especially in the area of computers. Students are encouraged to use the computers in the library, study hall, computer lab, and in the individual classrooms. However, students must be accountable for this usage. The Internet is available on all computers as well. In order to use this tool, students must have a permission slip signed and turned into the office. Students may lose their Internet and/or computer use if not using any of the above items appropriately. Reasons to lose computer/Internet privileges may include but are not limited to: visiting chat rooms, viewing inappropriate material, loading software on the computer without teacher's permission, downloading non-educational information from the Internet without permission, an electronic act that constitutes bullying, and abusing the computer itself. Students are not allowed to change settings on the computers. Students not using the technology appropriately may lose their privileges for up to a year, with the specific length being determined by the supervisor and the principal. There is no Internet usage until a permission slip signed by the parent has been turned into the office. Chinook Public Schools would like to encourage students and teachers to conserve by recycling copier paper and limiting printing.

## **INTERNET ACCESS**

The purpose of District-provided internet access is to facilitate communications in support of research and education. Access is a privilege, not a right. Students utilizing internet access are responsible for good behavior on-line, just as they are in a classroom or other area of the school. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the school. The same general rules for behavior and communications apply. The District provides filtering software for all computers accessing the internet.

## **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 in his/her directory. The school computer network's system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic

communications or other computer files and remove them if warranted. Any violation of district rules will be reported to school administrators for possible disciplinary action.

### **PERSONAL INFORMATION**

When sending electronic messages, students should not include information that could identify themselves to non-school personnel. Users' passwords are provided for their personal use. Users should not share their password or 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 immediately. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

### **CELLPHONE USAGE**

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. 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.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students may use such devices during the lunch period. 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. Therefore, unauthorized use will result in a detention and the electronic device confiscated to the office. Repeated violation of the cell phone policy may result in confiscated devices being returned to the parent or guardian only...

### **HONOR ROLL AND HONORABLE MENTION HONOR ROLL**

A grade point average of 3.400 or better qualifies a student for honor roll each quarter. To qualify for honorable mention honor roll a student has to earn a 3.000 grade point average for the quarter. A "D" and/or "F" in an academic subject automatically disqualify an individual for either honor roll or honorable mention honor roll. Driver's education, teacher's aide and office aide grades are not computed into the grade point average but students must successfully complete these classes in order for them to make it on these lists.

### **HONOR LETTERS**

An honor letter is awarded to any student who earns honor roll status three out of the four nine-week grading periods.

### **HONOR PASSES (juniors and seniors only)**

Students who earn a 3.400 or above for the quarter, plus meeting other specific criteria, are eligible for honor pass privileges. Honor pass students are free to study in designated areas as long as they are not disruptive of other classes. Those areas are the honor pass table, the study hall/library and in a classroom with a teacher. This does not include roaming the hallways or lounging on the hallway floors. Violations can result in a loss of honor pass privileges.

Behavior in and out of school can be a determining factor in receiving and maintaining an honor pass. Poor behavior and poor attendance can prevent a student from receiving an honor pass for the next quarter as well as for the entire year. Accumulating more than three total tardies in a quarter will prevent a student from receiving an honor pass. For every tardy over three, a student

does not receive a pass for two weeks. Honor pass privileges can only be used for one period a day. If a student should have two study halls only one can be designated with honor pass. Students are reminded their eligibility is based on their fourth quarter grades and tardies.

### **STUDENT ELIGIBILITY**

In order to compete in any extracurricular activity, or hold any office, a student must successfully pass all subjects they are enrolled in from the preceding quarter. Incoming freshman eligibility is determined by their fourth quarter eighth grade marks. If an incoming freshman enters high school with an "F" he/she will be placed on probation. Students on probation will have their grades checked every three weeks. As long as they are passing all subjects they are allowed to fully participate. If they are failing one or more classes at either of the grade checks they become ineligible for the remainder of the quarter. Incoming students from other schools who are eligible for activities at their previous schools but are ineligible under our rules will be placed on probation. Probation rules for these students will be the same as above. Probation lasts for one quarter and only in these circumstances. MHSA eligibility rules are always in effect.

### **SEPARATION OF JUNIOR HIGH AND HIGH SCHOOL STUDENTS**

High school and junior high students will remain in their portions of the building unless they have classes of proper authorization to be elsewhere. This guideline will apply before school, during noon hour and after school as well.

### **ADMISSION OF OVER-AGE STUDENTS**

Students wishing to enroll in Chinook Junior or Senior High School will need an appointment with the principal to proceed with an enrollment request. Students who are 19 years or older, on or before September 10, are not allowed to enroll at Chinook High School.

### **MOTOR VEHICLE TRANSPORTATION**

If a parent or guardian does not want their child to be in a vehicle at lunchtime, they should notify the school office.

### **LEAVING SCHOOL**

Students who have to leave school during the day must have a note or phone call from their parent/guardian and they must sign out at the office. Failure to do so will result in a detention and could be considered truancy.

### **CAMPUS PARKING - STUDENTS**

Students driving cars to school are not allowed to park in the Visitor/Staff parking lot located on the north end of the school. Students are allowed to park on the street and in the lot north of the gym. Students parking in this area must be aware that this is school property and weapons are forbidden. Rifles and other weapons cannot be in a vehicle on school property. Parking is not allowed on the concrete area around the shop. Parking and driving violations can result in disciplinary action.

### **REGULATIONS ON SCHOOL TRIPS, PEP BUSES**

Each sponsor will set up specific standards. Basic to all students are:

1. You are under school jurisdiction and therefore expected to abide by school standards.
2. Students must make arrangements with their teachers in advance regarding missed class work.
3. All time schedules must be adhered to as well as prohibition of riding in private vehicles not connected with the school activity.
4. Sponsors and bus drivers, plus other chaperones, have the authority to handle discipline problems.
5. Sponsors and students will assume all responsibility of proper care and maintenance of all school property including vehicles, equipment and other items.
6. Sponsors and students will clean the inside of the bus upon their return to Chinook.

### **OFFICE PHONE AND OFFICE COURTESY**

There is a phone in the school office for student use. Students must ask permission to use the phone prior to making a call. The office staff will assist students with using the phone. Students will not be called out of class to answer the phone unless it is a true emergency.

## **MESSAGES**

Only emergency messages will be delivered to students. An emergency is an accident, illness, or serious family problem. Information about transportation, doctor appointments, house keys, etc; will be taped to lockers whenever possible. The office cannot guarantee that students will receive all messages of this nature. Your cooperation in not asking for classes to be interrupted with these types of messages is greatly appreciated.

## **DIRECTORY INFORMATION**

The school may release certain information known as “directory information” regarding students as permitted by law unless a parent objects to the release of information. This information may include:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major Field of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- Directory information may be released without prior notice or written consent. This information may appear, but is not limited to, in the form of news releases to news media, school newsletters, school brochures, school bulletin boards, school publications, printed programs of officially recognized activities or sports, artwork, writings, or work published on the World Wide Web.

The school may also disclose student information to post secondary institutions, athletic recruiters, military recruiters, and student recognition programs. Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the principal. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years of age or is an emancipated minor.

## **CHANGE OF POLICY**

Occasionally there may be changes of policy as outlined in this handbook. These changes will be posted on the hallway bulletin boards and announced during the morning notices with an effective date included. Thereafter, it will be the responsibility of the student to abide by the new policy.

## **CHEATING**

The goal of the Chinook High Staff is to provide an educational environment for students conducive to learning and the development of wholesome values. Honesty and integrity are two such values. Cheating, whether inside or outside the classroom setting, is unethical and unacceptable. Faculty members are responsible for providing academic expectations. Students are responsible for an honest response to these expectations. Students, who share their work

with others, as well as those who misrepresent the work of others as their own, will be considered to be cheating.

In cases of cheating, appropriate disciplinary action will be taken. The following guidelines will be followed.

1. Students cheating on tests or assignments will receive a zero for the test or assignment in question. Students will also be assigned a four-hour Saturday detention.
2. The teacher will notify the parent of students who cheat.
3. In cases that warrant additional consequences the administration will make a determination of the appropriate consequence, which may result in a possible suspension.
4. Students caught cheating a second time will be suspended from school for one day. Additional violations of this policy will result in further disciplinary action.
5. Honor Society members caught cheating are subject to the rules of the National Honor Society.

### **CREDIT TRANSFER/ASSESSMENT FOR PLACEMENT**

#### ***Grades 7&8***

Any student transferring into the District will be admitted and placed on a probationary basis for a period of two weeks. Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement. During the two-week probationary period, the student will be subject to observation by the teacher, counselor and building principal.

#### ***High School***

Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the superintendent and Board of Trustees.

### **DRESS CODE** - (Originally Student Council Proposed & Monitored)

Considering that not all clothes are suitable for an educational setting, Chinook Jr. /Sr. High School has developed minimal requirements for school dress. Listed below are the minimum standards of acceptable dress. Other dress may be deemed inappropriate if it creates an obvious distraction to the educational setting. Students sent home to change clothing will be considered unexcused absent from class.

Dress for both girls and boys are to be neat, clean and appropriate for school. Tee shirts, sweatshirts or jackets that make reference to sex, drugs, and alcohol and/or tobacco products are prohibited. Shorts may be worn if they are an appropriate length. Shirts must be long enough to touch the top of their pants. Caps and hats may not be worn in the school. Clothing must be able to cover all parts of student undergarments. Dress with excessive holes is not appropriate. Chains as well as necklaces and bracelets which have sharp spikes, are not allowed. Tops with straps less than two finger widths wide per strap are not acceptable. Skirts, shorts or dresses must be of length that with the individual's arms hanging at their side, the garment length is even or longer than the longest fingertip.

### **DROP/ADD PROCEDURE**

Student requests to drop and/or add classes will be considered at the beginning of each semester for five (5) days. Following that period only special classes will be considered and a withdraw/passing (WP) or a withdrawal/failing (WF) will be entered on the permanent record.

### **WORK RELEASE STUDENTS**

The work release program is a part of and is supervised by the school as it is scheduled in during school time. Students must be enrolled in six classes (only one study hall). Students are allowed to take a minimum of five classes (no study hall) in order to pursue a job, community service (not court ordered) or a college class. Permission to do so will only be allowed under the following conditions:

1. Student's course of study allows for graduation on time.
2. Maintains passing grades in all classes.
3. Has signatures and approval from parent/guardian, counselor, principal and supervisor of the activity student is pursuing.

This privilege will be taken away if the student fails a class for the quarter or semester. It can also be taken away for accumulating ten absences in any class or trouble with attendance in general. While work release may be granted, it is not a part of the school curriculum and therefore no credit can be earned toward graduation requirements. Work release is only an option for seniors.

### **TEACHERS AIDES**

Students can only be a teacher's aide during the senior year and cannot have a study hall and be an aide. Being a teacher's aide will replace a study hall. Students must be in good standing academically, behaviorally, and with attendance. A teacher's aide privilege can be removed from a student due to a negative change in any of the areas listed above.

### **VISITORS**

All visitors must report to the office before entering any other area of the building and sign in as well as pick up a visitors pass. Visitors are not allowed to attend classes or other daily activities.

## **PUBLIC DISPLAYS OF AFFECTION**

Excessive public displays of affection often times make other students and staff feel uncomfortable. This can be construed as a form of sexual harassment. Out of respect for others and your partner, this type of behavior is not allowed at school district locations or activities. As a general rule, but not limited to, anything beyond handholding is a violation.

## **DANCES**

Generally, all dances are closed to out-of-town students or people no longer in high school. If a student wants to invite an out-of-town guest to a dance, permission must first be granted by the principal. The out-of-town student must currently be in attendance at a High School and in good standing. Permission may be considered for an individual who has graduated from high school within the previous school year. In this instance, permission must be requested a minimum of one week before the upcoming dance.

## **GYM USE BY STUDENTS**

An appropriate supervisor/instructor must be responsible before students will be allowed to use the gym/weight room facilities during and after school hours. There is no exception to this rule. Absolutely no street shoes will be allowed on the gym floor at any time.

## **EXCUSES FROM PARTICIPATION IN PHYSICAL EDUCATION**

Students will be excused from suiting up and participating in PE with a medical excuse only. If a student does not feel well enough to participate and does not have a medical excuse, zero credit will be given for the day. Non-participation in PE implies non-participation from all physical activity that day.

## **FINES**

Students entrusted with equipment and supplies belonging to the School District will receive fines for unreturned, lost, altered, and vandalized items. Fines will range from minor to replacement costs depending upon the circumstances involved. Typical fines include; book damage or loss, lost activity uniforms, non-payment of participation fees, lost or damaged lockers and other financial responsibilities. Student report cards and activity participation may be withheld until the fines are paid.

## **FIRE DRILLS**

Fire drills are held periodically throughout the school year. Drill instructions will be given to teachers who will pass them on to all students.

## **HALL PASSES**

Students are expected to be in classes at all times, no student is to be in the halls without a pass, However, there is frequently a need to work with a teacher other than the one to whom the student has been daily assigned. This necessitates using a teacher-designated pass (1 per teacher - unique to that teacher) or using the "pass slip" system with the following regulations:

1. The teacher with whom the student plans to meet prepares the slip.
2. The slip is presented to the teacher to whom the student is daily assigned. He or she will sign it, insert the time, and return it to the student. The student, in turn, presents it to the issuing teacher upon his or her arrival. No other passes are to be issued.

## **LIBRARY**

Chinook High School Library hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. All students have access to the library from their study hall, before school, after school and during the lunch hour unless they have lost their library privileges.

Whenever a student requires the use of the library resources, he/she needs to obtain a pass. Any teacher assigning research will write passes for a student to complete such research.

## **LIBRARY USE & PROCEDURES**

Students are allowed to check out books, magazines and videos for a specific time. Students will be informed at time of check out as to when materials are due back. Students may check out software from the library but the software is not to leave the library. Software is to only be used on library computers.

NOTE: All materials are checked-out at the circulation counter by the main entrance.

## **LOCKERS**

Hall lockers are provided for each student. Combinations for locks can be obtained when the lockers are assigned by request through the high school office. Lockers are to be kept clean, neat, and in good repair. Students will be held financially responsible for damage to lockers.

Students should be aware that their assigned locker and any personal items they choose to store therein will be jointly accessible to themselves and school officials and may be subject to inspection by school officials at any time, without notice and without student consent.

Students are responsible for their assigned locks whether they are used or not. Students who choose not to lock their lockers must make sure that they do not keep anything of value in the locker.

## **BEVERAGES**

Only lidded drink containers are allowed in the school building. No cans without a screw type lid are allowed in the school.

## **SUNFLOWER SEEDS**

No Sunflower seeds allowed as they are messy and hard to clean up in the halls and classrooms.

## **MAKE-UP WORK**

Makeup work for excused absences is counted full value at a rate of two school days for each day missed up to five days total. Students wishing extensions on the time limit may request directly to the teacher. Assignments given before the pre-planned absence that have been posted for an extended period of time (more than a week) are due the day upon the student's return. The principal will hear appeals if they are requested.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards will be available after each marking period is finished through the infinite campus portal. Report cards will not be mailed unless requested. The fourth quarter report card at the end of the school year may be held pending payment of fines.

## **STUDENT SEARCHES**

Students should be aware that the school district may, from time to time, utilize canines in an effort to detect contraband stored in lockers or other school property. Students should also be aware that their persons and personal property not stored in lockers (e.g., purse, book bag, vehicle, etc.) may be subject to search when school officials have reason to believe that weapons, drugs, alcohol, or any other objects/materials evidencing a violation of school policy/rule or other laws and regulations are contained therein.

## **ATTENDANCE CHECKOUT PROCEDURE**

If you are absent, have your parent or guardian call the school by 9:00 a.m. if possible. If it's not feasible to call, bring a note with you when you return to school.

Any time you leave the building other than lunch and after school:

1. Have permission from your parent or guardian before you leave -- either bring a note to school with you, or call your parent or guardian from school and have one of the secretaries in the office talk to them.
2. Sign out with the secretaries in the office. Put the time you leave and where you are going when you return to school, sign back in and put the time you returned.
3. If you do not follow the above procedure you will be given a minimum of a detention and you could be in violation of truancy rules.

## **Education of Homeless Children**

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

- I. Transportation services;
- II. Educational services for which the student meets eligibility criteria (e.g., Title I);
- III. Educational programs for children with disabilities and limited English proficiency;
- IV. Programs in vocational and technical education, as well as programs for gifted and talented students; and
- V. School nutrition program.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent shall appoint a liaison for homeless children.

A “homeless child” is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District’s homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District’s Uniform Grievance Procedure.

## **ATTENDANCE POLICY-Refer to Board Policy 3122 & 3122P**

The entire process of education requires continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good

things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on his/her permanent record. School success, scholarship and job opportunity are greatly affected by a good attendance record.

Having established the importance of regular attendance as a base for a good education, we must also consider the rights and responsibilities of students, parents and teachers in regard to this attendance policy.

### ***Students***

Students have a right to be involved in a meaningful program in attendance at school. They will be able to make up work missed because of an absence for a valid reason. At the same time, students have a responsibility to comply with school attendance rules and to make a reasonable effort to progress in the school program.

### ***Parents***

Parents are to keep the school informed about their child's absence. They also have the right to keep the student out of school for illness or other valid reasons. Parents are expected to comply with state and local school laws and rules regarding school attendance.

### ***Teachers***

Teachers have a right to expect regular attendance from their students. Teachers should not be expected to perform burdensome work as a result of unjustifiable student absences. Teachers should assist students with make-up work whenever absences have been excused.

The State of Montana has made education compulsory for all children from the ages of 7 to 16 years of age. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law.

## **ATTENDANCE PROCEDURES**

In order to graduate from Chinook High School, a student must complete 22.5 credits. Completion of a course at CHS will be defined as 65 percent mastery of the material and attendance to include not more than 10 absences per semester. The attendance criteria are based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

1. A high school student will not be allowed more than 10 absences per class, per semester. Any absence beyond 10 may mean a loss of credit in those subjects missed. For K-8 students any absence beyond 10 may result in the student being retained in their present grade for the next year.
2. The ONLY absences that WILL NOT be used in calculating the attendance record are:

- Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and other activities deemed co-curricular.
  - Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the principal;
  - Subpoenas to appear in court or court-ordered, out-of-district placements for special services.
  - Illness, hospitalization, or medical appointments verified by a doctor's statement...
  - Pre-approved trips or tours that have educational value. These absences must be authorized by the administration prior to the absence.
3. Absences which will be counted in the 10-day limit will include: family trips, work days, vacations, visiting friends or relatives, watching tournaments when not an actual participant, hair, unverified medical appointments, photography appointments, skiing, hunting, attending concerts, shopping, in-school or out-of-school suspensions, or any others not mentioned which are unacceptable to the administration.
  4. After five absences from school/class, a letter will be sent to the student's parent(s) or guardian(s) informing them of the school policy and the number of days missed.
  5. After seven absences another letter will be sent to the student's parent(s) or guardian(s) informing them of the severity of the situation and explaining the consequences of non-compliance.
  6. After going over the tenth absence, the principal will review the student's attendance record to determine if credit is to be withheld (9-12) or the student is to be retained (K-8). The principal will send a letter to the student's parent(s) or guardian(s) informing them of their decision and/or the conditions the student must meet in order to have credit reinstated (9-12) or be promoted to the next grade (K-12).
  7. The student, parent(s) or guardian(s) can appeal loss of credit (9-12) or retention (K-8) to the Board of Trustees.
    - If the appeal is denied by the Board of Trustees a high school student will remain in that particular class or classes for the remainder of the semester. An elementary student (K-8) will remain in their grade level class for the remainder of the academic year. If disciplinary problems occur the student may be suspended from school for the remainder of the academic year.
    - If the appeal is granted the student will return to class under the conditions and stipulations as set forth by the Board of Trustees. If the conditions or stipulations are violated the student will lose credit (9-12) or be retained (K-8).
  8. The Board of Trustees may also make decisions regarding the student's participation in extracurricular activities.

## **ATTENDANCE REGULATIONS**

If a student is absent all or part of a class period, he/she must have an admit slip prior to being readmitted to class. If a student misses 10 minutes of the class he/she is considered to be absent. A student will be counted unexcused if the office receives no note or phone call. Students who are marked unexcused will not be allowed to do make-up work for credit.

Absences are classified into the following categories:

1. **Excused Admit** – When the parent and school know of the absence that is of legal nature (illness, doctor and dental appointments, bereavement). Included in this category are those excused with parent permission for workdays, vacations, etc.
2. **Truancy** – When a student is absent and either the parent or school is unaware of the reason for the absence, the student is considered to be truant. The following are the consequences for truancy:
  - a. First instance – Whether a student misses all or part of a day due to truancy, the student can expect a minimum of a four-hour Saturday detention. If the student has accumulated other disciplinary problems, it could result in out-of-school suspension. The parents will be notified and a letter placed in the student's file.
  - b. Second instance – Minimum two-day out-of-school suspension (a longer suspension may be called for depending on previous behavior). Students will be referred to juvenile authorities. Parents will be notified and a letter placed in the student's file.
  - c. Third instance – Five-day out-of-school suspension. Follow up with juvenile authorities. Parents contacted and a letter placed in student's file.
  - d. Fourth instance – The student will be suspended for ten days and a recommendation will be made to the school board for expulsion.
3. **Unexcused absences** – Unexcused are those absences not excused by a parent/guardian. An unexcused absence is marked as a zero or no credit in the teacher's grade book. Unexcused absences also play an important role in the appeal process when absences exceed ten.

**\*Participation in activities if absent** – If you are absent from school on the day of an activity or practice for an activity, you are not allowed to participate on that day. Special circumstances will be considered if advanced arrangements are made with the principal.

### **TARDIES**

Being to class on time is an important skill to develop as it is a habit that will be beneficial when students enter the workforce. Being late to class is a disruption to the classroom. Tardies will be addressed as follows; a student is tardy to class when they are not in the classroom when the bell has rung. All students late to first or fifth period must check in to the office. Students late to class in excess of ten (10) minutes are considered absent and must check in to the office before returning to class. Tardies will be addressed by each individual classroom teacher and will be outlined in the classroom syllabus. Every fifth (5) tardy in study Hall will result in two (2) detentions assigned. The tenth tardy will result in the loss of one (1) day of the student's ten (10) allotted absences for the semester. Thereafter, each five (5) tardies accrued during the quarter will result in the loss of a day of semester allotted absences. Tardies start at zero for each

individual class at the beginning of each quarter, but the loss of absence days remains as outlined in the district absence policy.

### **BEHAVIORAL EXPECTATIONS**

A person shall not by any conduct, act, force, or threat, deprive another of the exercise of his rights and responsibilities, nor shall he engage in any conduct which causes a material and substantial disruption to Chinook High School.

All students are expected to obey the instructions of school authorities. At school sponsored off-campus events, students shall be governed by school rules and regulations and are subject to control and authority of school personnel.

A student shall not intentionally cause or attempt to cause substantial damage to CHS or private property or steal or attempt to steal school or private property either on school grounds or at a School District activity, function or event off or on school property.

A student shall not issue a threat of assault or cause physical injury to any person or behave in such a way as could reasonably cause physical injury to another. Self-defense is not to be considered an intentional act under these rules; however it is important to remember an individual defending themselves has no reason to become an aggressor in an altercation.

### **DETENTION RULES AND REGULATIONS**

Each faculty member may designate a time that a student must report after school for minor disciplinary reasons. Detention will be held once a week usually on Thursdays for students in grades 7-12. Failure to report to detention at the assigned time will result in doubling the detention time required.

As a rule the only excused absences from detention are doctor appointments. Detention takes precedence over any other activity including jobs and practice for sports.

Consequences for skipping detention are as follows: first offense – detention time is doubled, second offense – four-hour Saturday detention, third offense – 2-10 days suspension from school.

Specific detention hall rules:

1. Report on time (3:15 p.m. of date assigned), serve a 30-minute detention, and follow all directions.
2. Bring school work/materials with you. Only approved reading materials will be allowed.
3. No sleeping allowed. Food, candy, beverages and radios (etc.) are not allowed.
4. NO TALKING, without supervisor's permission.

**NOTE: Excessive detentions (over four) will result in mandatory Saturday detentions.**

### **SATURDAY DETENTION**

Students who receive a fifth detention will be required to serve that detention on Saturday. For detentions #5 - #7 a student will receive a two-hour Saturday detention. Students who have received eight or more detentions will receive a four-hour Saturday detention. Junior high

students who go twenty school days without a detention will start over with a clean slate in total number of detention. High school students who go twenty school days without a detention will have their total number of detentions reduced to two. All tardy related detentions for grades 7-12 will be removed at the beginning of each quarter. Detentions for behavioral problems and rule violations will accumulate for the school year.

Saturday detentions can be assigned for other reasons as well. Severe rule violations require Saturday detentions. Excessive tardies require this penalty as well. Saturday detention attendance is mandatory when assigned. Failure to show up on time or failure to attend requires a one-day out-of-school suspension. Further infractions will require longer suspensions. Students are required to do school work or read appropriate materials. Food and drink are not allowed. Headphones, etc. are not allowed.

Excessive Saturday detentions can lead to suspensions.

### **LUNCH/BREAKFAST PERIOD**

The following apply to students who remain on, or return to, the campus during regularly scheduled lunch/breakfast periods. It is expected that all students eating on campus will eat in the cafeteria and that all students will follow the instructions of school staff members. Students who are outside of the building are expected to follow school guidelines.

Other Lunch/Breakfast Period Rules:

1. Students will follow instructions of any school staff member.
2. No hitting, pushing or yelling.
3. Remain seated while eating.
4. Lunch/breakfast materials must be picked up around your area (in the cafeteria and outside).
5. No eating lunch/breakfast in the hallways. Lunch/breakfast will be eaten in the Multi-purpose room or outside.

Students must inform their first period teacher when they are going to school lunch. A student who wants to eat lunch but is absent first period may still eat lunch if he/she informs the office. Lunch tickets will be sold in the office before school starts.

### **SEVERE CLAUSE**

When a student demonstrates a behavior that defies authority, reflects an uncooperative attitude, threatens the safety of others or self, results in minor to extreme vandalism to school district property, results in theft of school district property, shows unusual or violent conduct, indicates a documented pattern of handbook or district rule violations, a severe consequence will be considered by the principal.

Generally a student moves toward a severe consequence through a series of rule violations. However, the seriousness of an individual act by a student can result in an immediate consideration by the principal to request suspension or expulsion regardless of a student's discipline record to date.

### **STUDENTS SENT TO THE OFFICE**

Students sent to the office are expected to report to the principal. The seriousness of the infraction and the number of times a student is sent will determine the actual consequence with the minimum consequence to be a detention.

The principal may, upon advice from a counselor, teacher or parents rearrange the mandated discipline for a student if the rearrangement is in the best interest of the student and Chinook High School. Such arrangements must be done in writing and kept on file in the principal's office.

## **SUSPENSION AND EXPULSION POLICIES**

### ***OUT-OF-SCHOOL SUSPENSION***

The school administration may suspend a student out of school for up to ten (10) consecutive days. The suspension will begin as soon as the student's parent/guardian can be contacted. The absence will count toward the ten-day policy. **Students have the right to make up all work missed that was assigned during the suspension as per board policy 3300 and 3300P .**

### ***EXPULSION***

In the case of expulsion, the Principal will make the recommendation to the District Superintendent. The parents and student will be notified of this action and instructed concerning their rights regarding the due process procedures. If the recommendation of the Principal is followed, the student, parent and their representative, upon request, will have a hearing with the School Board. The Board will take action on the recommendation. If the student is expelled the Board will decide the duration of the expulsion.

### **CHEMICAL & TOBACCO POLICY**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, before, during or after school hours at school or in any other school district location as defined below.

“School district location” means in any school building and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where the students are under the jurisdiction of the school district. A student who violates the terms of this policy may be suspended by the administration or expelled from school at the discretion of the Board. (In the alternative) A student who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. If the student fails to satisfactorily participate in such program, the student shall be suspended by the administrations or expelled from school at the discretion of the Board. Students must enroll in the next available program in order to remain eligible for activities.

### ***Alcohol and Drugs***

NAMES WILL BE REFERRED TO LOCAL AUTHORITIES IN ALL CASES LISTED BELOW

1. First offense—two days out-of-school suspension.
2. Second offense – five days out-of-school suspension.
3. Third offense – suspension and a recommendation will be made to the school board for expulsion from school.

## ***Tobacco***

NAMES WILL BE REFERRED TO LOCAL AUTHORITIES IN ALL CASES LISTED BELOW

1. First offense – four-hour Saturday detention.
2. Second offense – one to two days out-of-school suspension
3. Third offense – five days out-of-school suspension
4. Fourth offense – suspension and a recommendation to the school board for expulsion from school.

### ***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, or distribute alcohol, tobacco, illegal drugs or drug paraphernalia during the school year. These rules are in effect 24 hours a day. If a student receives an MIP, or is seen using or in possession of tobacco, alcohol, illicit drugs or drug paraphernalia the student will forfeit the privilege of participating in all District activities.

### **Policy Coverage**

This policy states that a student shall not (1) use, have in possession, sell, or distribute alcohol, tobacco, drug paraphernalia or illegal drugs, and (2) abuse prescription or non-prescription drugs. This policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are used in the prescribed manner. This policy applies to junior high and high school students who are involved in the extra- and co-curricular activities program.

### **Definitions**

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

Drug paraphernalia is defined as all equipment, products, and materials of any kind that are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a dangerous drug or as otherwise defined in 45-10-101, MCA.

### **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 until the extracurricular activity concludes in the summer, whichever is later. Violations are cumulative, through the student's period of attendance in grades 7-8 and in grades 9-12. Violations do not carry over from the junior high to high school. The Administration shall publish the participation rules annually in the activities and student handbooks.

### First Violation

Suspension from activities for twenty (20) school days (ends at Midnight of twentieth day).

A student must:

1. Not be part of any competition (including on sideline or bench).
2. Do Not Travel to events with a team.
3. Attend all practices during the suspension at the coach's discretion.

### Second Violation

Suspension from activities for ninety (90) school days.

A student must:

1. Not be part of any competition.
2. Not travel to any event with a team.
3. Attend practices during the suspension at the coach's discretion.

### Third Violation

Suspension from activities for one hundred eighty (180) school days.

A student must:

1. Not be part of any competition.
2. Not travel to any event with a team.
3. Attend practices during the suspension at the coach's discretion.

## Awards and Honors

A student who violates this policy while a member of an athletic team or participant in another extra-curricular or co-curricular activity will not be eligible to receive (including Letters) any awards or honors for the activity. If a student receives an MIP during the extra-curricular or co-curricular activity or athletic season, and the case is adjudicated after the conclusion of the season or activity, the student will relinquish all awards and honors received from Chinook High School while a member of the athletic team, extra-curricular or co-curricular activity.

## Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student, parents and/or guardians shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student, parents and/or guardians shall be notified of the type of discipline administered.

**APPEAL PROCESS:** Any parent/legal guardian or student who is aggrieved by the imposition of discipline 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. The student and/or parent may appeal the suspension to the Board for a student extra-curricular suspension hearing. The Board Hearing will be scheduled within ten school days of the start of the suspension.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

### ***Gun-Free Schools***

A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, on school grounds shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with 20-5-202, MCA, and Policy 3300.

### ***Possession of a Weapon in a School Building***

Any person who possesses, carries, or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building.

For the purposes 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; “weapon” shall be defined as any type of firearm, a knife with a blade four (4) or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. 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 Board’s discretion whether to allow a person to possess, carry, or store a weapon in a school building.

### ***Firearms***

A firearm, or any objects that can reasonably be considered, or looks like, a firearm is not allowed on school grounds or in school buildings. A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, on school grounds shall immediately be suspended and shall be referred to the Board to be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

### ***Weapons***

A weapon is described as any type of firearm, knife with blade that exceeds four inches in length, a sword, straight razor, throwing star, nun-chucks, firecrackers, brass or other metal knuckles, any explosive device. Local law enforcement personnel will be notified if a student is in possession, or it is determined that the student was in possession of a weapon on school grounds. Disciplinary actions for this type of infraction (Refer above for firearms):

1. First offense – five-day out-of-school suspension
2. Second offense – suspension with a recommendation for expulsion.

### ***Dangerous Instruments***

A dangerous instrument shall be defined as any instrument or item used in a threatening or dangerous manner. The principal will have the authority to decide if an item or instrument is considered a dangerous instrument. If an item or instrument is determined to be a dangerous instrument it will be confiscated. Local law enforcement personnel will be notified when it is determined that a student has used a dangerous item or instrument in a threatening manner.

### ***Disciplinary Actions:***

First Offense - One (1) to four (4) day suspension.

Second Offense - Five (5) to ten (10) days suspension with possible recommendation for expulsion by the Board of Trustees.

Third Offense -Suspension with recommendation for expulsion by the Board of Trustees

## CHINOOK JUNIOR/SENIOR HIGH SCHOOL DISCIPLINE RUBRIC

BEHAVIOR	1 <sup>ST</sup> TIME	2 <sup>ND</sup> TIME	3 <sup>RD</sup> TIME	
<b>Bullying: Physical Aggression</b> hitting , kicking, pushing, grabbing, body checking, slapping	Consequence Group II or III	Consequence Group II or III	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Bullying: Teasing</b> Name-calling, insults, putdowns, obscene gestures, playing a mean joke	Consequence Group II or III	Consequence Group II or III	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Bullying: Exclusion</b> Starting or spreading rumors, setting others up to take the blame	Consequence Group II or III	Consequence Group II or III	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Cheating</b>	Consequence Group II	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Classroom Disruption</b>	Consequence Group I or II	Consequence Group II	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Defiance of Authority or Academic Insubordination</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group II or III	After 3 incidents, develop individual behavior plan
<b>Disorderly Conduct</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group II or III	After 3 incidents, develop individual behavior plan
<b>Dress Code</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group II or III	After 3 incidents, develop individual behavior plan
<b>Fighting</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group II or III	After 3 incidents, develop individual behavior plan
<b>Forged Notes</b>	Consequence Group I or II	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Hat in School</b>	Consequence Group I	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Inappropriate Physical Contact</b>	Consequence Group I	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Inciting Other Students</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group II or III	After 3 incidents, develop individual behavior plan
<b>Littering</b>	Consequence Group I	Consequence Group II or III	Consequence Group II or III	After 3 incidents, develop individual behavior plan

<b>BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>	
<b>Lying</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group II or III	After 3 incidents, develop individual behavior plan
<b>Missing Detention</b>	Consequence Group I or II	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Missing Saturday Detention</b>	Consequence Group II	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Misuse of Food or Drink Privileges</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Misuse Of Passes</b>	Consequence Group I	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Parking or Unsafe Driving</b>	Consequence Group I	Consequence Group I or II	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Profanity</b>	Consequence Group I or II	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Reckless Running or Rough-housing</b>	Consequence Group I or II	Consequence Group II	Consequence Group II	After 3 incidents, develop individual behavior plan
<b>Refusal To Accept Discipline</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Refusal To Follow Directions</b>	Consequence Group I or II	Consequence Group II or III	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Vandalism</b>	Consequence Group II or III	Consequence Group II or III	Consequence Group III	After 3 incidents, develop individual behavior plan

**In addition to school disciplinary consequences, the following behaviors will be reported to law enforcement for Civil or Criminal Code violations.**

<b>BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>	
<b>Arson</b>	Consequence Group III	Consequence Group III	Consequence Group III	
<b>Bullying: Severe Physical Aggression</b> Punching, kicking, biting, spitting, or other actions that may injure others	Consequence Group III	Consequence Group III	Consequence Group III	After 3 incidents, develop individual behavior plan
<b>Bullying: Threats of Serious Violence</b> Threatening with a weapon, ganging up, forcing someone to do something they don't want to do, Threats to family, property, possessions	Consequence Group III	Consequence Group III	Consequence Group III	After 3 incidents, develop individual behavior plan. Refer to Student and Activity Handbooks and District Policy if a weapon is used.
<b>Dangerous Instruments</b>	Consequence Group III	Consequence Group III	Consequence Group III	Refer to Student and Activity Handbooks and District Policy.
<b>Destruction Of School Property</b>	Consequence Group III	Consequence Group III	Consequence Group III	
<b>Drugs or Alcohol</b>	Consequence Group III	Consequence Group III	Consequence Group III	Refer to Student and Activity Handbooks and District Policy.
<b>Explosive Devices</b>	Consequence Group III	Consequence Group III	Consequence Group III	Refer to Student and Activity Handbooks and District Policy.
<b>Firearms</b>	Consequence Group III	Consequence Group III	Consequence Group III	Refer to Student and Activity Handbooks and District Policy.
<b>Harassment:</b> Racial, ethnic, or sexual name calling, stalking (includes on phone or on-line), Showing/Touching Private body parts	Consequence Group III	Consequence Group III	Consequence Group III	After 3 incidents, develop individual behavior plan. Refer to Student and Activity Handbooks and District Policy on harassment.
<b>Pulling Fire Alarm</b>	Consequence Group III	Consequence Group III	Consequence Group III	
<b>Theft</b>	Consequence Group III	Consequence Group III	Consequence Group III	
<b>Tobacco Possession</b>	Consequence Group III	Consequence Group III	Consequence Group III	Refer to Student and Activity Handbooks and District Policy.
<b>Weapons</b>	Consequence Group III	Consequence Group III	Consequence Group III	Refer to Student and Activity Handbooks and District Policy.

## **Chinook Junior/Senior High School Consequence Groups**

### **Consequence Group I**

- Visit With Counselor
- Visit With Principal
- Promise Not To Repeat
- Apology
- Telephone Call To Parent
- Detention(s)
- Loss Of Privileges
- Zeros For Work
- Clothes Changed

### **Consequence Group II**

- Visit With Counselor
- Visit With Principal
- Restitution If Property Was Damaged
- Telephone Call To Parent
- Student/Parent/Staff Conference
- Letter To Parent
- Detention
- Saturday School
- Zeros For Work
- Suspension

### **Consequence Group III**

- Visit With Counselor
- Visit With Principal
- Restitution If Property Was Damaged
- Telephone Call To Parent
- Student/Parent/Staff Conference
- Letter To Parent
- Saturday School
- Zeros For Work
- Suspension
- Subject To Expulsion
- Removal From Class
- Authorities Called

## **SEXUAL HARASSMENT/INTIMIDATION/DISCRIMINATION**

Sexual harassment is strictly prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwanted advances, requests sexual favors, and engages in other verbal, written, electronic or physical conduct of a sexual nature, imposed on the basis of sex that:

1. Denies or limits the provision of educational aid, benefits, services, 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 the student's educational environment.
  - b. creating an intimidating, hostile or offensive educational environment.
  - c. depriving a student of educational aid, benefits services or treatment, or
  - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, asking students out for dates with the only intention being embarrassment of the student and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed, intimidated or discriminated against should contact a counselor, teacher or Equity Office who will assist them in filing a complaint. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment, intimidation or discrimination may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have been engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given appropriate opportunity to defend themselves against such accusations. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against the offender. Any individual seeking further information should contact the Equity Officer. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure #3215.

## BULLYING and HARASSMENT POLICY

### Bullying

Bullying means any overt act or combination of such acts directed against a student(s) by another student or group of students and which:

- Is repeated over time.
- Is intended to ridicule, humiliate, intimidate, or harm the student(s)
- Occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity.

### Harassment

Harassment means

(1) any gesture or written (including electronic), verbal or physical act that is perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, sexual identity, culture, social origin or condition, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic; and that

(2) A reasonable person knew or should have known, under the circumstances that (a) any gesture or written (including electronic) or physical act will have the effect of harming a student or damaging the student's property, or (b) placing a student in reasonable fear of harm to the student's person or damage to the student's property; or (c) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. (Refer to Chinook School District Harassment, Intimidation, and bullying Prevention Policy 3226 for complete policy information)

Bullying and harassment can take various forms:

- Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking or damaging personal belongings);
- Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
- Psychological (including, but not limited to, spreading rumors; manipulating social relationships, engaging in social exclusion, extortion or intimidation);
- Internet or cyber-bullying (including, but not limited to, the use of instant messaging, e-mail, web sites, chat rooms, and text messaging that is used to bully or harass another student or employee, and when such use interferes with the operation of the school or infringes upon the general health, safety and well-being of district students or employees)

\*It is important to note that a single negative act as enumerated above may also constitute bullying (if not more serious conduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the alleged perpetrator.

\*Conduct that might otherwise be considered bullying and harassment but does not occur during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity event may still be subject to disciplinary action.

## Reporting of Bullying and Harassment

The Chinook School District encourages student to speak up when possible

- If possible, the bullied or harassed child should tell the bully/harasser to stop. To the extent that a person feels safe and comfortable doing so, a target is first encouraged to confront the bully/harasser, telling them to stop because their actions are unwelcome.
- Bystanders are also encouraged to speak up when possible, telling the bully/harasser to stop the conduct because it is disrespectful, unwelcome, hurtful, or unfair.

If the student(s) does not feel safe addressing the bully or harasser, the Chinook School District encourages student to report to teachers and/or school administrators acts of bullying or harassment. Any student who knowingly makes false accusations regarding bullying or harassment may be subject to disciplinary action.

The Chinook School District defines tattling as telling an adult about another student's actions with the sole purpose of getting that student in trouble.

The Chinook School District defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation, e.g.; one that is threatening or hurtful.

### **STUDENT EDUCATIONAL RECORDS (FERPA)**

Chinook High School follows all procedures that are designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA) and the Montana School Accreditation Standards. Students may request a copy of the Family Education Rights and Privacy Act and its implementing regulations by contacting the school district administration office. A student has the right to report violations of the Family Rights and Privacy Act to the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C.

### **TITLE IX**

In an effort to comply with Title IX of the Education Amendments of 1972, the Chinook Public Schools affirm that no person shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

In further effort to comply with the regulations, Chinook Schools has appointed a compliance officer to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to the schools equity officer, the Chinook High School Principal, or by contacting the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. In further conformity with Title IX, a grievance procedure has been formulated for use in references to questions or complaints, raised by students of the District dealing specifically with Title IX. Policy #3225F is the Grievance Filing Form.

For informational purposes, Title IX is the portion of the Education Amendments, which prohibit sex discrimination in federally assisted education programs. Specifically, Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

The governing regulations, effective July 21, 1975, cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

## **STUDENT RIGHTS**

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students at Chinook Jr. /Sr. High School have the right to a due process hearing if the parents or student indicate a desire for one. A hearing shall be held to allow the student or parent to contest the fact that may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student or parent/guardian allege prejudice or unfairness on the part of the school district authority.

## **ASBESTOS MANAGEMENT**

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a condition that does NOT pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of ACM, an EPA accredited management planner developed an Asbestos Management Plan for our school. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial staff, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in the Superintendents' Office during regular office hours. Mr. Rick Davies is our designated Asbestos Program Coordinator and all inquires regarding the plan should be directed to him.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to insure that our students, teachers and employees have a healthy and safe environment in which to learn and work.

## **MEDICATIONS**

The School District will follow state law regarding the administrations of medications. Students must turn in all prescription medications; except inhalers, to the office or complete and have on file in the office the Montana Authorization to Carry and Self-administer Medication form (Policy Form 3416F).

### Administration of Medications-Refer to Board Policy 3416

Procedures for receiving and accepting requests for giving medications will be as follows:

1. Medication will be brought to school by a responsible adult.
2. Medication will be properly packaged with original pharmacy labels, including:
  - a. Student's Name
  - b. Ordering Physician
  - c. Date
  - d. Name and dosage of medication
  - e. Method of administration
  - f. Quantity
3. Medication will be accompanied by an Authorization Form signed by the prescribing physician or dentist as well as by the parent or guardian.

### Self-Administration of Medications

1. The Board will allow self-administration of medications.
2. Procedures for self-administration of medication are as follows:
  - a. Medication will be brought to school by a responsible adult.
  - b. Medication will be properly packaged with original pharmacy labels, including:
    - Student's Name
    - Ordering Physician
    - Date
    - Name and dosage of medication
    - Method of administration
    - Quantity
  - c. Medication will be accompanied by Montana Authorization to Carry and Self-administer Medication form (Policy Form 3461F) signed by the prescribing physician or dentist and by the parent or guardian.

### **DISAGREEMENTS WITH A STAFF MEMBER**

The entire staff is dedicated to helping each student achieve their best in and out of school. However, at times, there are misunderstandings and disagreements. Problems with grades, grading and discipline are the most common. If this should happen there are steps to take to go about correcting the situation. Detentions and suspensions will be put on hold until there is an agreement or all the steps are followed.

A student or parent needs to visit initially with the staff person involved. A student should not question the teacher during the class time. There is too much going on and generally a positive conversation will not be able to take place. The student and/or parent should ask to visit the staff person after school or during a prep period.

If an agreement or understanding does not come about with this discussion, the parent/student should then make an appointment and visit with the staff person's supervisor, usually the principal. The principal will then go over options and policy for further evaluation.

## **PEP BAND ELIGIBILITY**

All Pep Band members must be enrolled in Band class. Exceptions to this may be granted to juniors and seniors who have a scheduling conflict and cannot enroll in Band. These students must have been in Band their freshman and sophomore years and they will be required to practice their music after school two nights a week at school. The after school practice will be required prior to and during the Pep Band season(s).

## **EARLY GRADUATION**

All applications must be submitted to the principal at least two (2) semesters prior to the proposed graduation date. Applications must be in writing and countersigned by parents or legal guardians if the student is a minor.

Students interested in early graduation should contact the principal to go over the entire school board policy regarding this situation.

## **HONOR STUDENTS**

Honor students will be officially identified after the eight (8th) semester grades have been reported. Honor students will be recognized at graduation. The following requirements must be met to earn honor student status:

1. Students must have a final grade point average of 3.0 or higher
2. Students must complete the college prep curriculum which includes:
  - a. English I, II, III, IV
  - b. Algebra 1, Geometry, and Algebra II
  - c. Three credits of science (two must be a lab science)
  - d. World History, U.S. History, and Government
3. Correspondence classes will not be allowed to take the place of a required class.
  - a. Required classes include those for graduation and for college prep.

### **VALEDICTORIAN AND SALUTATORIAN**

In order to qualify for valedictorian or salutatorian a graduating student must have attended Chinook High School for the previous four (4) semesters. All high school semester grades will be averaged for final grade point average (GPA). In order to be eligible for valedictorian or salutatorian a student must successfully complete five out of the eight following classes: Foreign Language, A.P. English, Accounting II, Chemistry, Physics, Advanced Biology, Trigonometry & Calculus, and Advanced Algebra & Statistics. Correspondence classes will not be allowed to take the place of any required classes including the choices mentioned above

The student who has followed the above requirements and has the highest GPA in the class will be named the Valedictorian. The student with the second highest GPA and has followed the above requirements will be named the Salutatorian. If two or more students tie for the highest average, all students tied will be valedictorians and there will not be a salutatorian. If one valedictorian is named and there is a tie for the second highest GPA then all tied will be named salutatorians.

**STUDENT HANDBOOK AGREEMENT**

As an informed parent, your signature below indicates that you have read the rules and regulations of the Chinook High School Student Handbook. This does not imply approval or disapproval. This is for your benefit.

Please sign below indicating that you have read the rules and regulations.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student

This form must be signed and returned to the office by the end of the first full school week or privileges such as honor pass, technology use, etc; will be withheld.