

# COLSTRIP HIGH SCHOOL STUDENT HANDBOOK

Date: July 1, 2018



**2018-2019**



# **WELCOME TO PARENTS**

We not only welcome all students to Colstrip High School, we wish to extend a warm and cordial welcome to you, the parents. We can assure you that your students are entering a fine school, staffed with talented teachers who are interested in the educational and personal welfare of the students placed in their care.

We, the administration and staff of Colstrip High School, believe that education is a cooperative venture shared by the school, the home, the church and other community agencies. As such, it is a continuous developmental process that reflects the society it serves and emphasizes the value of individual worth.

As in any society, the rules and regulations have been developed for the proper operation and function of the school and for the benefit and protection of the rights and privileges of every student.

In order to maintain high standards, we need your cooperation and close association with the work of the school and its staff.

We welcome your constructive suggestions. We urge you to visit the high school and observe the students in the classroom. You may make arrangements to do so through the school secretary. If you wish to see a particular teacher, you may make arrangements for an appointment during the teacher's conference period or after school by contacting the teacher concerned or one of the school's administrators.

## **PHILOSOPHY OF COLSTRIP PUBLIC SCHOOLS**

To creatively meet the challenges of change in a diverse world, School District #19 is charged with the mission of educating the youth of today for the generation of tomorrow. This challenge lies in giving these students a unified view of the universe in which they live; it will also seek to make each person a critical thinker by sharpening his/her abilities to think clearly and precisely. It is the role of our schools to provide a stimulating environment, which will enable the pupil to acquire and use knowledge and information, attitudes, values, understandings, appreciations, and skills, including skills acquired in a vocational setting. Children are society's greatest natural resource, and it is the duty of the schools to provide students with a foundation of knowledge and skills, a set of beliefs by which to act, and a reasoned framework in which to think critically. School District #19 is best able to meet these challenges by providing individual students with positive experiences from which they learn.

## **POLICIES AND PRACTICES**

District policy is established by the Board of Trustees to govern the financial, administrative, instructional and behavioral functions of its schools. Proposed policy changes are presented to the Board at two (2) separate regular meetings for approval on a first and second reading. During this period of time adjustments may be suggested and the proposal may be re-drafted. Upon approval on second reading, the policy becomes effective immediately unless otherwise stipulated.

Copies of the district's policies are located in each administrator's office, each school library, on the district web site and in the possession of each bargaining unit's president.

In addition to the Policy Manual contents, each handbook submitted to the Trustees for approval become district policy.

## **PUBLIC CONCERNS RESOLUTION**

### **Board Policy 4310**

Any area of concern will be addressed through the prescribed Public Concerns Resolution process designed for that purpose. Appropriate forms for registering such concerns may be obtained in the administrative offices of the schools. The process will then proceed through the appropriate chain of command for the timely resolution at the lowest possible level.

\*\*\*Ref. Board Policy 4310-4310F

# **TITLE IX & NON-DISCRIMINATION POLICY**

## **Board Policy 3210**

### **1. Policy**

Equal Education opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

### **2. Grievance Procedure**

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district educational program or activity, may file a written complaint with Mr. Mark Ator, Title IX officer, and Mrs. Debi Smith, Section 504 compliance officer for School District #19. The compliance officer shall cause a review of the written complaint to be conducted and a written response mailed to the complainant. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Trustees indicating specifically the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Board of Trustees shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response.

## **SEXUAL HARASSMENT POLICY**

### **Board Policy 3125**

Colstrip Public Schools is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employees' and students' ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District-Sponsored, and to any school-sponsored events regardless of locations.

Definitions:

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical, and/or visual contact of a sexual nature when:

submission is made either explicitly or implicitly a term or condition of an individual's employment or education;

submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's employment or education; or

that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or of creating an intimidating, hostile or offensive employment or educational environment.

An intimidating, hostile or offensive employment or educational environment means an environment in which:

unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/potters or any action with sexual connotation makes a student or employee feel uncomfortable; or

an aggressive, harassing behavior in the workplace or school, which affects working or learning, whether or not sexual in connotation, or is directed toward an individual based on his/her sex.

FOR A COMPLETE DESCRIPTION of the District #19 Sexual Harassment Policy refer to Board Policy 3225 and/or contact Mr. Bob Lewandowski, Superintendent.

## **HAZING/HARASSMENT/INTIMIDATION/ BULLYING/MENACING Board Policy 3226**

Colstrip high school will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated. All complaints that have a nexus to the school can be investigated regardless the time of year. Students will be put on notice, parents may be notified of inappropriate behavior, and disciplinary action may result.

# **ATTENDANCE PROCEDURES**

## **Board Policy 3122, 3122P**

### **ABSENCES - PARENT RESPONSIBILITY**

If a student is to be absent from school without previous arrangement, the parents/guardians are expected to telephone the district attendance clerk each day the student is absent or send a note explaining the absence to the high school office within two (2) days upon the return of the student to school. A determination of the excused days being exempted will be based on the attendance policy on pages 8 & 9 of this handbook. Failure to notify the school will result in an un-excused absence (truancy), which will count toward the ten (10) day "loss of credit" calculation.

### **ABSENCES/TARDIES - STUDENT RESPONSIBILITY**

It is the student's responsibility to attend school regularly and to be on time for classes; to remind their parents/guardians to send a note on the day of their return; to request the assignments missed when the absence is excused; to notify each of his/her teachers in advance of school sponsored activities; and to make arrangements with the attendance officer for any pre-arranged absences. Unexcused absences and excessive (3 or more in the same class or 6 total) tardies will result in disciplinary action.

### **ATTENDANCE VS. EXTRACURRICULAR PARTICIPATION**

Any student absent from school one or more periods of the day of an after-school practice or activity may not participate in that practice or activity without the prior approval of the Principal or Vice-Principal. A student is considered present for purposes of after-school participation if he/she is present thirty (30) minutes of a one period class or sixty (60) minutes of a two period class. Approval will be granted if the absence in question will be a result of a previously scheduled medical/dental appointment, or appointment to satisfy requirements of the law, or if the absence is a result of family emergency.

### **MAKE-UP WORK**

At the teacher's discretion students will be required to make up work in advance of their planned absence (such as extra-curricular travel, Dental/Doctor appointments, Driver licensing to name a few).

Make-up work for an excused absence is rated full value if turned in within two days (from the day of first return) for the first day of an absence with one additional day for each consecutive day of absence with a five day maximum based on the length of absence. If an assignment is due on a day of absence that assignment is due on the first day of return.

Failure to meet the stated time constraints may result in a zero being assessed. The Principal, Instructor and student involved will address absences in excess of five consecutive days on an individual basis.

Pre-arranged absences requested by the parent and for which student work is made-up in advance (at the teacher's discretion): The student, at least one week in advance of the leave, is required to complete a special leave request form from the office and return it by the designated time on the form.

# CLOSED CAMPUS - PROCEDURE FOR LEAVING THE BUILDING

We operate a closed campus. Students must stay on the school grounds from the time they arrive until they are picked up by the bus, or dismissed at the end of the school day. Any student leaving the school grounds must obtain a permit to leave the building from the attendance office and must also sign out and in at the attendance office as they leave and return. Students will not be allowed to check out for lunch except when personally checked out and picked up by the parent(s) for the lunch period. Senior check out privileges may be allowed at the discretion of the school board.

Parental permission and/or approval by school administration of a request to leave the building are required.

Any violation of the above procedure may result in disciplinary action as per the "Truancy" section of the district Discipline policy, loss of driving privileges and lunch dismissal privileges.

## PASSES

1. Hall Pass: This pass will be issued to the student by the teacher of the class to which the student is assigned for that particular period.
2. Library: Students wishing to be admitted to the library must obtain this pass from the library in advance unless accompanying a class with an instructor or upon an instructor's request.
3. Passes to the Guidance Office: Students wishing to be admitted to the guidance office must obtain this pass from the guidance office in advance. Students may not leave any class of an academic nature to go to the guidance office except:
  - a. in cases of emergency
  - b. when in possession of an up-to-date guidance pass.
4. Office Passes: When it has been necessary to detain students in the office they will be issued an office pass with date, time and signature. Teachers will take this pass and destroy it.
5. All passes will contain the student's name, time issued and destination.

# ATTENDANCE POLICIES

## Board Policy 3122, 3122P

### STUDENT ABSENCES AND EXCUSES

The State of Montana has made education compulsory for all children from seven to sixteen (7-16) years of age, or until completion of the 8<sup>th</sup> grade. Therefore, absences from school without adequate reason are illegal and parents are in violation of the law.

The school district promises each student in its enrollment the opportunity to succeed in school. However, it does not guarantee credit strictly on the basis of enrollment and/or attendance. Excessive absence is the equivalent of "work not completed."

Absences in any class may not exceed ten (10) days per semester ( 90 school days); absences in excess of ten (10) days per semester may will result in loss of credit for that semester in that class if the absences have not been exempted from "attendance-for-credit" calculation.

"Attendance for credit" requires a full period of attendance. A full period is defined as 47 OR 94minutes as required by the class schedule. All absences for full periods or any part of a period must fit the "exemption" criteria listed below in order to avoid loss of credit! If a student is absent from class for 15 or more minutes it will count as a full period of absence.

Exemption may be obtained by parental contact with the school and a note from the authority upon return for any absence resulting from:

1. Medical or dental appointments or serious illness of the student (must be accompanied by written documentation from a doctor who has treated the student for that illness\*).
2. Serious illness or death of an immediate (Mother, Father, Brother, Sister, Aunt, Uncle, Grand Parent) family member.
3. Requirements to satisfy the law or military (must be accompanied by written documentation from the respective legal authority\*).
4. Emergency situations approved by school administration.
5. College visits, conferences or workshops not sponsored by Colstrip Schools up to two (2) days will be exempted WITH written documentation during the visit from the college visited or conference attended. Written documentation must be submitted to the high school office.

Excused absences that are not exempt may include:

1. Pre-arranged absences requested by the parent and for which student work is made up in advance.
2. Post season tournaments.
3. Illness.
4. Pre-arranged absences requested by the parent and for which student work is made-up in advance (at the teacher's discretion): The student, at least one week in advance of the leave, is required to complete a special leave request form from the office and return it by the designated time on the form.

If an activity is questionable, each student is responsible to consult with administration well in advance of the absence.

In addition to the above policy the Colstrip Board of Trustees added to Policy 3122P that:

If an attendance problem continues to persist, the student shall be declared a habitual truant. The building administrator shall interview the student and his/her family and prescribe corrective action, which

may include recommended expulsion. All disciplinary measures will follow due process procedures. Any decision can be appealed to the Superintendent and/or the Board of Trustees.

In and Out of District students that miss more than twenty (20) days of school in a year may be brought before the Board of Trustees for review of administration recommendation and/or additional action. Out of District students missing an accumulation of twenty (20) or more days per year will be required to reapply for admission to the Colstrip Public Schools for the following school year. In district students who have missed an accumulation of twenty (20) or more school days per year must re-enroll.

## **ABSENCE PROCEDURE**

A person in each school is designated to be the building attendance aide and monitor absences. Parents are to contact the district attendance clerk with a phone call if their child will be absent. If previous arrangements are not made by the parent/guardian, the district attendance clerk will call the absentee's home each day. If no answer is received at the absentee's home the district attendance clerk may contact the district's attendance/truant officer who will then make a visit to the home.

Parent/guardians will be notified of their student's high absenteeism by a letter:

1. When the number of days missed has reached five (5) days, a letter will be sent by the building administration notifying the parent that the child is in jeopardy of losing credit in the class period indicated, for the current quad at the high school.
2. When the eighth (8<sup>th</sup>) day of absence has occurred without exemption, parents/guardians will be notified by letter that credit is in danger of being denied for the current semester in the class period indicated if two (2) absence(s) occurs-or if sufficient exemptions are not certified before the end of the grading period.
3. When the student reaches a eleventh (11<sup>th</sup>) non-exempt absence, parents/guardians will be notified by letter that the student will lose credit in the class period(s) indicated for the current semester unless absences are certified before the end of the grading period.

Excessive tardies may result in a conference with building administration and loss of credit.

## **LOSS OF ENROLLMENT**

There is a direct correlation to attendance and academic success. The general welfare of all students is best served by regular attendance. Therefore, if a student misses ten (10) consecutive days, with no notice given to the school district during the ten day period, the student will be dropped from enrollment at Colstrip Public Schools.

# SCHOOL INSURANCE

The following procedure must be followed when requesting School District #19 insurance coverage when an injury has occurred. Please understand that Colstrip Schools does not carry primary insurance coverage; your personal health plan is the primary carrier. All bills must be submitted to your health plan before the school's insurance becomes involved.

Procedure for filing a claim:

1. Accident must be reported at the time of the accident or injury to a school staff member who will file an accident report.
2. Submit all bills to your personal insurance company. (Be sure to keep a copy of the original bill.)
3. Request an insurance form from Mrs. Joanne Schrupp, District Clerk/Business Manager, at the administrative office 748-4699.
4. Submit the completed form, your original bill, and a copy of what your insurance carrier has paid to the address on the insurance form provided by the school.
5. Seek medical care within 30 days of injury for insurance coverage to be considered.
6. All claims must be made within one year following the injury.

# GRADUATION

## GRADUATION REQUIREMENTS

To qualify for graduation from Colstrip High School, a student must earn a minimum of twenty-five (25) Credits as stipulated below, and attend high school:

1. Four (4) Credits of English
  - a. The required English Credits for the 11<sup>th</sup> and 12<sup>th</sup> grade years may be satisfied by completing two of the following three courses: American Literature, World Literature and/or AP English one of which must be American Literature.
2. Four (4) Credits of mathematics Must include Geometry or Equivalent course.
3. Three (3) Credits of Science
4. One-half Credit of 9<sup>th</sup> grade physical education, one-half Credit of elective physical education (9-12) and one-half Credit of health (recommended grade 10)
5. One (1) Credit of World History
6. One (1) Credit of U.S. History
7. One (1) Credit U.S. Government
8. One (1) Credit of CTE
9. One (1) Credit of fine arts
10. One-half Credit of either skills for life, independent living or co-op during their junior or senior year that includes a 20 hours of community service project.
11. One-half Credit of either *Keyboarding* or *Microsoft Office*.
12. Six and one-half (6.5) Credits to be earned by each student from “Elective Courses”

All students grade 9 – 12 MUST enroll in at least one (1) elective credit per grade level.

Students not proficient in Reading, Writing and/or Math may be required to take intervention class that may count as elective courses. Placement in intervention courses is determined by grades, test scores and staff recommendation.

All students are required to take a Math, English, Social Science and two elective course each semester unless special permission is given by administration.

**TOTAL                      25 credits**

## CLASS PLACEMENT

You should have credits as shown to be listed as:

Sophomore	6 credits
Junior	13 credits
Senior	20 credits

Senior privileges are given to senior students with 21 or more credits at the start of the senior year. Privileges may be granted at administrative discursion second semester.

## CORRESPONDENCE CREDIT

Correspondence credit, from an accredited correspondence school, shall be available to any Colstrip student who for good reason (schedule conflict, credit deficiency, and credit problems because of transferring to Colstrip from another school) is unable to enroll in regular classes.

Credit may apply toward graduation requirements upon approval of the Principal and Superintendent only under the following conditions:

1. The student assumes responsibility for the financial obligation.
2. The transcript of earned credits from the correspondence course will be submitted to the principal by the end of the third quad of the student's senior year.

If the results are not submitted to the principal at this time, a meeting will be scheduled with the counselor and principal to establish a written plan for meeting graduation requirements.

The student will not be allowed to participate in graduation ceremonies until all credits are completed and transcripts are received.

3. A maximum of three (3) correspondence credits may apply toward graduation requirements.

Courses taken through the Montana Digital Academy satisfy graduation requirements the same as class taken from an accredited high school. Courses taken through the Montana Digital Academy must be approved by building administration and will be exempt from the 3-credit limit of correspondence courses.

## **FIFTH YEAR PROGRAM**

If necessary to satisfy requirements, students may enroll in Colstrip High School for a fifth year program with permission of the Board if the following conditions are met:

1. The student adheres to all district policies.
2. The student must present a plan to the Board showing that he or she will be able to meet graduation requirements by the end of the 5<sup>th</sup> year.
3. The student will not turn 20 years old before September 10<sup>th</sup> of the school year in question (fifth year).
4. The student must enroll in classes at least half-time. Courses must be taken consecutively except in special situations as determined by the Principal.
5. The student must maintain passing quarter grades in all 5<sup>th</sup> year classes to remain enrolled.

A fifth-year student may graduate at the end of any grading period in the 5<sup>th</sup> year if the following conditions exist:

1. All graduation requirements are met. The policy on requirements for graduation will be the policy under which the student enrolled.
2. The results of any correspondence courses taken to meet the requirements of graduation must be submitted by the end of the third quad.
3. A final transcript will be awarded at the completion of the graduation requirements with a diploma to follow.
4. Fifth-year students may participate in graduation ceremonies if all requirements have been met.

## WORK RELEASE

The work release program is to help those students of senior standing to start their employment record. Work-release applications will be obtained from the office. Students must be in regular school attendance for seven full periods each day and work release schedules will be arranged accordingly. Approval of work release will be granted the first three days at the beginning of each class (depending on the class being a year or semester in length). Students and employers must verify employment and hours of work each grading period.

Employment settings that qualify for work release are licensed businesses (license on file with the office)-commercial or family-which will include ranches or farms. Students will only be approved for work release if he/she is scheduled to work a majority of days of a five-day week (M-F) while school is in session. Students taking work release that are in ISS will stay in ISS until the end of the school day

## GRADING PROCEDURES

A student's grade is to represent a full range of appropriate assessment measures that have been collected over the grading period and will not be the result of only one or two (i.e. mid-term, final) assessments. The student and his/her parent or guardian will be kept informed of progress on a regular basis through procedures appropriate for the grade level/course and approved by the school's administrator. These may include but are not limited to: weekly eligibility reports; mid-term reports; and end of the quarter reports.

When converting points to letter grades use:

93—100%	4.00	A
90—92%	3.66	A-
87—89%	3.33	B+
83—86%	3.00	B
80—82%	2.66	B-
77—79%	2.33	C+
73—76%	2.00	C
70—72%	1.66	C-
67—69%	1.33	D+
63—66%	1.00	D
60—62%	0.66	D-
0—59%	0.00	F

## INCOMPLETES

When a student has failed to complete the required amount of work, the student may be given an incomplete (I). All incomplete work, in order to receive full credit, must be made up within ten school days following each grading period or revert to the grade earned with a score of "0" for each assignment not completed. This deadline may be extended due to unusual circumstances on an individual basis.

## HONOR POINTS

Honor Points will be given for designated courses as follows:

Honors/AP courses will receive 5 percentage points added to the student's "raw score."

Regular courses will be assigned points as per above grade scale.

# STUDENT INFORMATION

## STUDENT RECORDS Board Policy 3600, 3600P

A cumulative file containing the following information is maintained on each student, kindergarten through grade twelve (12), enrolled in Colstrip schools:

1. Name, address and date of birth of the student
2. Parent/guardian's name and address
3. Record of academic achievement including grades, grade levels completed, standardized test scores (less than three years old), etc.
4. Immunization records
5. Attendance data
6. Teacher reports and educational plans formulated and/or collected during the student's time in the individual building
7. Reports of serious or recurrent behavior problems

These records (with the exception of the teacher reports described in item #6) will be transferred if and when students move from one building level to another or transfer to another school district.

The district may disclose any of those items designated as "Directory Information" without prior written consent, unless notified in writing to the contrary by August 25 of each year. Notification must be made to the school office in the building in which the student is in attendance.

"Directory information" may include names, addresses, phone numbers, heights, weights, birth dates, dates of enrollment/attendance, most recent previous school attended and/or photographs/video taped images of students involved in:

- \*Grading period honor rolls
- \*Athletic teams/events
- \*Competitive groups within organizations projects
- \*Class memory books, yearbooks, group photographs
- \*Class membership (provided to parent groups, local civic organizations, tribal offices or persons providing a service to the school by contract such as school photographers, graduations materials vendors, local news media, etc.
- \*Club/organizational membership
- \*Presentations intended for public viewing/video broadcast
- \*Scholarship awards
- \*Graduation/promotion from each school building.
- \*Directory information will be provided to military recruiters, universities, technical schools, etc, as per federal standards, board policy and FERPA.

## SPECIAL EDUCATION RECORDS

Colstrip High School shall provide adequate notice to parents before any major identification, location, or evaluation activity.

### Access Rights

Parents are permitted to inspect and review any education records relating to their children that are collected, maintained, or used by the district. The district shall comply with a request without unnecessary delay and before any meeting regarding an IEP or any hearing relating to the identification, evaluation, or educational placement of the child, or the provision of FAPE to the child, and in no case more than 45 days after the request has been made.

#### Record of Access

The District shall keep a record of parties obtaining access to education records collected, maintained, or used under this part (except access by parents and authorized employees of the district), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

#### Records on More than One Child

If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.

#### List of Types and Locations of Information

The district shall provide parents, on request, a list of the types and locations of educational records collected, maintained, or used by the district. This information shall be recorded in the cumulative folder of each student.

#### Destruction of Information

At termination of services or upon graduation, a destruction of data form will be completed informing the parents and students age 18 or older that after five (5) years, the District's copy of special education records may be destroyed. At that time, the parents and/or student age 18 or older may request the file. (See attachment #6- Destruction of Data form).

Upon graduation, the parent and/or student will be given his/her complete special education file. The District will maintain a copy of the student's most current Evaluation Report and Individualized Education Plan (IEP) for five (5) years at which time it will be destroyed. Prior to the destruction of any Special Education records the District will attempt to notify parents and/or students. Flyers and advertisements announcing the destruction of the special education records will be in place for a minimum of two weeks. Former students and/or guardians may contact the director of special education within sixty days of this notice if they wish to review or obtain the file. The data to be destroyed shall include information collected for identification, location, evaluation, and other items directly related to special education services that the student had received. The information to be destroyed shall not include data collected on a routine basis that is maintained on all school children (such as the student's name, address, telephone number, grade level completed and year completed.)

## **DROPPING A SUBJECT**

At the time of registration, a student has the freedom to choose from the wide range of subjects that we offer. We encourage the student to choose those subjects that will fit with his/her future plans.

Students need to be aware that once school has begun, student-initiated schedule changes may not be made. **CHOOSE YOUR CLASSES CAREFULLY! \*\*Class changes will be permitted after the third day of each quad/semester in extreme situations only, and must be approved by the Principal.** Students dropping a subject after the third day will receive a WF or WP on their transcript.

Courses listed in the Course Description Booklet may not be offered every year.

# **AWARDS AND HONORS**

## **Academic Letter Awards**

The Academic Letter awarded by Colstrip High School is intended to recognize and reward those students who demonstrate and maintain academic excellence in the classroom.

Any students who earns a 3.75 cumulative grade point average at the end of three (3) semesters or more of course work at Colstrip High School is eligible to earn an academic letter certificate. After earning a letter for the first time, a student may add chevrons to the letter for each successive semester that a 3.75 cumulative GPA is maintained.

## **Honor Roll**

Students who have demonstrated outstanding achievement in the classroom and have earned honor standing are recognized at the end of each semester. Students who have earned first or second semester Honors will receive a Certificate of Recognition. Each semester student earning academic honors will be posted outside the main office. A list of the student honor roll will be given to the local newspaper and posted on line at the Colstrip Public School web site.

Honor roll qualifications are:

Honors: 3.0 – 3.669 GPA

High Honors: 3.70 - 3.899 GPA

Principal's' Honors 3.90-4.0 GPA

## **National Merit Awards**

The National Merit Scholarship is awarded through the results of the PSAT that juniors take at Colstrip high school in October on National Testing Day. The scholarship is usually awarded to students in the top 1% of all juniors who take the test... which ends up being a score of 218 or higher on the Selection Index.

## **Perfect Attendance**

Perfect attendance certificates and awards are earned by students who for a semester are not absent (except for school activities) more than 15 minutes on any given day during the semester. Awards are non-monetary in nature and will be determined by administration.

# **CHEATING/PLAGIARIZING**

Any student found cheating/plagiarizing on daily work or on a quiz/test would receive a zero for that test or assignment. Any further cheating offenses will result in a zero on that assignment/test and administration will follow the progressive discipline outlined in the discipline handbook. Cheating will be a comprehensive offense per school and if a student is considered a habitual offender (discipline handbook), the student and parents will appear before the Board of Trustees for further discipline.

Any incidences of cheating will be reported by the instructor to building administration and will be recorded in the student's discipline file.

## DANCES

At all school dances the doors will close thirty minutes after the dance begins unless prior approval is obtained. If students leave the building during the dance they may not return. Dances are for students of Colstrip High School. Guests of our students must be high school age and approved prior to the dance by an administrator. Guests of our students older than high school age may be approved by administration for "Prom" only. Approval of a guest must be obtained by 3:45 p.m. on the day of the dance or the day prior if the dance is scheduled on a non-school day. Students may not bring more than one guest. Guest forms are available in the office. The use of non-invasive alcohol sensing equipment may be used to detect the presence of students having consumed alcohol at any school activity.

Exceptions to this policy will be granted on an individual basis by school administration. Additional paperwork may be required.

## WINTER DRESS CODE

Students riding buses during winter months should be prepared in the event a bus becomes stranded on the highway.

Regular Bus Runs. It is the responsibility of the parents to see to it that their student board the bus each day properly clothed. During the winter months each student should have, in addition to their regular all-day clothing the following recommended items: a heavy, warm coat; cap; scarf; heavy-duty mittens; overshoes (or insulated snow boots); pair of warm slacks for girls who wear dresses.

## STUDENT DRESS AND APPEARANCE

Students are expected to be ladies and gentlemen in school and should dress accordingly. Dress that impairs the educational process and is not in keeping with good health and safety standards will not be permitted.

Clothing that has printing or pictures that are derogatory or offensive in nature or not appropriate for the school setting will not be allowed. Short shorts/skirts, shirts which bare the shoulder and/or expose undergarments or cleavage, cutoffs, bicycle shorts, half shirts, see through articles of clothing (i.e. mesh shirts), shirts which expose skin at the midriff area, etc. will not be allowed in classrooms or halls. Students wearing such apparel will be asked to change.

The appropriateness of dress may be determined by any school employee and/or the building administrator.

Wearing hats, caps or hoods of any type or non-prescribed dark glasses during the regular school hours will not be permitted to be worn in the building. Students will not be allowed to carry hats from class to class. B.P. 3224

## ACTIVITIES

Colstrip School District provides a comprehensive activities program as outlined in the Activity Handbook attached. Financial practices regarding these activities are handled in accordance with the accounting practices required by law with annual audits administered.

## FUND RAISING

The following guidelines are set up to direct fundraising by students at Colstrip High School.

Regardless of who is sponsoring/conducting the fund raiser, the following guidelines apply unless noted otherwise:

1. All fund raising activities must comply with all Board Policies and District Rules, procedures and guidelines. These Policies, Rules, guidelines, and procedures are available on the District Web site or through the Principal.
2. Schools are discouraged from conducting door-to-door fund raising by students in activities sponsored by the school in which students would be selling items or soliciting advertisements, contributions, pledges, or orders.
3. Students may participate in the collection or accounting for monies received for fund raising purposes:
  - (a) If School-Sponsored Fund Raiser under the direct supervision of a District employee;
  - (b) If a School Support Organization-Sponsored Fund Raiser under the direct supervision of an adult volunteer.
4. Fund raising activities, regardless of sponsor, may not involve any student during instructional time:
  - (a) If approved by the Principal, an exception may be made when students are involved in curriculum-related exercises such as:
    - 1) Reviewing/purchasing prom tickets;
    - 2) Reviewing/purchasing special day activities; and
    - 3) Students participating in a privilege, such as "hat day."
  - (b) The above exceptions do not include the collection of funds during instructional time.
5. If School-Sponsored Fund Raiser, only District employees shall be responsible for the accounting of funds.
6. If School Support Organization-Sponsored Fund Raiser, adult volunteers shall be responsible for The accounting of funds resulting from approved fund raising activities sponsored by school support organizations.
7. All fund raising activities must comply with state law. The district office must be consulted if there is any question as to the legality of an activity.
8. Requests for exceptions to the provisions of this Rule must have prior approval of the superintendent.

9. Profits resulting from fund raisers sponsored/conducted by school support organizations shall become the property of the school support organization. All expenses related to the fund raiser shall be the responsibility of the school support organization.
10. Administration must give prior approval for on-line fund raising activities conducted by students, including approval of the proposed contract.

## **ELIGIBILITY WARNING/FAILURE PROCEDURES FOR EXTRA-CURRICULAR ACTIVITIES**

A student must have passed 2 1/2 credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. ["Previous semester" is defined in the current MHSA Handbook.] If a student is academically ineligible at the beginning of an MHSA sanctioned competitive sport or activity season, that student may not try out or participate in that sport or activity during that entire season, even if the season includes more than one semester/term. In addition, participating students must currently be enrolled in a credit earning class during six (6) of the eight (8) periods per day.

In order to maintain their eligibility, students must be passing every subject in which they are currently enrolled, as evidenced by weekly failing lists.

Students whose names appear on the weekly failing-the-course list will be ineligible to participate in any school activity from noon the Monday (or first school day of that week) on which their names appear on the list until the following Monday at noon (or the first school day of that week). This may be subject to administrator discretion.

At any time a student is on ISS or OSS for a full day, or is in violation of the district Student Discipline policy, he/she will not be permitted to participate in a practice or a scheduled extra-curricular activity on the day(s) of ISS/OSS. A student may be expelled from extracurricular activities at the discretion of the Board of Trustees.

## **EVACUATION/LOCK DOWN DRILL/CANINE INSPECTIONS**

Evacuation, canine inspections and/or lock down drills shall be conducted throughout the year. Each student will conduct himself/herself in a manner that will not interfere with the safety of others. Montana State Law requires eight drills.

Canine inspection drills will be administered at Colstrip High School from time to time to detect the presence of illegal drug, alcohol and/or explosive powders. B.P. 3231, 3231P

## **FOODS**

Consuming food and drink in the academic area is prohibited at all times. Teachers may allow an exception by allowing students to eat in their classrooms.

Food deliveries to students from commercial establishments are prohibited except by parents in person.

## **GUIDANCE CENTER**

A guidance program shall be provided for all students in accordance with the requirements of the State Office of Public Instruction, Helena, Montana.

The counseling center at Colstrip High School is designed to help students in a number of ways. It can assist students in learning about present and post-secondary educational opportunities; assist students in preparing for college entrance and military exams; explore different career opportunities using the GIS or other interest inventory surveys; and help with course selection to better prepare them for life after high school.

## **HEALTH SERVICES Board Policy 3431**

Students becoming ill during the day are to report to the school office. If there is a necessity to return home, parent(s) will be informed, and the student will be released from school after checking out through the office.

Students who find it necessary to take medication at school must abide by the district policy regarding notification and administration of those medications through the nurse's office.

When a student is injured, staff shall provide immediate care and attention until relieved by a supervisor, a nurse, or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached, and if in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and State health departments. Any removal will be only for the contagious period.

## **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed school health personnel and administration, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. B.P. 3416

## **HOMEWORK**

Homework shall be assigned that is relevant and necessary for the child's learning. Such assignments should have some meaning for the individual student and be directly related to the learning process.

## **LANGUAGE USAGE**

All students are to refrain from using vulgar language within the school building, on school premises at all times, and at school sponsored activities at home or away from Colstrip High School. The use of profane language is an unnecessary, bad habit and the student will be corrected and/or disciplined upon using such as is defined in the Discipline Handbook.

## **MARRIED STUDENT POLICY**

Married students (boys & girls) will be permitted to participate in academic classes and extra-curricular activities in any of the District #19 schools provided these students abide by all rules and regulations associated with the activities program.

## **IMMUNIZATION**

Proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps and measles is required for enrollment in any Colstrip District #19 school.

In addition, an MMR (measles, mumps, and rubella) booster is required for any student transferring into the high school.

## **PREGNANCY**

A pregnant student's participation in school and other related activities will be limited as directed by herself, her doctor and by the school administration when deemed as being in the best interest of the student and child. Section 504 plans do not qualify for a normal pregnancy.

The student must re-enter school after the birth upon the doctor's written recommendation certifying that she is capable of assuming her duties as a student. She will be required to make up all work missed.

Homebound instruction may be provided during the absence but will be terminated after the infant's six-week checkup unless written documentation of further need is provided by the doctor.

## **SCHOOL LOCKERS**

School lockers will be issued from the office to all CHS students. Lockers are provided as a convenience and are not a guarantee against loss. The school will not be responsible for articles lost or stolen from lockers. School lockers are shared between School District #19 and the student(s) assigned to the locker. The administration reserves the right to inspect all lockers at any time and will hold the student to which the locker is assigned responsible for its contents. Students are encouraged to bring only enough money for necessities each day. Money and/or other valuables should not be placed in lockers.

## **BACKPACKS/BOOK BAGS**

Colstrip High School students may use backpacks, book bags, satchels or other items designed to carry bulky items only when bringing materials to school or taking materials home at the end of their school day. Students using backpacks or book bags or large purses must store these packs or bags in their locker immediately upon arriving at school and retrieve them only when preparing to leave campus. If students bring a backpack to class they will be sent to their locker and will be issued a tardy if they have not returned prior to the bell.

This policy is intended to lessen crowding in the cafeteria at lunch and provide for the safety of students at CHS. It will also eliminate hazardous conditions in classrooms resulting from bags and backpacks being placed in the aisles between desks. Purses may be carried, but not for the purpose of carrying books.

## **SCHOOL MEALS**

A charge shall be made to all students and adults for all meals in accordance with the prevailing operational costs in order to assure that the program will operate on a self-sustaining basis.

Meal prices are as approved by the school board and will be determined.

Meal payment arrangements may be made before school only. Meal purchases may be made by the day, week or month. A maximum of three (3) charged lunches will be allowed before lunch service will be refused to a student. Checks for the amount of purchase only will be accepted; the school will not issue cash from a check written for lunch tickets. Any parent or student issuing a check, which is returned to the school for insufficient funds in their account, will find their checks no longer acceptable at the school office. Students may pick up free and reduced meal applications in the high school office.

Breakfast will be served until the warning bell before first period. Students may take breakfast to first period only with teacher permission.

## **SUBSTITUTE TEACHERS**

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

## **TELEPHONE CALLS**

Student use of office telephones will occur on a very limited basis only. The nature of these calls should be limited to scheduling of appointments, arranging for transportation and in emergency situations. UNDER NO CIRCUMSTANCES ARE THE OFFICE TELEPHONES TO BE USED FOR CALLS OF A PERSONAL NATURE WITHOUT PERMISSION OF SCHOOL PERSONNEL.

Calls from home to the student will be taken by the office personnel and delivered to the student. Teachers and students will not be called from a class for a phone call except in cases of extreme emergencies.

## **ELECTRONICS**

MP3 players, tape/CD players, or electronic video games are discouraged. Students may listen to music during lunch, before and after school. A classroom teacher may give permission for MP3 players to be used during class time. Confiscation may result if electronic devices are visible (being used or not) during class time.

## **VISITORS**

In order to maintain a consistent educational atmosphere and to facilitate a safe school environment for our students, visitors will only be permitted with the specific permission of building administration

1. Parents/educators are always welcome at Colstrip High School. We ask that an appointment be made to see a teacher or to visit a classroom.
2. Only visitors who have legitimate business at the school will be authorized to be on campus during school hours (7:00 a.m. - 3:35 p.m.).
3. All visitors must report to the main office.
4. Visitors will not be issued a visitor's pass unless they are known to one of the administrators or unless they have legitimate business at Colstrip High School.
5. Students are not allowed to bring friends or relatives to school to visit classes without permission seven (7) days in advance of the visit and approval of administration.
6. Any person found on the school grounds without permission is trespassing and is subject to arrest.

Parents/educators may arrange through the office to participate in classroom observations or may visit at any time that the public is invited to join a school day activity. Colstrip Schools requires ALL visitors are to check in at the office immediately upon entering the school building, sign in and wear a visitor pass.

## **PARKING LOT REGULATIONS**

The parking lots are for student and staff convenience. Students must have a parking permit to park on school property. Permits may be picked up in the school office. Students are not to park in the loop or first row of the lower parking lot before the sidewalk to the football field at any time. Violations of parking regulations or traffic laws may result in students losing the privilege of parking on school property, in addition violators vehicles may be towed at the student's expense.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Colstrip High School believes that transportation of students in relation to school activities should be conducted by District transportation. This enables the District to insure consistent safety precautions are maintained anytime the District is responsible for the well-being of students. However, CHS recognizes the need for employees and parents/volunteers to transport CHS students in relation to school activities from time to time. In order to safeguard the District's liability for such occasions and to insure the utmost safety of our students, CHS Administration may authorize private transportation of students in relation to a school event or activity. The District will assume no responsibility for transportation conducted in any manner not consistent with school policy.

## **WITHDRAWAL FROM SCHOOL**

Should a student find it necessary to withdraw from Colstrip Schools he/she should report to the high school office with a note/phone call from parent/guardian verifying permission to withdraw and obtain a withdrawal form. Students who are checking out must attend every class in order to check out unless they must leave school early that day. Students must get a copy of immunization documents from the counseling center to hand deliver to the next school in order to be enrolled there. Students must pay all monies due the school. As a result of proper check out, we will be able to provide future schools and employers with more accurate student information when requested.

## **ENROLLMENT OF OUT-OF DISTRICT STUDENTS** **Board Policy 3141**

The Board of Trustees of Colstrip Schools, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding and any kind of violence or disruptive influences, hereby establishes criteria for the admission of out-of-district students. These will not apply to students whose parents/guardians move into the district or students who are 18 years or older who move into the district.

1. Admission to Colstrip Public Schools as an out-of-district student is a privilege except as provided by 20-5-321, MCA. As such, the Colstrip School District will screen all out-of-district students and only approve enrollment for those who meet the criteria set forth in this policy. Students wishing to be admitted must submit an out-of-district application form to the building principal, superintendent or designee.

2. The district superintendent or his/her designee is hereby given the authority to admit or deny a student's admission in accordance with this policy. Students who are denied admission by the superintendent may appeal to the Board of Trustees at the next regularly scheduled board meeting after the denial. The school Board shall make the final decision on admission.
3. No out-of-district student will be allowed to enroll in the Colstrip Public Schools after July 15 of the preceding year unless by permission of the school board.  
Exception: Students moving into the area who had no chance of enrolling in Colstrip Public Schools as a first choice enrollment before the above deadlines will be considered for enrollment.
4. Out-of-district students not maintaining a previous continuous enrollment in Colstrip Schools will be subject to the following criteria when making application for enrollment and must provide proof of the following to the superintendent/designee before admission:  
The student/student's enrollment must:
  - A. Be in good standing with the school(s) attended during the present and previous school year.
  - B. Be in good standing with the school(s) attended during the present and previous school year.
  - C. Be able to demonstrate a record free of truancy.
  - D. Be able to demonstrate a clean behavior record in the school last attended for a period of at least one year.
  - E. Be within the district's established transportation routes or agree to provide personal transportation for the duration of enrollment in the district.
  - F. Have no criminal record.
  - G. Have correctly completed the out-of-district application process.
  - H. Not require hiring additional staff.
  - I. Not require additional educational services not currently provided in this school district.
  - J. Not create overcrowding of existing classes.
5. Students who have maintained previous continuous enrollment in the district will not be required to apply for admission until and unless that enrollment is broke by transfer to another district and/or failure to enroll prior to the deadline established in item three (3) of this section of the policy.
6. The district reserves the right to consider additional criteria in the event that unforeseen circumstances or requests present themselves.

## **SPECIAL PROGRAMS REFERRAL**

A referral process has been established through which students can be referred for services for any special need that students may experience.

# STUDENT SPECIAL LEAVE REQUEST

Name of Student: \_\_\_\_\_

Date Arrangements Were Made: \_\_\_\_\_

Dates to Be Gone: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

The student above has been given permission for a special excused leave of absence for the above dates. Please sign below if the student has made special arrangements for the work he/she will be missing.

CLASS	TEACHER SIGNATURE
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	
Period 7	
Period 8	

This form must be completed and returned to the office by: \_\_\_\_\_

Prior to leaving if the absence is to be excused and all work must be made up in accordance to the teacher's instructions, (work needing to be done in advance and work due when the student returns.)

Date this form was returned with signatures: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

## **ACTIVITIES RULES AND REGULATIONS**

Before any student will be allowed to participate in any activity, he/she will be required to return a copy of the school and/or activity rules signed and dated by the student and his/her parent/guardian.

No student involved in or holding membership in any extra-curricular or co-curricular activity/organization may be under the influence or in possession of drugs, alcohol, tobacco, or associated with/involved in situations where alcohol or any other controlled substances are present or in use at any time.

First Offense: 15 days total suspension from activities (10 days suspension from practice. Five days of practice is then required to return to competition) or until the end of the season.

Second Offense: A recommendation of suspension to the Board of Trustees from all activities for the remainder of the year. If a student is involved in an extra curricular activity at the time of the offense, the student will forfeit all school awards in that activity for the year.

Additional rules and/or consequences established by a coach or sponsor along with the activities director may be given to participants in any activity and organization and will thus become a part of the school discipline policy.

\*\*Please see the Student Activity Handbook.

## **STUDENT DRESS AND APPEARANCE**

Students are expected to be ladies and gentlemen in school and should dress accordingly. Dress that impairs the educational process and is not in keeping with good health and safety standards will not be permitted. Students with poor hygiene may be asked to shower and given the opportunity for a clean change of clothes.

Clothing that has printing or pictures that are derogatory or offensive in nature or not appropriate for the school setting will not be allowed. Short shorts/skirts (must be below fingers when arms are relaxed at your side), shirts with spaghetti straps, shirts must have 2" straps and not expose undergarments above or below the arms, cutoffs, bicycle shorts, half shirts, see through articles of clothing (i.e. mesh shirts), shirts which expose skin at the midriff area, etc. will not be allowed in classrooms or halls unless worn for and only during an athletic activity. Students wearing such apparel will be asked to change. The appropriateness of dress may be determined by any school employee and/or the building administrator.

Wearing hats or caps or hoods of any type or non prescribed dark glasses during the regular school hours will not be permitted in the building. All hats and sunglasses will be kept in lockers and backpacks during school hours. Students will be asked to remove their hats or caps or dark glasses when worn in the building and asked to be put in locker/backpack. Repeated offenses grades 6-12 may result in the loss of the hat, cap, or glasses and disciplinary action. Hats may be worn in shop classes for safety reasons as determined by the teacher.

## **PARKING LOT REGULATIONS**

Grades 9-12... The student parking lot is for your convenience.

1. Students are reminded that the maximum driving speed on school property is 10 mph.
2. Students and staff will obtain parking permits through the office secretary.
3. Students are not to be in their automobiles or in the parking lot during the school day without permission from the office.

Failure to obey parking and traffic regulations may result in referral to law enforcement agencies, loss of parking privileges, and/or towing of the vehicle at the owner's expense.



Colstrip High School Student Handbook

We are asking that parents thoroughly read the CHS Handbook.

Listed below are items to which you need to pay particular attention.

Please place a checkmark in the boxes after you have read the sections.

- 1. Enrollment expectations
- 2. Curriculum Related Information
- 3. Holiday Celebrations
- 4. School Attendance
- 5. Discipline
- 6. Dress Code
- 7. Transportation
- 8. Health services and requirements
- 9. Additional information

Please sign below, thereby signifying that you have read the 2016-2017 Handbook (posted on the Colstrip Public School’s website) and understand the procedures established by the school.

Student Name: \_\_\_\_\_

1<sup>st</sup> Pd. Teacher: \_\_\_\_\_

Mother or Guardian’s Signature: \_\_\_\_\_

Father or Guardian’s Signature: \_\_\_\_\_

Please return this form, which will be kept on file, to the school office by Wednesday, August 31.

Please Note: If you do not have access to an electronic copy of the CHS handbook, return this form with the box checked below and a hard copy will be sent home with your child along with another acknowledgement form for you to complete.

I need a hard copy of the CHS Student handbook and will sign after reading.

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

\_\_\_\_\_  
Date