

**Absarokee Public Schools
Junior High & High School
Student Handbook 2022 – 2023**



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~ Welcome to Absarokee Junior High & High School~



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WELCOME

Our school welcomes you. You are now attending a school with rich traditions and high expectations. Always have the PRIDE and DETERMINATION to do the things to make you a success, which includes seeing your education now as essential to your future.

The policies and procedures contained in this document are the results of a concerted effort on the part of the students, faculty, and administration to provide every student with a safe and challenging learning environment.

VISION STATEMENT

It is the vision of the Absarokee School District that every student will ...

**Learn How to Learn &
Learn How to Live**

MISSION STATEMENT

The Absarokee School District will create conditions for students to acquire skills that support their success in an ever-changing world.

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

OBJECTIVES AND PHILOSOPHY OF ABSAROKEE JR HIGH/HIGH SCHOOL

The educational philosophy of the faculty of the Absarokee School stresses concern for, and a commitment to, the well-rounded personal development of all students. We, as educators, believe it is the role of the school to provide an environment that will stimulate students to acquire not only knowledge and skills but also those attitudes, understandings, appreciations, and values essential for their responsible participation in a democratic society. The function of the school is to identify the capability of each student and to prepare him/her not only to live in but to contribute to his/her community and to develop his/her ability to meet and to react creatively and constructively to change.

We believe that this philosophy can best be implemented through the acceptance and application of the following objectives:



1. To provide a comprehensive program of instruction that stresses basic skills, individual achievement, intellectual curiosity, and positive attitudes toward learning.
2. To assist and cooperate with the home and community in the development of sound emotional and social values through creatively planned curricula.
3. To provide each student with the opportunity to recognize his/her potential for and interest in specific areas of work and to develop skills that will give him/her a sound economic future.
4. To encourage the development of a cooperative attitude toward living and working with others through an appreciation for and understanding of other cultures and other people.
5. To encourage all students to develop a workable plan for their well-being and an understanding of economic principles, personal responsibility and pride that creates self-worth.
6. To encourage each student to acquire and develop appreciations of the cultural heritage and resources of the world today and to use these interests to enrich his/her future life.
7. To make a sincere attempt to understand each student's background in order to facilitate his/her learning and anticipate problems that might confront him/her.

VISITORS TO SCHOOL

Any person coming into Absarokee Jr. High/High School must check into the office and get a visitor pass before entering the hallways and/or classrooms for any reason. Pupils who are enrolled in other schools may not visit classrooms or attend assemblies, parties, or excursions without **prior** permission from the principal.

IMMUNIZATION REQUIREMENTS

State law requires that all children, at the time they enter school, be immunized against communicable diseases: 4-DTP (Diphtheria-Tetanus- Pertussis) of which 1 must be given after 4 years of age). Prior to entering the 7th grade a pupil must receive a dose of TD vaccine and have met the following criteria: (1) At least a 5 year interval must have passed since the pupil's previous doses of DTP/DtaP, DT or Td. (2) After the age of 11 years or (3) If dose number 3 of Td is given at 7 years of age or older a booster dose 5 years later is not required. A Td booster should be done every 10 years, thereafter. 3 Polio of which one dose must have been given after age 4; 2 MMR (Measles-Mumps-Rubella), of which one dose must be given on or after the first birthday, and the 2nd dose prior to kindergarten entry. 2015 Montana Legislature House Bill (HB) 158 requires students in Kindergarten through 12th grade to have two (2) doses of varicella vaccine (chicken pox). Students entering the 7th grade who are 11 or older will need to show proof that they have received a booster dose of Tetanus/Diphtheria (Td) vaccine within the past five years. Proof of immunizations **MUST** be provided upon initial entry, or enrollment will be denied.



NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. **A current edition of the school’s FERPA notice is published on the school’s website, as School Board policy 3600, at the following address: <http://www.absarokee.k12.mt.us/>**

FERPA/Disclosure

From time to time, Absarokee schools may use bits and pieces of what is known as “Directory Information” regarding a student. Directory Information includes but is not limited to:

1. Name
2. Participation in socially recognized activities
3. Address and sports
4. Telephone Listing
5. Height and weight of athletic members of teams
6. Date and Place of Birth
7. Dates of Attendance
8. Photograph
9. Degrees and Awards received
10. Major Field of Study
11. The previous school attended

This information may be given for newspaper articles, yearbook information, sports programs, AHS website, etc. If you, as a parent, wish to “**opt-out**” of allowing Absarokee schools to use your child’s information in **even one** of these instances, please notify the school in handwriting immediately at the main office at 327 S. Woodard Ave., Absarokee, MT 59001.

MILITARY RECRUITERS and FERPA

Part of the recent No Child Left Behind (NCLB) legislation passed by Congress obligates public schools to give military recruiters the same access to secondary school students as they provide to post-secondary institutions or to prospective employers. In addition to equal access, public schools are also required to provide students’ names, addresses, and telephone numbers to military recruiters, when requested. Parents can opt-out of this disclosure by contacting the student’s school office.



Comprehensive School Counseling Program

Our counseling program is available to help students, parents, and teachers develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, classroom skills lessons, information services, referral assistance of other agencies in the community, and student assessment.

Primary services of the school counselor provide direct assistance to students in the school. For this reason, a major portion of the counselor's day consists of responsive services that help students with their academic, personal, and social development. Parent and teacher consultations are also available.

The counselor is a professional with training in human development, learning theory, counseling and consulting, career development and other educational research. The counselor can be reached by calling 406-328-4583 (high school) or 406-328-4581 (elementary).

| GRADUATION REQUIREMENTS Absarokee High School Graduation Requirements | Montana University System Entrance Requirements |
|--|--|
| 4 units English | 4 units English |
| 3 units Math | 4 units Math |
| 3 units Science | 3 units Science |
| 3 units Social Studies | 3 units Social Studies (including US History, Government, and Global Studies) |
| 1 unit Fine Arts (Music or Art) | 2 units Other (Chosen from a foreign language, computer science, visual or performing arts, vocational education) |
| 1 unit Health Enhancement (Must be 1/2 units per year in 2 separate years.) | Overall GPA of at least 2.5 |
| 0.5 unit Personal Finance | Ranking in top 1/2 of graduating class |
| 1 unit Vocational/Tech Education | ACT Score of 22 or higher |
| 7.5 units Electives | |
| TOTAL CREDITS – 24 | |



Disclaimer: There are some activities and classes available to students at Absarokee High School that do have an inherent risk of injury greater than a normal classroom. These include Agriculture Ed/Shop classes, Physical Ed, Driver's Ed, and Athletics.

- Seventh Semester Cumulative GPA shall be used for Valedictorian and Salutatorian calculation.
- The P.E. requirements may be waived only by presenting a doctor's affidavit stating a physical disability limiting participation, and approval from the administration.
- Students must have 23 1/2 credits to participate in commencement exercises.
- With successful completion of 8th-grade Algebra I, high school math credit will be given. The attendance policy will be adhered to for this high school course.
- All Juniors are required to take at least one (1) ACT practice exam which will be given during the curricular day and administered by the teacher responsible for instruction in that particular content area of the ACT (i.e. Science teachers proctor the science portion, ELA teachers proctor reading/writing, etc.)

8th GRADE GRADUATION PARTICIPATION

Each student's academic placement will be reviewed and considered on an individual basis for advancement to High School based on grades and attendance. However, students must pass all core classes to receive a diploma signifying that they are advancing to the next grade level. If a student fails 1 core class, they will be allowed to participate in graduation ceremonies but will not receive a diploma. If a student fails 2 or more classes, core or elective, they will not be allowed to participate in graduation ceremonies or activities and their advancement to the next grade will be reviewed by administrative staff, teaching staff and parents.

JUNIOR HIGH CREDIT SYSTEM / PROMOTION & RETENTION POLICY

The educational foundation students build during the middle school years is the basis for their success in high school and life afterward. Every effort is made to encourage and assist students in their academic growth. The Absarokee Middle School staff acknowledges students' attaining knowledge necessary to progress to the next grade level. A minimum of 17 credits is required to be promoted to High School. Each course must be passed in order to receive credit.

Credit System for 3 years at Absarokee Middle School

- 3 English Language Arts
- 3 Math
- 3 Science
- 3 Social Studies
- 3 PE/Health
- 2 Vocational - Vo-Ag, FCS, Foreign Language, Art, Band

17 Credits earned in a 3 year period (21 possible)



If a core course is failed, the student must enroll in a district summer credit recovery course. **Students cannot progress to the next grade if 3 core courses are failed in one year.**

TESTING PROGRAMS

- PSAT 11th graders Optional/Fee
- ASVAB 11th graders Required for all students
- SAT 10th/11th/12th graders College-bound/Fee
- ACT* 10th/11th/12th graders College-bound/Fee

* ALL 11th-grade students are REQUIRED to take the ACT, per requirements established by the Montana Office of Public Instruction to remain compliant with testing assessments through the Smarter Balanced Assessment Consortium.

GRADING SCALES

Grades are an evaluation of performance. They remain part of your permanent record. Institutions of higher learning, employers, and military services will have access to your high school records. AHS operates on the Infinite Campus grading program and the grade equivalents are as follows:

| | | |
|------------|------------|------------|
| A = 4.000 | B- = 2.666 | D+ = 1.333 |
| A- = 3.666 | C+ = 2.333 | D = 1.000 |
| B+ = 3.333 | C = 2.000 | D- = 0.666 |
| B = 3.000 | C- = 1.666 | F = 0.000 |

Comprehensive Finals may be given at the end of each semester. Below is the Standardized Grading System used by all teachers at AHS:

| | | |
|---------------|----------------|---------------|
| A =93%-100% | B- =80%-81.9% | D+ =68%-69.9% |
| A- =90%-92.9% | C+ = 78%-79.9% | D =62%-67.9% |
| B+ =88%-89.9% | C =72%-77.9% | D- =60%-61.9% |
| B =82%-87.9% | C- =70%-71.9% | F= Below 60% |

MID-TERM GRADES –

Although “Mid-Term grades” will be calculated at 4-1/2 weeks, students/parents may access the “current progress” grade at any time by logging into their Infinite Campus account.



INCOMPLETE GRADES Students should make up “incomplete grades” by the end of the second week of the new quarter or semester. Failure to make up the work, within the timeframe stated, will result in the student receiving the grade earned, including the calculation of missing work as a “Zero”.

VALEDICTORIAN AND SALUTATORIAN AWARDS

In awarding scholarships based on academic achievement, special consideration will be given to students who have completed available academic solids beyond those specified in the College Preparatory Program. Honors 5 and advanced placement courses will be weighted. Students must be enrolled at Absarokee High School for their entire junior and senior year to be eligible for the Valedictorian or Salutatorian awards, and must have taken at least 5 classes from the 4.0 or 5.0 point categories listed below:

- Four years of English
- Three years of mathematics which shall include Algebra I, Geometry, and Algebra II.
- Three years of social sciences to include World History, U.S. History, and Government.
- Three years of science, one year each in Earth Science, Biology, Chemistry or Physics
- Two years chosen from the following:
 - foreign language
 - computer science
 - visual and performing arts
 - or vocational education units that meet OPI guidelines.

Selection criteria for valedictorian/salutatorian is based on GPA first, followed by the student's composite ACT score as a tiebreaker. If two or more students have identical GPA and ACT scores, then each will be recognized as valedictorian.

A student who transfers to the district during their junior or senior year is not considered for Salutatorian or Valedictorian selection, however, their cumulative GPA will be used for class ranking on their transcript as a graduating senior so that they may be recognized accordingly.



Weighted Grading Scale

The grading scale will operate on a weighted 5-point grade point average (GPA). All weighted courses are listed below:

- PreCalculus
- Calculus
- AP Computer Science Principles
- Joy and Beauty of Computing (dual credit)
- Welding (dual credit only)
- Chemistry
- Physics
- MTDA - (AP and dual credit courses only)
- University Connections classes
This list will be re-evaluated annually. Classes can be appealed to the committee for further evaluation. The committee consists of three teachers, the counselor, the building principal, and the superintendent.

Grade Weighted Courses

A 5 B 4 C 3 D 1 F 0

Grading Scales (weighted classes):

| | | |
|------------|------------|------------|
| A = 5.000 | B- = 3.666 | D+ = 1.333 |
| A- = 4.666 | C+ = 3.333 | D = 1.000 |
| B+ = 4.333 | C = 3.000 | D- = 0.666 |
| B = 4.000 | C- = 2.666 | F = 0.000 |

For all other classes, the **unweighted** courses grading scale applies.

Grade Unweighted Courses

| | | |
|------------|------------|------------|
| A 4 | C 2 | F 0 |
| B 3 | D 1 | |
| A = 4.000 | B- = 2.666 | D+ = 1.333 |
| A- = 3.666 | C+ = 2.333 | D = 1.000 |
| B+ = 3.333 | C = 2.000 | D- = 0.666 |
| B = 3.000 | C- = 1.666 | F = 0.000 |



NATIONAL HONOR SOCIETY

Dismissal and Probation Procedures and Policy:

- Students who allow their cumulative GPA to fall below a 3.50 will be put on academic probation for one quarter or until their cumulative GPA is at least 3.50. Study hall check-out privileges and driving privileges are suspended.
- Students who violate school rules or civil laws will be put on probation until the end of the semester in which the violation occurred. Chapter privileges and activities are suspended during the probationary period. Study hall check-out privileges and driving privileges are suspended for the same period.
- A student who is dismissed or who resigns may never again become an Honor Society member. Repeated and/or flagrant violations of civil laws or school rules shall result in dismissal.
- Students who fail to maintain the standards of scholarship, leadership, service, and character may be placed on probation for one semester. Study hall check-out privileges, as well as driving privileges, are suspended during this time.

REPETITION OF CLASSES FAILED

Students who earned an “F” in a required class will be allowed to retake the class as space allows in the regular schedule. All retake classes must be taken for a full semester as a regular class and recorded as a retake.

SUMMER SCHOOL CREDIT

Summer school classes that will replace classes that the student failed during the regular school year, must be from an accredited institution to be applied toward graduation and must have prior approval of the principal. Montana Digital Academy Credit Recovery courses are used for students to obtain credit for courses that failed during the regular school year. High school students may add or drop a class only during the first (2) school days of any semester; after that, it will be at the teacher’s discretion during the first week of any semester.



MONTANA DIGITAL ACADEMY/UNIVERSITY CONNECTIONS

*Montana Digital Academy, University Connections, and all other correspondence work are NOT intended as a substitute for required/elective course work available in the high school schedule. It is recommended for use in the following circumstances:

- Recovery credit- Student has received a failing grade in the AHS curriculum
- Dual credit - Student is earning credit at BOTH the high school and college levels
- Additional credit - Student is taking a class NOT offered at AHS

*Correspondence courses WILL be factored into GPA and used in determining class rank. Students WILL receive a letter grade for each correspondence course taken. This will be determined by the percentage grade from the online teacher and will correlate to the AHS grading scale. As in any class, if the work is not turned in on time, the student will receive an "F".

*Correspondence classes will follow the same drop/add policy as AHS. The student will have only the first two days of each semester to drop or add a class. After this time, a student is required to stay in the enrolled, online class.

*All correspondence courses must be approved by the administration, counselor, and parent. Parents and students will be required to turn in a signed contract agreeing to the terms of online coursework, before the student is enrolled.

TRANSCRIPTS

Students requesting transcripts will now do so online through PARCHMENT. Juniors and seniors will be given a registration code, along with directions, so they may access PARCHMENT at any time. These are official AHS transcripts through the State of Montana and are accepted at all colleges and universities.



STUDENT EXPENSES

The expression "free public education" is pretty much just that, an expression. Below is a list of expenses that students encounter during their high school years. This list was prepared to show students and parents what to expect.

| Item | Cost | Optional |
|--------------------------------|---------------------|----------|
| Chromebook Annual User Fee | \$25.00 | No |
| Activity Ticket-Student | \$25.00 grades K-8 | Yes* |
| Activity Ticket-Student | \$30.00 grades 9-12 | Yes* |
| Athletic Fee (participants) HS | \$30.00 | No* |
| Athletic Fee (participants) JH | \$25.00 | No* |

***Students involved in athletics are required to pay both activity and athletic fees.**

| | | |
|--------------------------------|-----------------------|-----|
| Adult All Season Activity Pass | \$75.00 | Yes |
| Band Instrument Rental | \$50.00 Yr/Horn | No |
| | \$25.00 Yr/Percussion | No |
| Driver's Ed (gas/insurance) | \$200.00 | No |
| Yearbook | \$35.00/yr. | Yes |

Meal Ticket* – (Must apply for free/reduced meals)

- K-12 Breakfast
\$1.50
- K-5 Lunch \$2.50
- 6-12 Lunch \$2.75
- Adult Lunch \$4.00

* Additional milk or "seconds" may incur an additional charge

SPECIAL SERVICES

The Absarokee Schools are fortunate to have available special services. These include the following:

HEARING SCREENING: Each year the students in Grade 10, students with known hearing loss, all new students, and any parent and teacher referrals have their hearing checked. Parents are informed of any hearing problems detected.

SPEECH THERAPY: Assist students in overcoming a variety of communication problems. Teacher or Parent referrals can be made to determine if a child qualifies for service.



MEDICATIONS

Any prescription drugs must be kept locked in a drawer in the main office until the student needs them. The student must bring a note from home authorizing the drug's use. If you want your child to use any medications for headaches, or other minor ailments, (including Tylenol, Advil, or OTC drugs) please send the medication with your child's name on it to the office, along with a note approving its use.

TITLE IX, SECTION 504

TITLE IX COORDINATOR: Cameron Barber

SECTION 504 COORDINATOR: Nicki Reissig

Absarokee High School does not discriminate against students or staff because of race, religion, national origin, disability, or sex. Students are encouraged to visit with the appropriate coordinators or administrators if there is a concern.

HARASSMENT POLICY

Harassment is defined as any unwelcome advances, continuing attacks, questions, demands, comments, or contact that invades the peace and safety of another after a request for the behavior to stop. Harassment can be but is not limited to sexual, physical, verbal, visual, or written in nature. It can be explicit or implied. Harassment is unwarranted, unacceptable, and will be dealt with according to the established federal, state, and district guidelines. ****Complete guidelines are in the office.*** Any person who believes he/she has been the victim of harassment by a student or an employee of the school district, or an individual with knowledge or belief of conduct, which may constitute sexual harassment/violence, is required to report the alleged acts immediately to the designated Title IX coordinator, guidance counselor, or an administrator. Any student who continues to harass or bully students after a request to stop has been made faces in or out of school suspension with possible expulsion for continuing such behaviors.

BULLYING/CYBERBULLYING

There are consequences for bullying/cyberbullying/ harassment/ intimidation/hazing. See Board Policy #3226.

GUN-FREE SCHOOLS

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the district superintendent or board of trustees upon recommendation from the district superintendent.



EMERGENCY WEATHER CONDITIONS

If weather creates hazardous driving conditions, information pertaining to the closing of school will be broadcast over the local radio station: 99.3FM “The Mountain” beginning at about 6:00 a.m.

The school will also utilize the “Infinite Campus” notification program that calls homes with general announcements.

SCHOOL DAY PERIOD SCHEDULE

| Monday-Thursday | | | | Friday 2:30 PM Dismissal with advisory | | | |
|-----------------|--------------|----------|----|--|--------------|----------|----|
| Period 1 | 8:23 AM | 9:13 AM | 50 | Period 1 | 8:23 AM | 9:03 AM | 40 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 2 | 9:16 AM | 10:06 AM | 50 | Period 2 | 9:06 AM | 9:46 AM | 40 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 3 | 10:09 AM | 10:59 AM | 50 | Period 3 | 9:49 AM | 10:29 AM | 40 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 4 | 11:02 AM | 11:52 AM | 50 | Period 4 | 10:32 AM | 11:12 AM | 40 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Advisory | 11:55 AM | 12:20 PM | 25 | Period 5 | 11:15 AM | 11:55 AM | 40 |
| LUNCH | 12:20 PM | 12:54 PM | | | Passing Time | | 3 |
| Period 5 | 12:54 PM | 1:43 PM | 49 | Advisory | 11:58 AM | 12:23 PM | 25 |
| | Passing Time | | 3 | LUNCH | 12:23 PM | 1:03 PM | |
| Period 6 | 1:46 PM | 2:36 PM | 50 | Period 6 | 1:03 PM | 1:44 PM | 41 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 7 | 2:39 PM | 3:29 PM | 50 | Period 7 | 1:47 PM | 2:30 PM | 42 |



| 1:30 Dismissal-NO Advisory | | | | 10:30 Dismissal | | | |
|----------------------------|--------------|----------|----|-----------------|--------------|----------|----|
| Period 1 | 8:23 AM | 8:57 AM | 34 | Period 1 | 8:23 AM | 8:39 AM | 16 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 2 | 9:00 AM | 9:34 AM | 34 | Period 2 | 8:42 AM | 8:57 AM | 15 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 3 | 9:37 AM | 10:11 AM | 34 | Period 3 | 9:00 AM | 9:15 AM | 15 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 4 | 10:14 AM | 10:48 AM | 34 | Period 4 | 9:18 AM | 9:34 AM | 16 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 5 | 10:51 AM | 11:25 AM | 34 | Period 5 | 9:37 AM | 9:53 AM | 16 |
| | Passing Time | | 3 | | Passing Time | | 3 |
| Period 6 | 11:28 AM | 12:02 PM | 34 | Period 6 | 9:56 AM | 10:12 AM | 16 |
| LUNCH | 12:02 PM | 12:45 PM | | | Passing Time | | 3 |
| Period 7 | 12:45 PM | 1:29 PM | 44 | Period 7 | 10:15 AM | 10:30 AM | 15 |



ATTENDANCE POLICY

The academic standards of Absarokee High School and Junior High requires that a student must attend each class at least 90% of the time to receive credit in that class. Delays or failure of school buses will not be counted against the student's tardy or absence record. Leaving a class before attending the first 30 minutes will result in an absence. A student will be allowed ten (10) absences per class, per semester. Any absence beyond that number may mean a loss of percentage points in those subjects missed. Three tardies in a specific class will be counted as an **unexcused absence** in that class. Any tardy of more than 15 minutes will be counted as an unexcused absence by the teacher or secretary. Parents will have to make arrangements for getting their child to/from school to serve their detention. Students who are late or miss a detention may serve twice the time at their next detention, at the discretion of the principal.

See below for number and time detention will be served:

- One tardy = Written warning provided to student
- Two tardies = 15 minute detention
- Three tardies = 30 minute detention
- Four tardies = 1 hour detention
- Five tardies = 1 hour of after school detention until 4 hours have been served
- Six tardies = 1 day ISS
- Seven tardies = 2 days ISS

Further infractions may result in in-school suspensions and a conference with the parent/guardian or out of school suspension. Administration has discretion to consider extenuating circumstances and make adjustments.

Only three types of absences will be recognized.

1. **Excused Absence (EX):** A note listing the date(s) of the absence(s), the reason(s) for the absence and signed by the parent/guardian, **MUST** be presented to the office after the student's return to school within three (3) days. For each day of excused absence, the student will have 2 days to make up missing homework without penalty. Failure to produce the aforementioned note will result in an unexcused absence. Any missing homework not completed in the specified time may be penalized for tardiness.
2. **Unexcused Absence (UE):** An absence in which a note was not produced, truancy, out of school suspensions, or any other absence not approved by the student's parent or guardian is an automatic unexcused absence. Three tardies in the same period within the same semester (AT) is also an unexcused absence. If a note is not provided to the office within three days of returning to school, the student will not receive credit for any work missed.



Absences which will be counted in the above types (Excused or Unexcused) include, but are not limited to such areas as doctor visits, family trips, work days, vacations, visiting friends or relatives, watching tournaments when our school is not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, or shopping.

3. **School related Absence (SA) is Exempt:** The ONLY absences that will NOT be used in calculating the attendance record are: a) Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exceptions will apply to academically eligible students participating in sports events, cheerleading, music related events, Vo-Ag trips, academic field trips, and other events deemed co-curricular; Admit Slips are not necessary for the return from these school-sponsored events. Students declared academically ineligible will not be declared exempt from school absences such as a tournament absence or ski day; and/or, b) **Seniors** are allowed two college visit days as exempt absences, with proper documentation signed by the college representative. A college visit note (signed by a college representative) must be produced within three days for the absence to be changed to "Exempt". Failure to do so results in an "Unexcused Absence".

As part of **due process**:

1. Parents will receive **warning letters** from the office when a student has accumulated six, eight, and ten absences per Semester.
2. Parents will receive a letter for their child to appear at a board meeting after accumulated ELEVEN ABSENCES PER SEMESTER. (The letter will be sent certified mail.)
3. A student and/or his/her parents will need to go in front of the school board to appeal for credit in the course.
4. In an appeal, the following will be examined:
 - A. Compliance with the policy.
 - B. If there are three (3) unexcused absences (UE code - i.e. absences that have not been followed up with a note, the loss of credit stands.
 - C. The school reserves the right to request documentation to validate the reason.

School activity related absences are designed to enrich student learning, provide opportunities for participation in curriculum related activities and assist students in reaching educational goals. During such activities, students represent Absarokee Middle/High School and will act accordingly. Students will follow school rules and the directions of the teachers/chaperones. It will be the responsibility of the student to make up all work missed due to field trips and/or co-curricular events. Arrangements for make-up work must be completed in accordance with school-wide make-up procedures. Teachers have full authority to remove any student from attending a school-sponsored activity if the teacher believes the student cannot afford to miss school academically.



MAKE-UP WORK

Make-up work must be done within two school days (for each day of non-school related absence). If a medical condition occurs that may require several absences, please notify the school ASAP so we can work with the situation before it becomes a problem. Every effort should be taken to communicate planned absences to teachers and, if possible, complete assigned work in advance of the missed day.

Coaches, Sponsors and Supervisors are responsible for submitting names of students who will be absent to the attendance secretary when associated with school activities, as well as leave and return times and any other necessary information.

TOURNAMENT ABSENCES

Students attending tournaments must have notes to the office by the designated “deadline”, signed by a parent or legal guardian giving permission for that student to attend the tournament. The note must also indicate whether they are riding the pep bus, riding with someone (and who that someone is), or driving (and if driving, who they are taking with them). Notes must also indicate which day or days the student will be gone, and, if staying overnight, who will be responsible for him/her. Students will not be marked absent from classes if excused following the above rules and they depart from school at the time of release by the Principal. If the student leaves before the predetermined time, they will be marked absent only for the periods prior to release by the Principal. If the student does not turn in the note **prior** to the absence, the student’s absence will be counted. If a student is academically ineligible, the student may still attend the tournament with parental notification, but will incur a day of absence on their attendance.

DRESS CODE

The personal dress and appearance of students is left to the good taste and discretion of each student and his/her parent/guardians. Students attending public events sponsored by the school district are permitted to honor their American Indian heritage through the display of culturally significant tribal regalia at a public event sponsored by the school district. The student dress code is established with the following guidelines:

1. Clothing shall be modest in fashion, suitable for a work-like environment and must not create a substantial or material disruption to school activities (i.e. contain verbiage or images considered to be defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal).
2. Clothing must be in good repair, have the original hem, meaning no cut-off sleeves or pant legs.



3. All attire shall be neat, clean and non-torn. Low cut collars and armholes are not acceptable.
4. Shirts (tops) shall be over the shoulder and sufficiently wide enough (2 inches) to cover undergarments. Spaghetti straps are unacceptable. No undergarments may be exposed. Midriff exposing tops are not allowed. Violators will be required to change into acceptable clothing on first offense. Second and subsequent violations will result in disciplinary action.
5. Clothing may not contain references to beer, alcohol, tobacco, drugs, or contain sexual connotations or suggestive slogans.
6. Hats may be worn in the building before school (first bell 8:23 am) during lunch (12:20 pm-12:54 pm) and after the last bell (3:29 pm). During all school hours, hats must remain in the students' lockers. If seen in class hats will be given to the office and returned at the end of the day.
7. Shorts and skirts must be **at least** fingertip length, when standing with arms naturally hanging to the side, and in good repair (i.e. - no holes in inappropriate places).
8. Pants/shirts must be in good taste and good repair (i.e. – no holes in inappropriate places).
9. Shoes are mandatory in all classrooms and hallways. Footwear must have a sole that would be appropriate for walking outside in any weather condition in case of an unexpected evacuation of the building.

These rules apply to both boys and girls. If you are in question of whether your clothing is inappropriate, check with administration BEFORE wearing it.

(Final determination is at the discretion of the administrator)

TELEPHONE USE

Students may use the school telephone before or after school, or during their lunch breaks. Phone messages will be taken in the office and given to the student between classes. In an emergency, the student may come to the office to use the phone.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT POLICY

In order to maintain an educational environment free from distractions, students cannot use cell phones, MP3 players, ipods, headphones, pagers, or other electronic devices with internet capabilities in the school classrooms from 8:23 a.m. to 3:29 p.m. Students SHALL keep phones in lockers and will be able to use them in between classes, before school, after school and during lunch. (The only exceptions are students who are in the volunteer fire department or ambulance crew.) **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.** If a student is observed using any of these items while in the school from 8:23 a.m. to 3:29 p.m. the item will be confiscated until picked up by the parent. A second offense will result in the item being turned into the office and held for the day, each day kept in the office for a period of one month. Further violations of this rule may



result in suspension from school until a school board hearing occurs. The Board will decide any additional discipline with expulsion from school as an option.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept covered, clean and handled carefully. Write your name & grade in the front cover in case they are misplaced. Charges will be assessed based on the Principal and Teacher's judgment for abuse, misuse, or lost books.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage school property or equipment will be required to pay for the damage done or replace the item. Any vandalism may result in an out of school suspension until arrangements have been made for necessary repairs and/or replacements to the satisfaction of school officials.

CORRIDOR/CLASSROOM COURTESY

1. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.
2. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups or sitting with your legs stretched out in front of you. Sitting in hallways is permitted when sitting with knees up or folded under you.
3. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
4. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
5. Keep coffee, pop, and colored drinks out of the carpeted areas of the school. Students who spill any drink that stains a carpet or results in damage to school property may be held responsible for cleaning or replacement costs.
6. Noon-hour—students are limited to the student lounge, lobby and South Hall.
7. Profanity is not allowed in the Absarokee Public Schools
8. Excessive affection is not allowed.



STUDENT BEHAVIOR

Absarokee High School believes that students develop their potential best in a safe environment where student's rights are protected. Students will not be allowed to disrupt the educational process or interfere with other students' rights to learn.

Absarokee Jr/Sr High Student Expectations Matrix

BE RESPECTFUL BE RESPONSIBLE BE SAFE

CLASSROOM

Take care of your books
Use appropriate voice levels
Raise hand to speak
Stay in your seat until the bell rings
Respect differences
Listen to teachers & class-mates
Be positive
Be on time
Complete work and hand it in on time

Bring needed supplies
Use work time
Keep desks organized, clean.
Walk
Four on the floor
Keep hands and feet to yourself
Use materials safely

HALLWAY

0 voice level during class,
1 or 2 between classes
Keep floors scuff free
Move feet for others when seated
Pick up trash, paper
Close lockers quietly

Keep lockers clean
Use time wisely.
Walk to right
Keep hands and feet to yourself
Sit with legs pulled in or sit on benches

BATHROOM

Use 0 or 1 voice level
Respect privacy of others
Leave stall doors open when finished
Flush
Use time wisely
Use water, soap, paper towels responsibly

Report if you are out of soap, paper towels, etc.
Wash hands
Throw trash in the garbage can

INTERNET

Respect privacy of others
Use respectful language
Cyberbullying is not acceptable

Use appropriate websites
Use for school activities only
Follow rules as written



Personal information is personal!
Keep passwords private

ASSEMBLY OR CONCERT

Be quiet!
Stay seated
Pay attention to speaker/performance
Turn cellphones off.
Be on time
Be prepared, if performing

ATHLETIC EVENT

Cheer positively
Show good sportsmanship to both teams, officials, and guests
Follow the dress code
Watch the game!
Do your part (ex. In band, concessions, selling, as spectators.)

BUS

Use 1 or 2 voice level
Keep lids on food and drinks
Stay seated
Keep hands and feet to yourself

LUNCH

Use "Please" and "Thank you";
Use 1 or 2 voice level
Be polite
Accept what is served
Be ready to answer server's questions
Follow adult directions.
Try all offered items
Use time wisely
Scrape tray
Put silverware in bucket

Report suspicious pop-up messages

Stay for the entire event
Use restroom and water fountain before the event
Follow directions
Keep hands and feet to yourself
Use good manner

Clean up your mess
Stay in designated areas
Leave unsafe items at home

Put trash in the trash can
Bullying is not acceptable
Respect others' space and belongings

Clean up after yourself
Check the floor for spills and report them
Wash hands
Walk
Keep hands and arms to side
Keep tray on counters
Keep food on the tray, in the lunch box
Use silverware correctly

Examples of unacceptable conduct include but are not limited to:

disruptive conduct
profanity
vulgarity

bullying
hazing, or harassing students



Such behavior will result in one or more consequences.

After a thorough investigation and due process, disciplinary action taken will be determined by administration based on circumstances of the violation and its severity. The consequence may be detention, Saturday detention, in-school suspension (ISS), or out of school-suspension (OSS). In the most extreme case, the administration may recommend expulsion of the student (to the Superintendent and the Board of Trustees) particularly when an individual suffers mental or physical damage. Following a conference with the student, the parents will be notified. A behavior referral will be documented using Infinite Campus and the parent will be notified via messaging tools in Infinite Campus based on the contact preferences parents “opted into” when initially establishing their Campus “Portal account”.

RIGHT TO SEARCH

Students have no expectation of privacy on the campus. Lockers are owned by the school district and may be searched at any time. School administrators may search lockers, backpacks, desks, pockets or other storage, as well as vehicles parked on school grounds in middle and high schools. School administrators may use dogs trained to detect contraband on school grounds. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators will conduct a further search.

Possession and/or use of illegal drugs, intoxicants, tobacco, including e-cigarettes or vaporizers or alcohol that occurs on school property or at any school-sponsored functions (by Absarokee students) will result in consequences such as:

- *Notification of parents and a minimum of 1 day of in school suspension (3 days out of school suspension for illegal drugs), as determined by the administration
- *Referral to the Stillwater County Minor in Possession Program or another approved appropriate program. Cost of the program to be paid by the student and/or parents or legal guardian.
- *Notification of law enforcement will occur for any instance of possession

Our school district has a contract with Interquest Detection Canines of Montana to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler.

These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection.

All inspections will be conducted within the scope of law and with the knowledge of the student.



ACADEMIC DISHONESTY

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to:

1. Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class and/or
 2. Helping or attempting to help another in an act of cheating or plagiarism.
- Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are
- a. submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another
 - b. submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and
 - c. incorporating the words or ideas of an author into one's paper without giving the author due credit.

Procedure

- A. Teachers will inform students which assignments or projects will not be done cooperatively and they will monitor students during testing and other individualized assignments.
- B. If a teacher suspects that academic dishonesty has occurred, he/she will document the incident and notify the administration of any action taken.
- C. The following guidelines will be followed when dealing with incidents of academic dishonesty in each individual semester or year-long course:
 - a. First Offense = a zero will be recorded on the test or assignment in that course and cannot be made up.
 - b. Second Offense = a quarter grade will be reduced by one letter grade (i.e. A to B).
 - c. Third Offense = a semester grade of "F" will be recorded.



INFRACTIONS – CONSEQUENCES

An infraction in any of these areas may require a parent/guardian conference with the principal regarding the student behavior and a review of the student's behavior in school. All recommendations from the principal to the Governing Board will follow due process to protect the student's rights, giving full consideration to the safety of all students in the school. Number of days for ISS or OSS depends on the severity of the infraction, as well as the student's history of infractions. The maximum number of days of suspension will be ten days per infraction unless the student is being suspended pending a Board hearing for expulsion. In the latter case, the student will be suspended until the Board's next regular meeting.

The administration has the right to move to any level of consequences or assign a combination of consequences based on the severity of the offense and may affix consequences at their discretion for any infraction that may not be explicitly covered in this hand book, including Saturday detention, which will be served between the hours of 8:00 a.m. – 12:00 noon depending on the infraction.

Willful defiance of the authority of school personnel (insubordination)

- A. Detention
- B. ISS
- C. Saturday Detention
- D. OSS (for multiple offenses)
- E. Recommendation for expulsion for repeated offenses or when defiance creates a risk of harming another student or school personnel.

Profanity or abuse directed toward a student or school employee

- A. Letter of apology within 1 day
- B. 30 minute detention and letter of apology
- C. 1 hour detention and letter of apology
- D. 1 day ISS
- E. 1 day or more of OSS

Public Display of Affection

- A. Verbal warning
- B. Conference with the principal C.
- C. Conference with administration and parents
- D. 15 minute detention
- E. 30 minute detention

Causing or attempting to cause damage to school or private property



- A. Detention – length as determined by school administration (student may bear the cost of repair or replacement)
- B. ISS and cost of repair or replacement
- C. OSS and cost of repair or replacement

Theft of school or private property

- A. Restitution/ISS/notification of law enforcement
- B. OSS/ restitution/Notification of law enforcement

Knowingly receiving stolen or private property

- A. ISS
- B. OSS

Possession of firearms, Tasers, explosives or knives (blade longer than 2-1/2” or any size of switchblade), includes possession while at any school sanctioned activities.

- A. Confiscation of the item, potential notification to law enforcement and possible OSS pending investigation of the incident and conference with the principal and parents
- B. Recommendation for expulsion (after investigation of offense and determining the level of the threat)

Possession or use of a laser pointer or other dangerous object

- A. Confiscation of the object and conference with administration
- B. Detention of not less than 30 minutes
- C. 1 day ISS
- D. 1 day OSS
- E. Use of the dangerous object to inflict, or attempt to inflict, harm may immediately result in recommendation for expulsion.

Possession, use, selling, furnishing, or being under the influence of any paraphernalia for or any controlled substance on school grounds or at any school sponsored activity regardless of location (Alcohol, drugs)

- A. OSS for a minimum of three days and notification of law enforcement. Applies at all levels of infraction in this category
- B. OSS for second offense will be up to ten days
- C. Third offense will result in recommendation for expulsion (Possession of an amount of any controlled substance in a quantity that indicates supplying or selling to others will result in suspension pending Board hearing for expulsion).

Possession or use of tobacco/nicotine, including e-cigarettes or vaporizers, during the school day, on any school property or at any school sanctioned activity. Notification of law enforcement applies at all levels for students who are under the age of 18.

- A. 1 day ISS



- B. 2 days ISS
- C. 1 day OSS and intervention class, paid for at the student or parents expense

Causing harm or threatening to cause harm to another student or school personnel, including cyber bullying and or hazing. (School Policy 3226)

- A. Conference, counseling, and/or conflict resolution procedures, written letter of apology
- B. After school Detention (minimum of 30 minutes)
- C. ISS, OSS (as determined by administration)
- D. Suspension pending Board hearing on a recommendation for expulsion

Sexual, verbal, or written harassment of another student or school personnel, extortion or threats of extortion

- A. Conference, counseling, and/or conflict resolution procedures, written letter of apology
- B. After school Detention (minimum of 30 minutes)
- C. ISS, OSS
- D. Suspension pending Board hearing on a recommendation for expulsion

Skiping School, Truancy

- A. 1 hour Detention
- B. 1 day ISS
- C. 2 days ISS
- D. Loss of credit toward graduation for repeated offenses

Fighting and or assault – students who are physically harming another student through blows, slaps, aggressive wrestling, or other physically threatening behavior

- A. Conference with administrator, counseling, conflict resolution process, detention
- B. 1 day ISS
- C. 1 day OSS
- D. Suspension pending Board hearing for possible expulsion (any injury to another student that requires medical attention requires suspension pending an expulsion hearing for the offending party)

Disruption of the school day – any action which causes the loss of instructional time generally across the school campus

- A. 1 day OSS
- B. Any repeated offense will result in OSS pending an expulsion hearing at the next regular Board meeting.

Violation of cell phone/computer use policy – using or having in possession cell phones in the classroom during scheduled class periods.



- A. 1st Offense – Device will be confiscated and a parent must pick the phone up at the office.
- B. 2nd Offense – Device will be confiscated; Parents will be notified to pick up the device from the school office; Student will be required to turn their cell phone into the office daily, for a period of 1 month.
- C. 3rd Offense – Device will be confiscated; Parents will be notified to meet with Administration; Student may receive either in-school suspension or out-of-school suspension at Administrator's discretion.
- D. Use of a cell phone camera, or a similar device, in the locker rooms will result in a 1 day ISS

Visiting a website that is prohibited or inappropriate

- A. Verbal Warning
- B. Put in "Penalty Box" for 30 days
- C. Put in "Penalty Box" for 90 days
- D. Turn computer into office when not in use- Penalty Box for remainder of year

Skippping Win Time

- A. Verbal Warning
- B. 15 minute detention
- C. 30 minute detention
- D. 1 hour detention
- E. 1 day of ISS

DETENTION

A student has been written up or referred to the administration for violation of school classroom rules. This violation is judged not to be severe in nature. **Detentions will be served after school, ideally on the day they are earned and take precedence over extracurricular activities/practice.** The student will be responsible for making notification to the parent/guardian. This may be altered at the discretion of the administration or faculty member issuing the detention and is dependent upon the teacher/administrator making positive contact with parents to arrange transportation home for the student following the detention, if the student normally requires transportation.

- Each faculty member may designate a time that a student must report after school for minor disciplinary reasons.
- Failure to report to detention at the assigned time may result in doubling the detention time required.



DETENTION HALL RULES

1. Report on time, on the day assigned, serve assigned detention, and follow all directions.
2. Bring school work/materials with you.
3. Leave cell phones or other unapproved electronics in your locker, as they are not allowed in the detention hall.
4. Sleeping is not allowed.
5. Water only! Please don't bring in other food, beverages or candy. Unapproved items will be confiscated.
6. Refrain from talking, unless given permission by the detention hall supervisor.

As a rule, the only excused absences from detention are doctor appointments.

Detention takes precedence over any other activities including jobs and practice for sports.

Skipping a detention may result in additional and/or more severe consequences.

TARDY DETENTIONS

Missing a tardy detention will result in doubling of detention time, until it reaches over 1 hour. After that, the student will be subject to daily detentions of 1 hour each until 4 hours are served.

IN-SCHOOL SUSPENSION

The student spends the day isolated from the remainder of the student body. He/she does work on schoolwork, and it will be turned in the next day, however it is only worth 75% credit. This is to make ISS a deterrent and have an associated penalty for not attending class.

OUT-OF-SCHOOL SUSPENSION

The student stays home. No credit will be given for missed work. Any out-of-school suspension that causes a loss of credit will trigger an automatic due-process hearing before the School Board. ***The student will also be prohibited from attending or participating in any curricular or co/extra- curricular activities during the suspension period.**

CONTINUED VIOLATIONS may result in the Principal recommending expulsion to the Superintendent and governing Board.



EXTREME CASES OF SEVERE VIOLATIONS will result in immediate suspension from school. This is most likely to happen when the student poses an immediate danger to others or is totally uncontrollable with the means available to the school district.

USE OF PERSONAL VEHICLES

Students are to park in an orderly manner, taking care not to block other cars, entryways, or school bus lanes. Drive safely in the parking lot and be considerate of others. During registration or new enrollment, students may be asked to provide the school secretary with the license plate numbers of the vehicles they may drive during the school year.

OPEN CAMPUS & DRIVING/RIDING POLICY

Students at Absarokee Junior High and High School will have an open campus release privilege. Given limited lunch period time, students are encouraged to eat in the school cafeteria each day. However, the open campus privilege is made available to those who are able to abide by the expectations associated with the open campus release privilege. Driving and/or riding privileges will be awarded to those **9-10-11-12th grade** students who have met the criteria established by school board guidelines. Students participating in the open campus release and/or driving privilege are responsible for knowing and understanding the guidelines associated with it as outlined below.

Rules of Open Campus Release Privilege

1. Demonstrate excellence in academics, attendance and behavior.
2. Eat lunch during the specified lunch period. Food and drinks are not allowed to be taken into classrooms.
3. Respect the school and community. Do not litter. Dispose of trash in a responsible and acceptable manner.
4. Behave in a respectful and courteous manner within our community.
5. Obey all laws and practice safety at all times while on/off campus.
6. When walking to/from downtown, respect private property of the residents and stay on the sidewalks
7. **Only ONE passenger is allowed.** Students who transport more than one student may have their open campus or driving privileges suspended.
8. Drivers are expected to follow all traffic laws, posted speed limits and restrictions on license, drive in a safe manner at all times. Receiving a traffic ticket during school hours will result in suspension of driving/riding privileges.
9. Junior High students are not allowed to ride with any high school students.

The open campus release privilege may be revoked at any time for failure to abide by these rules and school rules. Normal attendance policies will be enforced. Open campus/driving options are a privilege and not an entitlement.



TRANSPORTATION POLICY

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the terms set up. No person is required to ride. The following information for students and parents states the regulations governing riding. Non-compliance may be met by refusal to transport. It is expected that all concerned will read this policy and in case there are questions, ask for explanations in order that there be no misunderstanding.

1. Students will maintain classroom conduct while riding the bus.
2. Students are expected to keep the bus clean and deposit trash in the receptacles provided
3. Riders at the elementary and high school levels are required to board and leave the bus only at their own stop unless a written note is provided and parental permission is given.
4. Be on time and waiting for the bus at the approved bus stop
5. Wait for the school bus to come to a complete stop before attempting to board the bus.
6. Do not run toward the bus in an effort to be the first to board the bus
7. Students will not get on or off, or move about within the bus while it is in motion (remain seated at all times).
8. When crossing in front of the bus, always watch for the driver to give the "all clear" signal before crossing
9. If a student rides the bus as a "guest" for the day, he/she must have a note signed by a parent in order to get on the bus. This includes: (a) a student who is a regular rider but wants to get off at a different stop or ride on a different route than usual and (b) a student who doesn't usually ride the bus but has reason to ride for one day (special circumstance).

BUS DISCIPLINE

1. First time a problem with a rider occurs:
 - a. Driver will talk to the student and a seating assignment may be implemented.
 - b. The Transportation Director or Principal will be notified.
2. Second time a problem occurs:
 - a. The Transportation Director or Principal may recommend suspension from the bus for a minimum of one week.
3. For severe problems or ongoing misbehavior that endangers the welfare and safety of others, a student will face suspension from the bus for the remainder of the year.



CHROMEBOOK & TECH POLICY

DISTRICT OWNED/ISSUED DEVICE POLICY

Parents/Guardians and students **MUST** sign and return an Absarokee 1-to-1 Device Agreement and Technology Fee before a device is issued. The following outlines the procedures and policies for school owned device use.

- Devices and a charger will be assigned and distributed at the beginning of each school year.
- Devices and chargers will be collected at the end of each school year or upon checkout.
- In most cases students will be assigned the same device year to year.

TAKING CARE OF YOUR DEVICE:

Students are responsible for the care of the device they have been issued. Devices that are broken, or fail to work properly, must be taken to the high school office as soon as possible.

Do not take district owned devices to an outside computer service for any type of repairs or maintenance.

GENERAL PRECAUTIONS

- No food or drink is allowed next to your device while it is in use.
- Device lids should always be closed and tightly secured when moving.
- Never transport your device with the power cord plugged in or with the screen open. Never store your device in your carry case or backpack while plugged in.
- Vents **CANNOT** be covered.
- Devices must have an Absarokee District device label on them at all times. If the label is removed disciplinary action will result.
- **Unsupervised devices will be confiscated by staff. Disciplinary action may be taken.**
- Students are responsible for keeping their device charged and cleaned.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

SCREEN CARE

Device screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Leaning on or putting pressure on the device at any time may damage the screen.
- Poking the screen with anything that will mark or scratch the screen surface is forbidden.



- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

PRIVACY AND SAFETY

- Chat rooms or chain letters are forbidden. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Opening, using, or changing files that do not belong to you are considered plagiarism.
- Do not reveal your personal information, your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that data storage is not private or confidential as all devices are managed and monitored by Absarokee School District.

USING YOUR DEVICE AT SCHOOL

- Devices are for use by the assigned student only. Never share your login information or password. Students will only be able to login to Chromebook using their “absarokee.k12.mt.us” account.
- Student owned devices/laptops will not be allowed as every student has access to a Chromebook.
- In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device.
- Students must be responsible to bring their device charged to all classes.
- Devices should be stored in an appropriate secure manner, when not in use.

E-MAIL ELECTRONIC COMMUNICATION

- Always use appropriate and proper language in your communication. Do not transmit language / material that may be considered profane, obscene, abusive, or offensive.
- E-mail & communications sent / received should be related to educational needs.
- E-mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

DEVICE REPAIRS/REPLACEMENT/REPAIR COSTS

- The student’s family will be held responsible for the cost of the Repairs.
- Any damages will be charged the full cost of the replacement parts.
- The district reserves the right to charge for the entire replacement cost of the device, if damages are malicious or the result of negligence.
- If a device needs replacement, the same or older model will be issued.

CHROMEBOOKS UNDER REPAIR

- A limited number of loaner devices may be available to students while their device is under repair.



- Students using loaner devices will be responsible for any damages incurred while in their possession. Students will pay full replacement cost if it's lost or stolen.

MISCELLANEOUS

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

RETURNING YOUR DEVICE

All district owned devices must be returned/checked in upon student checkout.

- Any device not returned will be considered stolen property & law enforcement will be notified.
- Devices will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear up to and including total replacement of \$250.
- Prior to leaving the district, or graduating, students should transfer their data to a personal account by using Google Takeout (takeout.google.com).

CONSEQUENCES

- Non-compliance with the policies of this document will result in disciplinary action.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of state or federal law, will result in criminal prosecution or disciplinary action by the District. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

LEGAL PROPERTY

- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.



ATHLETICS

The Huskies are known throughout the state for their achievements in high school athletics. Both the girls and boys teams have been perennial conference contenders, if not champions. Our athletic teams have become a source of pride in the school and in the community. All students are encouraged to become a part of the program. The mission of the Absarokee Schools Interscholastic Program is to serve the school and students by providing leadership and support in activities, which will enhance the educational experience of all participants. The Absarokee Schools interscholastic programs promote participation, equal opportunity and sportsmanship.

With regards to athletic activities, “follow the chain of command” is in place to adhere to the Board Policy. Students, parents, school employees, and others are urged to abide by this policy if questions or concerns arise.

CHAIN OF COMMAND When issues, concerns, and conflicts arise within an activity season, the following conflict resolution format will be followed:

Absarokee School District Chain of Command Flow Chart

Level 5 Board of Trustees

Level 4 School Superintendent

Level 3 Building Level Principal

Level 2 Activities Director

Level 1 Coach

Level 1: Initial concerns related to the activity/sport need to be addressed by the student participant with the coach. If a resolution is not reached, the parent and student will need to address the concern together with the coach. A 24 hour period after an incident before a meeting is required.

Level 2: Parent, Student, Coach will meet with the Activities Director to seek resolution.

Level 3: Parent, Student, Coach, Activities Director, and building level principal will meet to seek resolution.

Level 4: Parent, Student, Coach, Activities Director, building level Principal and Superintendent will meet to seek resolution.

Level 5: Parent and Student will present their case to the Board of Trustees for a final determination.



EXTRA-CURRICULAR & CO-CURRICULAR PHILOSOPHY

The Absarokee School District philosophy of Absarokee Extra-Curricular/Co-Curricular activities is to provide, for all participants regardless of skill level, a positive environment which encourages participation, teamwork, and development of lifelong skills.

Extra-curricular/co-curricular activities will emphasize the value of hard work, sportsmanship, respect, self-pride, discipline and positive attitude. This philosophy will be accomplished through the cooperative efforts of the participants, coach/sponsor, school and community.

NOTE: All students will be held accountable for their academics before participating in any extra-curricular/co-curricular activity. A student may become ineligible due to academic failures, uncompleted work, and/or inappropriate behavior.

The Absarokee Public School Board has adopted a drug testing policy. This policy is mandatory for students participating in all MHSA activities. This policy falls under the curricular and co-curricular code of conduct.

EXTRA-CURRICULAR & CO-CURRICULAR CODE OF CONDUCT

Students who represent Absarokee School in any extra-curricular/co-curricular activity are expected to adhere to the "Do Right" rule. Students are to avoid drugs, alcohol, tobacco or any other illegal activity. All students traveling to/from school sponsored activities, while under Absarokee School District supervision, will travel by school bus or by way of the district owned car/van. Parents may request to remove their child from the school owned vehicle, with an approved written notice/excuse in advance. Any other variations must be approved by the Absarokee School Administration.

Attendance Rules and Regulations:

Students must be in attendance at least one-half of the school day in order to practice or participate in an activity:

1. A student must be in attendance either during the morning session or afternoon session of the school day including attendance on Friday before Saturday competition
2. If a student is absent other than above, they must be in attendance at least 3 continuous hours during the school day. Exceptions are:
 - a. The student is attending a doctor's appointment
 - b. A death in the immediate family
 - c. Personal reason or illness that is cleared by the Principal **in advance** of missing school.



Penalties for Failure to Follow Activity Rules:

Honesty Clause: Any student that self -reports a first violation of the student eligibility policy to a coach/sponsor or administrator on the first school day following the violation will receive one half of the penalty for the first violation. This report, in person or in writing, must be made to a coach/sponsor or administrator by the end of the student's first hour class. The suspension would be for 1/2 of Level I suspension. There is no honesty clause granted for second and third violation.

Possession: Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present (associated) at a function or gathering at which a prohibited substance is illegally used. ***If a student receives a citation from law enforcement of MIP or possession of a controlled substance, the school discipline consequences will be effective immediately.***

Known violations will result in the following minimum consequences. The severity of the offense determines the level as described:

Level I – A student is suspended from participation in all athletic/activity programs for ten (10) school days, to include two (2) weekends from the date the infraction was acted upon by the coach/activity sponsor or administrator, or the next scheduled activity (WHICHEVER IS LONGER). The student will continue to practice with the team or activity. (Offenses include, but not limited to – possession of tobacco/nicotine, e-cigarette or nicotine vaporizer products, attendance at events where alcohol was knowingly illegally served to minors). (*, **, ***)

Level II – A student is suspended from participation in all athletic/activity programs for twenty (20) school days, to include four (4) weekends from the date the infraction was acted upon by the coach/activity sponsor or administrator. The student will continue to practice with the team or activity. (Offenses include but are not limited to possession or consumption of alcoholic beverages, possession of drugs/drug paraphernalia, committing a Level I offense the second time. Students will be required to complete a district approved counseling/treatment program and provide documentation at the expense of the student. (*, **, ***)

Level III – A student is suspended from participation in all athletic/activity programs for ninety (90) school days from the date the infraction was acted upon by the coach/activity sponsor or administrator. (Offenses include but are not limited to possession of alcohol and/or drugs at school or school events, repeated Level I or Level II offenses). Students will be required to complete a district approved counseling/treatment program and then provide documentation to the principal at the expense of the student. (*, **, ***)



***Any student who serves an Out of School Suspension will not participate in an activity for seven (7) calendar days from the 1st day of suspension. **Any student who has been declared truant by the administration will not compete in the next scheduled weekend of activity. ***The student will not travel with the team, nor may they accompany the team on the sideline or bench, while he/she is under suspension.**

NOTE: The School Board extends the right for coaches/advisors to develop an extracurricular code of conduct with expectations and consequences that go beyond those documented here. Full disclosure of expectations and consequences will be made to the participants and parents at the beginning of the season or activity. All students participating in any extracurricular/ co-curricular activities are required to adhere to the school drug and alcohol policy.

Offenses are cumulative throughout the student's high school career. Offenses are monitored and documented throughout the school calendar year. The above rules apply to the school year only. **However, the length of the suspensions does carry over from one extra-curricular/co-curricular season to the next season that the student participates.** It is the goal of our extra-curricular/co- curricular programs to teach lasting lessons of life.

Work Ethic - Work hard, meet deadlines, and be punctual. Cooperation - Get along with others. Goal Orientation - Strive to win, place, achieve, or qualify. Sportsmanship - The ability to win graciously and lose with dignity.

- A. All teams will return home from postseason tournaments immediately upon completion of their competition unless the team is eliminated on Saturday. In this case the team may stay for the Saturday night session, but not overnight
- B. Teams going to the State tournament will/may be allowed to stay until the tournament is over, but will not stay over Saturday night. (With the exception of unforeseen or emergency situations)
- C. Only those athletes/participants that qualify for postseason events will travel with the team. Bringing extra managers, or additional personnel is prohibited at divisional or state meets. Participants must qualify and be able to participate in order to travel with the team
- D. The pep band will attend tournaments, but will not stay overnight without approval from the administration.

Students who violate travel rules concerning drugs, alcohol, tobacco, or theft will be disciplined severely. The following steps will be taken:

- 1. Parents will be contacted
- 2. Students involved with possession of the items listed above will be turned over to local authorities
- 3. It maybe the parent's total responsibility to provide transportation back to Absarokee.



4. Disciplinary action taken on the part of the school according to the discipline policy explained in this handbook.

EXTRA-CURRICULAR/CO-CURRICULAR SCHOLASTIC ELIGIBILITY RULES

PURPOSE: The rules should encourage the student to achieve his or her maximum potential in the Absarokee Extra-curricular/Co-curricular Program. The school will create and enforce rules that are fair and uniformly applied. These rules must also encourage the student to work to the best of their abilities both academically and behaviorally. With this in mind, the rules cannot be overly punitive and must encourage the student to correct their behavior or grades and still be allowed to participate in the extra-curricular/co-curricular program. The rules cannot be so restrictive as to keep the team/organization in constant turmoil. Extra-curricular/co-curricular programs at Absarokee Schools are team events and these rules should not punish the team/organization for the behavior or grades of a single member of the team/organization.

GRADES:

Student work **MUST BE TURNED IN NO LATER THAN THE END OF THE LAST DAY OF THE SCHOOL WEEK PRECEDING THE ELIGIBILITY PERIOD.** On Monday of each week (no later than noon), all grades for eligibility will be turned into administration or entered into Infinite Campus. The first eligibility check of each quarter grading period (or as determined by administration) will be a warning week. The student will be allowed to participate but the deficiencies, if there are any, must be made up promptly in order for the student to participate in the next week. **Students must maintain at least a 2.0 GPA and have no F's in any course.** Students who do not meet these eligibility requirements will be ineligible to participate in all extracurricular activities for the week Tuesday through Monday and must make every effort to raise their grades. Students taking correspondence courses required for graduation will be declared ineligible if satisfactory progress is not being made toward completing the course.

Teachers are to base eligibility with no fewer than two grades per week. Any missing assignments will be calculated as a zero until turned in by the student. Teachers shall make certain that turned in assignments are graded and scores are entered into Infinite Campus by noon on Monday. All cases of eligibility that may arise that are not specifically provided in this section shall be subject to the judgment of the administration.

Any MHSA activities shall be considered extracurricular for the purpose of eligibility enforcement, including but not limited to, basketball, football, volleyball track, band, choir, cheerleading, golf, wrestling, softball, BPA, FFA and FCCLA. Transfer students will be graded upon entering the Absarokee School system.

