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PRINCIPAL'S WELCOME AND INTRODUCTION

The handbook for Cut Bank High School has been developed with our students, staff, parents and guardians in mind. It is a quick reference to the rules our school follows and outlines rights and responsibilities for students and parents / guardians.

I encourage all to read and discuss it thoroughly. If you have any questions, please don't hesitate to call or email.

Have a great year...output equals input!

Gail Hofstad

845-3138

ghofstad@cutbankschools.net

STUDENT CALENDAR 2018 / 2019

SEMESTER ONE

| | |
|---|----------------------------------|
| Teacher's PIR | August 20, 2018 |
| New Student Registration | August 22, 23, 24, 2018 |
| Students Pick up schedules | August 22,23,24, 2018 |
| Teachers' PIR | August 27, 2018 |
| First Day of School | August 28,2018 |
| Labor Day - No School | September 3, 2018 |
| Teacher Convention - No School | October 18,19, 2018 |
| End of 1st quarter - Half Day | November 1, 2018 |
| Volleyball Tournament - No School | November 2, 2018 |
| Parent/Teacher Conferences - 4:00 - 7:00 pm | November 6, 2018 |
| Parent/Teacher Conferences - 4:00 - 7:00 pm | November 8, 2018 |
| No School | November 9, 2018 |
| Thanksgiving Break - No School | November 21 - 23, 2018 |
| Winter Break - No School | December 24, 2018 - Jan. 1, 2019 |
| Wrestling Tournament | January 4, 2019 |
| End of 1st Semester - Half Day | January 18, 2019 |

SEMESTER TWO

| | |
|---|------------------------|
| President's Day - No School | February 18, 2019 |
| End of 3rd Quarter | March 22, 2019 |
| Parent/Teacher Conferences - 4:00 - 7:00 pm | March 26, 2019 |
| Parent/Teacher Conferences - 4:00 - 7:00 pm | March 28, 2019 |
| No School | March 29, 2019 |
| Spring Break - No School | April 18, 19, 22, 2019 |
| Graduation | May 25, 2019 |
| Memorial Day - No School | May 26, 2019 |
| Last Day of School - Half Day | May 31, 2019 |

VISION STATEMENT

Commitment to Excellence!

MISSION STATEMENT

“Preparing Today’s Students for the Challenges of Tomorrow”

CUT BANK PUBLIC SCHOOLS - CORNERSTONES

Responsible behavior

Everyone is respectful

Always Be Safe

Everyone can be a **Lifelong** learner

REAL

Advance-ED ACCREDITATION

In addition to District Improvement efforts, CBHS has been committed to maintaining Advance – Ed Accreditation. This accreditation is voluntary and requires its member schools to meet higher standards than those required by the Montana Office of Public Instruction. Cut Bank High School has met those higher standards since its membership in the Northwest Association of Schools and of Colleges and Universities began in 1926.

Students who transfer from or graduate from a Northwest accredited school will have their coursework subject to state laws honored by the Middle States Association of Colleges and Schools, North Central Association of Schools and Colleges, New England Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.

The following items reflect the collaborative efforts of faculty, staff, students, parents, and community members who have participated in School Improvement efforts.

Individuals interested in participating in School Improvement efforts during this school year should contact Mr. Peter Hamilton, High School Principal.

CUT BANK HIGH SCHOOL BELIEFS

1. All children can learn.
2. We acknowledge that technology is changing our world. In an effort to adapt, we promote and encourage the responsible use of technology.
3. School should be a safe, comfortable environment that promotes academic and social growth.
4. Educators should be facilitators and managers of information who guide, motivate, and individualize instruction for all students.
5. Students must develop literacy skills.
6. Students need to challenge themselves so learning becomes self-motivated and exciting.
7. Students must be taught to locate and apply information to real-life situations to achieve individualized goals.
8. Parents play the most important role in the growth and learning habits of young people.
9. The community and school should work together to provide quality education.

CUT BANK HIGH SCHOOL GOALS 2018 -2019

1. Improve Departmental Literacy of all students
 - a. We will teach reading and writing techniques with fidelity.
 - i. Our ACT Reading average score will be over the state average.
 - ii. Our ACT Writing average score will be over the state average.
 - b. Students will read and write in every class.
2. We will use data to improve student achievement and to close the academic gap.
 - a. We will build a data warehouse so it is easy to access and view. (Advanced Ed)

- i. We will use Star Reading.
 - ii. We will use Star Math.
 - iii. We will look at all ACT scores and make changes on a continual basis.
 - b. We will train staff on what the data looks like and how to use it in their classrooms (Advanced ED)
3. Build a culture of respect and responsibility
- a. We will establish clear protocol for our Mentor Meetings.
 - b. We will increase our Student-Led conference number to 96%.
 - c. We will hold our School Leadership Teams once a month and Professional Learning Communities once a month.
 - d. We will acknowledge students and staff on a continual basis to promote a positive culture and climate.

**CBHS FACULTY AND STAFF
ADMINISTRATION**

Gail Hofstad, Principal
Edith Berkram, Secretary
Alana Burtness, Office Para

ART
Chelsey Schwindt

GUIDANCE
Karla Gregory

HOME SCHOOL COORDINATOR
Carol Flammond

LIBRARY/MEDIA
Randi Larson

MUSIC
Maggie Gotter
Scott Kendall

SCHOOL – TO - WORK
Karla Gregory

SCIENCE
Bess Hjartarson
Kari Hinkle

SPECIAL EDUCATION
Theresa Swinney
Michael Lehner, Alternative Ed / SpEd Para
Julie Kendall, Sp Ed Para
Jodi Augare, SpEd Para

TRAFFIC EDUCATION
TBA

HEALTH ENHANCEMENT
Amanda Lidstrom

LANGUAGE ARTS
Angie Lehner
Michele Blay
David Jamison

MATHEMATICS
Tia Murphy
Lisa Faber

SOCIAL STUDIES / HISTORY
Neil Christiaens
Ryan Sullivan

VOCATIONAL EDUCATION
Quinn Kelly, Industrial Arts / Drafting
Rachel Brown, Family / Consumer Science
Brian Hayes, Welding / Auto
Lexy Fisher, Business

ACTIVITIES AND SPONSORS

| | |
|------------------------|----------------------|
| Art Club | Ms. Schwindt |
| Band | Ms. Gotter |
| BPA | Mrs. Fisher |
| FCCLA | Mrs. Brown |
| Live Wire | Mrs. Lehner |
| HOSA | Ms. Hinkle |
| Skills USA | Mr. Kelly, Mr. Hayes |
| Academic Challenge | Mrs. Swinney |
| National Honor Society | Mrs. Lehner |
| Pep Club | Mrs. Bohmer |
| Student Council | Ms. Schwindt |
| Yearbook | Mrs. Lehner |
| Culture Club | Mr. Jamison |

STUDENT LEADERSHIP 2018 / 2019 **STUDENT BODY OFFICERS:**

| | |
|----------------------|----------------|
| President | Colby Kraft |
| Vice President | Kamdyn Molenda |
| Secretary | Macee Barry |

STUDENT REPRESENTATIVES TO DISTRICT #15 SCHOOL BOARD:

| | |
|-----------------------------|----------------|
| Seated Representative | Samantha Burke |
| Understudy | TBA |

CLASS OFFICERS:

Seniors:

| | |
|--------------------------|------------------------|
| President..... | Hailey Wahl |
| Vice President..... | Tae-Lynn Still Smoking |
| Secretary/Treasurer..... | Jazmine Spotted Bear |
| Historian..... | McKenna Killian |

Juniors:

| | |
|--------------------------|----------------|
| President..... | Samantha Burke |
| Vice President..... | Haylee Kropp |
| Secretary/Treasurer..... | Gabby Anato |
| Historian..... | Taylor Burris |

Sophomores:

| | |
|--------------------------|-----------------|
| President..... | Camille Bradley |
| Vice President..... | Caitlyn Vermulm |
| Secretary/Treasurer..... | TBA |
| Historian..... | TBA |

Freshmen:

| | |
|--------------------------|-----|
| President..... | TBA |
| Vice President..... | TBA |
| Secretary/Treasurer..... | TBA |

| | |
|---------------------------------|--------------------------------|
| At - Large Members | JR Seewald Coalter Littrell |
|---------------------------------|--------------------------------|

GRADUATION REQUIREMENTS

| | |
|--|-------------------|
| English Language Arts | 4 credits |
| Mathematics | 3 credits |
| U.S. History (American Civil) | 1 credit |
| Problems of American Democracy | 1 credit |
| Integrated Science 1 | 1 credit |
| Integrated Science 2 | 1 credit |
| Health Enhancement | 2 credits |
| Freshman and Sophomore Class: If involved in 3 physical activities: Football, Basketball, Wrestling, Cheerleading, Volleyball, Track, Golf, Tennis, Softball for Freshman and Sophomore year of High School, the Cut Bank School Board will waive 1 credit of Health Enhancement. (See the activities list for clarification.) | |
| Fine Arts | 1 credit |
| Vocational/Practical Arts | 1 credit |
| Word Processing | 1 credit |
| Additional Social Studies | 1 credit |
| Additional Science/Vocational | 1 credit |
| Additional Fine Art/Foreign Language | 1 credit |
| Other Electives | 5 credits |
| Total | 24 Credits |

CHECK YOUR HIGH SCHOOL TRANSCRIPT TO BE SURE YOU ARE MEETING ALL OF THE GRADUATION REQUIREMENTS.

CLASS LOADS

Freshmen, Sophomores, Juniors, and Seniors must have seven classes per semester. The credit requirements for grade-level classification are as follows: entering 9th grade with no credits is classified as a freshman; more than 6 credits - sophomore; more than 12 credits - junior; 18 or more credits - senior.

TRANSCRIPT GRADES

1. If a failed class is repeated, both the original failing mark and the passing repeat grade are shown on the transcript and are counted in computing the GPA.
2. Students may be permitted to retake a class they have already passed. The decision as to which grade is to be used for GPA will be decided by the instructor, principal, student, and counselor. Both grades will appear on the transcript, but only one credit is awarded.
3. Students may receive an "I" for incomplete work during either a quarter or semester. The work must be completed in 10 school days or the grade becomes an "F." The semester grade will appear on the transcript.
4. Students who pass only a semester of a yearlong math class will receive math credit for only that semester.
5. Students who enroll in high school mathematics classes as eighth graders will have credit posted on their high school transcripts and these marks will be computed in their high school GPA.

EVALUATIONS AND ELIGIBILITY

Grading. Specific grading procedures are left up to the individual teachers and take into account daily work and test grades, classroom discussion, behavior, attendance, and other criteria. Letter grades and their equivalents are listed below:

| | |
|---|--------------------|
| A | 4.00 Superior |
| B | 3.00 Excellent |
| C | 2.00 Average |
| D | 1.00 Below Average |
| F | 0.00 Failure |
| P | 0.00 Pass |
| I | 0.00 Incomplete |

The CBHS faculty believes that all students can excel in the classroom, on the court, the field, and in the performance arena. That stated, we believe that our CBHS Wolves should excel in the classroom first and foremost, remaining focused on creating strong work habits and a sense of personal pride. The following policy is designed to aid students in that pursuit.

Academic criteria:

- No F's in any classes

Academic eligibility:

Any student who does not pass at least five (5) classes the previous semester will not be eligible for the semester. Any student failing to meet eligibility requirements will be unable to participate in any game or event or travel with any team, club, or activity group until they meet eligibility requirements. Students may participate in practices/meetings if they follow the eligibility procedure noted below.

Eligibility procedure:

- Eligibility will be determined every Tuesday at 8:00 A.M. Any student who is ineligible will be ineligible beginning Tuesday and ending the following Tuesday morning at 8:00 A.M.
- Eligibility will be determined by 1st quarter grade for 1st quarter, and 1st semester grade for the 2nd quarter grade, 3rd quarter grade for 3rd quarter and 2nd semester grade for 4th quarter.
- Any student who fails a quarter or semester class will sit one week following.
- Ineligible students who utilize lunch to complete work (and receive ok from the noon supervisor) are allowed to participate in practices/meetings but **not competitions**. Students will not be eligible on the day of ISS or OSS for an activity at Cut Bank High School and are reminded to not be on school property.
- An event* is treated as a "competition," and students ineligible that Tuesday are ineligible for events*.
- *Possible eligibility would resume when a student finishes an activity suspension which resulted from a reason other than grades. This would specifically address loss of School to Work or TA due to a violation resulting in the activity suspension.*
*Events include dances, assemblies, homecoming/spirit week activities, and the student of the week trip.

Any student who is not in school for **ALL** 7 periods will not be able to practice or participate in any activity, unless the student has approval from the principal or the absence is excused. (See attendance.)

Advanced Make-up Sheets. Any student attending a sporting event or a planned absence from school will be required to pick up and fill out an advanced make-up sheet (aka Pink Sheet) **two days** before they leave for event. It will be the student's job to make sure make-up work is done when teachers write it on the pink sheet. Please see the teacher syllabi on when work is due and the time frame to make up missing work.

Withdrawal and / or Transfer. The procedure for withdrawal from school or transfer to another school is as follows:

1. Notify the counselor and discuss your plans with him / her.
2. Obtain appropriate forms from the counselor.
3. Have appropriate teachers sign the checkout form after turning in materials.
4. Return completed form to the counselor.

Honor Roll. The Cut Bank High School Honor Roll is published at the end of each nine-week period (quarter honor roll) and at the end of each semester (semester honor roll). All courses receiving a letter grade are included in the grade point calculation. Students who maintain a 3.00 GPA or higher and receive no grades below a C are named on the honor roll.

Interim Reports. Interim reports may be sent home at any time and are specifically sent home midway through each nine-week period. The reports inform parents of their student's unsatisfactory performances in class(es) or of a student's marked improvement in specific classes. These reports are used to help students and parents work toward satisfactory quarter and semester grades.

Top Ten of Class. Each year the Top Ten academic students in the graduating class will be honored at graduation. The highest-ranking academic student shall be Valedictorian and the second highest-ranking student, academically, shall be the Salutatorian. Students to be considered for the Top Ten shall have attended Cut Bank High School for a minimum of two full school years and be an honor graduate as defined below. Students attending CBHS for less than this time period shall retain a comparable ranking but will not be eligible for these

specific awards. Determination of the graduation honors will be made after the seventh semester of high school.

Honors Program. To be considered for Top 10, Valedictorian, or Salutatorian, a student must have passed the required number of classes with the "honors" designation. The following classes are considered "honors" classes: Calculus, Pre-Calculus, AP Chemistry, Pre-AP English, AP English, Honors American Civil, Honors PAD, any AP online class, or any Dual Credit Course. To be considered for Top Ten, Valedictorian, or Salutatorian, students graduating must have passed five (5) honors designated classes. Classes now included in the Honors Program that were successfully completed before the Honors Program was adopted will be included in a student's "Honors" designation.

Distinguished Diploma. To be considered for a distinguished diploma, a student must have completed 4 years of English, 4 years of Math and 4 years of Science.

Co-curricular and Extra-Curricular Activities. Co-curricular activities are extensions of the classroom and include those activities that are reflected in class grading procedures. Extra-curricular activities include club activities, athletics, and those optional activities provided by district staff that are not reflected in course evaluations.

Incompletes

All incomplete work must be made up within 10 school days following each grading period or the student will receive an "F" for the course in question.

Semester Tests

Semester tests will be given the final three days of each semester in **every class**.

Academic Letter

Academic success and achievement are priorities at Cut Bank High School. To promote these priorities and display a tangible reward for academic success and high achievement, Cut Bank High School officially recognizes the attainment of the "CBHS Academic Excellence Letter."

As we recognize high achievement in extra- and co-curricular activities with the "CBHS Letter," so, too, do we recognize the same for students excelling in the primary purpose of our mission at CBHS.

To earn the letter, a student must have maintained a 3.5 GPA for three consecutive semesters. A transfer student who has earned a 3.5 GPA in one full semester of residence at CBHS and who achieved a 3.5 GPA in each of the two semesters prior to his or her entering CBHS will also qualify for a letter.

The student will receive a letter and certificate. As in all letter attainments, only one "CBHS Academic Letter" may be received. Subsequent letter attainments are recognized with the awarding of an appropriate symbol and a certificate. The student must maintain a 3.5 GPA for two consecutive semesters. The symbol used for the academic letter will be the Lamp of Knowledge. Letters will be awarded and students recognized in an appropriate manner at the spring Awards Assembly. It is our belief in awarding the Academic Letter that students will have another positive incentive to be recognized for academic success with the same pride of accomplishment found in other activities that award our letter.

Academic Awards for Excellence

The purpose of the Academic Awards is to honor those students who have excelled academically and have demonstrated the ability, desire, and attitude necessary for excellence. Each department with an Academic Award in the spring Academic Awards Assembly recognizes at least one student. This is one of the school's highest honors.

Dropping and Adding Classes

A student may add a class up to 5 days into the semester. A student may drop a class up to 5 days into the semester. All students must maintain the minimum class load. After 5 days, a student will receive an "F" for a dropped class. A student carrying an overload may drop a class without receiving an "F" if the teacher, counselor, and principal agree that it is educationally appropriate. A Drop/Add Form will be employed involving parents, teachers, and counselors. Students who wish to add or drop a class must see a counselor to start the process.

SERVICES

Library. The library may be used before and after school as well as at noon. Teachers will also allow time for student use of the library. The library contains much information for student use. Student respect for material should be maintained so that all persons can make full use of the library. The librarian determines specific library rules. Please check out all materials before removing them from the library.

Accident Insurance. The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent

who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office. Parents may also purchase student insurance if they wish to do so. Pamphlets may be obtained through any of the school offices.

School Breakfast and Lunch. The breakfast/lunch room is in the lobby of the gym. Meal tickets will be sold in the high school office with prices established in August by the district. The district also provides free or reduced price lunches to students whose families meet federal income guidelines. Applications for this program are sent home with each student at the beginning of the school year. Additional copies remain available throughout the year at the high school office.

Guidance. The Guidance Counselor is available to help you help yourself. If you have questions concerning your future plans, school subjects, personal problems, etc., consult your counselor. The counselor is here to serve students and will counsel confidentially. The counselor may also serve as liaison between the students and the teachers or administration. The Counseling Center is also happy to assist students with requests for transcripts. Please provide the staff with 24 hours to address requests.

Alternative High School Program. An option exists for students who are not succeeding in the traditional high school setting to interview and seek placement in a program where pursuit of a CBHS diploma is possible. Information including a separate handbook is available in the high school counseling center or office.

ITV (Interactive Television Classroom). Students are provided additional course selections through the Interactive Television Classroom. The counselors will advertise offerings as they become available through other high schools. The system also provides access to MSU-Northern college offerings. The latter requires students to register with the college and pay tuition. Again, offerings may be reviewed in the counseling center.

SPECIAL PROGRAMS

Independent Study Courses

1. Independent study courses offered to students by CBHS faculty must have the approval of the principal. Prior to approval, a syllabus of the source must be presented and specific grading procedures outlined.
2. Independent study courses offered by other schools (i.e., North Dakota State University, Brigham Young University) may be taken by senior students who are in need of additional credits for graduation or by any student at CBHS **if the subject is not offered by CBHS.**
3. However, credits for these courses will be counted as elective credits only toward graduation requirements. The principal, in advance of study, must grant approval and all costs are the responsibility of the student.

Student Aides. Students serving as aides to teachers have the opportunity to experience workings of the education profession while assisting educators in their daily role. Students meeting the following criteria may become student aides:

1. Must be a senior or junior with approval from the Principal.
2. Must have passed every class the previous semester.
3. Must Submit an application that will be evaluated based on the students:
 - a. Maturity, responsibility,
 - b. Past discipline record and related consequences,
 - c. Reason for wanting to be a teacher's aide,
 - d. Past aide performance (if applicable).
4. Must sign an agreement to remain drug, alcohol, and tobacco free throughout the entire teacher's aide placement. If not, the student will receive an "I" no credit and sit in counseling center for rest of semester. This grade will be on the report card but will not be figured into the student's overall GPA.
5. May not be assigned to a teacher who already has an aide without administrator approval.
6. Upon acceptance into the program the teacher's aide must:
 - a. Inform CBHS as well as the supervising teacher prior to an absence.
 - b. Be punctual.
 - c. Perform all duties required by the supervising teacher.
 - d. Remain drug and alcohol free.
 - e. Maintain good discipline and attendance records.
7. Failure to complete the above criteria will result in suspension from the teacher's aide program and/or an incomplete grade.
8. This course is offered on a pass/fail basis. The course grade will be determined by the supervising teacher.

Only one T.A. per department.

School-to-Work. School-to-Work is a program that allows students to earn academic credit while gaining job experience. The work experience is tailored to become an integral part of the student's education. Through this interaction of study and work experience, the student enhances his or her academic knowledge, personal development, and professional preparation.

1. This program requires that a student's schedule accommodate a one or two class period block for the entire school year.
2. The student must attend a school-to-work seminar class four times each semester.
 - a. These meeting dates are mandatory.
 - b. Times will be established by the counselor and announced during the second week of each semester.
3. Upon completion of this course, the student is awarded two credits in the area of Vocational and Practical Arts.
4. To be approved for the School-to-Work Program, the student must:
 - a. Have at least 12 credits and be of junior status.
 - b. Maintain passing grades while in the School-to-Work program.
 - c. Be approved for the program by the teacher of the related area, counselor, principal, employer, and parent.
 - d. Sign an agreement to remain drug and alcohol free throughout the **entire** School-to-Work placement. If you fail to do so, you will earn an F for the semester and be kicked out of the program for that year.
 - e. Secure employment from an employer who is not an immediate relative (or family member) of the STW student.
5. Students who enroll in this program will be expected to:
 - a. Keep a weekly journal of work experience.
 - b. Attend all seminar meetings.
 - c. Fulfill employers' expectations.
 - d. Follow the employee dress code.
 - e. Report to the job site and back to school on time.
 - f. Inform both the high school and the employer prior to being absent.
 - g. Follow an exemplary code of conduct.

The first semester of this course is a trial period for the program. Upon completion, the student will be evaluated for continued employment, and if approved for the second semester of the program, he or she will receive one credit for the first semester. Upon completion and evaluation of the second semester, an additional one credit will be awarded. Should the student not be approved for the second semester of the program, he or she will not be placed in another location but will return to a full schedule of classes. Both semesters' evaluations will be based on the course expectations listed above and will be completed by the supervisor, high school counselor, and the employer. The counselor will determine the final semester grades.

EARLY RELEASE AND LATE START

Senior students have new options in scheduling classes for the upcoming school year. In certain circumstances, they can register for a reduced class load of six classes. **To leave campus during their free period(s), they need to have a signed parent permission slip on file and be in good standing with grades, attendance, and discipline.**

Senior Students with a cumulative GPA of 3.5 or higher.

A senior student with a cumulative GPA of 3.5 or higher may take one free period either 1st or 7th. Eligibility is determined twice a year. The cumulative GPA used to determine fall eligibility is the GPA from the previous fall semester. The cumulative GPA used to determine spring eligibility is the GPA from the previous spring semester.

Senior Student with or without a cumulative GPA of 3.00 or higher, but taking four college prep classes.

A senior student with or without a cumulative GPA of 3.00 or higher can still be eligible for a reduced class load by taking at least four (4) college prep classes per semester. They must take a minimum of six class periods. Aide positions do not count for any of the six classes. The following classes are considered college prep:

| | | | | |
|-------------------|----------------|-----------------|--------------|----------|
| Honors PAD | Statistics | Any Dual Credit | Pre-Calculus | Physics |
| Honors US History | AP English Lit | AP Chemistry | AP Language | Calculus |

Naturally, any student who qualifies for late start will need to be on campus and on time for their second period class. Those with early release will need to leave the building after sixth period.

National Honor Society
Purpose and Selection Criteria:

The National Honor Society is a service organization established to recognize students who reflect high academic accomplishments and exemplary character, leadership, and service qualities.

Selection Criteria:

1. SCHOLARSHIP: cumulative grade point average of 3.25 or higher.
2. CHARACTER:
 - a. Integrity: avoids cheating and intentional dishonesty
 - b. Behavior: manifests truthfulness in acknowledging obedience to school regulations and to civil laws
 - c. Cooperation: willing to assist classmates and school staff
 - d. Ethics: maintains high personal standards of honesty and ethical behavior
3. LEADERSHIP: demonstrates initiative, positive leadership, and a wholesome influence within the class, school, community, or work environment; shows an active involvement in extra-curricular activities and leadership roles within those activities.
4. SERVICE: volunteers time for the benefit of the school and/or community.

Selection Process:

During the spring of the sophomore, junior or senior year, those students meeting the scholastic requirements and having been in attendance at CBHS at least one semester receive a letter inviting them to express an interest in being selected for induction in to the National Honor Society. Interested students complete a student information form outlining their leadership and service activities. The faculty at large reviews all eligible candidates on issues of character, leadership and service. The completed information forms and the faculty input are then forwarded to the Faculty Council. Final membership selection rests with the Faculty Council. Students not selected for induction have the opportunity to go through the appeals process. If the student maintains the scholastic requirement, and he or she is not a senior during the spring induction, the student is also eligible to be considered another time.

FEES, FINES, CHARGES

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible. Instructional materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage, or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

As well, a student may be charged a reasonable fee for any course or activity not related to a recognized academic and educational goal of the District or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial/business, industrial arts, music, domestic science, or science.

A student shall be responsible for the cost of replacing materials or property, which are lost or damaged due to negligence. The student and parent shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. A student's grades or diploma may be withheld until restitution is made by payment. The student or parent may appeal the imposition of a charge for damages to the Superintendent and the Board.

Class Fees. Various fees may be required for certain classes. Teachers will make students aware of these when they enter the class. These fees should be paid no later than the first week of class. Failure to pay class fees may result in removal from class.

Anticipated fees include the following for 2018 - 2019:

| | |
|-------------------------------|---------------|
| Traffic Education | \$150.00 |
| Auto I & II (year) | \$25.00 |
| Welding (Semester) | \$25.00 |
| Advanced Weld(Semester) | \$25.00 |
| Industrial Arts I (Semester) | \$25.00 |
| Industrial Arts II (Semester) | \$25.00 |
| FCS Courses (each) | \$25.00 |
| AP T ests (each) | Cost of T est |
| Art (year) | \$15.00 |

Technology (year) \$25.00

Athletic Fee. A specific charge to every student participating in athletics will be made to help defray expenses of athletic equipment. For School Year 2018-2019 the fee, including an activity ticket, is \$25.00.

Activity Cards. A charge will be made for student activity cards, which will allow students to attend all athletic events, with the exception of tournaments. We encourage all students to purchase the activity ticket, which is a major savings over single admission to these events. In School Year 2018-2019, the fee for this card is \$15.00. (All student participants in athletics purchase this activity card as part of their \$25.00 athletic fee.)

STUDENT RECORDS

A student's records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District through an eight year period following the student's departure. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Records may be reviewed during regular hours, upon completion of a written request. The principal or Superintendent or their designee will respond to reasonable requests for explanation and interpretation of the records. Copies of the records are available at a minimal cost.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cut Bank Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cut Bank Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cut Bank Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies, like Cut Bank High School, receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised Cut Bank High School that they do not want their student's information disclosed without their prior written consent.

If you do not want Cut Bank Schools to disclose directory information from your child's education records without your prior written consent, you must notify the building principal (Peter Hamilton for the High School). Cut Bank Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, awards
- Weight and height of members of athletic teams
- Participation in recognized activities and sports
- The most recent educational agency or institution
 - Dates of attendance
 - Grade level attended

Please note that CBHS customarily uses electronic media to highlight students' involvement in activities and classes as well as traditional print media.

For full review of the Trustees' Policy on Student Records, please consult School Board Policy #3600F1. You may access these

policies at the District website online or by requesting a copy from the High School Office.

ATTENDANCE

Since attendance in school is paramount to realizing the utmost of one's education, the school district will utilize every effort to keep students in school. The intent of the 10-day rule is to stress to students and parents the importance of class attendance and to provide for greater student accountability, not to punish students who have legitimate absences approved beforehand. This attendance criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult, business, personal, and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade.

The process of education includes a combination of instruction, classroom participation, learning experiences, and study in order to achieve the maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. Having established the importance of regular attendance as a base for a good education, we must consider the rights and responsibilities of students, parents/guardians, and teachers in regard to this attendance philosophy.

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

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

Parents/guardians are urged to arrange physicals, picture appointments, doctor and dental appointments, etc. on weekends, during the summer, or during school holidays in order to minimize the loss of school time.

Teachers have a right to expect regular attendance from their students. Teachers should not be expected to perform burdensome work as a result of unjustifiable student absences. Teachers shall assist students with makeup work whenever absences have been for a good cause.

10 Day Rule (Board Policy 3122)

1. A student will be allowed ten (10) absences per class, per semester.

An *absence* is any time the student is not physically present in class.

Students who are absent will be permitted to make up work missed and to receive grades for the time absent. The responsibility of contacting the instructors, getting assignments, doing the work, and submitting it to the instructor rests with the student. **A student will be permitted at least one (1) day for each day absent to complete make-up work. For all planned absences, for example, sports or family trips, it will be up to the individual teacher and student to make a plan for the student's success. Please see the Teacher's Syllabus.**

If a student is to be absent, the parent/guardian must call the school any time after 7:30 a.m. or send a note to notify the school of the absence. The phone number is 873-5629. If the parent/guardian does not call, the District personnel will make every effort to call the home when an absence has occurred.

2. 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 exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
- b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Parent/guardian must notify the school. Any extended bereavement may be reviewed by the High School Principal.
- c. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and
- d. Long term illness and/or hospitalization verified by a doctor's statement. Medical/Dental appointments verified by a doctor's statement.

3. Absences that will be counted in the ten (10) day limit include such events as:

Suspension in and out of school, illness, family trips, work days, vacations, visiting friends or relatives, hair and/or photography appointments, skiing, hunting, attending concerts, shopping, or any others not covered in section 2.

guns and other such weapons.

- Our students recognize the danger in careless actions and do not throw items.
- Our students resolve differences peacefully and do not use vulgar language anywhere in the school setting.
- Our students recognize the rights of one another to be comfortable in the learning environment, and they do not bring literature or pictures of an obscene nature to our setting.
- Our students respect and value school property.
- Young couples act appropriately and do not show excessive displays of affection. They recognize that school is their business setting and that kissing, hugging, and intimate touching are inappropriate.
- Our students acknowledge and respect their privileges of extra-curricular and co-curricular activities. They demonstrate this by behaving in these settings as they should during the school day.
- Our students respect one another. They understand initiations, hazing, and intimidation of fellow players, students, underclassmen, etc., is hurtful and strictly prohibited.

Student Discipline

The philosophy of discipline at Cut Bank High School promotes a positive working relationship between the teacher, student, parent/guardian, and administration. In order to help all students achieve their potential, Cut Bank High School must have a firm and fair discipline policy that is administered as consistently as possible.

Students need to know that “we live in a disciplined world.” We have the choice of disciplining ourselves or being disciplined by others. Discipline is controlled behavior designed to develop within an individual, responsibility for his/her own actions as well as recognition and consideration of rights and feelings of others. Policies and practices of discipline are intended to help achieve the ultimate degree of order in the classroom and in the school.

Discipline should not be confused with punishment. The goal of discipline is to help students mature as individuals with mature attitudes and socially acceptable standards of conduct.

The Teacher’s Role in Discipline

The teacher has the primary responsibility and authority for the maintenance of discipline in the classroom, in the school building, and on the school grounds. The teacher and student should first try to solve problems on an informal basis. The teacher should contact parents/guardians to seek their support in working out problems when difficulties arise. If this fails to resolve the problem, the teacher should contact the principal for advice and help to work out the conflict as much as possible. Teachers have the authority to:

- a. Deny certain classroom privileges.
- b. Assign specific tasks to assist the resolution of the problem.
- c. Use such reasonable measures as may be necessary to maintain control in the classroom, in the school building, on the school grounds, and on the way to and from school.
- d. Remove a student temporarily from the classroom.
- e. Recommend suspension of a student from school.

The Principal’s Role in Discipline

Teachers exercising reasonable disciplinary judgment will be supported by the principal and other administrators of the school district. If the teacher's efforts to solve the problem are unsuccessful, the student may be referred to the principal who has the responsibility and authority to use such reasonable measures as may be necessary to maintain control within the classroom, the school building, and on school property. The principal has the authority to assign detention time or impose suspension on students for failure to comply with school regulations. If it should become necessary, the principal can recommend to the Superintendent of Schools the exclusion or expulsion of students.

BOARD POLICY# 3310 (Behavior)

Students are reminded of Trustee Policy #3310 should their behaviors not match expectations.

As Trustee policy states, a teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess. Disciplinary action may be taken against any student guilty of disobedience or misconduct including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Students who are under the influence are not permitted to attend school functions, and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia.

- Students who are under the influence are not permitted to attend school functions, and are treated as though they had drugs in their possession.
 - Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy.
 - Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
 - Disobeying directives from staff members or school officials and /or rules and regulations governing student conduct.
 - Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
 - Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
 - Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity.
 - Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
 - Hazing.
 - The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- These grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:
- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
 - Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
 - Traveling to and from school or a school activity, function or event; or
 - Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturdays and/or early mornings paired with activity suspensions
- Clean-up duty
- Loss of Senior student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

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

STUDENT DISCIPLINE POLICY / SUSPENSION

Noon School / Detention. Noon School is to be used as a Study Hall. It is not to be used for sleeping or as a social time. Any student who has violated the detention rules will receive no credit for the detention time served. Noon School / Detention time will begin at lunch time. No student will be excused from detention to participate in any school practice or activity, to go to work, or ride the bus without prior administrative approval. If the student fails to arrive for detention time, progressive steps will be taken which may include increased detention time, Saturday School, In School Suspension, or Out of School Suspension.

Non-Suspension Discipline. (Saturday School) Discipline administered by the principal that is less than out-of-school suspension including but not limited to detention, and work assignments is final. Detention takes precedence over any participation in interscholastic activities, school activities, or employment obligations. Transportation to detention is a family responsibility.

In-School Suspension (ISS). Parents will be notified if a student is assigned ISS. Students assigned ISS will report to the office on the assigned day. They will spend their time doing school work or other work assigned by the detention teacher. Students will receive credit for school work completed when serving ISS. Students will not be eligible on the day of ISS for an activity at Cut Bank High School and are reminded to not be on school property.

Out-of-School Suspension (OSS) for Less Than 10 Days. Students are not allowed on campus during out-of-school suspension. To receive credit for work missed while suspended (except when related to truancy), students must complete assignments missed while suspended. Assignments are due upon return to class unless an alternative date is agreed upon by the principal. To obtain assignments, the parents of the suspended student will need to meet with teachers one-on-one or via email. Teachers are available to meet with parents by

appointment during their conference periods, before school starts, or after students are dismissed for the day. Students will not be eligible on the day of OSS for an activity at Cut Bank High School and are reminded to not be on school property. Discipline resulting in out-of-school suspension of less than ten (10) school days may be appealed to the superintendent of Cut Bank Schools subject to the following:

1. All appeals must be in writing and delivered within ten (10) working days of the administrative decision to the superintendent described herein. Delivery must be either by hand delivery to the superintendent personally or by certified mail, return receipt.
2. The scope of review for the superintendent shall be limited to the issue of whether the administrative team followed applicable school policies and Montana State and Federal Law.
3. All decisions by the superintendent described herein are final.

Out-of-School Suspension (OSS) for 10 Days or More. Discipline resulting in out-of-school suspension of ten (10) days or more may be appealed to the superintendent of the Cut Bank Schools in the same manner as stated in 1 and 2 above. After the superintendent's decision an appeal may be made to the Board of Trustees for the Cut Bank Schools subject to the following:

1. All appeals to the Board of Trustees described herein must be in writing and delivered with ten (10) working days of the superintendent's decision. Delivery must be either by hand delivery to the superintendent personally or by certified mail, return receipt requested.
2. The scope of review for the Board of Trustees shall be limited to the issue of whether the superintendent's decision was proper based on the applicable school policies, and Montana State and Federal Law.
3. All decisions by the Board of Trustees described herein are final.

Expulsion Statement

The board recognizes expulsion as a legitimate means of ensuring appropriate student conduct and discipline. Insofar as school authority and responsibility extends, if the morals of any student are deemed to be of a nature detrimental to the school and other students, then possible expulsion of that student will be considered and acted upon. Refusal to comply with school regulations, willful and continued disobedience, and open defiance of the authority of a teacher or Principal is recognized by law as justifiable cause for expulsion.

Expulsion shall be defined as the exclusion from school premises and all school related activities by action of the Board of Trustees for the remainder of the semester with the loss of all credit for courses being taken during that current semester or exclusion for an additional period of time at the discretion of the Board of Trustees.

The following procedure will be implemented for all expulsion cases:

A student being considered for recommended expulsion and the student's parents or guardian will receive written notification of the intent from the Principal or designee.

The student, parent, or guardian will be provided the opportunity for a hearing by the Superintendent or designee. If the Superintendent or designee does not reinstate the student, a request for expulsion will be made in writing and sent to the Superintendent and Board Chairperson. A copy of the letter will be sent to the student and the parent or guardian and will contain the list of reasons for the recommended expulsion.

The student, parent, or guardian will be informed by the Superintendent or designee that the student is entitled to a hearing before the Board and to be represented by counsel if they so choose.

The Board, after the hearing, will act upon the Superintendent or designee request.

REWARDS

Students who follow the rules will be eligible for individual and class rewards. Several motivation/recognition programs exist including the Student of the Week program, Real student of the week, and Individual class rewards.

Seniors have a tradition of requesting privileges for their final days of class. The senior class president petitions the principal for privileges following the posting of third quarter grades. The principal will review and respond to the president's requests. A contract reflecting privileges will be generated. Parents will be asked to sign along with their senior who is requesting privileges. A senior class with academic success, strong current grades, and good behavior, as well as good attendance, will be rewarded. Remember, the ultimate goal is seeing all seniors ready for the graduation ceremony.

HALLWAY BEHAVIOR

Students are reminded to always be on their best behavior. In the hallways, students are asked to:

- Remove hats, before entering the school.
- Use appropriate language.
- Not to sit or lie on the floor.
- Walk to the right.
- Be responsible with drinks and snacks outside the lobby.

- Respect individual space and property.
- Refrain from excessive public displays of affection.
- Have a pass when in the hall during class time.

Bags, Backpacks, Purses, etc. Students will leave all these items in the provided lockers of Cut Bank Schools. These items will not be allowed in the classroom.

DRESS AND APPEARANCE

The personal dress and appearance of students is left to the good taste and discretion of the individual student and his/her parents or guardians with the following guidelines:

1. All clothing shall be neat, clean, not torn, and appropriate to the circumstances. Students will be excluded from attending classes when, in the opinion of the building principal, any of the following is worn:
 - Please choose a top that completely covers the stomach-midriff, back and shoulder area.
 - The bottom of shorts and skirts will be at least fingertip length with arms fully extended down.
 - Muscle shirts or mesh shirts with low-cut armholes or straps that are not two inches wide.
 - Pants need to be pulled up to waist level.
 - T-shirts advertising tobacco/nicotine products, illegal drugs, alcohol products or establishments, guns or sexually suggestive printing.
 - Hats, caps or other headwear. During regular school hours, caps are off from door (arrival into the building) to door (leaving the building).
 - Spiked/chained accessories such as bracelets or neckwear.
 - Safety pins attached to clothing unless provided as an emergency by someone in the office.
 - Gang Clothing. Clothing that may be interpreted by the administration as “gang” apparel will be determined on an individual basis, following district guidelines pertaining to gangs.
 - Pajamas, slippers, or other loungewear are not appropriate for school.
2. Shoes must be worn for health and safety reasons. “Heelie” shoes and roller blades are not allowed on school property.
3. Any inappropriate markings on the skin including pencil, pen, marker, hickeys, etc. are required to be covered by clothing or removed.

A student whose dress disrupts the educational process or is deemed a safety issue will be subject to appropriate discipline. We would prefer you “stand out” because of your wonderful personality and/or use of your academic abilities. Everyone has the right to LEARN. None of us has the right to disrupt that process.

The School District reserves the right to determine what appropriate dress is.

CARE OF SCHOOL PROPERTY, FOOD, LITTER

Cut Bank High School is very proud of its building and equipment. Each student is urged to do his/her best in helping to maintain the beauty of the building and grounds and must assume responsibility in the use of school equipment. A beautiful building is not very attractive if there are markings or defacing of walls, desks, or other equipment. It is a discredit to any school when the corridors and grounds are littered with waste paper. Let’s maintain pride in our school. Eating food in the school building is allowed as long as responsibility is shown. Wrappers and other litter will cause this privilege to be revoked. Sunflower seeds are prohibited in the school building. No glass containers are allowed due to breakage problems.

SCHOOL LOCKERS

Each student will be assigned a locker with a lock at the beginning of the school year. Each student is asked to care for his/her locker in a responsible manner, and to keep it locked at all times. Damage to and/or failure to care for lockers may result in the loss of locker privileges. CBHS is not responsible for loss of articles from the locker. The condition of the locker will be checked at the end of each school year. Students may only use their assigned locker (no shared lockers). Lockers may be searched if “reasonable cause” to do so exists.

STUDENT DRIVING

Student operation of a vehicle is a privilege that requires responsibility. All proper traffic rules are to be obeyed. Improper driving behavior will result in loss of driving privileges. Students are asked to use extreme caution while operating vehicles near the school grounds.

ELECTRONIC DEVICES

In order to maintain an educational environment free from distraction, students are discouraged from bringing cellular phones, MP3 players, iPods, headphones, or other electronic devices into the classroom. Students are not allowed to use these devices at any time during a class period, unless instructed to or given permission by the classroom teacher (receiving a pass does not allow a student to use an electronic device while out of the classroom). If a parent/guardian needs to contact a student, we ask that he or she call the office and leave a message; calls or text messages from parents to student cell phones are also not allowed during class time. These devices can be used during passing time, before school, during lunch, and after school. If a student is caught using an electronic device at an improper time, or if the device disrupts a class by making sounds, a staff member will take the electronic device away, and the student will receive a one hour detention. Confiscated electronic devices will only be returned to a parent or guardian. Failure to submit an electronic device to a staff member will result in a minimum of a day in in-school suspension. If the student refuses to turn the electronic device over to the administration the student will be suspended from school until a parent conference is held. Other infractions of this rule will bring about further consequences, which may include suspensions in school and out of school. Some teachers may require students to place devices on their desks (turned off) in order to make sure they are not used during the period.

Repeated unauthorized use of such devices will result in further disciplinary action up to and including not using any technology in school.

SCHOLASTIC INTEGRITY (Lying/Cheating/Plagiarism)

Violation of Scholastic Integrity is defined as delivering a message that is untrue and/or deliberately violates rules. Cheating on tests or copying from another student's test paper or assignment is inappropriate. This includes collaborating with another student during a test without authority or using material during a test that is not authorized by the teacher. Plagiarism is defined as the use of another's work including the internet, and claiming it as one's own. This type of behavior will not be tolerated at Cut Bank High School and is nothing but a detriment to all involved. The faculty and administration will institute stern disciplinary measures against students who lie, cheat, or plagiarize. Students should realize those future recommendations written for them by teachers, counselors, and administrators may reflect any behavior of this kind and thus would be a limiting factor for that student for future employment and education. Students will receive a "0" grade for their work and may face additional discipline ranging from detention to suspension, as determined by the principal or appropriate school official.

FORGERY

Forgery is defined as signing a person's name without that person's permission, making a false entry, or trying to authorize any document used or intended to be used in connection with the operation of the school. The severity of the discipline will range from detention to suspension, as determined by the principal or school official.

INAPPROPRIATE PHYSICAL CONTACT

Inappropriate physical contact is defined as engaging in non-serious but inappropriate physical contact. Keep hands, feet, and objects to oneself. The severity of the discipline will range from detention to suspension, as determined by the principal or appropriate school official.

FIGHTING/PHYSICAL AGGRESSION

Fighting/physical aggression is defined as action involving serious physical contact where injury may occur (e.g. hitting, punching, striking with an object, kicking, hair pulling, scratching, etc.). Students engaging in this behavior will be suspended by the principal or appropriate school official. Any subsequent infraction will result in a recommendation for expulsion.

INAPPROPRIATE LANGUAGE

Inappropriate language is defined as engaging in low intensity or inappropriate language that is not directed at an individual. The severity of the discipline will range from detention to suspension, as determined by the principal or appropriate school official.

ABUSIVE LANGUAGE

Abusive language is defined as verbal messages that include swearing, name calling, or use of words in an inappropriate way, or directed to another person. Students engaging in abusive language will be suspended by the principal or appropriate school official. Continued infractions may result in a recommendation for expulsion.

NON-COMPLIANCE

Non-compliance is defined as engaging in brief or low-intensity failure to respond to adult requests (ex: following rules or directives given by an adult staff member). The severity of the discipline will range from detention to suspension, as determined by the principal or appropriate school official.

INSUBORDINATION/DEFIANCE

Failure to cooperate with school personnel, which interferes with the educational process, verbal abuse or defiance of school personnel, and/or failure to identify oneself to proper school authorities are prohibited. This will result in serious consequences. Each student attending Cut Bank High School is to seek an education that will lead to graduation. The staff is committed to teach, motivate, counsel, and discipline all students to ensure that valuable educational goals can be met on a daily basis. Those students who consistently resist these efforts and exhaust remedies the school has to offer or are in poor attendance may be suspended.

DISRUPTION

Disruption is defined as behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming, noise with materials, constant non-violent disruptions and/or sustained out-of-seat behavior. The severity of the discipline will range from detention to suspension, as determined by the principal or appropriate school official.

EXCESSIVE HORSEPLAY

Excessive horseplay is defined as engaging in an activity which could endanger themselves, other students, or staff members. The severity of the discipline will range from detention to suspension, as determined by the principal or appropriate school official.

INAPPROPRIATE (PUBLIC) DISPLAY OF AFFECTION

Even though student relationships occur during school, public displays of affection (PDA) are not warranted during the school day or at school events. The rule to remember here is: HOLD THE HAND, NOT THE BODY. Also, remember that kissing is considered PDA. Students who violate this policy will be subject to discipline ranging from a warning for 1st event to suspension for continued infractions.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property and school buses to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Audio shall not be part of the video recordings made, reviewed, or stored by the district.

STUDENT DUE PROCESS

Out-of-school suspension will take place, except as stipulated below, only after the student and parents have received notification citing the rule or regulation that has been abridged. The student will have an opportunity to defend the action that led to the suspension in a hearing that includes the appropriate authority figure, the student, and parents/guardians. The student and parents/guardians will be informed of the consequences and the appeal procedures.

In the case where, in the opinion of the principal, a suspension must commence immediately, a phone call or other notification to the parents/guardians of the student will suffice for notification. A hearing will be held as soon as possible. The students and parents/guardians will be informed of the consequences and the appeal procedures. The participants at this hearing do not have any right to legal counsel.

DRUGS AND ALCOHOL

The Drug and Alcohol Policy adopted by the Cut Bank School District #15 will apply to all students enrolled in Cut Bank School District #15. For students participating in any activities that begin prior to the first day of school, these rules apply as of the first official day of the activity. For students who are not participating in any activities that begin prior to the first day of school, these rules apply as of the first day of school. For students participating in any activities that end after the last day of school, these rules apply through the final day of activity. For students not participating in spring activities, the policy ends on the last official day of school for non-participants.

Violations are cumulative through the student's period of attendance in middle or high school. Violations do not carry over, however, from middle school to the high school. In addition to the disciplinary consequences outlined below, any student in violation of the drug and alcohol regulation will be referred to the Counseling Department and a specific course of action will be determined. This may include completion at personal expense of the community Life Skills course.

Generally, students are reminded of the general Board Policy on Discipline. Should an individual violate the alcohol and drug regulation, he/she is reminded disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturdays and/or early mornings paired with activity suspensions
- Clean-up duty
- Loss of Senior student privileges
- Loss of bus privileges

- Notification to juvenile authorities and/or police
- Restitution for damages to school property

Students who do not complete an activity for disciplinary reasons will not be eligible to receive letters, awards, or recognition. Furthermore, the Trustees remind students that “activity suspensions” mean an individual may forfeit activities such as: Senior Banquet, Prom, Athletic and non-athletic practices, contests, performances, travel, graduation, class activities like BBQ’s, Macho Volleyball, Powder Puff Football, Homecoming, Spirit Week, etc., as determined by the administration. Accordingly, the following regulation outlines the disciplinary procedure:

Possession of Alcohol, Controlled Substances, Look-Alike Drugs, or Drug Paraphernalia by students during the school day or at school-sponsored activities will result in the following:

- First Offense Out-of-school suspension for seven (7) days
- Second Offense Expulsion or such other appropriate disciplinary action as the Board will determine after notice and hearing

Distribution of Alcohol, Controlled Substances, Look-Alike Drugs, or Drug Paraphernalia by students during the school day or at school-sponsored activities will result in the following:

- First Offense Expulsion or such other appropriate disciplinary action as the Board will determine after notice and hearing.

Tobacco, e-cigarettes, or vaping product Prohibited. Possessing or using products on school grounds or at school-sponsored activities will result in the following:

- First Offense The parent or guardian will be notified and the student will be assigned four (4) hours of detention.
- Second Offense The parent or guardian will be notified and the student will be given out-of-school suspension for three (3) days.
- Third Offense The parent or guardian will be notified and the student will be given out-of-school suspension for nine and one-half (9.5) days. The parent or guardian and student will be required to come in for a conference with the principal.
- Fourth Offense The parent or guardian will be notified and the student will be recommended to the Board of Trustees for expulsion.

Extracurricular activities include but are not limited to:

- | | |
|-------------------|--------------------|
| Art Club | Academic Challenge |
| Basketball | BPA |
| Cheerleading | Cross Country |
| FCCLA | Football |
| Music | Golf |
| Pep Band | Pep Club |
| Prom | Science Olympiad |
| Senior Activities | Softball |
| Speech & Drama | Student Council |
| Teacher’s Aide | Tennis |
| Track and Field | Volleyball |
| Wrestling | Culture Club |

Possession of alcohol, controlled substances, look alike drugs, or drug paraphernalia by any student who is a member of an extracurricular, non-graded activity / organization, or who is a member of an interscholastic team will result in the following:

- First Offense The student will appear before the Board of Trustees where a thirty (30) day suspension from activities and recommended counseling will be determined after notice and hearing.
- Second Offense The student will appear before the Board of Trustees where a sixty (60) day suspension from activities and required proof of counseling prior to reinstatement will be determined after notice and hearing.
- Third Offense The student will appear before the Board of Trustees where a ninety (90) day suspension and required proof of dependency evaluation and proof of ongoing counseling prior to reinstatement will be determined after notice and hearing.
- Fourth Offense The student will appear before the Board of Trustees where a one-hundred and eighty (180) day suspension and required proof of chemical evaluation and proof of ongoing counseling prior to reinstatement will be determined after notice and hearing.

Possession of tobacco products, e-cigarettes, or vaping products by any student who is a member of an extracurricular, non-graded activity/organization, or a member of an interscholastic team will result in the following:

- First Offense The student will receive a nine (9) school days suspension from activities or such other appropriate

- disciplinary action will be determined after notice and hearing.
- Second Offense The student will appear before the Board of Trustees where a twenty (20) days suspension from activities or such other appropriate disciplinary action will be determined after notice and hearing.
- Third Offense The student will appear before the Board of Trustees where a sixty (60) days suspension from activities or such other appropriate disciplinary action will be determined after notice and hearing.

Administrative Procedures. The Principal will investigate and apply appropriate discipline for violation of policies regarding illegal contraband (alcohol, controlled substances, look alike drugs and drug paraphernalia) only under the following circumstances:

1. The student confesses to a violation of the contraband policy. This admission may be staff or student initiated.
2. The Principal personally observed the policy being violated.
3. After receipt of a signed, sworn testimony accusing a student of violation of the illegal contraband. Note the accusation procedures below.
4. Receipt of factual information from law enforcement/judicial authorities. There is no timeline with regard to receipt of information from law enforcement/judicial authorities.

Accusation Procedures. A student may be accused upon a signed sworn testimony of two or more citizens of the community or admission by the student. This sworn statement must be made in writing at the Principal's office within ten school days of the said violations. If the accused claims innocence, a three-member panel appointed by the principal will, within five school days, conduct a hearing to determine guilt or sustain innocence.

Contact of Law Enforcement. In all disciplinary scenarios that result in consequences regarding alcohol and toxic or controlled substances, administrators will advise law enforcement.

THEFT, DESTRUCTION OF PROPERTY OR OTHER VANDALISM

Students in grade 6-12 who steal, vandalize, or destroy or disfigure school or third party property valued at \$50.00 or less, as defined solely by the individual building principal responsible for administration of the grade level of the student, during the school day or at school-sponsored activities will receive the following consequences:

- First Offense: ISS for One Day
 Second Offense: ISS for Two Days
 Third Offense: Out of School Suspension for five (5) Days

Any student who is a member of an extracurricular, non-graded activity/organization, or who is a member of an interscholastic team will also receive the following consequences:

- First Offense: Activity suspension for five (5) school days
 Second Offense: Activity suspension for nine (9) school days
 Third Offense: The student will appear before the Board of Trustees where a ninety (90) school days suspension from activities or such other appropriate disciplinary action will be determined after notice and hearing.

Students in grades 6-12 who steal, vandalize, or destroy school or third party valued at more than \$50.00, as defined solely by the individual building principal responsible for administration of the grade level of the student, during the school day or at school sponsored activities will receive the following consequences:

- First Offense: Out-of-school suspension for three (3) days
 Second Offense: Expulsion or such other appropriate disciplinary action the board shall determine after notice and hearing

Any student who is a member of an extracurricular, non-graded activity/ organization will also receive the following:

- First Offense: Activity suspension for five (5) school days
 Second Offense: Activity suspension for nine (9) school days
 Third Offense: The student will appear before the Board of Trustees where an indefinite suspension or other such appropriate disciplinary action will be determined after notice and hearing.

In all cases, reimbursement for damages will be collected based on replacement costs. This reimbursement must be made prior to admittance to school following suspension. The principal may allow other payment arrangements based on extenuating circumstances.

Students who do not complete a competitive or noncompetitive activity for disciplinary reasons will not be eligible to receive letters, awards, or other recognition. The administration may report information regarding each incident to law enforcement officials.

Students are reminded of the general Board Policy on Discipline. Should an individual violate the theft, vandalism and destruction of third party property regulation, he/she is reminded disciplinary measures include, but are not limited to:

- expulsion
- suspension
- detention, including Saturdays and/or early mornings paired with activity suspensions

- clean-up duty
- loss of Senior student privileges
- loss of bus privileges
- notification to juvenile authorities and / or police
- restitution for damages to school property

Further, the Trustees remind students that “activity suspensions” mean an individual may forfeit activities such as Senior Banquet, Prom, Athletic and non-athletic practices, contests, performances, travel, Graduation, Class Activities like BBQ’s, Macho Volleyball, Powder Puff Football, Homecoming, Spirit Week, etc., as determined by the administration.

GUN-FREE SCHOOLS

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

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

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

CUT BANK PUBLIC SCHOOLS ACTIVITY REGULATIONS

To provide the best possible atmosphere for our fans to enjoy Cut Bank Public School activities, and for our students to perform in these activities, the following guidelines for children and students attending are in effect:

1. Students must present their activity cards at the ticket booth or pay the admission price. (Band students are issued a band pass.)
2. An adult must accompany preschool children.
3. Gymnasium:
 - a. For greater visibility and safety of players and officials, loitering around doorways is prohibited.
 - b. Fans are encouraged to walk, not run.
 - c. Repetitive leaving of the activity will result in no readmission.
 - d. No drinks may be brought into the facilities, and no drinks without lids are allowed in the gym.
 - e. Student behavior issues may result in parental notification and suspension from event attendance.
4. Football Field:
 - a. Walk; do not run.
 - b. Sit in the bleachers or stand behind the fence.
 - c. Tree/bush area is off limits.
 - d. Problems will result in parental notification and suspension from event attendance.
5. Auditorium:
 - a. Listen quietly.
 - b. Exit only if necessary and do so between group performances.
 - c. Exercise consideration for the individual seated behind you by removing hats.
 - d. Refrain from sitting and/or visiting in the back of the auditorium. Kindly carry conversations to the lobby area.
 - e. Enjoy the talents of our performers/speakers!
6. Sportsmanship:
 - a. Exercise representative behavior and proper perspective at all times.
 - b. Display openly a respect for the opponent at all times.
 - c. Gain an understanding and appreciation of the contest rules.
 - d. Recognize and appreciate skilled performances regardless of the team.
 - e. Always exhibit respect for contest officials.
 - f. Support the cheer squad with enthusiasm.
 - g. Show loyal support to the Wolves --- win or lose.

CUT BANK HIGH SCHOOL DANCE REGULATIONS

All social and school dances are to be cleared through and approved by the principal. At least two faculty members plus the sponsor of the organization holding the dance shall always supervise dances. Students who leave the building before the end of the dance shall NOT be readmitted. Middle School Students are NOT permitted to attend high school dances. The high school dances are for Cut Bank

students and the only exceptions will be at the Homecoming, Prom, and tournament dances. Guests may attend if permission is granted by the administration.

Any student, regardless of age, who in the opinion of an activity sponsor is under the influence or in possession of chemicals, shall be reported to the administration for disciplinary action. The Counseling Staff shall also receive this information.

The dress of students will be determined by the type of social event, but must comply with school policy. At no time in any assembly or social event will the lighting be so subdued that the faces of the persons in attendance cannot be seen. There will be order and respect in any social event. If order does not exist, the group will be dismissed.

The music is to stop at approximately 12 midnight, so that the building may be cleared by 12:15. Law enforcement officials may be requested to attend the social function if deemed necessary by the administration.

Possible dates that dances may be held are determined at the beginning of each year. Any exceptions to the above must have the permission of the administration.

FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION, POLICY #2320

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

In advance, the Board must approve field trips that take students out of the state. Building Principals have the authority to approve all other field trips.

Building Principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities that enhance its usefulness.

No staff member may solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

MISCELLANEOUS

Family Night. Wednesday night is reserved for family activities. No school activities will be scheduled after 6:30 p.m., unless it is a tournament.

Daily Bulletin and Announcements. All school personnel will be informed of school and related activities on a daily basis via e-mailed announcements. Any person may submit a written or emailed request for announcements on the daily bulletin. Announcements to be included in the bulletin must be submitted by 4:00 p.m. the day prior to when it is to be announced. All announcements will be subject to the approval by the administration and run up to 3 days. Announcements may also be reviewed on the school web page. These announcements **must** be read during first period so the proper information is relayed to the students, faculty, and staff.

Organizational Meetings. Student Council meetings and class meetings may be held during school time. All other organizations will hold meetings before school, after school, or during the lunch hour. Organizations wishing to hold a meeting must complete a "meeting request" form which may be obtained in the office. Administrative approval is required for these meetings and passes must be secured.

Mascot, School Colors, Song. Official school colors are purple and gold. The school mascot is the Wolf. The song is the Washington State Fight Song.

Fire Drill Procedures. Regulations require that fire drills be held periodically throughout the year. The fire signal will be an intermittent ringing paired in some locations with a strobe light. All persons are to leave the building when the fire bell rings. Please close all windows and doors. Teachers are responsible for carrying an accurate class roster. Leave the building via the following exits as per the Cut Bank High School Crisis Plan.

| | |
|-----------------------------------|--|
| Gymnasium Fire Doors (East Door): | Every class in the gymnasium, locker rooms, and shower rooms. |
| Students in the auditorium: | Freshman leave by south exit; other three classes leave by main auditorium exit. |

The signal will remain on for an extended period while students are to remain outside. Students should not re-enter until once again they hear the alarm. The message to return to the building will be a short ringing of the same alarm used for exit. Remember silence is not the reenter signal.

Emergency Closings. In the event of an emergency, students may need to be moved to an alternative site. Parents are asked to turn on radios for informational updates. Parents are discouraged from phoning the schools or emergency service providers; phone lines are limited and need to be open for necessary emergency response. Parents are also advised not to come to the schools or alternate locations. Students will remain with staff and will be cared for until a dismissal plan is instituted. The radio will be your best source for details regarding dismissal. We ask for your assistance in keeping the emergency areas clear for emergency and disaster workers and thank you for your patience as you wait for your student's dismissal.

Visitors. All visitors to the high school are asked to enter by the main office and check in with office personnel. Visitors are asked to wear a visitor's badge while in the building. Visitations to teachers during conference periods and appointments in the various offices are

encouraged. As we want to maximize instructional time and minimize disruptions, we appreciate your advanced planning. We welcome your presence at our school and appreciate your consideration of our need to maintain a secure setting for optimal learning.

Distribution of Materials. Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on campus by a student or a non-student without the prior approval of the principal. Any student who posts material without approval will be subjected to disciplinary action. Materials displayed without this approval will be removed.

Surveys. On occasion, requests are made to administration for student participation in surveys. No student is required to participate. Parents will be advised in advance of dispersal of surveys and have the opportunity to preview materials. Common survey activities include the bi-annual Montana Youth Behavior Survey and periodic school improvement surveys.

Foreign Exchange Students and Nonresident Student Attendance. Foreign exchange students must be eighteen years of age or younger, must reside with a legal resident of the District, and must demonstrate English proficiency on the District's assessment tool or be tutored at the exchange organization's expense. The exchange student must meet all appropriate standards and meet CBHS graduation requirements to participate in Graduation ceremonies. Please see Policy #3145 for additional requirements/responsibilities.

Nonresident Student Attendance. The Board, 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, has established criteria on the admission of nonresident students. The policy may be reviewed at any office.

EQUITY

Cut Bank Schools are in compliance with the educational amendments of 1972, Title IX, and Section 504 of the Rehabilitation Act of 1983. No person shall be denied equal opportunity for education instruction, participation in school activities, or employment by the school unless based upon reasonable grounds as provided by law.

The Equity Coordinator is the Principal of Cut Bank High School, 873-5629.

SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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

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

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given appropriate opportunity to defend themselves against such accusations.

Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

HAZING / HARASSMENT / INTIMIDATION / BULLYING / MENACING

The Board of Trustees strives 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.

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

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- Physically harming a student or damaging a student’s property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- Creating a hostile educational environment.

“Intimidation” includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Any complaints about behavior that may violate this policy should be promptly reported to the building principal. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the principal. Complaints against the principal should be made to the superintendent. Complaints against the superintendent should be made with the Board of Trustees.

False reports and retaliation toward any person who reports a violation or who is thought to have reported a violation will be subject to appropriate discipline as these are serious offenses.

Students whose behavior is found to be hazing, harassment, intimidation, bullying, menacing, false reporting, or retaliation will be subject to discipline up to and including expulsion. Staff whose behavior is found to be a violation shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. Individuals may also be referred to law enforcement officials.

ADMINISTERING MEDICINES TO STUDENTS, POLICY #3416

Special circumstances may require the school to support physician and parents in the administration of prescribed medicine. When such circumstances arise, the following guidelines will be adhered to:

- a. A written authorization from the student’s physician must be presented. Only oral medication will be given.
- b. A written authorization from the student’s parents/guardian to give the medication.
- c. Medication shall be delivered to and kept in the High School office.
- d. The medications must be in the original containers.
- e. A log will be kept for each student concerning the administration of prescription medicines.

Self-administration or possession of asthma or allergy medication may be authorized by school personnel.

- a. A signed authorization from the student’s physician must be presented.
- b. Authorization will be for the current school year only.

Reference may be made to School Board Policy #3416 for further information.

SEARCHES AND SEIZURE, POLICY #3231

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing.
2. A search of the student's clothing including pockets;
3. A search of any container or object used by, belonging to or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

School Property and Equipment and Personal Effects of Students. School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students. School authorities may search a student or a student's personal effects, when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property. When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities. (Legal Reference: *Redding v. Safford Unified School District*, ---F.3d---, 2007 WL 2743594(C.A. 9 (Ariz.)) *Terry v. Ohio*, 392 U.S. 1, 20 (1968))

NOTIFICATION OF LAW ENFORCEMENT

Questioning of Students. When law enforcement officers or other authorities wish to question or interview a student at school: The Principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student; The Principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection; The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody. State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

ADDENDUM TO HANDBOOK

Additional rules and regulations may be added to this handbook at any time by the Administration. Such information will be presented as an addendum to this handbook.

TECHNOLOGY USE POLICY, #3612
District-Provided Access to Electronic Information, Services, and Networks
TECHNOLOGY AGREEMENT

All users are required to sign and return (to the appropriate building office) the signature page of the Acceptable Use Policy prior to using any district computers. Accounts will be disabled until submitted to office.

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow the procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable use. Access to the District's electronic networks must be: (a) for the purpose of **education** or **research** and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges. The use of the District's electronic networks is a **privilege**, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use. The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including **violation of copyright** or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software (including games, music, videos, etc.), regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space (or printing);
 - f. Hacking or gaining unauthorized access to files, resources, or entities (or changing computer settings that affect the operations of the computer or network);
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using the network while access privileges are suspended or revoked; and
 - n. (Cyber bullying of any kind will not be tolerated).
4. Network Etiquette. The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language (including in file storage).
 - c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information

obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security. Network security is a high priority. If the user can identify a security problem on the Internet (or school network), the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism. Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges. The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules. Copyright law and the District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each re-publication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. A student's work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail
 - a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of the authenticity of that message and the nature of the file so transmitted.
 - f. Forwarded messages and mass mailings should be limited due to potential harm to the network and computer.
 - g. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and building principals shall monitor student Internet access.
5. The school reserves the right to discipline any student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of another student while in school.

Legal Reference: Children's Internet Protection Act, P.L. 106-554
 20 U.S.C. § 6801, et seq.
 47 U.S.C. § 254 (h) and (l)

Revised: November 12, 2002

Student Government Constitution Cut Bank High School

PREAMBLE

We, the students of Cut Bank High School, in order to form a better understanding of the rules, traditions, and administration of the high school, to promote initiative and student rights, and to better define the limitations and powers of student government, do obtain and establish this constitution for the Cut Bank High School student body.

ARTICLE 1 – NAME

Section I – Student Body

- A. All students properly enrolled in Cut Bank High School are members of the student body.
- B. Upon enrollment all members will receive a copy of the current Student Handbook and such other regulations affecting the students in Cut Bank High School.

Section II – Student Council

- A. Shall be composed of the following:
 1. Student council president, vice-president, secretary, treasurer
 2. Class presidents, vice-presidents, secretary/treasurers and historians
 3. Recognized club presidents
 4. Leadership Directors (delegates)
 5. Student representatives to District 15 Board of Trustee
- B. Total membership will be no more that 15% of the student body.
- C. Function to carry on the business of the student council.
- D. The Executive Committee will consist of student council president, vice-president, secretary-treasurer, class presidents and student representative to the board.

ARTICLE II – MEETINGS

Section I

The Student Body as a whole shall meet for the purpose of conducting the business of the associated student body as deemed necessary. Meetings shall be approved by the student council and principal. Two-thirds membership shall constitute a quorum.

Section II

- A. The Student Council shall meet at times predetermined by the student council president and advisor for the purpose of carrying out the decision making business of the council. Two-thirds membership shall constitute a quorum.
- B. Members are expected to attend all meetings of the student council. Members missing more than two (2) meetings will be dismissed.

ARTICLE III – OFFICE QUALIFICATIONS AND DUTIES

Section I – President of the Student Body

- A. Chosen from the senior class
- B. Presides over sessions of the student body and student council.
- C. Acts as chief representative of the Associated Students of Cut Bank High School.
- D. Determines meeting times and agenda with the consent of the student council advisor.

- E. Serves as master of ceremonies for student assemblies.
- F. Conducts meetings using parliamentary procedure.

Section II – Vice President of the Student Body

- A. Assumes the office of president if the president is unable to fulfill his/her duties.
- B. Serves as a presiding officer in the absence of the president.
- C. Serves as the chairman and convener of all temporary committees
- D. May be a junior or senior.

Section III – Secretary-Treasurer of the Student Body

- A. Records minutes of all meetings.
- B. Provides electronic and/or hard copies of the minutes to the student council president and advisor.
- C. Initiates and/or answers all correspondence on behalf of the student council.
- D. Gives an accurate report of the financial condition at each meeting.
- E. May be a junior or senior.

ARTICLE IV -- IMPEACHMENT

Any member of the student council shall be nominated for impeachment if a member of the student body recommends it through written charges to the student council. A hearing shall then be held before the student council and a two-thirds majority vote from the student council is needed for impeachment. The vice-president shall replace an impeached president. All other impeached positions shall be filled by student council appointments.

ARTICLE V – STUDENT BODY ELECTIONS

Section I

Elections shall be held in accordance with Spring Spirit Week.

Section II

Presidential and vice-presidential candidates must submit a joint petition containing twenty-five (25) student signatures. Candidates for secretary-treasurer must submit individual petitions containing fifteen (15) signatures on or before the date set by student council.

Section III

Candidates for the four offices may form parties and develop platforms on which to run. The candidates of each party shall present their platform at a student body assembly during Spring Spirit Week. Candidate speeches shall be given at his time.

Section IV

Voting shall be by secret ballot and shall take place during Spring Spirit Week.

Section V

Candidates may campaign with posters and signs one week prior to Election Day. All campaign materials should be removed prior to the day of voting.

Section VI

Grades 8-11 shall be entitled to vote. Graduating seniors shall not have a vote, but student council seniors shall be in charge the voting procedure.

ARTICLE VI – CLASS GOVERNMENT

Section I

Each class shall elect a president, vice-president, and a secretary/treasurer one week after Spring Spirit Week. The freshman (next year) class will elect their officers in the fall and shall also elect a historian who will serve the entire four years.

Section II

Candidates for each office must present a petition signed by at least ten (10) members of the class to be eligible to be elected at the class meetings.

Section III

Impeachment of a class office will be by two-thirds majority of the class involved. Charges may be brought by any class member on a petition signed by at least one-third of the students in the class.

ARTICLE VII – CLUBS AND SCHOOL ORGANIZATIONS

Section I – Formation

Clubs with an advisor and at least ten (10) members may be formed with the approval of the student council and principal.

Section II – Recognition

The Constitution or itinerary of any club or organization must be submitted to the student council for approval each fall before the club is recognized as a functioning group in the school.

ARTICLE VIII – AMENDMENTS PROCEDURES

Section I

The student council shall make rules for itself which are not specified in the constitution.

Section II

Student legislation of periodic importance shall be incorporated into the minutes

Section III

The advisor of the student council shall be the principal of the high school and his/her designee(s).

Section IV

Temporary committees may be formed from time to time as seen necessary by the president or the council. The vice-president shall be a member of the temporary committee.

ARTICLE IX – SPRING SPIRIT WEEK

Section I

A spirit week shall be held for one full week each spring as designated by the convenience of the student council.

Section II

Student body elections will be held in accordance with the activities set by the student council.

ARTICLE X – ELECTION OF ROYALTY CANDIDATES

Section I

Candidates must be nominated one (1) week prior to Homecoming or Prom.

Section II

Candidates of previous years not successfully elected may be nominated again.

Section III

Candidates will be voted on by the student body prior to Homecoming or Prom

Section IV

Homecoming candidates must be seniors.

Section V

A. Prom candidates shall be juniors or seniors.

B. Juniors and Freshmen will nominate Senior prom candidates. Seniors and Sophomores will nominate Junior prom candidates.

Adopted 4/9/2013