

# ARLEE SCHOOL DISTRICT #8J

7-12

## Student Handbook

**2018-19**

*Board approved July 2018*



### Our Mission:

To provide an Accessible, Responsive Learning Environment & Excellence for all students.

#### **THIS STUDENT HANDBOOK IS DISTRICT POLICY:**

Each year the Arlee School Board reevaluates, approves, and adopts this handbook. It provides rules, guidelines, procedures and information for Arlee High School students, their parents/guardians. Each student will receive and is expected to read this handbook. Should questions arise, please contact a teacher or a principal. We welcome your suggestions to make it more usable and effective. The handbook may be changed as needed. After changes are approved, the students will be notified and the changes will be posted on hallway bulletin boards with an effective date. Thereafter, it will be the responsibility of the student to abide by the new policy.

*Note: Students must bring a signed acknowledgment back from their parents or guardians indicating that they have received a copy of the handbook and acknowledge its content.*

## Table of Contents

INTRODUCTION: .....	6
<b>ATTENDANCE POLICIES AND PROCEDURES (Policy 3122, 3123) .....</b>	<b>7</b>
General Attendance Procedures: .....	7
Perfect Attendance Pass:.....	8
Effect of Attendance on Course Credit: .....	8
Skipping/Truancy: .....	8
Leaving during the School Day: .....	8
Tardiness: .....	8
Make up Assignments: .....	9
<b>BEHAVIOR POLICIES AND PROCEDURES .....</b>	<b>9</b>
Classroom Behavior: .....	9
Expectations, Rules, & Guidelines .....	10
Harassment: .....	10
Harassment Violations .....	10
Cell Phone / Electronic Devices- Policy 3630 .....	11
School Phone Use .....	11
Gum, Candy, Sunflower Seeds, or Pop: (Food & Drink) .....	11
Coats .....	11
Bus Guidelines .....	11
Dance Rules / Approval Procedure .....	12
Dress and Appearance .....	12
Gym Shoes / Gyms / Weight Room / Wrestling Loft     Policy 3233 .....	12
Physical Education Participant .....	12
Public Display of Affection.....	12
Skateboards / Unicycles/ Bicycles / Rollerblades / Healy's .....	12
Lunchroom Guidelines .....	12
Open Campus .....	12
Supervision .....	12
Student Searches Policy 3231 & 3231P .....	13
School Lockers .....	13
Statement of Authority and Consequences of Misbehavior .....	13
<b>High School Discipline Matrix Major and Severe Offenses .....</b>	<b>14</b>
Major Offenses .....	14
Cheating/Plagiarism .....	15
Chemical / Alcohol Possession / Use / Influence Consequences .....	15
<b>DEFINITIONS .....</b>	<b>16</b>
Controlled Substances .....	16
Distributing.....	16
Possession .....	16
Drug Paraphernalia .....	16
Possession or Use of Controlled Substance .....	16
Sale or Distribution of Controlled Substance .....	17

Weapons Policy .....	17
Possession of Weapons .....	17
Extra and Co-Curricular Rule Violations.....	17
Students' Rights .....	17
Extra and Co-curricular Activities Information .....	18
Philosophy and Goals of Extra and Co-Curricular Activities Programs .....	18
Participation in Activities .....	18
Attendance Rules for Extra and Co-Curricular Practice .....	18
Rules for Ineligible Students: .....	19
Activities Available.....	19
Statement of Risk.....	19
Activity Pass      Policy 7420 .....	19
Athletic Requirements .....	19
Rules for Quitting a Team .....	20
Personal Conduct .....	20
Stopping on School Trips .....	20
Concerns and Complaints      Policy 1700, Policy 4310 .....	20
Release of Participants after Events Not Held at the School .....	20
Academic Eligibility .....	21
Parental Responsibility.....	21
Training rules .....	21
Student Offices and Elections .....	21
<b>Achievement Tests .....</b>	<b>21</b>
<b>Assemblies .....</b>	<b>21</b>
<b>Awards.....</b>	<b>21</b>
<b>Breakfast and Lunch Programs .....</b>	<b>22</b>
Free or Reduced Meals .....	22
Checks .....	22
<b>Drop/Adds .....</b>	<b>22</b>
<b>Emergency School Closure .....</b>	<b>22</b>
<b>Insurance .....</b>	<b>22</b>
<b>Illness or Accidents during School .....</b>	<b>22</b>
<b>Medications      Policy 3416 &amp; 3416P .....</b>	<b>23</b>
Student Health Officer .....	23
<b>Fundraising .....</b>	<b>23</b>
<b>Grading Scale .....</b>	<b>23</b>
Honor Roll Pass .....	23
Honor Roll .....	24
<b>High School Graduation and University Preparation Requirements      Policy 2410, 2410P .....</b>	<b>25</b>

Valedictorian Selections: .....	26
Report Cards and Grades .....	26
Academic Support Services.....	27
After School Services - After School Tutoring .....	27
In School Services .....	27
Special Education .....	27
Counseling & Guidance Service Policy 2140 .....	27
Indian Education Committee .....	27
Traffic Safety Education Program (Drivers Education) .....	27
Field Trips .....	27
Handbook Parent/Guardian Receipt Signature Page .....	28
SCHOOL RECORDS/DIRECTORY INFORMATION .....	29
FERPA Regulations.....	29
Survey Option Out Form.....	32

## A NOTE TO STUDENTS, PARENTS, & GUARDIANS

The teachers, support staff and administrative staff will work to help you have worthwhile and positive experiences while you are enrolled as a student in the Arlee Schools. Many opportunities will be open to you, and we encourage you to take advantage of them. The faculty, staff, and community have high expectations for you. While we offer you many opportunities to gain knowledge and skills, the most important result of your experiences should be for you to develop self-discipline and respect for yourself and for others.

All Arlee Schools are open to the public. Visitors are welcome and encouraged at any time. We are proud of Arlee Schools and our staff. However, to maintain maximum security for all students, we ask all visitors to observe the guidelines listed below.

1. Each visitor is required to check in with the office to obtain a visitor's pass. Visitors from other schools will not normally be permitted to attend classes or activities.
2. Parents/Guardians may contact the school to request a visitor of an appropriate age who wishes to attend classes with another student. This visitor must obtain pre-approved written permission from the principal or designee one week in advance of the visit day.
3. Due to interruptions to the normal learning process and for safety concerns, young children cannot be taken into regular high school classes.
4. Visitors may be asked to leave a classroom when certain learning activities are taking place.
5. Any visitor who purposefully creates a disturbance or interferes with the educational process will be required to leave the school grounds immediately.
6. The principal or designee may accompany any visitor.

Parents/guardians are encouraged to have frequent contact with teachers. Twice each year, a formal conference is held to provide an opportunity for parents/guardians to confer with their children's teachers. The first conference is usually held after the end of the first grading period in early November. The second conference is held after the third grading period in early April. Parents/guardians are encouraged to attend these conferences to discuss their children's needs and progress. HOWEVER, any parent/guardian who wishes to have a conference at another time may request one by calling the teachers at 726-3216 (see appendix for extension).

Any questions, comments, or ideas for improvement may be acknowledged by calling the principal, superintendent, or other staff member at 726-3216.

**Concerns and Complaints:** If a concern arises, please talk with the staff member involved so that it can be resolved at the lowest level. If, at that time, the matter cannot be resolved, please contact the secretary to obtain a complaint form which outlines the steps to resolve the conflict.

### **INTRODUCTION:**

This handbook contains important information about Attendance, Behavior, Co-curricular, and Extracurricular Activities and School Services and Other Information about your opportunities and rights in the Arlee Schools. Students should read it carefully, discuss it with their parents and use it to appropriately guide their actions.

### **ATTENDANCE POLICIES AND PROCEDURES (Policy 3122, 3123)**

#### **Philosophy:**

Students who have good attendance generally achieve higher grades and enjoy school more. There is a direct relationship between poor attendance and class failure. When students are absent; they miss the opportunity to participate in classroom learning activities and discussions. Even when they make up their assignments, their learning is decreased. Based on this research, teachers may incorporate class attendance into their grading. Teachers are available to discuss their specific rules regarding the attendance requirements and answer questions which may arise. Parents/Guardians can use Campus Portal through the Arlee School Website to check on their child's attendance at any time. Please contact Our Network Administrator or Technology Specialist at 726-3216 ext. 2400 or 2411 to get connected. [www.arlee.k12.mt.us](http://www.arlee.k12.mt.us)

### **General Attendance Procedures:**

When a student is absent, the following procedure is used:

1. The secretary calls parent/guardian if there has been no contact from the parent/guardian.
2. All absences will be considered regular unless they meet the requirements of exempt or excused absences stated below.
3. On the fifth (5) absence in a quarter (JH) or the fifteenth (15) absence in a semester (HS), parents/guardians will be notified informing them of the number of absences in each class period. Notification may be documented by telephone logs, written documentation, hand delivered mail, electronic, or certified mail. A copy of the letter may be given to the student.

Types of Absences:

There are three (3) types of absences – exempt, excused, and regular.

1. Exempt absences are defined as the following:
  - a. Honor Roll Pass, No Tardy Pass, and Perfect Attendance Pass
  - b. Parental request for cultural or religious activities (page 7)
  - c. Required court appearances
  - d. Counseling appointments
  - e. School sponsored activities including athletics
  - f. College Visitations
2. Excused absences are defined as the following:
  - a. Personal illness with a doctor's note
  - b. Bereavement approved by the principal
  - c. Other unforeseen absences approved by the principal
3. Regular absences are all other absences.

Note: Whenever possible, work and appointments should be scheduled for weekends or after school hours. (Students should not miss a day of school to buy prom dresses, get activity shoes, haircuts, or do other things that can be done on weekends.) For this policy, "truant" or "truancy" means the persistent non-attendance without excuse, as defined by ASD Policy 3123, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103. "Habitual truancy" means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

### **Perfect Attendance Pass:**

Students who have not missed a day or any part of a day of school in a quarter are eligible to receive a Perfect Attendance Pass. Students must meet the following requirements from the prior quarter to receive this pass.

1. The students can have no absences other than school related or culturally approved activities.
2. The Perfect Attendance Pass must have prior approval of the principal, the teachers, and a parent/guardian and must be given to the office by end of school the previous school day.
3. Students cannot take their passes the last week of the quarter or during finals week.
4. Students must be enrolled in Arlee School for the entire previous quarter.
5. Students who serve in ISS, or received a major referral are not eligible.

### **Effect of Attendance on Course Credit:**

To earn credit for any school course, a student cannot be absent ten (10) days from a course per quarter (JH) or twenty (20) days from a course per semester (HS) or credit will be denied. Exempt absences do not count towards these absences.

### **Skipping/Truancy:**

Skipping is not being present in their assigned class during their scheduled class time. Students will receive a behavior referral and will be assigned one (1) Noon-time detention and may be referred to the School Resource Officer (SRO). If more than 15 minutes is missed, it is an unexcused absence.

### **Leaving during the School Day:**

Students who wish to leave school during the school day must have proper authorization prior to the absence. Proper authorization means that **before** leaving the school, the student either presents a written request to the office signed by a parent/guardian OR has a parent/guardian call the office making such a request.

1. Any student who fails to properly check out before leaving during the school day will receive a referral.
2. Law Enforcement will be contacted anytime a student leaves the school grounds without permission.
3. Students who are eighteen (18) years of age or older may sign themselves out of school with prior notification from parent and approval from principal. Arlee School District [Policy 3130](#) states "Excuses from School: The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason. Note: Check out only with the Principal or School Secretary.

### **Tardiness:**

Students are expected to be on time unless they have a legitimate reason.

1. Students are considered tardy any time they are not in the classroom when the tardy bell sounds.
2. Tardies will be considered excused if the student has a signed note from a school staff member or from the office.
3. Students who arrive late to school must report to the school office to check in.
4. Students will be assigned one (1) noon-time detention for each day that the student is tardy to 1<sup>st</sup> and/or 5<sup>th</sup> period (2<sup>nd</sup> Period for Seniors who do not have a first period class). Tardies to other class periods will be handled by the classroom teachers. After five (5) tardies, 1<sup>st</sup> and/or 5<sup>th</sup> periods, the student will be assigned one (1) Friday School.

5. A student with zero (0) tardies at the end of each quarterly grading period may receive a No Tardy Party Pass for a day off in the next quarter as per guidelines below:

To Receive a No Tardy Party Pass students must meet these requirements from the previous quarter:

1. The student can have two (2) regular absences.
2. The No Tardy Pass must have prior approval of the principal, the teachers, and a parent/ guardian and must be given to the office by end of school the previous school day.
3. Students cannot take their pass the last week of the quarter or during finals week.
4. Students must be enrolled in Arlee School for the entire previous quarter.
5. A student cannot have received an FISS, OSS, or major referral.

### **Make up Assignments:**

It is the student's responsibility to request any make-up assignments. Students who are absent will have the same number of days as they were absent to make up and hand in missing assignments without penalties.

After that deadline, teachers may reduce grades.

1. If a teacher assigns a project due date, the assignment is due on or before that date. If a student is absent on the project due date, the project will become due when the student returns to school. Penalties may be assessed for late projects.
2. When a student's absence is school related, assignments are due when student returns to school. Penalties may be assessed for late assignments.

## **BEHAVIOR POLICIES AND PROCEDURES**

### **Philosophy**

Arlee Schools have dedicated teachers and support staff who want to do all they can to help you make the most of your efforts at our school. We are enthusiastic about our educational programs and encourage you to take advantage of the many opportunities available. We want our school to have an atmosphere which fosters learning. To accomplish this, the standards below are used as guides:

- \* No teacher will be kept from teaching, nor any student kept from learning.
- \* Students will be held responsible for their actions.
- \* Everyone has human dignity and worth.
- \* The school environment should reflect care and respect for oneself, others, and property.
- \* Consequences for unacceptable actions will be immediate, fair, and reasonable.
- \* It is our belief that if all students follow the rules and know the consequences of their actions, there will be fewer problems.

### **Classroom Behavior:**

Students sent out of class will be sent to the office. Parent/guardian will be notified by the classroom teacher who sent the student to the office. Being sent to the office will count towards a Friday ISS. Students are assigned a day of Friday School at every five (5), ten (10), fifteen (15) visits to the office per year. Students who assigned Friday School and fail to attend with or without parent notification for the assigned Friday School will receive a half-day absence towards the twenty (20) day absence policy. Friday School is scheduled each Friday from 9AM to Noon. Friday School will not be rescheduled for any reason including sports and other school related activities.

### **Expectations, Rules, & Guidelines**

#### **General School Rules**

The following are the general school rules all students are expected to follow them.

1. Follow requests of ALL school personnel. Refusal to do so will result in a major referral for defiance and suspension until this rule is reviewed and explained in a meeting with the student, parent/guardian, and the principal. A second offense will result in suspension and will require that the student and a parent/guardian sign a contract stating the defiance will not be repeated. A third incident of defiance will result in a recommendation of expulsion.
2. Assault of, or a threat of violence to a school employee, will result in immediate suspension and recommendation for expulsion.
3. Follow the rules for each class and the standards for assignments set by your teachers.
4. Withdrawal from School: Withdrawing students must turn in all books, material, and equipment and pay all fees to complete their withdrawal. School records will be delayed until all school property is returned and fines are paid.

NOTE: Teachers will keep parent/guardians informed of behavioral problems and progress.

### **Harassment:**

Montana law states that no student shall be subject to intimidation or harassment by any other student or employee on school owned property or at any school sponsored activity. While this refers to sexual harassment, the same expectations are extended generally to all person to person relationships within the school. Any harassment is deemed discrimination and may be dealt with accordingly.

Students who believe they may have been harassed or intimidated should take the following steps listed below:

1. Do not ignore it because it tends to get worse.
2. Let the person know you do not like the behavior. Say it will be reported if not stopped.
3. If it does not stop, keep a record of events or instances of harassment that happen.
4. Report it to the principal, counselor, your home-room teacher, The District Title VII Coordinator or any staff member. Your report will be handled confidentially and you will be given help to cope with the situation.
5. If the harassing continues after step # 4, request disciplinary action against the person harassing you by filing a written complaint. Complaint forms are in the school office.
6. See Arlee School Board Policy 3226- Hazing/Harassment /Intimidation/Bullying/Menacing.

### **Harassment Violations**

If any investigation proves harassment violations, then, depending on the severity of the situation, one of the following courses of action will take place:

1. The student will be given a confidential hearing, with a warning to stop all offensive behaviors. No further action will be taken if a behavior contract is signed AND the harassing behavior stops. Should the harassing behavior continue, signing the contract refused or is broken in some way; the person who committed harassment will receive major disciplinary action.
2. In situations where there has been severe harassment or intimidation, a suspension or expulsion will occur.
3. In addition, law enforcement authorities may be contacted.

### **Cell Phone / Electronic Devices- Policy 3630**

Student possession and use of cellular phones and other electronic signaling devices on school grounds, at school sponsored activities and while under the supervision and control of school district employees is a privilege.

Schools may regulate the use of these devices by students, parents, and other adults while they are on school property. School officials, including classroom teachers, may confiscate such devices when used inappropriately by students.

Violations of cell phones/electronic devices will result in the following disciplinary actions:

- Step 1: Cell phone /electronic signaling device is removed and given to the Principal. Parents/guardians can retrieve the phone.
- Step 2: Cell phone/electronic signaling device is removed and given to the Principal.

Meeting between Principal, Counselor, and parent/guardian. Parent/guardian can retrieve the phone.

- Step 3: Cell phone/electronic signaling device is removed and given to the Principal.

Meeting between Principal, Counselor, and parent/guardian. Student will lose all cell phone privileges.

- Step 4: If a cell phone/electronic signaling device is removed for the fourth (4) time, the student may be suspended up to three (3) days and phone will be submitted to administration.

Mandatory meeting with parent/guardian, Principal, Superintendent, and student will be held.

Note: At no time will any student operate a cell phone or other electronic device with video/camera capability in any location such as but not limited to: locker room, bathroom, or other location where such operation may violate the privacy right of another student or staff member without prior approval from that student or staff member. If this does happen, the student may be suspended up to 10 days and be recommended for expulsion.

### **School Phone Use**

The office phone is not for student use. The hallway phone in the High School is for local calls only. Abuse of this hall phone will lead to its removal. Classroom phones are used only with permission from the teacher.

Note: Incoming phone messages will be delivered to students at appropriate times. Classes will not be interrupted. Incoming phone messages need to be delivered to the school by 2:00 pm to get the message to a student before school is released.

### **Gum, Candy, Sunflower Seeds, or Pop: (Food & Drink)**

Sunflower seeds are NOT allowed in any school buildings or buses. Food and drink should only be allowed in classrooms at teacher discretion. Water, in clear water bottles should be the only drink allowed in classrooms.

### **Coats**

When at all possible, coats should be left in student lockers. During cold weather, student may wear coats during the school day if their individual teachers allow them to.

### **Bus Guidelines**

Drivers will go over bus rules within the first week of school. Copies of rules are available in each school office and posted on the school website at [www.arlee.k12.mt.us](http://www.arlee.k12.mt.us).

### **Dance Rules / Approval Procedure**

The dance rules are designed to allow everyone to have a safe and enjoyable time. Copies of the dance rules/procedures are available in the school office and posted on the school website at [www.arlee.k12.mt.us](http://www.arlee.k12.mt.us)

### **Dress and Appearance**

Students are expected to be neat, clean, and dressed in a manner appropriate for school. Excessively ragged or torn clothing that has any revealing holes, rips or tears will not be allowed. Students who wear

clothing that is disruptive in the educational environment will be required to change into more appropriate attire. Backless tops are not allowed. Illustrations and/or slogans on clothing must be in good taste. Designs incorporating references to drugs or having sexual connotations are not acceptable. No scarves or gang related attire will be worn or displayed. Any student who refuses to change into appropriate attire will be sent home and receive an unexcused absence and/or receive a referral for defiance.

### **Gym Shoes / Gyms / Weight Room / Wrestling Loft      Policy 3233**

To protect the gym floor, a clean pair of tennis shoes is required to be worn for physical education or anytime a student is on the gym floor. Students are not allowed to use school facilities before school, during lunch or after school without coach supervision.

### **Physical Education Participant**

If you feel your student is unable to participate in physical education classes, you need to provide a doctor's note to the physical education teacher. The note should state the reason for not participating and the duration of time the student cannot participate.

### **Public Display of Affection**

Even though student relationships occur during school, public displays of affection are not warranted during the school day. The rule to remember here is: **HOLD THE HAND, NOT THE BODY.** Students who violate this policy will follow the discipline matrix.

### **Skateboards / Unicycles/ Bicycles / Rollerblades / Healy's**

Skateboards, unicycles, Healy's, or rollerblades are not allowed in any school building or used outside on school grounds at any time. Students are to turn in skateboards, unicycles, Healy wheels or roller blades to the office upon arrival at school. Students may pick them up as he/she leaves school. A student's refusal of these rules will result in a referral for defiance.

### **Lunchroom Guidelines**

When eating in the cafeteria, students are expected to follow posted guidelines in the lunchroom.

### **Open Campus**

The privilege of open campus is extended only to high school students during the established lunch period. The open campus privilege will be withdrawn if a student abuses the privilege, has a vehicle violation, or creates a behavior problem while downtown. Once students arrive at school, they are to remain at school until the end of the day or unless checked out by parents/guardians or other approved adult designated by parents/guardians. Campus is closed during the ten (10) minute break.

### **Supervision**

At all times, students are to be supervised while in the buildings. All high school students not supervised or not involved in an immediate after school activity will be out of the school buildings by 4:15pm. At no time will high school students be allowed to practice in the gym or on the field without a coach present. Junior high and elementary students are not to be in the high school after school unless they are involved in a school related activity.

## Student Searches Policy 3231 & 3231P

The principal or a designee may authorize reasonable searches of lockers, purses, lunch boxes, pockets, book bags, personal property and their contents, and take action against students who, through the results of such searches, have been proven to be in violation of school rules, regulations or policy. A Breathalyzer test may be given to the student if reasonable suspicion exists.

## School Lockers

School lockers are owned by the school, and assigned by the school to facilitate the storage of appropriate, school related items. The following regulations apply to student use of lockers:

1. The school accepts no responsibility for the safety of any items left in the lockers. Valuables should not be kept in lockers. Lockers should be locked always.
2. The school reserves the right to enter any locker at any time.
3. The school, at its sole discretion, can change, reassign, or deny any student a locker.
4. Lockers are to be kept clean, neat, and decorated appropriately.
5. There are no locks on the PE lockers and students are responsible for supplying their own locks.

Note #1: Students may be held financially responsible for locker damage.

Note #2: Any items or substances, in the judgment of the person inspecting, which are dangerous, harmful, prohibited, inappropriate, or illegal, will be confiscated. The individual will be handled through the school discipline procedures, and will be referred to law enforcement authorities as appropriate. Note #3: Dogs or other sensing methods may be used to check for drugs or other illegal items.

## Statement of Authority and Consequences of Misbehavior

Nothing stated or implied in this handbook will limit the right of school officials to change, modify, or include other offenses in any category or take whatever reasonable actions they deem necessary to maintain the safety, welfare or orderly learning environment of the students, staff, or other persons in the school. In extraordinary circumstances, the penalties and consequences may be reduced or modified, but only with the express approval of the superintendent. The Student Resource Office (SRO) may issue a ticket depending on the circumstances.

High School Discipline Matrix      Major and Severe Offenses

## Policy 3310

### Minor Offenses

Offenses which cause a minor disruption of the learning environment will be handled by the teacher or other staff member.

### Major Offenses

Physical Violence – Assault

Fighting (3 days OSS minimum)

Stealing/Theft

Possession or Use of Chemical (as outlined in Chemical Use)

Acts of Defiance (refusal to obey one of the standards of behavior) Threats of Violence Offensive Language

Vandalism

These are major offenses, but due to the particular circumstances may be severe offenses.

Referring person will contact a

Disrespect  
 Intimidation/Bullying  
 Skipping  
 Cheating/Plagiarism  
 Misuse of over-the-counter drugs  
 Continued Classroom Disruption

parent/guardian as soon as possible.

1st Major	Subsequent Major	10 days Cumulative OSS (entire school year)
1. Major referral added to personal record. 2. Placement in OSS 1-5 days. (OSS no makeup work) (*P.A. - 2 days for each OSS day, + a student can get 100% of work done) 3. Referring staff will contact parent/guardian in person, by phone or by mail as soon as possible. 4. Excluded from all activities during suspension.	1. Major referral added to personal record. 2. Placement in OSS 1-5 days. (OSS no makeup work) (*P.A. - 2 days for each OSS day, + a student can get 100% of work done) 3. Excluded from all activities during suspension. 4. Meeting with the student, staff, principal, parent/guardian if possible before student returns to class. 5. Behavior Contract if needed.	1. Recommendation for expulsion from school. 2. Students on OSS pending administrative hearing. 3. Excluded from all school activities during suspension. *Parental accompaniment is parent, legal guardian, or grandparent.

Inappropriate Display of Affection  
 Blatant transmission of bodily fluids (blood, saliva, etc.)

\*Parental accompaniment is parent, legal guardian, or grandparent.

SEVERE OFFENSES	
Extreme Physical Violence- <b>Assault;</b> Malicious Intimidation (Continual threats) Distribution of Chemicals (as outlined) Malicious Destruction of School Property Activation of Any Emergency Alarm System Weapon (as outlined) Inappropriate Sexual Behavior.	1st Offense 1. Recommendations for expulsion from school. 2. Student on OSS pending administrative hearing 3. Excluded from all school activities

### Cheating/Plagiarism

The consequences of cheating/plagiarism include but are not limited to loss of credit for assignment. Additional consequences are listed below:

- Students who are found cheating/plagiarizing or assisting someone else on any assignment/test in any class will receive a zero on that assignment and a referral with a minimum consequence of Friday ISS.
- Second offense in any class will result in zero on that assignment/test, minimum of 1 day of Friday ISS and a behavior contract.

- Third offense in any class will result in a zero on that assignment/test, a minimum of 1 day of OSS and a mandatory meeting with principal, parent, student, and counselor.

## **Chemical / Alcohol Possession / Use / Influence Consequences**

No student shall possess, use, sell, buy, give away, or be under the influence of any drugs at any time. This includes possession of drug paraphernalia in any school building or on school grounds, including parking lots, while under the supervision, jurisdiction or control of the school or at school sponsored activities, including co-curricular activities.

This policy will apply to all school related or sponsored groups, teams, individuals, and/or organizations. The conditions of this policy will supersede any past policies developed and implemented by those student groups, teams, individuals, and/or organizations unless certain applicable rules and regulations approved by the high school administration is more stringent than those outlined in this policy procedure. A Breathalyzer test may be given to the student if reasonable suspicion exists.

## **DEFINITIONS**

### **Controlled Substances**

Shall include all alcoholic or malt beverages, intoxicant chemical, abused substance, or medication for which a prescription is required under the law and/or any substance this is intended to alter a mood, shall include tobacco use/possession. Examples included, but are not limited to: beer, wine, liquor, marijuana, cocaine, crack, hash, chemical solvents, glue, tobacco, look-alike substances, and any capsules or pills not registered with the student health officer, annotated within the student's health record, or given in accordance with the school district's policy for the administration of medication to students in schools.

### **Distributing**

Deliver, sell, pass, share, or give away any alcohol, drug, tobacco, or mood-altering substance as defined by this policy, from one person to another or to aid therein.

### **Possession**

Possess or hold without any attempt to distribute or to be under the influence of any alcohol, drug, or mood-altering substance determined to be illegal or as defined in this policy.

### **Drug Paraphernalia**

Includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to roach clips, pipes, bowls, etc.

### **Possession or Use of Controlled Substance**

#### **First Occurrence**

1. Major Referral.
2. Law Enforcement shall be notified immediately.
3. School Psychologist will be notified immediately.
4. Student shall be suspended for a minimum of five (5) days. Re-admission will be on probationary basis and only after mandatory meeting with student, parent/guardian, principal, and counselor.

5. Fourteen (14) calendar day suspension from participating in or attending co-curricular activities and/or field trips.
6. Recommended for a minimum of three individual/group counseling sessions with the school psychologist/counselor.

#### Second Occurrence

1. Major Referral.
2. Law Enforcement shall be notified immediately.
3. School Psychologist will be notified immediately.
4. Recommendation for expulsion.
5. Student shall be suspended for a minimum of ten (10) days pending outcome of school board action on the expulsion recommendation.
6. Sixty (60) calendar days' suspension from participating in or attending co-curricular activities.

#### **Sale or Distribution of Controlled Substance**

##### First Occurrence

1. Major Referral.
2. Law Enforcement shall be notified immediately.
3. School Psychologist will be notified immediately.
4. Recommendation for expulsion.
5. Student shall be suspended for a minimum of ten (10) days pending outcome of school board action on expulsion recommendation.
6. Sixty (60) calendar days suspension from participating in or attending co-curricular activities

#### **Weapons Policy**

No student shall possess weapons or dangerous instruments. This includes sale, distribution or use of firearms, explosives or paraphernalia designed to inflict bodily harm and/or property damage. A weapon is described in Arlee School Policy 3311 as any item which is designed to or reasonably could inflict serious injury on another individual.

#### **Possession of Weapons**

1. Severe Referral.
2. Law enforcement shall be notified immediately.
3. School Psychologist will be notified immediately.
4. Recommendation for expulsion for one calendar year.
5. Student shall be suspended for a minimum of ten (10) days pending outcome of school board action for the expulsion recommendation.

Note: According to the **FEDERAL GUN POLICY AND THE ARLEE SCHOOL DISTRICT**, any student attending school in the Arlee School District who brings a firearm onto school property shall be expelled from school for a period of not less than one calendar year unless modified by the Board of Trustees. No student shall possess any firearm, on the way to and from school, or during lunch hour or recess without authorization. This includes having a gun in your vehicle. **PLEASE BE AWARE OF THIS POLICY.**

#### **Extra and Co-Curricular Rule Violations**

A student found to be in violation of a school rule or training rule:

1. Will be declared ineligible and may not participate.

2. If the infraction is of a serious nature and civil law has been broken, the student may be referred to the local law enforcement authority. Student violations will also be handled through school discipline procedures.
3. If on a school sponsored trip, parent/guardian will be notified and the student will be sent home at the expense of the parent/guardian.

NOTE: Students who are under a suspension (FISS or OSS) may not participate in co-curricular event during the day of their suspension.

### **Students' Rights**

1. A student charged with a violation of a school rule or policy shall be informed of the nature of the alleged violation.
2. A student shall have the right to a hearing before the principal, teacher, and be able to present information on his/her behalf concerning the alleged violation.
3. A student may appeal consequences given out because of misbehavior in accordance with district policies.
4. A student may not be subject to different conditions, requirements, rules, or sanctions and may not be denied services extended to others or treated differently in aid, benefit, or service in any area of the educational program on the basis of sex, race, marital status, national origin, or handicapping condition.

### **Extra and Co-curricular Activities Information**

Extra and Co-curricular programs are provided to help students develop leadership, character, sportsmanship, and a broad range of interest. All sports and activities are open to all students in accordance with district policy. All participants in school sponsored athletic and activities programs must abide by the rules and regulations set forth by the Montana High School Association and the Arlee School Board along with all local & state policies. The goals for our Extra and Co-curricular programs are as follows:

1. Students shall learn and demonstrate good sportsmanship.
2. Students shall learn and practice the skills and knowledge for the sport or activity involved.
3. Students shall develop and enhance their own sense of self-worth and school pride.
4. Students shall develop a sense of healthy competition and a desire to win.

### **Philosophy and Goals of Extra and Co-Curricular Activities Programs**

The philosophy of the Extra & Co-curricular programs is to provide an appropriate set of diverse experiences to interested students beyond the school instructional program. In support of this we recognize that students are unique, mature at different rates, and have different interests, and that those interests will likely change as the students mature. It is the desire to have cocurricular activities available to as many students as can be accommodated by the resources of the district without regard to race, creed, or marital status. Some restrictions may be imposed based on gender, and /or age in line with the rules and regulations established by the Montana High School Association (MHSA) and the Arlee School District Policies.

At all levels, it is the goal of the district to promote good sportsmanship, increase knowledge and or skill, promote cooperation and teamwork work, and develop a positive attitude and conduct in all participants.

The school district will attempt to provide co-curricular activities for the students to the extent that its resources permit. We aspire to promote a love of the game/sport/activity and the desire to compete as appropriate.

## Participation in Activities

Participation in athletics and activities is a privilege offered to students of Arlee Schools. Students will demonstrate good citizenship, a satisfactory academic record, and good behavior record. Activities (Co-curricular):

Participation is defined as being engaged in the game as a member of the team or participation is defined as being an active member of the group or club.

A teacher, parent/guardian acting as a coach, advisor or chaperone at school sponsored activities has the authority to administer school policy and enforce school rules. Participants who violate training and/or conduct rules established by the coach or sponsor may lose the privilege of further participation in co-curricular activities.

Participants who are under a sanction of ISS, Friday School or Out of School Suspension can NOT practice or participate in an event or activity during their assigned suspension day.

## Attendance Rules for Extra and Co-Curricular Practice

- ✓ **If an athlete is absent and/or tardy, he/she may not practice and/or play in a game with the team that day.**
- ✓ **If a student needs to miss school for medical/dental only, the Athletic Director must be notified 24 hours in advance for the student to practice or participate in a game.**

## Rules for Ineligible Students:

Athletic activity students who are academically ineligible may not ride the bus, or travel with the team or participate in the games. Students may attend practice. Club activity students who are academically ineligible may attend meetings, but not participate in events.

## Activities Available

The following co-curricular activities are available to students but not limited to this list, except as limited by Title VII restrictions, Montana High School Association policies and the availability of district resources:

<b>Clubs:</b>	Close Up	Music Club	Drama Club
	BPA	Honor Society	FCCLA
	Indian Club	Pep Club	Student Council
	Spanish Club	Drivers Ed	Weight Lifting Club
<b>Athletics:</b>	Basketball	Football	Volleyball Softball
	Track	Wrestling	Cross Country

## Statement of Risk

Students and parents/guardians should be aware that athletics and many activities involve the potential for injury. Even with the best of coaching, professional trainers, the use of the most advanced protective equipment and strict observing of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability paralysis or even death. Parents/guardians must assume the responsibility for expenses for any injuries received in practices or game.

## Activity Pass [Policy 7420](#)

A student activity pass must be purchased by every student in grades 7<sup>th</sup> through 12<sup>th</sup> and by 6<sup>th</sup> grade students who participate in our 6<sup>th</sup> grade sports programs. This pass will admit the student to all regular home season athletic events.

Scholarship programs are available. Please contact the school office for more information.

Student Activity Pass: (K-12) \$30.00

Family Pass: \$80.00

Individual Adult Pass: \$50.00

Kids (5 and Under): Free

Couple Pass: \$65.00

Senior (65 & over) Free

### **Athletic Requirements**

Students must have on file, in the office, all pertinent forms required for participation in sports. No student may participate in sports without purchasing an athletic pass and must have all the required forms filed, such as a current physical examination by a licensed health care professional, parent permission for sports and activities participation, medical consent, and permission to travel.

A copy of the training rules will be given to each athlete at the beginning of the sport season. In addition, the following requirement applies:

1. All students interested in participating in school sponsored athletics and some activities must have a completed physical examination on file with the school **BEFORE** beginning conditioning, practice drills or competition.
2. While not required, parents are strongly advised to have sufficient health and accident insurance coverage. Information about supplemental insurance specifically designed for schools are available in the school office.
3. For a student to participate in an out-of-town school activity, he/she must ride with the team on the transportation provided. All team members are expected to return with the team, except a participant may be picked up by his/her parents/guardians, provided the parents/guardians have contacted the coach/sponsor in advance, have a completed Alternative Transportation form on file and have received approval. A completed Alternative Transportation Form, with prior approval will be sufficient to release their child to travel with another adult. The adult may not be another student or a boy or girl friend, and the student must travel with the adult to whom the student has been released.
4. In unusual circumstances, if a student is unable to ride with the team, he/she may still participate, provided it has been pre-approved. approved.
5. The student must request approval from the coach in advance and the coach must get the approval of the school principal/activities director. If a student must serve detention and does not ride with the team, he or she may not participate. Coaches or sponsors may develop other training and conduct guidelines related to the conduct of their sport/activity as they see fit. The consequences may be more stringent but not less than Arlee School, state, federal or MHSAA policies.
6. Students will report to school nine hours after a team returns after 12:01a.m. (Advisors/Coaches will let office personnel know the exact time along with a student list).
7. Per Montana State Law passed in 2013, all students, parents/guardians will need to read and turn in the Dylan Steiger's Protection Act Form complete with all signatures before they can participate in any ASD sports.

### **Rules for Quitting a Team**

If a member quits a team for any reason during the season, he or she will be dropped from the team roster for the remainder of that particular season and be barred from any post-season awards for that activity.

### **Personal Conduct**

All extra and co-curricular participants, students, and spectators are expected to show respect to teachers, officials, spectators, teammates, and opposing participants before, during, and after a contest.

A student found to be in violation of a school policies and/or program guideline will be declared ineligible and may not participate until a parent/guardian, student, principal, and advisor/coach meeting has taken place and may be excluded from any future school sponsored activities. If the infraction is of a serious nature and criminal or civil law has been broken, the student will be referred to the local law enforcement authority. Students may be sent home.

### **Stopping on School Trips**

Buses transporting students on school related trips do not make any unscheduled or unnecessary stops while going to or returning from the activities.

### **Concerns and Complaints Policy 1700, Policy 4310**

If a concern arises, please talk with the teacher/advisor/coach involved so that it can be resolved at the lowest level. If at that time, the matter cannot be resolved, please contact the secretary to obtain a complaint form which outlines the steps to resolve the conflict.

### **Release of Participants after Events Not Held at the School**

For the safety of students, the following guidelines will be used in determining when to release students from the authority and responsibility of school officials after co-curricular or extracurricular events. Examples of such events include but are not limited to competitive sporting events, band and choral festivals and similar events which are held away from the school grounds. The general guideline will be to release students to their parents/guardians only.

Arlee staff members, advisors or coaches are required to have administrative approval prior to the release of a student to someone other than the parent/guardian. Telephone requests will not be honored, except in cases of verifiable emergencies. Parents/guardians need to complete an Alternative Transportation Form, which is kept on file in the office and with the advisor/coach.

### **Academic Eligibility**

To participate in sports and all other sanctioned activities, students must meet the standard set by the Montana High School Association and guidelines set by the Arlee School District. The standards and guidelines are as follows:

Arlee High School: Eligibility will be determined on the Tuesday following any grading period within the semester. There will be four (4) grading periods within a semester; mid-term & quarter at the first, second, third and fourth quarter/semester. No Exceptions. Students must have a GPA of 2.0 or higher and no "F" within the grading period. Academic Eligibility is determined using the following scale: A's equal 4 points; B's equal 3 points; C's equal 2 points; D's equal 1 point and F's equal 0 points.

Arlee Junior High School: Students who fail two (2) or more quarters may be considered for retention. A meeting with parent/guardian, teacher/student, building principal and counselor is required to discuss possible intervention(s).

Eligibility does not affect prom attendance or any required club competition where student participation is required for a grade (i.e. band (EXCLUDING PEP BAND) and music competition). The date that grades are posted determines academic eligibility or ineligibility.

Co-curricular students who are academically ineligible may not ride the bus, or travel with the team or participate in the game/event activity in any capacity. Students may attend practice/club meetings, at the discretion of the coach/sponsor.

## **Parental Responsibility**

Students spend roughly 12.5% of their year in school related activities. The remainder of the time, they are their parents' responsibility. To ensure the best results, the parents and educators must cooperate in this joint venture to create a productive environment in which the student may grow and learn.

## **Training rules**

Training rules are a significant factor in teaching students healthy and responsible lifestyle habits. They cannot, however, be completely effective if the educators, students, and parents do not all strive to ensure their success. School officials try to consistently administer and enforce training rules and regulations. For this program to be successful the student's parents must strive to do the same.

## **Student Offices and Elections**

Every enrolled student of Arlee High School is entitled to vote in school elections. The President, Vice President, and

Secretary/Treasurer, Representative for the Student Council will be elected through a school wide election according to the Student Council Bylaws. Each class will select a President, Vice President, Secretary/Treasurer, and a Representative for the Student Council at the beginning of the school year.

## **Achievement Tests**

Each spring achievement tests are given to students. The purpose of these tests is to identify how each child is performing relative to other children who take this same group of tests across the United States, and to assist in the determination of instructional needs. Parents/guardians may go over the results after they are returned to the school by scheduling an appointment with the counselor. The results are placed in each student's file.

## **Assemblies**

Assemblies are used to provide students with the opportunity to observe or participate in special programs which because of cost, time or other limitations cannot be provided to individual classes. All pep assemblies must be arranged with the office at least one (1) week in advance. Students serving ISS are only allowed to attend educational assemblies and must sit with the ISS Supervisor or Principal.

## **Awards**

High school and junior high students may earn a variety of academic awards for demonstrated high achievement.

## **Breakfast and Lunch Programs**

Arlee School District offers both breakfast and lunch. Each year the School Board will set the price for breakfast and lunch and is purposely kept as low as possible to keep this service nearly self-supporting. We are proud to report that ALL SCHOOLS in the district have qualified for 100% Free Breakfast and Lunch again for the 2017-18 school year. Please help us keep this federal distinction by encouraging your child to eat at school.

## **Free or Reduced Meals**

Federally subsidized free or reduced meals are available depending upon your family's income. Applications are available from the school office and all forms need to be returned to the school no later than October 1st.

## Checks

Checks to pay for activities should be made out to **Arlee Schools** unless specific information is provided otherwise. Parent/Guardians can now pay online through Infinite Campus for fees, lunches. For more information, contact Michelle Wieler, Network Administrator at 406-726-3216 ext. 2400.

## Drop/Add

Student requests to drop and/or add classes will be considered during the first week of each semester. After that, only special cases will be considered. Students may not enter or drop a course in the middle of the semester without a written request from the parent/guardian and student to change a class. A meeting between the parent/guardian, student, counselor, and YES Advisor (if applicable) is required before the change can take place. When a student makes up a course he/she has failed, the work must be made up in the semester the teacher will be covering the same material.

## Emergency School Closure

The announcement of emergency school closure or bus schedule changes will be broadcast on the following radio, television stations, and social media platforms:

KLCY (930 AM) Missoula

KUFM (90.1 FM) Missoula

KYSS (94.9 FM) Missoula

KGGL (93.3 FM) Missoula

KKMT

(92.3FM)

Ronan KECI

channel 13

KPAX channel

8.

Twitter: [@ArleeSchools](https://twitter.com/ArleeSchools)

Facebook: <https://m.facebook.com/arleeschools/>

## Insurance

The Arlee School District does have some limited insurance for accidents which occur during the school day. NOTE: There is no insurance for injuries which happen during physical education classes or extracurricular activities. For that reason, it is strongly recommended that all students have additional health or accident insurance purchased by parents.

## Illness or Accidents during School

We believe students should attend school as much as possible; however, sudden illnesses or accidents do occur. When a student is unable to continue in class he/she must come to the office. Office staff will attempt to notify the student's parents/guardians to have them come to pick up the student. If parents/guardians cannot be contacted and no other emergency contact information has been provided, then the school officials will act in *loco parentis*, that is in place of parents, and will make the appropriate decisions for the best interest of the student.

## Medications      Policy 3416 & 3416P

All prescription medication must be presented to the student health officer, or building secretary, to administer per doctor's order unless other arrangements have been made between parent/guardian, student health officer, building secretary or principal. In case of minor injury or complaint we do

dispense antibiotic cream, hydrocortisone cream, Anbesol, Antacids (TUMS), and occasional cough drops as needed.

Acetaminophen for headaches and ibuprofen for inflammation may be dispensed by the student health officer and junior high/high school secretaries after a release form is signed and on file in the office.

Records will be kept regarding student use of prescription medication. If overuse is suspected, parents will be notified and services will be suspended until further notice.

Inhalers can be carried by the student if the medical authorization form is completed and on file in the office or with the Student Health Officer.

### **Student Health Officer**

Arlee Schools employs a part-time student health officer. He/she may not prescribe medications, but can provide first aid until more qualified emergency personnel arrive or a student is taken to other medical treatment.

### **Fundraising**

Any activities may be allowed for specifically approved projects. They must follow these guidelines:

1. The student leader of the group wishing to have the fund-raising activity must first get the approval of the teacher sponsoring the group.
2. The group will then submit the proposed fundraising activity to the Student Council for approval including summer fund raising projects.
3. Finally, the principal will review the proposed activity to insure it has been approved and that it is in accordance with school district policy, Tribal and Montana laws.
4. During summer fund raising, the coaches/advisor will need to contact the Principal or Activities Director who will contact the student council advisor for approval/denial of the activity.

### **Grading Scale**

The teachers and administration would like to give students a consistent and positive experience in the grades they earn. To help reach these goals, a standard grading scale for each classroom for students in grades 9-12 will be used.

A+ 100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 & below
A 94-99	B 84-86	C 74-76	D 64-66	
A- 90-93	B- 80-83	C- 70-73	D - 60-63	

### **Honor Roll Pass**

Students making the Honor Roll are eligible to apply for an Honor Roll Pass. To receive an Honor Roll Pass the following requirements must be met from the previous quarter:

1. The students had fewer than six (6) excused absences.
2. The student can have zero (0) unexcused absences.
3. The Honor Roll Pass must have prior approval of the principal, the teachers, and parents/guardians and must be given to the office by end of school the previous school day.
4. Students cannot take their passes the last week of the quarter or during finals week.
5. Students must have been enrolled in Arlee School for the entire previous quarter.
6. A student cannot have received ISS, FISS, OSS, or Major Referral. Note: Honor Roll Pass will not count against the five (5) day attendance limit.

### Honor Roll

The Honor Roll will be compiled using a 4.30 scale. To make Honor Roll a student must have a minimum of 3.30 GPA considering all courses in which the student is enrolled. Students with an “F” will not be allowed on the honor roll. The following table will be used to compute the student GPA and indicates the value of each possible grade.

A+ 4.30	B+ 3.30	C+ 2.30	D+ 1.30	F 0.0
A 4.00	B 3.00	C 2.00	D 1.00	
A- 3.70	B- 2.70	C- 1.70	D - 0.70	

To participate in graduation, a student must complete the Arlee and state graduation requirements to be fully eligible and in good standing when the exercise is held to receive a diploma. Note: “In good standing” means all books, equipment and other items belonging to the school have been returned clean and in good condition; any money owed to the school has been paid in full; and the student demonstrates satisfactory behavior and citizenship.

### High School Graduation and University Preparation Requirements Policy 2410, 2410P

Each student is required to take a minimum of six classes each semester during all four years. Graduating students who are in the class of 2014 and beyond will be required to have 24 credits to graduate.

4.0 credits of English- **All seniors are required to take a senior English class.**

3.0 credits of Math

3.0 credits of Science to include Biology I & Earth Science

1.5 credits of Physical Education (PE)

0.5 credits of Health

1.0 credit of Art or Music

3.0 credits in Social Studies to include US History & Government

0.5 credits of Computer Education

0.5 credits of Vocational

1.0 credit of Consumer Economics

5.0 credits of Electives or as per approved by an Individual Education Program

## Honors Diploma Requirements

### Required Classes:

2 full credits of: AP English III (10), Dual Enrollment Writing (.50 credit) fall semester, Speech (.50) spring semester, Dual Enrollment LIT 110 (.50 credit) spring semester, Multicultural LIT (.50 credit) fall semester.

2 of the 3: two full Credits: Chemistry (1.0 credits, Physics (1.0 credits), AP Biology (1.0 credits)

Required: 1 full credit: AP US History

1 of the following 3: 1 full credit: Art II(1.0 credit), Full year of world language, Advance Family Consumer Science (1.0 credit)

Minimum GPA: 3.0

### **Valedictorian Selections:**

The valedictorian will have an honors diploma unless no student earns one in any given year. In the case of a tie between the highest GPA's of both honors diplomas, there will be co-valedictorians. In case no one earns an honors diploma in a given year, the valedictorian is the student with the highest GPA, but will receive a regular diploma. Selections of the salutatorian will follow the criteria for the selection of the valedictorian.

Students may substitute online classes for face to face classes in case of scheduling conflicts and will need to petition to the Honors Diploma Committee.

NOTE: For earning credits toward a regular or honors diploma, students are required to take classes at A.H.S. in the following way: Face to face classes taught at Arlee High School (A.H.S.), online classes taught through Montana Digital Academy and Brigham Young University (B.Y.U.)

Acellus, Odysseyware, PLATO or other computerized programs will not count for credit toward a regular or honors diploma. These options will be allowed only for students in credit recovery programs or for at-risk students admitted to the YES program. NOTE: If a student takes an online class with Montana Digital Academy, (MTDA) the student will follow all rules of MTDA. Arlee School will report the grade the student receives with MTDA. Students and parents will need to communicate with the MTDA instructor.

If a student takes online classes with MTDA or BYU during a regular scheduled period of AHS, the student will need to finish the class within the semester the grade is to be credited.

Seniors are required to be in attendance six (6) out of seven (7) consecutive class periods. Only one (1) class can be a teacher's aide position. Five (5) core classes and one (1) TA. Arlee School will only allow a maximum of (2) two credits of School to Work credits during the student's A.H.S. career. Students who are requesting work release must supply documentation of employment on their employer's letterhead for each credit requesting. One hundred and forty-eight hours (148) of documented work time will equal one (1) elective credit.

Note: All underclassmen (9 – 11) must be enrolled in seven (7) consecutive class periods. Underclassmen may not be Teacher’s Aides. Successfully working as a teacher’s aide earns 1/8 credit per quarter on a Pass/Fail grading system.

## **Report Cards and Grades**

Report cards are sent out four times each year (approximately every nine weeks). In addition, midterm progress reports are sent out. The purpose of these reports is to describe formally the progress of each student to parents/guardians as follows:

- A Academic Excellence
- B Superior Scholarship
- C Average Scholarship
- D Below Average Scholarship, yet passing
- F Unsatisfactory Scholarship
- I Incomplete (see note #1)
- P Pass
- NC No Credit Earned (See [Attendance Policy](#), Page 6)

Note #1: Incomplete grades are given only in cases of illness, emergency, or by prearrangement.

Note #2: Late assignments which are handed in after they are due may have grades reduced. If a grade will be affected is at the sole discretion of the teacher.

## **Academic Support Services**

The Arlee School helps students through the following services. Student Email Accounts- Students will be assigned school email accounts that can be accessed remotely. The school will monitor all accounts and students will be required to follow the current appropriate use agreement protocol.

## **After School Services - After School Tutoring**

Arlee School student academic assistance is available for all high school students, Monday - Thursday, 4:00 pm - 6:00 pm. All students are encouraged to attend; transportation is not provided for this program.

## **In School Services**

### **Special Education**

The school offers special education services for qualified students. Special education differs from Title 1 assistance because specific individualized learning objectives are written.

Parents/guardians, counselors, teachers, or school administration may refer a student to determine if the student qualifies for this service. Please contact the principal for more information or assistance.

### **Counseling & Guidance Service Policy 2140**

Counseling services are available to help students in a variety of school situations. Arlee School counselor’s help students get to know themselves, their abilities, their interests, and help them determine what further education is necessary.

## **Indian Education Committee**

The Indian Education Committee works with Indian parents for the betterment of the American Indian children attending the Arlee school system. This committee communicates and works in partnership with the school district to address and resolve concerns brought to the attention of the IEC executive board. Through the Community Needs Assessment, JOM monies are allocated for the use of the eligible student population. Title VII and Impact

Aid applications and budgets are reviewed by the IEC. Meetings are held on the last Wednesday of the month during the school year, with special meetings as necessary.

**Traffic Safety Education Program (Drivers Education)**

The Arlee High School Traffic Safety Education Program meets all standards required by Montana Office of Public Instruction and is CDTP certified by the State of Montana Motor Vehicle Division. Course guidelines and curriculum are available online. For information please visit: [www.arlee.k12.mt.us](http://www.arlee.k12.mt.us). Select Activities Tab Driver’s Ed.

**Field Trips**

During the year, students may have the option to participate on field trips. If the field trip is not a class required trip, eligibility rules will apply. Students not academically eligible are to remain at school. (i.e. Required field trips are/ but not limited to: Gear Up, class required trip where student grade is required).

Please Remove This Page and Return It to the Office at The Beginning of the School Year

**Handbook Parent/Guardian Receipt Signature Page**  
**2018-19**

It is very important for Arlee School students and their parents/guardians to read this handbook. The information included in the handbook will help the student to have a successful school year and will alert you to changes in policy.

Please sign below and return this sheet to the school secretary within eight (8) school days after enrollment or at the beginning of the school year that you have read the student handbook.

Print Student’s Name

Student Signature

Date

Parent’s/Guardian’s Signature

Date

Throughout the school year, Arlee School offers students opportunities to visit with different colleges, universities, the military, state, federal and tribal entities. The students at Arlee School may choose to participate in the visits if they so desire. If a student's parents/guardians do not want their child to visit with the above-named representatives, they may inform the school counselor by written request or by marking the box on this form. Information considered directory information may be released.

By marking an "X" in this box, you are requesting the school NOT release your child's photograph for media publication.

By marking an "X" in the box, you are requesting your child NOT visit with a college, university, military representative, state, federal or tribal entities. If you change your decision during the school year, please contact the school counselor.

## SCHOOL RECORDS/DIRECTORY INFORMATION

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record.

**The permanent record will include:**

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § [20-5-406](#); [20-5-403](#) MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related.
- Photo Record of student (if available)

**The cumulative record may include:**

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

### FERPA REGULATIONS:

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

“Eligible” students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record.

Parents/guardians or “eligible” students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

**2. The right to request amendment of the student’s education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); with a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student’s school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

**5. The right to prohibit the release of directory information concerning the parent’s/guardian’s child. Throughout the school year, the District may release directory information regarding students, limited to:**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt out, unless the parent or student rescinds the decision.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

**6. The right to request that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

**7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S.

Department of Education 400

Maryland Avenue, SW Washington,

DC 20202-4605 [Policy 3600F](#)

**Arlee Joint School District No. 8**

72220 Fyant Street, Arlee, MT 59821  
(406) 726-3216 FAX (406) 726-3940

**Accessible Responsive Learning Environment for Excellence**

**Survey Option Out Form**

2018-2019 School Year

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Arlee School District No. 8 to notify parents/guardians and obtain consent or allow you to opt your child out of participating in certain school surveys or activities.

The surveys are anonymous and may ask students questions about behavior such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Arlee School District will provide parents/guardians, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the survey. A parent/guardian must sign and return the attached opt out form at the beginning of the year if your child may not participate in the survey or activity.

If you wish to review any survey instrument or instructional material used relating to any protected information, please submit a request to Arlee School District, 72220 Fyant St, Arlee, MT 59821. Mr. Whitesell, Superintendent of Arlee School will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before they are administered to a student.

**Only sign if you Do NOT give consent.**

I do NOT give consent for \_\_\_\_\_ to participate in school surveys  
(student name)

or this/these activity/activities \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Please return this form to the following school office upon completion.

- Arlee Elementary School 72220 Fyant St, Arlee, MT 59821 ATTN: Carolyn Clinkenbeard, K-2 Secretary
- Arlee Elementary School 72220 Fyant St, Arlee, MT 59821 ATTN: Wendy Swab, 3-6
- Arlee Junior High School 72220 Fyant St., Arlee, MT 59821 ATTN: Jamie Rice, 7-8 Secretary
- Arlee High School 72220 Fyant St., Arlee, MT 59821 ATTN: Val Espinoza, 9-12 Secretary