

ROCKY BOY HIGH SCHOOL

STUDENT HANDBOOK



2018- 2019

Rocky Boy High School
81 Mission Taylor Road
Box Elder, Montana 59521
(406) 395-4270 (406) 395-5958 (fax)

Dear Students, Parents, and Guardians,

We are excited for a new year with many changes! According to Socrates, “The secret of change is to focus all of your energy, not on fighting the old, but on building the new.” Although there are always kinks to iron out, we are enthusiastic about the 2018-19 school year and the opportunities for learning it brings to your student.

This handbook is intended to give your student and you an understanding of the standards, basic policies, and guidelines our high school uses. Please take time to go over this, discuss it with your student, and then complete the back page and return it to school acknowledging that you have received and read this handbook together.

We encourage you to partner with us, in your student’s education, by establishing a positive relationship with your learner’s teacher who will be working diligently to ensure the academic growth of your student. Be sure to mark your calendar for Parent-Teacher Conferences, as this is a chance to get specific feedback about your student’s progress. Working together, the sky is the limit!

If you have any questions or concerns please contact us at 395-4270. We look forward to a successful school year!

Mrs. Melissa Han
Jr. High/High School Principal

Rocky Boy Schools 2018-2019 Calendar



July

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	⊗	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 - 4th of July Holiday

August

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	⊗	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 - Pow Wow Holiday

17 - 1st Day For Staff

20 - PIR-Staff 21 - Training

22 - 1st Day For Students

September

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	⊗	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 - Labor Day Holiday

October

SUN	MON	TUE	WED	THU	FRI	SAT
						1
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 - 1:30 P.M. Dismissal

18 - Sports/19 - N.S.A. for Teachers-D/D SCHOOL

24 - End of 1st Qtr

November

SUN	MON	TUE	WED	THU	FRI	SAT
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	⊗	⊗	24
25	26	27	28	29	30	

1 - Parent-Teacher Conferences 6-7 PM

21 - 1:30 PM dismissal

22 - Thanksgiving 23 - Holiday

December

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	⊗	⊗	26	27	28	29
30	⊗					

20 - 1:30 PM Dismissal

26-25 - Winter Holiday

31 - New Year's Eve Holiday

January

SUN	MON	TUE	WED	THU	FRI	SAT
		⊗	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	⊗	25	26
27	28	29	30	31		

1 - New Year's Day

2 - No School

14 - End of 2nd Qtr/ Fall Semester

24 - Parent-Teacher Conferences 6-7 PM

25 - PIR-Staff Training

February

SUN	MON	TUE	WED	THU	FRI	SAT
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

15 - No School

22 - No School

March

SUN	MON	TUE	WED	THU	FRI	SAT
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - No School

18 - PIR-Staff Training

25 - End of 3rd Qtr

April

SUN	MON	TUE	WED	THU	FRI	SAT
						1
						2
						3
						4
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	⊗	23	24	25	26	27
28	29	30				

4 - Parent-Teacher Conferences 6-7 PM

18 - 1:30 PM Dismissal

19 - No School

22 - Spring Break

May

SUN	MON	TUE	WED	THU	FRI	SAT
						1
						2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	⊗	28	29	30	31	

27 - Memorial Day Holiday

30 - End of 4th Qtr/Spring Semester

June

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- ⬡ First Day Of School
- ⬠ 12:30 Dismissal- Training for Teachers
- ⊗ Holiday- No School All employees on vacation
- PIR -Staff development no school for students
- No School - for students, teachers, tutors, cooks, drivers
- / End of Quarter
- ★ Parent/Teacher Conferences 4 to 7 PM
- △ Early Dismissal @ 1:30



BELL SCHEDULE 2018-2019

Regular Bell Schedule

1st Period warning bell: 8:27 am

<u>Class Period:</u>	<u>Regular Schedule</u>
1	8:30 - 9:20
2	9:23 - 10:13
3	10:16 - 11:06
4	11:09 - 11:59
LUNCH	11:59 - 12:36
5	12:39 - 1:29
6	1:32 - 2:22
7	2:25 - 3:15

Early Dismissal Bell Schedule

1st Period warning bell: 8:17 am

<u>Class Period:</u>	<u>Early Dismissal Schedule</u>
1	8:20 - 8:56
2	8:59 - 9:35
3	9:38 - 10:14
4	10:17 - 10:53
5	10:56 - 11:32
LUNCH	11:32 - 12:12
6	12:15 - 12:51
7	12:54 - 1:30

Quarter/Semester Testing Schedule

Period 1 or 2	8:30 - 10:00
Break	10:00 - 10:13
Period 3 or 4	10:16 - 11:46
LUNCH	11:46 - 12:36
Period 5 or 6	12:39 - 2:09
Break	2:09 - 2:22
Period 7	2:25 - 3:15

Lunch Schedule

	<u>Regular</u>	<u>Early Dismissal</u>
Seniors:	11:50	11:32
Juniors:	11:53	11:35
Sophomores:	11:56	11:38
Freshman:	11:59	11:41
8 th Grade:	11:59	11:41
7 th Grade:	11:59	11:41

****Class and Club meetings will be held before or after school****

Buses Departs: 3:30 p.m.

Early Dismissal-Buses Depart: 1.45 p.m.

Activity Bus Departs: 5:00 p.m.

I. STUDENTS RIGHTS AND RESPONSIBILITIES

A. Rights of the Individual. Each student at Rocky Boy High School has and shall have protected the following rights:

1. The right to an education and to an environment which allows learning and growth to take place.
2. The right to participate in decisions affecting his/her education and matters affecting the educational programs.
3. The right to freedom of speech and expression, including symbolic expression such as in dress and length of hair, so long as the expression does not disrupt the educational process, impose upon the rights of others, or create a health hazard. Students will not be permitted to wear clothing displaying or promoting tobacco, drugs, alcohol, gang activity or sexual innuendoes. **Scarves, hats, or other headgear is NOT** to be worn at any time within any school buildings. "DOO RAGS/colored bandannas or gang symbols are not to be worn or displayed at ANY time."
4. The right to freedom of religion and culture.
5. The right to respect and fair treatment from fellow students, as well as from school staff.
6. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
7. The right to freedom from discrimination.
8. The right to Due Process in every instance of alleged violation of school policies, which result in the student's suspension or withdrawal from school or in any other disciplinary action. (See Section C: Grievance Procedures)
9. The right to an environment free of sexual harassment. This includes, but not limited to, lockers, book covers, clothing, book bags, and visible tattoos.
10. Regarding student records, federal law requires that "directory information" on students be released by the District to anyone who requests it unless a parent objects in writing to the school. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising your right to limit release of this information, you must mark through the items of directory of information listed above that you wish the District to withhold about your student(s).

B. Student Responsibilities.

The Student Rights outlined above also carry with them responsibilities. Students shall bear the following responsibilities in the exercise of their rights and freedoms.

1. To attend school daily, unless excused in accordance with Student Policies and Procedures, and to be on time to all classes.
2. To respect the rights of others and to conduct oneself in accordance with established Student Policies and Procedures.
3. To make decisions for the good of all without infringing upon the rights of others.
4. To express opinions and ideas in a respectful manner that does not slander or abuse others.
5. To respect the beliefs of others.
6. To respect the freedom of expression exercised by others.
7. To adhere to the following dress guidelines: Halter tops, bare shoulders, thin straps, backless or low-back shirts, short shorts, muscle shirts, T-Shirts without sides, and tops that do not cover the waist are not allowed. Baggy

pants and wallet chains create safety concerns and are inappropriate. Students should wear a warm coat, gloves, hat, and boots when the weather is cold. Students are required to wear shoes at all times.

8. To observe the prescribed procedures for due process as outlined below in Section C.

C. Grievance Procedures

1. The District 87 J-L School Board is the sole authority, which can alter the policies and procedures of Rocky Boy High School.
2. Every student shall have access to a copy of the Handbook on the school webpage and will be responsible for its contents. Parents are also required to read and sign off, acknowledging awareness of the contents of the handbook. Parents who do not have access to the webpage may ask for a printed copy of the Handbook.
3. All students are entitled to be heard. No action will be taken against a student without the opportunity of telling his/her side of the incident, except when their presence poses a safety risk.
4. A student, as well as the parents/guardians, will be informed of every violation of school policies, or of any action that affects the students standing in school.
5. Any student who feels that he/she has been treated unfairly may report his/her concerns in the following order:
a) teacher b) principal c) superintendent
6. In any action or complaint which affects a student, he/she has the right to request a review before the school board, once all other procedures have been exhausted.

II. STUDENT POLICIES AND PROCEDURES

To insure that the mutual obligations of both staff and students are fulfilled, the school board has adopted the following policies and procedures:

1. Immunization

Before a student can enroll and attend classes at Rocky Boy High School, they must show proof of immunization. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubella (measles), rubella, mumps, poliomyelitis and tetanus.

As of October 1, 2015, students will need to be vaccinated against varicella disease, more commonly known as chickenpox. All students in kindergarten through 12th grade will need to have two doses of varicella vaccine. If a student has already had a case of chickenpox, documentation from a physician can be accepted in lieu of the vaccine. Additionally, students who already had two doses of the vaccine do not need to repeat it. Students in 9th -12th grades will also be required to have one dose of pertussis (whooping cough) containing vaccine. In previous years, only a Td, or tetanus/diphtheria, shot was required. The new law adds the pertussis component.

2. Attendance

Attendance does affect a student's grades. Students who are not in class miss out on learning opportunities that cannot be made up (ex. classroom discussions, answers to student questions). It is the responsibility of the parent or guardian to notify the school when a student is or will be absent. It is the student's responsibility to present written documentation for each absence if requesting an excused absence upon return to school. If no notification is made, the absence will be considered unexcused. Any student who accumulates 5 or more unexcused absences in a semester will be referred to the proper authorities for truancy.

Attendance reports will be sent out to parents when a student has accumulated 3, 5, and 7 absences of any kind, even if the school has been contacted by parents. Parents will continue to get letters for successive absences. The school will attempt to notify the parents by phone regarding each absence. Teachers will contact parents regarding students with excessive absences in their classes. Students with excessive absences and/or failing grades will be referred to the Student Support Team.

Students who miss more than 5 days will be required to attend a hearing with the attendance committee and their parents or guardians where their responsibilities will be outlined and will be recommended to sign an attendance contract for the remainder of the semester. Students who continue to miss school and accumulate 10 unexcused days will be withdrawn for the current semester.

Unexcused absences may be made up by attending Saturday School, when available. Make up time for partial days will be at administrator discretion. Students may only make up 6 days per semester in this manner.

Students who miss all or part of class will lose attendance points, but may be allowed to make up any assignments for that class if excused. They will have 2 days for each day absent to complete the assignments for the days missed.

Unexcused admission to school after 10 A.M. will count as a half day absence. If your child is checked out leaves school, unexcused prior to 2:30, it will count as a half day absence.

State law requires that students who miss more than 10 consecutive days be dropped.

Saturday School: offered periodically throughout the year (9:00 a.m.- 3:30 p.m. with 30 minute lunch).

- Transportation and lunch for Saturday School is up to the student.
- Completion of a full day will substitute for 6 tardies or 1 full day, unexcused absence.
- Must sign in and out of Saturday School.
- NO ELECTRONIC DEVICES ALLOWED. They will be confiscated.
- Must bring homework or school-appropriate reading material.
- NO food or drink in Saturday School.
- No sleeping, talking or playing games in Saturday School.
- NO hats, hoods, or other headgear.
- Breaks are held from 11:00 until 11:15 a.m. and 2:30 until 2:45 p.m. To be tardy from a break is unacceptable. Those who are tardy will be sent home with no penalty; however, credit **WILL NOT** be given for that day.
- Only make up 6 days of absence using Saturday School per semester.

3. Tardies

Students are expected to be on time for every class and in their assigned seat when the bell rings. Tardies will also result in the loss of attendance points on grades.

If students are tardy to first period, it counts as a tardy to school and class. When this happens, the student must pick up an admit slip from the main office prior to entering first period. Tardiness to any period should be made up with the teacher, preferably after school the same day. Unexcused tardies count toward the attendance policy and the attendance portion of the grade. Unexcused tardies may be made up by attending Saturday school when available.

Completion of a full day of Saturday school will make up 6 tardies to either class or school. Students must inform the Saturday School teacher which class or classes they wish to have the tardies excused.

4. Closed Campus

Once a student is on campus they are not allowed to leave unless they are checked out by their parent(s) or custodial adult. Students who leave campus during school hours will be considered truant/skipping. **At administrator's discretion, specific groups of students may be allowed off campus privileges when earned.**

5. Conduct

- a. To maintain an environment which lends itself to instruction and learning, high standards of conduct and citizenship will be expected from students while en route to and from school and on the school premises. Likewise, all school policies are in effect and will be enforced during school-sponsored activities.
- b. A concept, which guides both student and staff conduct, is RESPECT. Both students and staff are entitled to mutual respect, as well as cooperation. This should be demonstrated at all times.
- c. Parking Policy. The front parking area is reserved for bus loading zones, emergency vehicles, deliveries, and visitors. All staff and students WILL park in the east parking lot.
- d. Visitors Policy. The school DOES NOT allow student visitors during regular school days. All adult visitors must report to the main office and arrange for the conduct of their business.
- e. Student Check-Out Process. The office requires a visit in person from the parents or legal guardian before a student may be dismissed during school time, this includes students who are 18 years of age. **NO PHONE CALLS OR WRITTEN NOTES WILL BE ACCEPTED.** Students must also be aware that absences will accumulate when checking out of school.
- f. Internet Use Policy. Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in the classroom or other area of the school. The same general rules for behavior and communications apply. Access is a privilege, not a right. Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network. When sending or receiving electronic messages, students shall not include information that could identify themselves or other students. All internet sites containing pornography, sexually explicit, or crude/vulgar/inappropriate materials (written or pictured) are off limits to users. Students are prohibited from using e-mail, except when completing a classroom assignment and under the direct supervision of the teacher. Students are prohibited from joining chat rooms/blogs, unless it is a teacher-sponsored activity. Students violating the internet use policy will have their computer privileges suspended or revoked and may be subject to other disciplinary penalties.
- g. **Personal Electronic Devices**

In this modern age, students have possession of many electronic devices. Personal electronic devices are not allowed in the classroom at any time. Personal electronic devices may only be used **BEFORE or AFTER school and during lunch.** Personal electronic devices may be kept on "silent" mode or OFF in a student's locker. The school is NOT responsible for theft or damage of private property. All personal electronic devices will be confiscated and turned into the office when being used during class time. The following guidelines will be followed when an item is confiscated:

- 1st offense it will be returned at the end of the day.

- 2nd offense it will be given to the parent.
- 3rd offense it will be held until the end of the semester.

Students posting threatening, harassing, bullying, or negative comments about the school environment/staff/students/activities items on Facebook or similar social media sites will be referred to the administration. Administrative disciplinary measures range from warnings to expulsion.

5. Student Discipline

School personnel have the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to school, or during intermissions.

Disciplinary action may be taken against any student guilty of gross 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 students 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 an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism, skipping, or tardiness.
- Hazing.
- The forging or 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.
- Violation of internet or electronic device policy.
- Academic Non-Performance [i.e. sleeping in class or refusal to do classwork].

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: detention, counseling, suspension (ISS/OSS), expulsion, loss of student privileges, loss of bus privileges, notification to juvenile authorities and/or police, or restitution for damages to school property.

Any student who accumulates two (2) disciplinary referrals during the school year shall be placed on a behavior contract. A third disciplinary referral will result in long-term suspension and recommendation for expulsion to the Board of Trustees.

Harassment/Intimidation/Bullying Policy: Any act that substantially interferes with a students' 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:

- a. physically harming a student or damaging a student's property;
- b. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or district administrator who have overall responsibility for such investigation. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board. The complainant shall be notified of the findings of the investigation and as appropriate that remedial action has been taken.

Gun-Free Schools: A student who uses, possesses, controls, or transfers a firearm, or any object that can be reasonably considered, or looks like, a firearm, shall be expelled for a definite period or time of at least one (1) calendar year. The Board may modify the expulsion period on a case-by-case basis.

Zero Tolerance Policy: Any student who shall grossly insult or abuse a teacher, staff member, or another student anywhere on school grounds, school premises, or at school sponsored activities shall be immediately recommended for expulsion from Rocky Boy High School. The student will be placed on long-term suspension until the Board convenes to act upon the recommendation for expulsion. (Grossly Insult: Direct profane, vulgar, derogatory statements made to or about a staff member. Abuse: To use insulting, coarse or bad language to or about, making any threat or actual physical harm/touching of a teacher, staff member, or another student.)

Appeal Process for Disciplinary Action & Short-Term Suspension:

Any parent and/or student who are aggrieved by the imposition of discipline shall have the right to request, in writing to the principal, a conference with the Superintendent for the purpose of resolving the grievance. At such conference the

student and parent shall be subject to questions by the superintendent and shall be entitled to question staff involved in the matter being grieved. This appeal shall be made within two days following the disciplinary action or suspension.

Appeal Process for Long-Term Suspension or Expulsion:

Any administrative recommendation for long-term suspension or expulsion will be made by the principal to the superintendent. If the superintendent concurs in the recommendation, the superintendent shall recommend long-term suspension or expulsion to the Board of Trustees. That recommendation shall be written and provided to the student and parents and/or legal guardian and contain the following information:

a) Notification that the superintendent will be recommending long term suspension or expulsion to the Board of Trustees; b) A brief statement setting forth the misconduct upon which the recommendation is based; c) Notification of the maximum duration of the recommended long-term suspension or expulsion and notification of the possibility of loss of credit for the present semester; d) Notification of the student's right to a hearing before the Board of Trustees regarding the recommendation, his/her right to be represented by another person and to cross-examine witnesses to the extent required by law and to present information regarding the appropriateness of the recommended duration of the discipline.

6. Search & Seizure

The school and its employees are authorized to conduct searches and seizures. School employees and law enforcement officials may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger.

Search or seizure guidelines:

a. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees or law enforcement officials to believe that there is something that violates a law or school policy. This search of school property may be made without permission of the student or parent/guardian.

b. Illegal items (firearms, explosive devices, weapons, drugs, alcohol, and tobacco) or other possessions reasonably determined to be a threat to the safety or security of others, or that will probably interfere with school purposes will be seized by the people conducting the search.

c. Items, which are used to disrupt or interfere with the educational process, will be removed from a student's possession/person.

d. A student's person may be searched by school employees or law enforcement officials when there is reasonable cause to believe that the student has on his/her person illegal items that may interfere with school purposes.

e. The school maintains ownership of student lockers. The school staff may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students.

f. Motor vehicles parked on school property may be searched by school employees and law enforcement officials when there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy.

g. The school reserves the right to use dogs trained to sniff out illegal drugs, alcohol, or firearms.

h. The District uses video cameras on District property 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. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of students' educational record. The District shall comply with all applicable State and federal laws relating to record maintenance and retention.

i. Questioning of students. Law Enforcement officers or other lawful authorities wishing to question or interview a student at school will be subject to the following:

- i. 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 at school;
- ii. The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection;
- iii. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection;
- iv. The principal will cooperate fully regarding the conditions of the interview and the questioning or if the interview is part of a child abuse investigation.

j. State & Tribal laws require the District to allow a student to be taken into Legal custody under the following conditions:

- i. To comply with an order of the juvenile court;
- ii. To comply with the laws of arrest;
- iii. 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;
- iv. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
- v. To comply with a properly issued directive to take a student into custody;
- vi. By an authorized representative of child protective services, law enforcement officer, or juvenile probation officer without a court order under the conditions set out in Montana Code relating to students physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officers identify, and to the best of his/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 raises a valid objection to notifying parents. Because a principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

III. ACADEMIC & OTHER INFORMATION

Academic Non-Performance:

Students who choose to waste instructional time by sleeping, visiting, or refusing to complete daily assigned work for any or all part of a scheduled class may be removed for all or part of the class period and assigned to an Alternative Classroom Setting. Students who are removed from a class will receive a zero grade for that class period, but can make

up the grade immediately after school that day by serving a detention with the teacher. Classroom teachers will contact parents and student to resolve chronic academic non-performance.

A. Grading and Progress Reports

Commendation and deficiency notices (progress reports) will be mailed every three weeks during each quarter. Teachers may send weekly reports to those students who are failing. Report cards are distributed every 9 weeks which reflect your student's academic grades and attendance.

B. Home Bound Status

A student may be placed on homebound status only after a recommendation and documentation is received by a medical doctor or other professional. This MUST be completed PRIOR TO being approved for Home Bound Status. Students on Homebound status WILL NOT be eligible to participate in any extracurricular activity. Home Bound Status may be granted for a maximum of up to four weeks (20 school days).

C. Advancement Requirements/Promotion & Retention

The district has established a set of advancement requirements for 9-12 grade students which guides students on a course that will eventually lead to high school graduation. A minimum of 6 credits are required for advancement into the 10th grade. A minimum of 12 credits are required for advancement into the 11th grade. A minimum of 18 credits are required for advancement into the 12th grade.

Student placement, promotion, or retention will be determined after a careful evaluation of academic, attendance, social, and personal factors. A student shall not be promoted based on age or other social reason not related to academic performance. The school will notify parents of students having academic trouble which could lead to retention. Written notice will state that the possibility of retention exists and will invite the parent to visit the student's teacher(s) to see what can be done to help the student improve academically and insure promotion to the next grade at the end of the year.

D. Dropping/Adding Classes

Any changes (drop/add) to your semester class schedule must have the approval of your parent, counselor, faculty advisor, and principal within three days of the student's registration date.

E. Transfer Policy

No student will be allowed more than one transfer per year between Rocky Boy High School, Box Elder Schools, and Havre Schools. If a student has already transferred and wishes to re-enroll, they must petition the Board, in writing, and be granted permission to re-enroll before they will be accepted back at Rocky Boy High School. Transfer students living with a relative other than mother/father, must have legal custody papers on file with the school, showing who has responsibility for the student(s). Rocky Boy School will not enroll a student without having the proper legal guardianship papers on file with the school.

F. Graduation Requirements

Students must earn academic credit in every area required under Rocky Boy High School's Graduation Requirement Plan. High School students must have a minimum of 22 credits/units in all required curricular areas in order to complete graduation requirements and participate in the graduation ceremonies.

COURSES REQUIRED

Students shall carry a minimum of FOUR (4) periods of classes to be considered full time students of Rocky Boy High School. These courses will be selected from classes currently being offered at Rocky Boy High School.

College Focus Graduation Requirements:

Rocky Boy High School's Valedictorian and Salutatorian must complete these requirements. 20 credits of required classes plus 2 credits of electives for a total of 22 credits.

REQUIRED

English (4)	Math (3)	Science (3)
English I	Algebra I	Intro. to Chemistry/Physics
English II	Geometry	Biology
English III	Algebra II	Chemistry
English IV	Advanced Math	Physics/Anatomy Physiology

Social Studies (3)	Health Enhancement (2)
World History	PE/Health I
US History	PE/Health II
Government	

FINE ARTS (1)	Vocational/Technical (3)	World Language (1)
Art I	Computer Applications	Cree
	Personal Finance	
	CAD/Woods/Welding	
	Business courses	

Total Required: 20

Total Electives: 2 (Electives listed below)

Graduation Requirements:

Rocky Boy High School's graduates must complete these requirements. 20 credits of required classes plus 2 credits of electives for a total of 22 credits.

REQUIRED

English (4)	Math (3)	Science (3)
English I	Algebra I	Intro. to Chemistry/Physics
English II	Geometry	Biology
English III	Algebra II	Chemistry
English IV	Pre-Algebra	

Social Studies (3)	Health Enhancement (2)
World History	PE/Health I
US History	PE/Health II
Government	

FINE ARTS (1)	Vocational/Technical (3)	World Language (1)
Art I	Personal Finance	Cree
	Elective	
	Elective	

Total Required: 20

Total Electives: 2 (Electives listed below)

ELECTIVES:

<u>Regular Electives</u>	<u>Vocational/Technical Electives</u>	
Physics	JMG	Welding
Chemistry	Driver's Education	Foods
Cree Studies	Woods	Sewing
College Algebra	Welding	
Anatomy & Physiology	Child Development	
Honors English	Computer Applications	
Communications	CAD	

*****Please see school counselor or principal concerning number of credits required*****

G. Graduation Exercises

A student's right to participate in the commencement exercises of the graduating class of Rocky Boy High School is an earned privilege. Participation in this ceremony is reserved for those members of the graduating class who have completed all of the state and local requirements for graduation prior to the date of the ceremony. This privilege may also be revoked due to disciplinary actions.

H. Valedictorian/Salutatorian Selection

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedures:

1. The valedictorian will be the student with the highest grade point average as computed at the end of seven (7) semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of seven (7) semesters of high school work.
3. In the event of a tie for valedictorian, co-valedictorians will be honored.
4. In the event of a tie for salutatorian, co-salutatorians will be honored.
5. All classes offering a letter grade (A, B, C, D, F) will be used to compute the grade point average. Pass-fail courses will not be considered.
6. GPA's will be computed to the hundredths [.XX].
7. To be eligible for valedictorian or salutatorian honors, a student must be enrolled in Rocky Boy High School for their entire senior year, in addition to being enrolled in RBHS for the final seven (7) consecutive semesters.

I. Parent Teacher Conferences

Parent-Teacher Conferences are scheduled three times a year to help inform parents of student progress in the areas of academics, behavior, attendance, social skills and are an important time for parents to visit with the teaching staff regarding achievement. Ongoing communication is extremely important for parents and teachers. Feel free to visit the school or contact the teacher whenever you have a concern regarding your children.

J. Homework Assignments

Homework is assigned to help the student become more self-reliant, learn to work independently, and improve skills that have been taught. There is no excuse for homework that is not done or is late. Work that is turned in one day late may be graded with a 10% reduction in grade. In the event of an excused absence, a student is permitted to make up assignments that he/she missed. The student/parent is expected to make arrangements with the teacher on his/her first day back in class.

K. HALL PASSES

Students are NOT permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Hall passes are not advised during 1st and 5th periods. Hall passes should not be given during the first 15 minutes or last 15 minutes of a class period.

L. Parent and Legal Guardian Rights

Should someone be divorced, legally separated, or the legal guardian of a child other than your own, please inform the school office (guidance counselor/principal) immediately of any court or administrative proceeding which grants you the custodial rights and/or limits the custodial right of others to your child or children. We request this information to protect your rights as parents/guardians and to prevent non-custodial parents from removing a child from school without proper authorization.

M. Student Records/Cumulative File

A student's records/cumulative file are available for the legal guardian to view at any time, simply call the school office (guidance counselor/principal) and an appointment will be made. It is a good idea for you to periodically review your child's record and we encourage you to do so. A school official will be available to answer any questions you may have concerning the records.

N. Emergencies at School

Parents/Guardians will be notified if your student becomes ill or is involved in an accident at school. If you, or another person designated by you, cannot be reached, the school will do whatever is necessary to ensure the safety of your child. It is important that the school be kept informed of your current telephone numbers, as well as the name of your physician.

O. Emergency School Dismissal or Cancellation

Emergency school dismissal or cancellation may occur as a result of severe weather conditions, water and power outages, or other community emergencies. In these situations, the school will attempt to notify parents utilizing announcements on KPQX/KOJM/KHEW radio stations and phone notice to central offices located in the community. Students that ride busses will be returned home on their regular bus unless we are otherwise directed.

P. Lockers

Each student is responsible for keeping his/her locker cleaned both inside and outside. Locker use is a privilege and the lockers belong to the school. Valuables should not be kept in the lockers. The school assumes no responsibility for the loss of valuables or money.

Q. Use of School Telephone

Students are permitted to use the school telephone on a limited basis. Students will not be called from a class unless it is an emergency. Any messages for students and staff should be left with the secretary.

IV. STUDENT EXTRACURRICULAR POLICY

Rocky Boy High School, as a member of the Montana High School Association (MHSA), encourages and supports student participation in interscholastic athletics. Under the team mascots, Rocky Boy participates using the Morning Stars (girls' team) and Northern Stars (boys' team) names. Rocky Boy participates in boy's and girls' basketball, golf, cross country, and track. Football and volleyball are also offered.

The Athletic/Activities Director administers the extracurricular programs, insuring the school's compliance with MHSA requirements, establishing student eligibility, scheduling games and meets, supervising coaches and enforcing the Student Athletic Policy outlined below.

Athletics are extracurricular activities, beyond regular school responsibilities. Therefore, athletes are expected to demonstrate satisfactory academic progress while participating in athletics.

Student eligibility to participate in extracurricular competition is determined by the following:

- a. Eligibility requirements as outlined in the Montana High School Association Handbook. Weekly eligibility is monitored and student athletes must maintain a **"C" average (2.0 GPA) in each graded class.**
- b. Any student who is academically ineligible at the start of any semester will not be allowed to participate at the varsity level during that season. He/she may play at the J.V. level once they have met the academic requirements.
- c. Compliance with Student Drug Testing and Tobacco policies.
- d. Academic Standards in accordance with Student's Policies and Procedures.
- e. Compliance with School Conduct Policy, as outlined in student Policies and Procedures. As an athlete, you are a role model and are expected to act as such. Conduct problems will prevent your participation in scheduled activities.
- f. Training Rules and Regulations as set by the Coach(s). SEE: Addendum A-Athletic Training Regulations.
- g. Any student who loses books, uniforms, practice gear, and other school property or fails to return overdue books in their possession will be required to reimburse the school.

Athletes are representatives of the school and community from which they come. They are expected to demonstrate good sportsmanship while representing the school in competition.

V. GRADING POLICY

Students will be graded in the following areas: Tests (20%); Quizzes (10%); Daily Work (25%); Quarter/Semester Exams (20%); Attendance (25%).

At the end of each nine-week grading period, teachers will assign each student an overall letter grade, based on the average of their tests, quizzes, homework, quarter/semester exams. Students must earn 68% or higher to pass a class. Semester and yearly grades will be determined by averaging nine-week grades. Any nine-week average below a 36% will automatically fail a student for the semester. Any student who maintains an overall classroom average of 95% or better WILL NOT be required to take quarter/semester exams, unless they wish to improve their current grade.

If an incomplete (I) is given, the student will have one week to make up the uncompleted work.

To achieve Honor Roll status, a student must earn at least a 3.0 (B) average each 9 weeks. Any individual grade below a C- will bar a student from the Honor Roll, regardless of their overall G.P.A.

GRADING SCHEDULE AND HONOR ROLL REQUIREMENTS

Numerical Grade	Letter Grade	Equivalent G.P.A
98-100	A+	4.00
95-97	A	4.00
92-94	A-	3.70
89-91	B+	3.50
86-88	B	3.0
Cut Off Line For Honor Roll		
83-85	B-	2.70
80-82	C+	2.50
77-79	C	2.0
Any Grade Below C- Will Bar a Student From Honor Roll		
74-76	C-	1.70
72-73	D+	1.50
70-71	D	1.0
68-69	D-	.70
0-67	F	0

ADDENDUM "A": Athletic Training Regulations

Students attending Rocky Boy Jr./Sr. High School who are participating in athletics will be required to abide by the following rules established by the coaching staff and student body policies:

1. Students must follow the policies as stated in the student handbook, as well as District 87J-L policies. Violations of any policies may result in disciplinary action, which may include but not limited to suspension or dismissal of a student after due process has been afforded.

Students must follow athletic policies, school policies, and/or coaches' policies. Students are subject to disciplinary action by coaches, athletic director, principal, schools, or athletic policy individually and punishment may be resolved for each individual violation, based on seriousness of violation. Only the Board of Trustees can dismiss a student from an athletic team/activity.

2. No use or possession of alcoholic beverages from the start of the activity, as noted on the MHSa calendar, until the team or individual is eliminated from competition, which ends the season.
3. No use or possession of any type of drugs, unless prescribed by a doctor, from the start of the activity, as noted on the MHSa calendar, until the team or individual is eliminated from competition, which ends the season.

4. No use or possession of tobacco from the start of the activity, as noted on the MHSA calendar, until the team or individual is eliminated from competition, which ends the season.
5. Any team member leaving the playing floor, field, or bench area, must first receive permission from the coaching staff.
6. Any team member who displays gross unsportsmanlike behaviors while on the floor, field or bench will be escorted from the game and are subject to disciplinary action.
Any student who violates items 1-6 will be reprimanded in the following manner.
 - a. **1st Violation:** athlete(s) will be suspended from scheduled athletic activities for a four (4) game period
 - b. **2nd Violation:** athlete(s) will be suspended from scheduled contests until the Board of Trustees reviews and acts on the recommendation for dismissal.
7. Students will be declared ineligible if:
 - a. They do not maintain a "C" average in all seven (7) class periods. They will be declared ineligible until they are academically passing.
 - b. Grade reports by class will be submitted by the teaching staff by Monday at 8:30 a.m. for students who are academically ineligible. They will be reviewed by the athletic director and names will be submitted to the coaching staff by 4:30 p.m. The student will have until Thursday at 8:30 a.m. to meet academic requirements, or they will be declared ineligible for that weekend. During tournaments, deadlines will be at 4:00 p.m. Monday.
8. Any student who accumulates any unexcused tardy on the day of the game will not be allowed to participate. If an unexcused tardy occurs on Friday, the student will be ineligible to participate the entire weekend.
9. Any team member who confronts the coaching staff in any way deemed detrimental of the program will be suspended from scheduled contests until the Board of Trustees reviews and acts on the recommendation for dismissal.

A student that has an unexcused practice will miss one (1) scheduled activity. If a student has three (3) unexcused practices he/she will be suspended from scheduled contests until the Board of Trustees reviews and acts on the recommendation for dismissal from the team permanently. Parents/guardians are asked to notify either the principal, athletic director or one of the coaching staff if a student is going to be absent from practice. This notification must be either by telephone or by a visit with the principal, athletic director or coaching staff. Notes from parents/guardians will not be accepted.

Definition: Unexcused Practice

If a student fails to report to practice after attending school that same day, it will be recorded as an unexcused practice, unless the coaches, athletic director or principal have been notified **prior** to that practice by a parent/guardian of the absence from practice.

10. Students must be in school a **full day** of the day of an athletic event to participate unless excused by the principal.
11. H allowed to participate in that weekend's sporting activities, unless there is a valid reason for the absences. This does not include if the participant has been ill, we believe participating immediately after being sick will only hinder his/her recovery.

12. **Curfew Rule:** during week days, students will be expected to be home by 10:00 pm. Weekend and holidays they will be expected to be home by midnight. Violation of the curfew rule will result in:
 - a. **1st Violation:** Participant will be suspended from the team for a seven (7) day period.
 - b. **2nd Violation:** Participant will be suspended from scheduled contests until the Board of Trustees reviews and acts on the recommendation for dismissal.
13. When traveling, students will be required to ride the team bus to and from the site of the sporting event. Students/parents will be responsible to transport athlete(s) home from the school, as this will be the final destination of the team busses.
14. Students will be ***prohibited from participating*** in any athletic activity with any hickey marks.
15. Any acts against the general welfare or personal rights of any member of the staff, including working staff, will result in suspension from scheduled contests until the Board of Trustees reviews and acts on the recommendation for dismissal.

Student	Date
Coach	Date

Parent/Guardian	Date
Principal	Date

ADDENDUM "B": Student Driving

Only state licensed and insured students are permitted to park on school premises as a matter of privilege, not of right. Proof of licensure and insurance must be turned into the HS office. The school system retains authority to conduct routine patrols of parking lots and inspections of the exteriors of student automobiles on school property. The School may inspect the interiors of student automobiles parked on school property, whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Any damage to school property or personal property will be the sole liability of the driver. Students parking on school premises are required to turn their vehicle keys into the office. Failure to do so could result in loss of the privilege of parking on school premises.

ADDENDUM "C": Drug/Alcohol Free Policy

1. First Offense

The student and student's parents/guardian will be contacted regarding the offense and the student may be suspended up to three days. The student may be readmitted to school after an administrator-parent-student conference, at which time the Student Support Team will provide recommendations based on their findings. The Building Administrator will inform the student and parent of the plan of action derived from the Student Support Team's recommendations. If the student and/or parent refuse to accept the plan of action, then the student will be referred to Social Services.

2. Second Offense

The student and the student's parents/guardians will be contacted regarding the offense and the student may be placed on long-term suspension and recommended for expulsion.

ADDENDUM "D": Transportation Policy

School law requires us to transport students to their legal residence before and after the school day. Parents are responsible to be home to meet students who are being dropped off by bus. If no one is home, especially for disabled students, the student will be transported back to the school and attempts will be made to contact parents/guardian. If no contact is made with parents/guardians, the student will be transported and left at the police department.

Parents and students are responsible for providing their own transportation home from all extracurricular activities and events. The school WILL NOT transport students home after events. Parents are responsible for meeting the team bus at the high school and transporting their student(s) home. The high school is the final destination for all athletic/extracurricular busses.

ADDENDUM "E": Random Drug Testing For Extracurricular Participation

The Rocky Boy School District utilizes a random drug testing program for student extracurricular participants and athletes. It is designed to create a safe, drug free environment for students and to assist them in getting help when needed. Students wanting to participate in any extracurricular activity, including clubs and athletics, must complete the consent form and register with the school's Drug Testing Coordinator.

ADDENDUM "F" Students needing Medical Attention

In case of Emergency, the school has permission to transport a student to the closest available medical facility equipped to handle the situation when no parent can be reached. Further, that facility may treat the student for emergencies until a parent can be reached.

LETTER OF AGREEMENT

We have read and discussed the **2018-2019** Rocky Boy **Jr.-Sr. High School** Student Handbook and actively support these rules and policies. As a parent, I will do everything in my power to ensure that my student follows them. As a student, it is my responsibility to abide by all of the rules and policies. We also understand that there are consequences for actions that violate any rules in the handbook and will accept the appropriate consequences, once DUE PROCESS has been afforded.

Parent Signature

Date

Student Signature

Date

Believe and Achieve

Every Student, Every Day