
DRUMMOND JH/HS STUDENT HANDBOOK



2023-2024

Adopted: 2005 Revised: August 2023

PARENTS/GUARDIANS:

PLEASE COMPLETE AND RETURN PAGES
49-51 OF THE SCHOOL HANDBOOK TO
THE SCHOOL OFFICE BY THURSDAY
MONDAY, SEPTEMBER 18, 2023.

IF YOUR CHILD/CHILDREN WOULD LIKE
TO PARTICIPATE IN
EXTRA-CURRICULAR ACTIVITIES, PLEASE
COMPLETE AND
RETURN PAGE 44

IF YOU **DO NOT** WANT YOUR
CHILD/CHILDREN'S NAMES USED IN ANY
DIRECTORY INFORMATION,
(NEWSLETTERS, HONOR ROLL, ANNUAL,
ATHLETIC ROSTERS, ETC.) PLEASE SIGN
AND RETURN THE

LAST PAGE OF THE HANDBOOK

“STUDENT DIRECTORY INFORMATION
NOTIFICATION” IF YOU ARE ALLOWING
THEIR NAMES IN THE NEWSLETTER,
ANNUAL, ETC. PLEASE DISREGARD THE
LAST PAGE

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Introduction

Dear Students and Parents,

Welcome to Drummond Junior High/High School! I am excited and honored to be a part of such an outstanding community of learners, educators, and community members. DHS is well-known for its commitment to our students and all the academic and extracurricular programs that make our schools such a success. It is our goal to create an environment that is safe, caring, respectful and conducive to learning.

During the school year, this handbook will be a valuable resource for both students and their parents/guardians. Please keep this handbook so that if questions arise you can refer to this document for answers. This handbook can also be found on the Drummond webpage. (drummondschool.net) Often it is necessary to make adjustment to policy throughout the year. If changes do occur, we will notify students and parents of those changes as soon as possible.

The staff at Drummond JH/HS has committed themselves to guiding students to both academic and social successes and discovering and practicing what it takes to be a positive citizen in their communities. In order to maintain a safe, orderly, and engaging educational climate, we will help our students to understand and follow the rules and regulations contained in this handbook. It is the responsibility of the student to become familiar with them.

These rules have been developed to provide the optimum learning and teaching environment for ALL our students and staff.

If, at any time, a question arises, please do not hesitate to contact the school.

Sincerely,

Dean Phillips

Superintendent/Principal

Welcome

This handbook is designed to serve as a resource for Drummond School students and parents. We hope the information contained within will be useful to you throughout the school year.

Everyone affiliated with Drummond School shares with you the highest expectations for the coming school year, as we work together to continue the excellent traditions established at our school.

Drummond School enjoys an outstanding reputation in both academics and co-curricular programs because everyone shares the responsibility to work to maintain these high standards. We encourage you to get involved and take full advantage of the many opportunities provided at Drummond School. We are here to help you reach future goals, whether you are college, career, or military bound. To help you reach these life goals, students have the responsibility to conduct themselves appropriately in accordance with school policies. May this school year be the best year yet!

Notice of Non-Discrimination

Drummond School does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws.

The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Mrs. Anne Ostler

aostler@drummondschool.net

District Mission Statement

The mission of the Drummond Public Schools, along with the community, through meaningful personal connections, provides all students the opportunity to achieve the knowledge and skills necessary to become career and/or college ready resulting in contributing citizens to our diverse society.

District Vision Statement

To educate all students to the highest levels of academic achievement, to enable them to reach and expand their potential, and to prepare them to become productive, responsible, ethical, creative, and compassionate members of society.

District Core Values

- **Collaboration**

We are committed to working together to achieve our common mission objectives.

- **Equity**
We will continue to support environments that ensure that ALL students have equitable access to high quality programs that best align with their needs and interests.
- **Excellence**
We will provide a quality educational experience for our students and families. Additionally, we will provide the resources and supports needed to ensure that our staff can perform at the highest level possible.
- **Integrity**
We will work to ensure the highest level of professionalism, transparency, and honesty as an organization.
- **Innovation**
We will build robust and sustainable systems to ensure that existing programs and needs are addressed. In addition, we will maintain a focus on continuous improvement and explore new or emerging opportunities for our students, staff, and community.

Purpose

- I. Drummond Public Schools seek to provide a curriculum that is conducive to educational growth and development. This is accomplished by providing as wide a selection of courses as possible to satisfy the needs of the individual student.
- II. Drummond Public Schools provide for citizenship development. This is accomplished by participating in and helping to plan many social activities, promoting student government, supporting school clubs, and being a member of athletic, music, and other organizations.
- III. Any situation or circumstance not covered by the rules and regulations in this handbook shall be handled by, and at the discretion of the Administration.

Expectations for Student Learning

Through the completion of a comprehensive education provided by Drummond Jr. /Sr. High School, our graduates will have gained the knowledge, skills, and attitudes that foster ability to:

Academic

- Use, accept, and grow from life's challenges.
- Use advancements in technology as a tool for work, education, and enjoyment.
- Anticipate and use advancements in technology as a tool for work, education, and enjoyment.
- Appreciate and/or participate in arts, humanities, and literature while relating them to everyday life.
- Implement strategies for stable physical and emotional well-being.
- Achieve one's full potential by striving for knowledge and understanding throughout one's life.

Social

- Understand the impact of choices upon the community.

- Accept the responsibility for one's choices.
- Develop a worldview.
- Appreciate the unique abilities of self and others.
- Expand the mind and sense of self.

Civic

- Practice responsible citizenship through an appreciation of heritage and cultures.
- Promote equality for all.
- Appreciate the importance of the individual's role in the local community by participating in real community projects.
- Respect the rights, ideas, and property of others.

Parent-School Partnerships for Success

Drummond School District recognizes that the best predictor of student success is the extent to which families encourage learning at home and involve themselves in their child's education. When parents and teachers share a responsibility to help a child learn and meet educational goals, students can succeed. More information can be found at the following link:
<https://www.waterford.org/education/how-parent-involvement-leads-to-student-success/>

Attendance

General Attendance Information

In order to obtain the best possible education, it is important for students to attend school on a daily basis. Teacher and student interactions as well as insights gained from group discussions are lost when a student is not present in class. Student classroom experiences cannot be "made up" at a later date. The entire process of education requires regular classroom participation in order to achieve continuity of instruction and learning experiences.

The School Board and the staff of Drummond Jr./Sr. High School feel strongly that students should be in class every day and on-time for every class in order to provide the best possible learning situation for every student. We also recognize that there are some occasions when a student cannot be in school. This policy statement has been developed to discourage tardiness and truancy as well as to encourage good attendance and to maximize every student's opportunity to learn.

Students under the age of 18 who are legally and officially enrolled in school are required, by law, to attend school unless they are enrolled in an approved non-public school or are otherwise legally excluded. Attendance is taken every day and in every class.

Students will be allowed two (2) days for make-up work for each day of absence for those cases where make-up work could not be completed prior to the absence (illness). Make-up work for known absences will be made up prior to the absence (i.e., vacation, doctor or dentist appointment). It is the sole responsibility of the student to have the make-up work turned in to the teacher when completed. If the student fails to make up the work in the allotted time, no credit will be given for the work missed.

Student's Responsibility:

It is the student's responsibility to:

- Attend all assigned classes and other instructional activities on time every day that school is in session;
- Be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
- Request any missed assignments due to an absence; and
- Complete assigned work in a timely manner.

Parent or Guardian's Responsibility:

It is the responsibility of the student's parent/guardian to:

- Ensure the student is attending school;
- Inform the school in the event of a student absence;
- Call the school office and notify them of the student absence;
- Provide proper documentation so that absence does not count against the eight day rule;
- Be aware of and follow the correct procedures for reporting a student absence;
- Work cooperatively with the school and the student to resolve any attendance issues that may arise.

Students are required to attend all assigned classes and/or other instructional activities every day school is in session, unless the student has a valid excuse for absence, in accordance with Section 20-5-103, MCA.

Reporting Student Absences

When a student must be absent from school, the parent/guardian is requested to notify the school's office, whenever possible, in advance of the absence. If the school office does not receive advance notice, the school will make a reasonable effort to contact a parent/guardian to verify the student absence. If the school is unable to contact a student's parent/guardian after a reasonable effort has been made, the absence will be recorded as unexcused. Single or multiple absences that are not verified by a parent/guardian, or which have been recorded as unexcused, may be handled as part of the disciplinary process.

Whenever possible, students are to request make-up work in advance of the absence and to complete work according to the timelines established by the individual teacher.

Attendance will be taken and submitted to INFINITE CAMPUS at the start of every class.

Unexcused/Truancy

These are absences which are not authorized by the parent/guardian or the school. The following absences are examples of absences which will not be excused:

- Leaving school premises without authorization from the nurse, the attendance office or the principals' offices;
- Failing to attend class (while remaining on the premises) without advanced permission;
- Family trips/vacations for which no prior arrangement have been made with the school;
- Other absences not authorized by the school or parent/guardian.

Excused Absences

These include family authorized absences and school authorized absences. Even though these are excused absences they may still count against the eight day rule. The following reasons shall be sufficient to constitute excused absences:

- Family authorized excused absences:
 - Personal illness
 - Family emergency or death in the family
 - Medical or dental treatment
 - Other activities as approved by the school
- School authorized excused absences
 - Approved field trips
 - Interscholastic competitions and events
 - Other activities as approved by the school

Human Sexuality Instruction Absence

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

Eight Day Rule

Absences are not "days off" or "vacation days". They are for doctor appointments, emergency situations, etc. There should be no reason to exceed them.

- If a DHS student misses nine (9) or more days per semester per class, the student will receive a 2% deduction per class for each additional absence on the 9th and subsequent days. For example: student misses a total of 12 days in their 3rd period class and has a 74% at the end of the semester. An additional 2% x 4 days = 8% points off = 66% final semester grade. If these deductions reduce a grade to a non-passing grade, credit will be granted, and the non-passing grade will be posted in the official transcript. Only administration will have the authority to deduct the percentage points off the final grade.

- A letter will be sent notifying parents/guardians when a student has missed five (5) classes.
- A letter will be mailed requesting a parent/guardian/principal conference once a student has missed seven (7) classes. This conference may be held at school or by phone.
- Once a student misses the ninth (9th) class, a letter will be mailed indicating that the student will lose percentage points off their grade in the applicable class if any more absences are accrued.
- A letter will be sent to the parents of 7th and 8th graders after the 5th and 10th absence because the Eight Day Rule does not apply to them.

The Board of Trustees will make the final determination as to withdrawal of credit. The only days of school or classes missed that will not be counted against the eight (8) day/class per semester are those absences for medical purposes verified by a doctor's statement, emergency situations, school closures due to weather, or school-related absences.

Tardy

It is very important to be on time for school and class. A student arriving late for school must report directly to the office for an admit slip. Students who are less than 7 minutes late for class will be counted tardy and the teacher will notify the office on the attendance sheet. The fourth (4th) tardy per QUARTER will result in progressive disciplinary action being initiated according to the established policy.

Tardy Discipline

- If Student is more than seven (7) minutes tardy they are marked down as an unexcused absence.
- Students are given up to three (3) tardies per **QUARTER** with no disciplinary action taken. Once a student has received 3 tardies, a letter is sent home to the parents indicating the student's tardies and that they are in jeopardy of being penalized for further tardiness.
- On the 4th tardy the student will serve 1 hour of after school or lunch detention.
- The 5th tardy may result in Friday/Saturday School or ISS. Student will receive full credit for work completed in in school suspension days for work completed.
- The 6th+ tardy will result in Friday/Saturday School or ISS or one day OSS.

Permission to Leave School

If a student must leave the building during hours, permission must be obtained from the office (excluding noon hour – Junior High students have a closed campus --and "Senior Privilege Time"). The only three (3) ways in which a student may check out is by:

- A written note from the parent/guardian.
- Telephone contact of the office staff or the Administration with the parent/guardian.
- The parent/guardian personally checks out their child at the main office of the school.

Failure to Properly "Check-Out"

- If a student fails to "check-out" of school properly at the main office, the student will have a conference with the Administration to ascertain the reason(s). If, in the judgment of the Administration, the reason(s) is not valid, the student will be considered skipping/cutting classes and STEP A below will apply.
- If a student fails to "check-out" of school properly at the main office a second time, the policy for "Skipping Classes" will be implemented at the "second level" by the Administration with one (1) day Friday/Saturday School.

Re-admittance

Students must report to the office immediately upon returning to school from an absence in order to be given an admit/make-up slip.

Skipping/Cutting Classes

- STEP A: If a student skips a class a First time, the student will be placed in one (1) day Friday/Saturday School by the Administration and will be given half credit for the day served in Friday/Saturday School for any work completed. A letter will be sent to the student's parents/guardians informing them of their child's actions.
- STEP B: If a student skips a class a Second time, the student will be placed on OSS (out of school suspension) for one (1) day by the Administration and will not receive credit for work missed while serving OSS time. A letter will be sent to the student's parents/guardian informing them that if their child skips any more school, they will be suspended from school for three (3) days with no credit being given for the school work missed.

Bell Schedule

Regular Bell Schedule:

Warning bell @ 7:45 am

1 st	7:50-8:44
2 nd	8:47-9:41
3 rd	9:44-10:38
4 th	10:41-11:35
5 th	11:38-12:32
Lunch	12:32-1:03
6 th	1:06-2:00
7 th	2:03-2:57
8 th	3:00-3:35 (Advisory)

Early Release Bell Schedule:

Warning bell @ 7:45 am

1 st	7:50-8:36
2 nd	8:39-9:25
3 rd	9:28-10:14
4 th	10:17-11:03
5 th	11:06-11:52
Lunch	11:52-12:25
6 th	12:25-1:11
7 th	1:14-2:00

Academics: Grading Policy

The marking system in this school is as follows: (7-12 grades)

95-100%	A	4.0 pt.	P - Passing
90- 94%	A-	4.0 pt.	I - Incomplete
87- 89%	B+	3.7 pt.	
84- 86%	B	3.3 pt.	
80- 83%	B-	3.0 pt.	
77- 79%	C+	2.7 pt.	
74- 76%	C	2.3 pt.	
70- 73%	C-	2.0 pt.	
67- 69%	D+	1.7 pt.	
64- 66%	D	1.3 pt.	
60- 63%	D-	1.0 pt.	
Below 59.5%	F	0.0 pt.	

Incomplete work must be made up within five (5) school days of the end of that grading period. Incomplete work not made up will revert to an "F" (Failure).

Weighted GPA Grading Policy

DHS strives to provide a personalized educational program for each student. To this end, DHS offers a traditional course of study for high school and a more academically rigorous course of study for students who wish to push themselves a little further in their high school career. The following classes/courses will be scaled on a 4.5 GPA scale for students who complete and pass them:

Courses that Apply to the Weighted GPA Scale

- Honors English
- AP Courses (AP US History or any MTDA AP Course- does not have to take the AP exam to receive the weighted GPA)
- Dual Credit Courses (Psychology, Communications, Statistics, Linear Algebra, Calculus, Technical Writing, Pre-Calculus etc...)
- Advanced Culinary if serving on the ProStart team
- Foreign Languages through MTDA or other OPI-Approved long distance education institution
- The 4th full credit of CTE or Fine Arts Course (for example the 4th credit of Industrial Art, Art or Music)

Some notes:

- The weighted GPA applies only to those courses above, not to the entire cumulative GPA of a student.
- Principal/Superintendent has final say and discretion regarding which courses do or do not apply for the weighted GPA.
- No weight will be given if a student fails a course intended to have a weighted GPA. For example, a student receives a 55% in a dual credit class. The F will stand and the .5 additional weight will not be applied. A student must pass the class to receive the weight.

The weighted GPA marking system in this school is as follows:

95-100%	A	4.5 pt.	P - Passing
90- 94%	A-	4.5 pt.	I - Incomplete
87- 89%	B+	4.2 pt.	
84- 86%	B	3.8 pt.	
80- 83%	B-	3.5 pt.	
77- 79%	C+	3.2 pt.	
74- 76%	C	2.8 pt.	
70- 73%	C-	2.5 pt.	
67- 69%	D+	2.2 pt.	
64- 66%	D	1.8 pt.	
60- 63%	D-	1.3 pt.	
Below 59.5%	F	0.0 pt.	

Grades and Permanent Records

Grades indicate the quality and quantity of work a student is doing, and they may reveal character traits such as perseverance and diligence, as well as indicate ambition or lack thereof. Grades become a part of every student's record in the permanent file, and consequently, become a recommendation for or against the student when the record is examined.

Report cards are issued at the end of each quarter. The grades represent an average of all work completed in each class period during that quarter. Semester grades are an average of two quarter grades and the semester test.

Semester grades are permanent grades which are placed in the student's file, and on the permanent grade transcript.

Credit Classification

High School students will be classified and assigned at the beginning of each academic year on the following basis:

Seniors	at or above 18 credits
Juniors	at or above 12 credits
Sophomores	at or above 6 credits

At the discretion of the administration, if a student does not have enough credits to align with your class you may not be able to be released from school for class activities that are non-educational.

Courses

- All individual core classes must be passed before moving on to the following class. If courses are not passed, summer credit recovery may be an option.
- All students will register for seven courses. Any student taking a course will register for the full term of the course.
- All changes in class registration must be completed before the end of the third day of each semester. Changes must be approved by administration and agreed to by a parent/guardian.
- Any course dropped after the third day will be recorded as a failure unless it has been determined by the Administration, teacher, guidance counselor, and parent/guardian to be a necessity for the good of the student.
- In any case, no partial credit will be given for any course dropped.
- Dual Credits are offered at Drummond High School through a Montana University system. Students may be charged additional fees. College transcript requests may require a fee and must go through the College request process. Drummond School district does not have access to College transcripts.
- If a student fails a Dual Credit course, they may have to reimburse the school district for the cost of the course and may not be permitted to take another Dual Credit course while a student at Drummond High School.

Semester Exam Testing Policy (7-12 Grade Only)

Semester exams of Drummond High School will be administered at the conclusion of the first and second semesters. Semester exams will be given at the discretion of the classroom teacher or administration.

Students will take semester exams at times and dates scheduled by the school district and administration. Grades achieved on the exams will be recorded and figured into the final semester grades. Semester grades will be figured as follows:

Quarter	40%
Quarter	40%
Semester Test	20% (If Given)

Semester Test Percentage for dual credit courses may increase or decrease depending on course requirements.

Quarterly Honor Roll

Quarterly Honor Roll will be based on grade point average of all subjects taken by the student.

For Grades 7-12

High Honors: 3.75-4.00+ GPA

Honors:

3.5-3.74 GPA

Graduation

<u>Minimum Classes Required to graduate on time by the end of each year</u>			
<u>FRESHMAN</u>		<u>SOPHMORE</u>	
English I	1 Cr	English II	1 Cr
Trojan Academy	1 Cr	Geometry	1 Cr
Algebra I	1 Cr	Biology	1 Cr
Physical Science	1 Cr	PE/Health	1 Cr
PE/Health	1 Cr		
World History or	1 Cr		
<u>World Geography</u>			
		<u>JUNIOR</u>	
		English III	1 Cr
		<u>Algebra II/College</u>	
		<u>Alg/3rd Math</u>	1 Cr
		<u>US History</u>	n 1 Cr
		<u>Personal Finance</u>	.5 Cr
		<u>SENIOR</u>	
		English IV	1 Cr
		<u>Government</u>	1 Cr

Drummond Honors Diploma

To be eligible for an Honors Diploma from Drummond Public Schools, students must have the following credits and meet the additional criteria listed below:		College and Career Ready Diploma	
<p>English 4 Cr</p> <p>Math 4 Cr</p> <p>History (to include Government, World History/ Geography, and US History) 3 Cr (4 Cr for NCAA)</p> <p>Science 3 Cr (4 Cr for NCAA)</p> <p>PE/Health 2 Cr</p> <p>Fine Arts/Foreign Language 2 Cr</p> <p>CTE 2 Cr</p> <p>Trojan Academy 1 Cr</p> <p>Personal Finance .5 Cr</p> <p>Electives 5 Cr</p>		<p>To be eligible for the College and Career Ready Diploma from Drummond Public Schools, students must have the following credits:</p> <p>English 4 Cr</p> <p>Math (or 2 Cr Math & Acct. 1 & 2) 3 Cr</p> <p>History (to include Government, World History/ Geography, and US History) 3 Cr</p> <p>Science 2 Cr</p> <p>PE/Health 2 Cr</p> <p>Fine Arts 1 Cr</p> <p>CTE 1 Cr</p> <p>Personal Finance .5 Cr</p> <p>Trojan Academy 1 Cr</p> <p>Electives 6 Cr</p>	
26 Credits Total		23 Credits Total	
<p>Additional Criteria for Honors Diploma</p> <p>Cumulative GPA of 3.5 to be measured at 3rd quarter of Senior year</p> <p>At least 3 Credits must be earned from Dual Credit, Honors or AP courses</p>			

At least 40 hours of Community Service must be verified and completed	
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Graduation Honors/High Honor Student Recognition

Drummond High School will recognize those students with Honors/High Honors based on the following criteria:

- Honors -- A student must attain an overall GPA of 3.50-3.74 during the eight (8) semesters of their high school career.
- High Honors -- A student must attain an overall GPA of 3.75-4.0+ during the eight (8) semesters of their high school career.
- Additional Recognition -- Students who graduate with a perfect 4.0+ GPA will be awarded additional recognition.
- Class rank will be determined by grade point average of weighted GPA.

VALEDICTORIAN REQUIREMENTS

To qualify for Valedictorian status, the following requirements must be met:

1. Must meet Honors requirements.
2. Must have attended and completed DHS during all 4 semesters of Junior and Senior year.
3. Must meet Montana University Systems requirements
4. Valedictorian will be chosen at the mid-term of 4th quarter during Senior Year.
5. May not be an early graduate student.

The Senior with the highest weighted GPA at the mid-term of quarter 4 during the Senior Year will be named the class Valedictorian.

The Senior with the second highest weighted GPA at the mid-term of quarter 4 during the Senior Year will be named the class Salutatorian.

In the event of a tie, the following criteria will be used to determine the Valedictorian/Salutatorian:

1. Weighted GPA
2. Number of Credits Earned
3. Number of Advanced Courses completed
4. Number of Community Service Hours

Eighth Grade Promotion:

In order to participate in the 8th Grade Promotion Ceremony and Trip, student must have a 2.0 or higher GPA ONE WEEK prior to the ceremony. The student cannot have 2 or more failing grades.

Eighth Grade Fieldtrip:

Student must have a 2.0 GPA, ONE WEEK prior to the activity. Student with two (2) or more failing

grades and/or multiple behavior referrals/suspensions will be reviewed on case-by-case basis by district administration.

Note: All 8th and 12th grade students must pay all fines, fees, overdue book charges, damages, music fees, and lunch bills prior to promotion/graduation. Students who do not pay all bills will not receive their diploma during the ceremony.

Scholastic Letter Award

Drummond High School will award to high school students a "Scholastic Letter" for academic achievement. The letter will be awarded yearly commencing with the 9th grade (freshman year), and will be based upon the following criteria:

- Student must achieve a 3.25 GPA or above for the 1st, 2nd, and 3rd quarters of each school year.
- Student must be on the Honor Roll for the 1st, 2nd, and 3rd quarter of each school year.

A Scholastic Letter will be awarded for the first year that a student qualifies.

An academic pin will be awarded for any succeeding years that the student qualifies for the Scholastic Letter.

Correspondence/Distance Learning Courses/Dual Credit:

The District will permit a student to enroll in an approved correspondence course from the Montana Digital Academy, or a school approved by the National University Extension Association. Credit for correspondence, on-line, or distance learning course may be granted provided the following requirements are met:

- The course is one which is not offered by the high school or is not available during a period where it fits into the student's schedule. The course would be a make-up course to replace a failing grade (credit recovery).
- Prior permission has been granted by the administration.
- Credit is granted for the following approved schools:
 - a. Schools approved by the National University Extension association, MTDA, or through one of the schools approved by the National Home Study Council;
 - b. Community colleges, vocational-technical institutes, four-year colleges and universities and state-approved private schools in the state of Montana; and,
 - c. Other schools or institutions which are approved by the District after evaluation for a particular course offering.

Early Graduation

In order to qualify for early graduation, students must meet all course and credit requirements for graduation. It is absolutely necessary that a student and parents/guardians do the necessary long-range planning for early graduation. A statement that the program is approved by parents/guardians is required.

- The student will arrange a conference with the Principal. A parent/ guardian must also be present at the conference.

- The student must prepare a composition in his/her own handwriting that will convince a faculty committee that the early graduation program is in the student's best interest. (It should be noted that strong emphasis should be placed on plans beyond high school, and only educational plans will warrant strong consideration.)
- Students must obtain written recommendations from two faculty members.
- The student must show evidence of having completed or planning to complete a program of studies that satisfies all graduation requirements.

Transfer of Academic Credits

Transfer students must also comply with the established graduation requirements. Transfer students will enter Drummond High School based upon completed work at their previous school and substantiated by an official transcript. Transcripts will be evaluated and the courses and credits may be adjusted to coincide with the system in use at Drummond High School. Home School transfers will comply with Drummond's School Policy Book. The guidance counselor will adjust core credit requirements if a student transfers into our school from institutions that have six or seven period days. Every effort will be made to assist students to complete coursework from Drummond High School.

If a student takes a college-level course while attending high school, the policy for transferring the course is: 3 credit hours will equal one unit at Drummond.

Transfer/Withdrawal from School

When transferring to another school or withdrawing from school:

- Parents and/or guardians must appear in person to obtain a check-out form from the office.
- Check in your books and equipment and have each teacher sign the form.
- When completely signed, return the form to the office.
- Students who fail to get proper clearance will not be entitled to transcripts and/or report cards.
- All fines, lunch charges, shop expenses, damages and other bills must be paid in full prior to graduation or transfer/withdrawal from school.

Visitor Policy

The District encourages visits by Board members, parents, and citizens to all District buildings.

All visitors shall report to the main office on entering any District building. Parents/guardians must contact the school office to set up a meeting or conference with their son/daughter's teacher(s). Conferences and meetings with teachers will be held outside school hours, during the parent/teacher's conference or preparation time. At no time will a parent/guardian be allowed to interrupt instructional time to visit with a teacher regarding their son/daughter.

Code of Student Conduct

School Authority

The daily operation of Drummond Jr. /Sr. High School is in the hands of the Principal and members of the administration. These individuals have the authority to make judgments and decisions regarding the welfare of the students, the staff, the property, and the educational climate in general. All disciplinary action is contingent upon evaluation and at the Administration's discretion concerning the infractions.

Student Discipline Code

The Drummond Jr. /Sr. High School (DJSJS) establishes its community standards and discipline procedures within the frameworks of the Drummond School District Educational Philosophy and the DJSJS Mission. Respect for the learning community and respect for individuals are core values that are embedded in these guiding pieces and provide a basis for our community standards and discipline philosophy.

DJSJS has certain policies and procedures that establish community standards and govern the behavior of the students, faculty, and staff to insure that the core values of respect for the learning community and respect for individuals are maintained.

DJSJS recognizes that effective school discipline is critical to academic success and requires both high standards of behavior and a culture of acceptance as students are learning to meet these standards. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior.

A goal of school discipline is to teach students to behave in ways that contribute to academic achievement and school success and to support a school environment where students, faculty and staff are responsible and respectful. The discipline policies and the rules, regulations and procedures presented in the Student Handbook balance the best interests of each student with those of the school community as a whole. When students do not conduct themselves appropriately, we employ a multi-level system of discipline. This multi-level system works like a set of steps where a student who exhibits chronic misbehavior receives consequences that will increase in severity over time.

The following sanctions are available.

Educational Sanctions and Community Service

The administration reserves the right to assign educational sanctions as a consequence when appropriate. The administration may offer community services in lieu of restitution when appropriate. Parents must agree to this arrangement in advance.

Warning

A warning is issued as an educational means to help students have clear understandings of the expectations. Warnings can be given by any staff member.

Detention

In instances of minor infractions of school or classroom rules, a detention will be assigned. Students will be given a 24-hour notice for any detention to be served. The teacher or an administrator will inform a

student of the detention date. The student will then be expected to attend the detention and to be punctual. Detentions fall into two categories.

Teacher Detention

Teacher detention will begin immediately after school or at the lunch hour. A student should fulfill a teacher's detention before fulfilling an after school detention scheduled for the same time. If a student fails to serve the assigned teacher detention without prior permission of the teacher, the student will be referred to the administration, where further sanctions may be assigned.

School Detention

An administrator or designee will assign after-school detention for infractions of rules or as a progressive step in discipline. School detention will be held from 3:35 to 4:35 the day assigned by the administrator. Or lunch detentions will be served during the student's lunch period. (Students will be required to bring their lunch/school lunch and will not be allowed to leave campus). A failure to serve school detentions will result in in-school suspension (ISS), Friday/Saturday School or out of school suspension (OSS).

Multiple Detention Infractions -- During the semester, students who earn more than three detentions will earn one day of ISS or Friday/Saturday School on their fourth offense on the detention list. The sixth offense will equal one day of Out of School Suspension. The eighth offense will result in three days of Out of School Suspension. Students are required to attend After School Detentions on the day they are assigned unless a parent makes arrangements for a different day.

Suspension

When a student commits a serious violation of school rules, a suspension will be assigned. In all such instances:

- Parents will be notified.
- Students are responsible for all assigned work and tests, but will not receive credit.
- Students are ineligible to participate in or attend any school activity for the length of suspension.
- Any suspension may be appealed to the administration.

When it is necessary in the judgment of the Superintendent of Schools, a student may be referred to the School Board for a serious infraction, regardless of the number of cumulative suspensions.

In-School Suspension

In-School Suspensions are assigned because of the severity of the violation or when a student is a chronic offender of school policies. The in-school suspension will be assigned according to state law and district policy. All work completed during In-School Suspension will receive credit if that work completion follows the teachers' classroom policy on work and late work. Students in ISS must eat lunch in the

office and may not leave campus. Students in ISS will not participate in school activities or attend any school function without prior permission from administration.

Friday/Saturday School

1. Friday/Saturday School will be served either during Saturday during the 5 day school week or Friday during the four day school week.
2. Friday/Saturday School is from 9:00 am to 12:00. During Friday/Saturday School students will be working on school work or if no work needs to be done, the student will help with possible school clean-up projects and should dress accordingly. Some projects may be outside.
3. All classwork completed and turned in will be eligible for half credit.
4. No Phones
5. Transportation will not be provided by the school district.

Out-of-School Suspension (OSS)

Out-of-school suspensions are assigned because of the severity of the violation, or when a student is a chronic offender of school policies. The out-of-school suspension will be assigned according to state law and district policy. A parent/guardian conference may be necessary before the student can return to classes. Students will be allowed a reasonable amount of time to make up work and assignments missed during suspension, but will not receive credit for the work. It is the responsibility of the student to meet with teachers to arrange a timetable for making up missed work. All students suspended for more than 3 days may have a parent/guardian pick up their work at the main office or they may make alternative plans for their work to be gathered. No student suspended out-of-school will be permitted to be on school property, participate in school activities or attend any school function without prior permission from administration.

Expulsion

The Board of Trustees has the authority to expel a student from school permanently, if necessary. Any student considered for expulsion will be offered a chance for hearing before the Board. A parent or guardian must attend the hearing if the student's continued attendance in school is desired.

Chronic Misbehavior

Accumulated suspensions in-school or out-of-school may result in further administrative or School Board action. Students exhibiting chronic misbehavior may be placed on a three (3)-step suspension contract by the building administration. It will be referred to as the 3 strike rule. The contract will have the following:

1st suspension 5 days

2nd suspension 10 days

3rd suspension 10 days* request an Expulsion hearing

Note: This 3-strike rule is for serious chronic misbehavior during an academic year. The 3-strike rule will adhere to all necessary policies and procedures provided in the Individuals with Disabilities Educational Act (IDEA, 2004).

Violation of Student Code of Conduct

A student's past discipline records, individual circumstances and severity of a particular incident will determine the specific nature of the consequences. The school administration reserves the right to determine the level of disciplinary action taken depending upon the severity of the infraction.

Infraction	Possible Consequences/Depending upon the Severity of the Infraction.
Use/Possession of Alcohol: Shows evidence of being under the influence or in possession of alcohol by look, smell, action, or result of Passive Alcohol Sensor (PAS). Refusal to comply with administrative request to submit to PAS will constitute evidence of use and result in commensurate consequence.	<ul style="list-style-type: none"> ✓ Police Contact, citation, ✓ OSS or Friday/Saturday School (3-5 days) and police contact ✓ OSS or Friday/Saturday School (5-10 days) and police contact ✓ OSS (10 days and/or possible recommendation for expulsion)
Use/Possession of Tobacco: Use or possession of tobacco products is strictly prohibited in the school or on the school grounds.	<ul style="list-style-type: none"> ✓ Police Contact, citation, detentions or suspension or option to attend Tobacco Cessation classes where available. ✓ Police contact, citation, and OSS (1-5 days) ✓ OSS (10 Days and/or Possible recommendation for expulsion)
Use/Possession of Drugs: Shows evidence of being under the influence or in possession of illegal drugs by look, smell or action. Includes possession of drug paraphernalia.	<ul style="list-style-type: none"> ✓ OSS (3-5 days) and police contact ✓ OSS (5-10 days) and police contact ✓ OSS (10 days and/or possible recommendation for expulsion)
Transfer/Distribution/Sale of Drugs: Evidence of reasonable suspicion of student engagement in the transfer/distribution/sale of illegal drugs.	<ul style="list-style-type: none"> ✓ Police contact and OSS 10 days and recommendation for expulsion.
Weapons Possession: Having or transferring weapons, (including but not limited to) knives, guns, martial arts weapons, flammables, explosives or anything that could cause danger to the health and safety of students or staff. (Facsimiles of weapons are considered to be weapons.) Knives of any size are not allowed on campus.	<ul style="list-style-type: none"> ✓ Knives will be confiscated. Parent may pick up. Subsequent offenses may result in suspension or recommendation for expulsion. ✓ OSS or Friday/Saturday School (1-10 DAYS), police contact and/or possible recommendation for expulsion.
Threats or Physical Assault on School Employee	<ul style="list-style-type: none"> ✓ OSS or Friday/Saturday School (1-10 days) and police contact ✓ Possible recommendation for expulsion.
Defiance/Insubordination/Class Disruption: Includes insulting, verbal abuse, obscene language, profanity or gestures, and disruption of the learning environment.	<ul style="list-style-type: none"> ✓ Warning, detention, OSS or Friday/Saturday School (1 day) ✓ ISS (1-2 days)

	<p>✓ OSS (3-5 days)</p> <p>✓ OSS (10 days)</p>
<p>Harassment—Race, Religious, Cultural, or Sexual: Any degrading or threatening act that fails to respect the rights and feelings of others. May include slander, prejudicial/discriminatory/inappropriate comments, touching, innuendos, or rumors. May also include any harassing or threatening act conducted via text message, voice message, email, or other means of online communication. If the behavior or its ramifications constitutes a disruption of the learning environment, administrators reserve the right to discipline students who threaten and/or harass their classmates regardless of where or how the specific behavior occurs.</p>	<p>✓ Conference, investigation, detention, OSS or Friday/Saturday School (1-5 days)</p> <p>✓ Possible formal complaint and further consequences.</p>
<p>Misconduct, Inappropriate Behavior or Disruption of Orderly School Process: Includes tampering with fire alarm system, bomb threats, arson, extortion, illegal entry, trespassing.</p>	<p>✓ OSS or Friday/Saturday School (1-5 days) and police contact</p> <p>✓ Long term suspension (10 days) and/or possible recommendation for expulsion.</p>
<p>Vandalism/Theft/ Malicious Mischief: Stealing from the school or peers or defacing personal or school property.</p>	<p>✓ Detention/Restitution</p> <p>✓ Investigation and police contact</p> <p>✓ Police contact, ISS, OSS or Friday/Saturday School (1-5 days)</p>
<p>Academic Dishonesty/Forgery/Pass Violations: An effort to improve grades by copying notes, papers, looking at another's paper or test, plagiarism, doing work for another student or having work completed by another student etc. Using signatures not authorized by parent to school authorities on progress reports, excuse slips, passes, or impersonating parent calls for excuses.</p>	<p>✓ Detention; zero for work; parent notification, possible replacement assignment, ISS, OSS or Friday/Saturday School</p> <p>✓ Removal from class with failing grade; OSS or Friday/Saturday School (2-5 days)</p>
<p>Appearance/Attire for School/Dress Code: Students may not wear revealing clothes or clothing that advertises, depicts, or promotes illegal (or controlled) substances, inappropriate language, sexually explicit pictures, slogans or gang logos.</p>	<p>✓ Correction of problem</p> <p>✓ Sent home to change/parent notification</p> <p>✓ ISS (1-3 days)</p> <p>✓ OSS or Friday/Saturday School (1-3 days)</p>

Fighting/Assault: Physical attacks or fights	✓ OSS or Friday/Saturday School (1-3 days) and police contact ✓ OSS or Friday/Saturday School (4-10 days) and police contact
Altercation: Verbal quarreling; physical challenge to fight.	✓ Warning, detention, Mediation, OSS or Friday/Saturday School (1-3 days) and police contact
During lunch period, failure to disperse upon staff request.	✓ Loss of open campus privilege during lunch; lunchroom restriction, detention ✓ ISS (1 day)
Inciting, Encouraging, or Supporting a Fight: If a staff member responds to the scene of an altercation or fight and orders the crowd to disperse, anyone who does not leave the scene will be disciplined.	✓ Detention ✓ OSS (1-5 days) and police contact
Truancy: Skipping a class, study hall or school day without permission of parent/guardian.	✓ Detention for each period missed ✓ ISS (1-5 days) with or without credit for work missed ✓ Possible loss of credit, OSS or Friday/Saturday School (1-5 days); contact with County Attorney for those under compulsory attendance age.
Tardies: HG: Policy under ten minutes set by each individual teacher. SENT: tardy after bell until attendance is taken and instruction starts; not to exceed 3 minutes. BS: 5 min. limit as tardy.	✓ Teacher penalty ✓ Detention by Administration ✓ ISS, Friday/Saturday School or OSS 1-3 days
Closed Campus: Students must remain on school grounds throughout the day EXCEPT during lunch (for high school students). Leaving grounds during lunch is a revocable privilege. JH students may not leave campus and will stay in the cafeteria until 12:10pm.	✓ Warning ✓ Detention ✓ Multiple detentions, ISS, OSS or Friday/Saturday School
No Check-Out: Did not sign out with permission from parent/guardian to leave campus	✓ Absence remains unexcused ✓ Warning/parent contact ✓ Detention

	✓ Multiple detentions, ISS, OSS or Friday/Saturday School (1-3 days)
Violation of Computer Acceptable Use Policy: See further clarification in computer lab or on signed agreement.	✓ Warning or loss of computing privileges ✓ Removal from class ✓ ISS, OSS or Friday/Saturday School (1-5 days)
Violation of MHSA Spectator Rules (Sportsmanship)	Immediate removal from activity. Violation may result in prohibitions from attending further activities.

Student Responsibilities and Discipline

Students have certain responsibilities that go hand in hand with receiving an education. Rules have been established to ensure that you and all students here at the school can be educated in the safest possible environment. People preventing anyone from being educated will be reminded of the purpose of school through a series of consequences. There are certain behaviors which will not be accepted in our school. If a student becomes involved in inappropriate behavior, there are consequences that will be used. All school rules are in effect and must be followed at all school events. The Superintendent designates the building administrators to implement disciplinary procedures.

Our teachers have rules and expectations. They have a discipline plan which will be followed in their classrooms. Along with their rules we have established some general rules that will be followed throughout the school. These are guidelines for all students anywhere in the building.

- Keep to the right when passing in the halls and on the stairs.
- Keep your hands and feet to yourself.
- Follow all directions given by staff members.
- Walk from one place to another.
- Respect school property, yourself, and others.
- Use, do not abuse, hall passes.
- Respect yourself and the rights of others.
- No backpacks on hall floor

Students 18 And Over, Regardless of age, -- all Drummond Jr. /Sr. High School students will be subject to all school policies, rules and regulations. Behavioral expectations, school rules, and designated penalties will apply to all students. In general, according to state law, the rights of parents/guardians transfer to a student at age 18. However, if a parent/guardian still claims the student as a dependent on I.R.S. income tax forms, that parent/guardian retains full parental rights and access to information.

Bullying and Hazing

BULLYING – Bullying may be physical, verbal, emotional or sexual in nature. It is defined as conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying may rise to the level of harassment if severe or pervasive. Reporting Procedures: Members of DJSHS are encouraged to report all incidents of bullying to a staff

member. The staff member shall report to an administrator who shall conduct an investigation. All incidents of bullying established as valid by an administrative investigation, along with preliminary subsequent disciplinary actions that were taken, will be reported to the superintendent or their designee for their awareness, approval, and/or further action. In accordance with state law the Superintendent or their designee will report incidents of bullying to the appropriate law enforcement agency. Disciplinary action may include penalties up to and including suspension and possible expulsion (School Board level). All initial student complaints will be taken seriously.

HAZING – “Student hazing” means any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act when:

- Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
- Such act is a condition of initiation into, admission into, continued membership in or association with any organization. In accordance with state law, Drummond Jr. /Sr. High School will not condone student hazing, will take all reasonable measures to prevent student hazing, and will report all instances of such misconduct to law enforcement authorities.

Reporting Procedures: All students are required to report all incidents of hazing to an administrator who will conduct an investigation. All incidents of hazing established as valid by an administrative investigation, along with preliminary subsequent disciplinary actions that were taken, will be reported to the superintendent or his designee for their awareness, approval, and/or further action. In accordance with state law, the superintendent or their designee will report incidents of hazing to the appropriate law enforcement agency. Disciplinary action may include penalties up to and including suspension and possible expulsion (School Board level). All initial student complaints will be taken seriously.

Cell Phones and Other Electronic Equipment

Cell Phone/Communication Device Policy for Drummond School Grades 7-12

Cell phones are ONLY permitted for calling and/or texting between classes, during lunch, and before school and after school while on school grounds. Medical exception- parents must provide proof to the Superintendent that their child uses a cell phone to monitor a legitimate medical condition or for medical purposes.

Upon entering the classroom, devices must be turned off and out of sight. Teachers may require students to place phones in a cell phone holder, or allow students to keep the device tucked away in pockets. Students may only utilize their devices for educational purposes if permission is granted by the classroom teacher. Social Media use will not be tolerated during the school day on school property. Teachers may authorize music at their own discretion.

At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

1st Offense of Unauthorized Cell Phone/Communication Device Use:

The students' phone will be confiscated by a teacher or administrator and kept in the Superintendent's office for the remainder of the school day. In order for students to retrieve their phones, they must sign the device out after their last class.

2nd Offense of Unauthorized Cell Phone/Communication Device Use:

The cell phone will be confiscated by a teacher or administrator and kept in the Superintendent's office for the remainder of the school day. Parents must pick up the phone after school. Students are required to serve one detention before their phones are allowed on the school premises during permissible times. If phones are brought to school before the detention is served, students must leave their phone with the Superintendent/Principal while school is in session.

3rd Offense of Unauthorized Cell Phone/Communication Device Use:

The cell phone will be confiscated by a teacher or administrator and kept in the Superintendent's office for the remainder of the school day. Parents must pick up the phone after school. Students are required to serve one detention and are banned from cell phone usage for 7 days. If phones are brought to school before the detention is served, students must leave their phone with the Superintendent/Principal while school is in session. If the student does not serve their detention within the 7 days, the cell phone ban will continue.

4th Offense of Unauthorized Cell Phone/Communication Device Use:

The cell phone will be confiscated by a teacher or administrator and kept in the Superintendent's office for the remainder of the school day. Parents must pick up the phone after school. Students are required to serve one detention and are banned from cell phone usage for 30 days. If phones are brought to school before the detention is served, students must leave their phone with the Superintendent/Principal while school is in session. If the student does not serve their detention within the 30 days, the cell phone ban will continue.

5th Offense of Unauthorized Cell Phone/Communication Device Use:

The cell phone will be confiscated by a teacher or administrator and kept in the Superintendent's office for the remainder of the school day. Parents must pick up the phone after school. Students are required to serve one detention and are banned from cell phone usage for the rest of the school year. If phones are brought to school for any reason, students must leave their phone with the Superintendent/Principal while school is in session. Students will start fresh the subsequent year.

Students:

It is the student's responsibility to:

- Know and follow each teacher's policies.
- Understand the legal ramifications of inappropriate electronic communication, including but not limited to cyber bullying, sexting, etc.
- Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Teachers:

It is the teacher's responsibility to:

- Articulate and communicate classroom policies to students and families in a variety of formats.
- Guarantee equal access to electronic devices if they are required for an assignment.
- Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Parents:

It is the parent's responsibility to:

- Understand that contacting their child during class time is disruptive to the classroom environment
- Know their child's schedule so that student is not using electronic communication during class time.
- Know that the appropriate method of contact during instructional time is through the Main Office,

which will contact the student with a message.

- Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Administration:

It is the responsibility of administration to:

- Provide education to students regarding legal issues surrounding inappropriate electronic communications.
- Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.
- Create, communicate and implement school-specific and District policies and procedures.

We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. Confiscated devices will be returned to the parent or guardian. Unauthorized use of such devices may result in disciplinary action.

The school may discipline students who misuse electronic communication devices away from school on their own time if either of the following are true:

- The student's use of the electronic communication device causes significant disruption at school or serious harm to the school, other student(s), or school personnel,
- The student knew, or should have known, that the disruption or harm would happen.
- The student knew, or should have known, that the behavior was inappropriate based on district behavior guidelines.

Dress Code

****For physical education classes, students shall bring gym shoes that are different from their street shoes.**

****Non-core teachers, (i.e. culinary, shop, P.E., art) may have specific dress code requirements.**

****School appropriate clothing will be worn on all field trips, sporting events, and are up to the coach's, teachers, and/or sponsor's discretion.**

Please monitor your child's dress each morning before they leave for school.

All sides, fronts and backs of the torso must be covered. For example, no transparent or revealing material, shoulder straps not smaller than an inch wide, and no tanks or jerseys with large arm holes are allowed.

Short/Skirts/Yoga Pants or similar style Policy

The wearing of "shorts/skirts" will be allowed as outlined below and the following rules and regulations shall apply:

1. The minimum length of the short/skirt shall not be less than mid-thigh.
2. No holes or slits up the side of the shorts past mid-thigh will be allowed.
3. Again, no flimsy or transparent materials will be allowed.
4. Clothing or clothing with holes that reveal undergarments or show skin above the upper thigh are not allowed.

Other Rules:

- No pajamas are to be worn unless it is a special designated day.

- No gang apparel of any kind will be allowed.
- Hats must not be worn in the school buildings during school hours as the school feels this is our way of respecting the institution.
- Clothing with inappropriate slogans or insignias: (i.e. alcohol, tobacco, vulgarities, racism) is not allowed.
- Athletics- While in school buildings athletes must wear an appropriate top. “Shirts and skins” will not be allowed.

Any situation or circumstance that is not covered by the rules and regulations shall be handled by, and at the discretion of the administration.

If students are not dressed appropriately, they will be sent home to change if living in Drummond. Otherwise they will be provided with a long t-shirt or sweatpants to wear over their clothing. **Ultimately, the Principal has final discretion regarding dress code violations.**

Sexual Harassment/Intimidation Policy

Drummond Public Schools are committed to a positive and productive working and learning environment free of discrimination.

Discrimination adversely affects morale and interferes with the employee and student’s ability to work and learn.

Drummond Public Schools prohibit sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, volunteer, or student, and finds such behavior just cause for disciplinary action.

Whereas sexual harassment substantially compromises the attainment of educational excellence, Drummond Public Schools will not tolerate such behavior between members of the same or opposite sex.

Furthermore, Drummond Public Schools prohibit retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

Definitions

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

1. Submission is made either explicitly or implicitly a term or condition of an individual’s employment or education.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education.
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or of creating an intimidating, hostile or offensive employment or educational environment such as:
 - unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters, or any action with sexual connotation that makes a student or employee feel uncomfortable; or,

- Any aggressive, harassing behavior in the workplace or school that affects working or learning that is sexual in connotation and directed toward an individual based on their sex.

Examples of sexual harassment or intimidation are:

- Sexual advances which are unwanted.
- Sexual gestures, verbal abuse, sexually oriented jokes, innuendo, or obscenities.
- Displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Sexually suggestive letters, notes, or invitations.
- Employment or educational benefits affected in exchange for sexual favors.
- Physical conducts such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.

Reporting

Students or employees who believe they may have been harassed or intimidated should contact the first-level Building Administrator or the first-level Administrator or Supervisor not involved in the situation or alleged harassment.

Persons who feel they are being harassed or intimidated should do the following:

- Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. Do not assume or hope that the problem will go away.
- Notify the first-level Administrator or Supervisor right away about the harassment or intimidation. The situation or problem might be able to be addressed and solved before it becomes more serious.
- Request a copy of the district Sexual Harassment Policy so that procedures and reporting are properly handled.
- Keep notes. Keep a record of dates, times, places, witnesses and descriptions of each incident.

Once a report has been filed with an Administrator or Supervisor, a confidential and expeditious “investigation” shall begin following the procedures outlined in the Investigation and Action Procedure section noted in this policy.

Confidentiality

- A report of sexual harassment or intimidation and the investigation are to be kept in the strictest confidence for the protection of all parties involved.
- All parties' rights to privacy will be protected. However, Drummond Public Schools have a compelling interest to provide educational programs in an environment free from sexual discrimination.
- Sex discrimination includes sexual harassment. Therefore, Drummond Public Schools have an obligation to investigate and take corrective action which may supersede an individual's right to privacy.

Investigation and Action Procedure

- A After receiving a report or grievance, the Administrator or Supervisor shall conduct an investigation and make a written report and recommendation within 30 days. In determining whether the alleged conduct constitutes sexual harassment, the Administrator or Supervisor will consider the facts of the allegation and any pertinent state, federal, or case laws as well as the established policy of the school district.
- B All due process procedures shall be accorded to all parties involved in the allegation. All parties shall strive to resolve the situation or problem at the lowest level possible.

Sanctions

- A A substantiated charge of sexual harassment or intimidation against an individual shall subject the individual to “disciplinary action” up to and including discharge.

- B Discharge will be a matter brought up before the Board of Trustees and the Board will make the final determination of such action.

Notification

Notification of the existence of this policy and how to secure a copy shall be posted in the main offices and the bulletin boards of the district.

Interrogation and Personal Search

All students are entitled to a safe and healthy educational environment. Therefore, the school has the responsibility to protect students from potentially injurious behavior on the part of irresponsible classmates. Furthermore, school administrators must take preventive and disciplinary measures that are both swift and informal in order to be effective. School administrators have the authority to immediately - upon reasonable suspicion --search students, students' handbags or backpacks. Students who choose to park their cars on school property should realize that, with reasonable suspicion, school administrators retain the right to search those vehicles. The school district retains ownership and control over student lockers and desks and, therefore, reserves the right to inspect lockers and desks at all times.

Students shall not place, keep or maintain any article or material in or on a locker that may cause or tend to cause any type of disruptive activity. If students wish to hang pictures in their lockers, they must be appropriate in nature. Any sexually suggestive or drug-related pictures, as well as advertisements for alcoholic beverages are not permitted. It shall be the responsibility of the administration to determine what is or is not appropriate for school. If a student has any such items in his/her locker, an administrator will request that these items be removed. This constitutes a warning. If a second violation occurs, a suspension will be issued.

Any student who refuses to allow an administrator to conduct a search, as described in the preceding paragraphs, may be subject to a suspension.

Parking Regulations

Student Driving: Students who are licensed drivers may drive to and from school. Upon arrival at school, no student may drive their motorized vehicle without permission from the Administration, except during the lunch period.

Student vehicles are not allowed at any of the parking areas behind the high school, grade school or around the new gym during the school year. This includes after school and weekends! No exceptions!!!

Dishonesty & Violence

Violence (fighting) is a disruptive and inappropriate behavior that will not be tolerated by our school system. Students are encouraged to solve problems and conflicts by means other than physical violence and fighting. Law enforcement may be contacted in violent situations.

Dishonesty (academic – e.g., cheating/plagiarism) and personal -- e.g., lying/stealing) of any type, will not be tolerated by our school. Students are encouraged to ask for help if they need it, rather than resorting to academic dishonesty. Grades/credit for work, tests, quizzes, papers and projects will be denied to students caught in academic dishonesty. (Plagiarism: a piece of writing that has been copied from someone else and is presented as being your own work. If the piece of work involved is copyrighted its use in a paper is an infringement on property laws. Warning—simply changing the words in a text

when the ideas are clearly not your own is still plagiarism.) Personal dishonesty will also not be tolerated. In the instance of stealing, administration may contact law enforcement.

The school district will address any infractions to the above on school property or at school events with these actions:

1st time In-School-Suspension (Saturday School) for one (1) day with a letter sent to the parents/guardians.

2nd Time Out of School Suspension for three (3) days with another letter sent to parents/guardians.

3rd Time Out-of-School Suspension for five (5) days and a letter sent to the parents/guardians.

4th Time Out-of-School Suspension for ten (10) days and letter to parents requesting them to appear before the Board of Trustees for an "Expulsion Hearing" with the purpose of expelling the student from the school system.

Incentive: Students who go one (1) calendar year without further discipline in this area will move back one step on the disciplinary ladder. At grades 9-12, this incentive can be used one (1) time only.

This Dishonesty & Violence Policy is collective for any infraction under this policy. Student's in 7th and 8th grades and in grades 9 through 12 will accumulate disciplinary consequences cumulatively and respectively.

Unspecified Improper Student Behavior

Any improper student behavior that is not specifically mentioned in this handbook, but which poses a threat to the health and/or safety of persons or property at Drummond Jr. /Sr. High School and/or its associated activities, or that creates a disruption or the likelihood of a disruption in the educational climate or school activities, shall be considered a violation of school rules. Such violations shall be dealt with by members of the school administration in a manner consistent with and appropriate to the violation. The appropriate consequences could range from parental notification through detention, in-school suspension, out of school suspension, all the way to possible expulsion by the School Board.

Note: Students are instructed to exit the building at 3:35 p.m. If students are involved in legitimate after school activities such as sports, clubs, or extra help, this will be permissible. Otherwise, students will be required to exit the building at 3:35 p.m.

Verbal/Non-Verbal Intimidation

No person in our building will be subjected to INTIMIDATION. Verbally threatening another student or staff member will result in a minimum one day in-school suspension. Such behavior may rise to the level of harassment, bullying, hazing, or even criminal threatening and will be dealt with more severely as described elsewhere in this handbook.

Weapon-Free Schools/Grounds Policy

In accordance with the provisions of Drummond School Policy #783 and the Gun-Free Schools Act (20-USC 3351), students who bring guns/weapons onto school property or property that is used to serve school personnel/students, except as provided below, shall be expelled for a period of not less than one (1) calendar year unless modified by the Board of Trustees upon the recommendation of the District Superintendent.

For the purpose of this policy only, the following terms are defined:

- A. School Building - all buildings owned, leased, and/or used by the district for the purpose of instruction or school activities.
- B. School Grounds - all areas owned or leased by the school district.
- C. Buses - all vehicles owned and/or leased by the school district for the transportation of school personnel/students.
- D. Weapon - any type of firearm (gun, bomb, or other explosive device), knife, sword, straight razor, throwing star, numchucks, brass or other metal knuckles, incendiary or poisonous gas, and any other item deemed by the Superintendent to be a weapon, if used in a threatening manner.

In accordance with the provisions of the Gun-Free Schools Act [18 USC 922] and Drummond School Policy #3310, a student may bring “unloaded” fire arms/weapons onto school property for use in an approved educational program or purpose with the prior permission (written or verbal) of the District Superintendent.

Any weapon confiscated will be immediately turned over to the Granite County Sheriff’s Department.

This policy does not apply to law enforcement personnel.

This policy does not apply to the school administrator’s house and/or possessions.

This policy does not apply to the home economics or school cafeteria equipment.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with MCA §20-5-202. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for the student in lieu of expulsion provided such placement removes the student from the regular school program.

The district shall keep a record of all students disciplined under this policy and the circumstances surrounding the discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required.

General Information

Emergency Drills

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

JH Areas of Supervision Before School and Lunch Hour

Before School – JH students may be in the cafeteria, outside between the buildings, or in the Old Gym if supervised. Equipment used in the Old Gym must be returned properly. If equipment is left out, those JH students may lose the privilege of being in the Old Gym for a period of time. JH students may not be in the Hallway of the High School.

Lunch Hour- JH students must remain in the cafeteria until 12:50. At that time, they may remain in the cafeteria or they may go outside between the buildings or up to the New Gym building if supervised. JH students may also attend extra-curricular meetings or conference with teachers during the lunch hour – ie, Student Council Meetings or tutoring help with a teacher.

Audio/Video Recording on District Property

The Drummond School District does not permit anyone to audio or video record on District property except for events that are open to the public, such as an athletic contest or student program. Individuals seeking to record under any circumstances must request advance permission as noted below. These guidelines will apply to all students parents, employees, third parties, consultants or other individuals on school property or district transportation, including transportation contracted by the District.

- Except during an event open to the public, students may not use a recording device to video or audio record at any time on school property, while participating in a school event or while using District transportation without the permission from a teacher, coach, or building level administrator. Under no circumstances may a student use a recording device in any private area, such as a locker room or bathroom. Violations of this directive will result in discipline up to and including expulsion and/or removal from an extracurricular activity.
- Except during an event open to the public, parents and other third parties may not use a recording device to video or audio record at any time on school property without the consent of a building level administrator. The District does not permit recording of meetings with individual teacher, IEP or ER teams or in meetings with administrators. If the individual requires an accommodation of recording for a disabling condition, the building level administrator will consider that request.
- If an individual refuses to meet with District staff without recording the meeting, District staff will end the meeting and notify the administration.

Surreptitious recording is a violation of Montana law, (§45-8-213, MCA) and will result in a referral to law enforcement as well as disciplinary consequences through the District.

School Meals

Students will be able to purchase meals. The program the school uses for tracking and recording meals allows for individual accounts, as well as family accounts for families with multiple children involved in the school breakfast/lunch program. Money for meals may be turned in at the high school office. A monthly menu will be sent home with the school newsletter each month as well as being posted throughout the school buildings.

Prices for individual meals:

K-12 Breakfast = 1.60	Adult Breakfast = \$2.30
K-12 lunch = \$2.85	Adult lunch = \$4.75

School Bus Policy

- All students who ride buses will observe normal rules of courtesy and regulations set up by the driver.
- The driver has the authority to discipline and suspend any student.
- Students who ride the bus will be expected to get on and off only at their stop unless prior permission was given.
- Transportation will be provided to all school events for participants. Participants must ride the bus in order to participate in their event. Permission to do otherwise must come from the superintendent.
- Spectators must have permission to ride and may be required to pay a fee.
- Junior High students from Helmville are not allowed to ride regular bus routes.
- Junior High students from the Hall routes are allowed to ride the regular bus routes, if they have a sibling attending Drummond High School.

Hallway Etiquette

- Leave an opening for others to walk (legs not fully extended)
 - Put paper, etc. into the garbage cans.
 - No food and drink outside of cafeteria.
 - Help each other with the rules.
 - JH students must stay in the cafeteria before school until the 7:45m bell rings.
 - NO students in hallway during lunch hour- HS students must stay in lobby area unless they have a lunch meeting or receiving tutoring from a teacher
- Students as individuals or as a group who cannot follow these rules will lose the privilege of using the hallway during these times.

Senior Privileges

1. Senior Privileges will be allowed for the last quarter of the school year beginning with the first day of that quarter.
2. Seniors will be allowed to “cut” the lunch line.

Senior Privileges will be denied for the following:

1. Students who are "academically ineligible" (below the 2.0 GPA).

Remember: Senior Privileges are a privilege, as the term implies.
Privileges can be taken away just as easily as they are given.
Your actions and conduct can determine the continuance of these privileges.

ZERO HOUR

Drummond High School on occasion offers “zero hour” classes. When a student attends a Zero Hour course, when appropriate, will be given credit for that course. The same rules and expectations follow for zero hour as they do for any other course.

Use of School and Equipment

1. The locker rooms are only for those students changing into and/or from gym clothes and showering. Any material left lying around will be collected and disposed of.
2. Lockers will be assigned during the first day of school. Students will be allowed one locker and keep the same locker throughout the school year. Students are responsible for their assigned locker and anything that should happen to it. Students may rent a lock from the school for \$5, only school locks may be used on any locker.
3. Textbooks and other equipment will be issued by the teachers. Books or equipment that are lost or damaged must be paid for by the student to whom it has been checked out. If necessary, each student will sign for the items he/she is responsible for.
4. The hall bulletin board is a place for posting of notices. Important information will be posted and students should frequently check the board.
 - No notice will be posted without office approval.
 - No signs will be posted with scotch tape. Please use blue masking tape.
5. Students in the building after regular hours must be supervised by a staff member. THERE WILL BE NO EXCEPTIONS.

6. Junior high students are under a closed campus umbrella. First offense will be a one-hour detention. Students who break the rules will be given detention at the discretion of the administration.

Student Organizations

The Board of Trustees recognizes the merit of student organizations which are properly sponsored, governed, and conducted. To that end, the following rules are adopted:

1. The Superintendent of Schools shall have final control over the activities of all student organizations.
2. Each year an organization representative of the student body is elected to have a voice in the running of school activities. A president is elected from the student body as a whole, and each class selects their own representative to represent them in the Student Council. All school social events are under the control of the Student Council.
3. All monies arising from the activities or formation of any student organization shall be deposited with DHS Activity Fund. Deposits and expenditures shall be made only in accordance with the procedure outlined under the finance section of School Board Policy. Any financial transaction must have the approval of the Treasurer, Sponsor, School Secretary, and Superintendent. These procedures will be explained by the organization's sponsor.
4. Each month the office will distribute to the treasurer of each organization a computer printout showing all the transactions of the money in that fund. It is up to the treasurer to notify the office of possible error. Non-notification within a one-week period will result in the error being regarded as correct.

Protection of Student Confidentiality in Surveys or Evaluations as Part of a Federal Program

It is the policy of Drummond Public Schools that parents have the right to inspect all instructional materials that will be used for a survey, analysis, or evaluation as part of a federal program. No student, as part of a federal program, shall, without parental consent, be required to submit to a survey, analysis, or evaluation that reveals information covering: (1) political affiliations, (2) potentially embarrassing psychological problems, (3) sexual behaviors or attitudes, (4) anti-social and demeaning behavior, (5) critical appraisals of family members, (6) legally privileged relationships, or (7) income (except for determining eligibility to receive financial aid). Parents and students shall be notified yearly of their rights under this policy as it pertains to federal programs.

Prom & Dance Expectations:

1. Students will remain in the gym and lobby areas. Students are not allowed to roam down the hall or enter other areas of the school.
2. The Grand March will consist of members of the Junior and Senior classes and their dates.
3. Attire—the Prom is a semi-formal dance and girls are expected to wear 'prom' style dresses. Boys are expected to wear dress pants, dress shirts (collared) and shoes, ties, and coats. Tuxedos are very appropriate for this dance. Students who are not dressed appropriately will be denied admission to the dance. At other dances the school dress code will be enforced.
4. Only students who have purchased bids (tickets) to the dance in advance and by the deadline will be admitted. Students bringing non DHS guests will complete the guest form at the time of the bid sale. All guests must be approved by the administration in advance of the dance. Students who are not in good standing at their home school or have had behavior problems while in attendance at DHS will be denied admission.

5. Individuals over the age of 19 will not be admitted to the dance as they are not age appropriate for a high school event. Other dances are open to DHS students only. The Homecoming will follow the Prom rules and also be open to alumni.
6. Hours for the prom will be from around 8:30 – 12:00 midnight. The Homecoming dance will be an after-game dance and will end no later than midnight.
7. No students will be admitted to the dance after the Grand March. For other dances no student will be admitted 30 minutes after the start of the dance. In the case of after-game dances athletes participating in the game will have an additional 30 minutes to enter the dance.
8. Parents and others are encouraged to attend the Grand March, but are asked to leave soon thereafter.

McKinney-Vento Homeless Assistance Act

Serving Families in Transition

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to immediate enrollment, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services, all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions.

Who is Eligible for FIT Services According to the McKinney-Vento Act?

The term “homeless children and youth” refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law, a child may qualify as homeless if he or she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing. Examples in Missoula might include: Poverello Center’s Maclay Commons/Joseph Residence, Carole Graham, Mountain Home Montana, YWCA Transitional Housing Program, the Salvation Army’s Gateway Program, YWCA’s Domestic Violence Shelter, Family Promise, etc.;
- Living in a motel, hotel, trailer park, or campground, were abandoned in a hospital, or are awaiting foster care placement;
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;
- Doubled-up with relatives or friends due to a loss of housing, economic hardship, or a similar reason;
- NOT living with a parent or legal guardian, is an unaccompanied youth living in a situation that meets one of the four definitions listed above.

For more information or assistance with determining eligibility, contact the DPS Liaison:

Dean Phillips
Superintendent
dphillips@drummondschool.net
406-288-3401

EXTRA CURRICULAR ACTIVITIES

All students participating in activities will be expected to have all pre-season responsibilities taken care of prior to the start of practices for that activity. All paperwork should be turned in to the head coach before the start of the season. The student will not be allowed to practice or compete until all such paperwork is cleared and on file. This includes all necessary signatures.

The following must be completed and on file for the first practice:

1. Physical Form
2. Permission Form
3. Concussion form
4. Pay to Play- \$40/sport up to \$80/child for the year
5. Activity Passes - \$30.00 per student.
6. Attendance at the pre-season meetings and sign off on training rules.

RESPONSIBILITIES OF STUDENT THROUGHOUT SCHOOL YEAR

Organizations and Activities:

Football	Basketball	Cross Country
Track	Volleyball	Business Professionals of America (academic)
National Honor Society (academic)	Seniors (academic)	
Juniors (academic)	Sophomores (academic)	Freshmen (academic)
Student Council (academic)	Pep Band (academic)	Music Festival (academic)
Close-Up (academic)		

- SCHOOL COMES FIRST, and then these activities must be worked into your schedule on an elective basis. When you know of extra-curricular events, work must be made up prior to leaving school.
- These extra-curricular activities are considered SECONDARY to your academic education.
- If a student has an unexcused absence, the athlete will not participate in practice or event.

Physical Examinations

- All participants will have a medical examination slip signed by a physician before they are eligible to participate in sports.
- Drummond High School will try to provide a scheduled date for the physical examination through appropriate medical personnel only if a student participates in a sport.
- A physical examination schedule will be established and if a student misses the provided examination, then the parent/student must provide for their own examination at their own expense.
- The MHSA has stipulated that all schools shall utilize a standard form for the physical exam, and this form can be secured from the high school office.

Athletic Rules

- All athletes will comply with the rules and regulations established by the MHSA, the coach, the Administration, and the Board of Trustees.
- These rules and regulations (unless verbal) are published in the MHSA handbook, the Board policy, Student Council constitution, Pep Club constitution, and listed on the athletic rules sheet. The students and coaches developed these rules.
- Each student is given a set of rules. These rules are attached to the permission-for-participation form. Before a student may participate in extracurricular sports, both the parent/guardian and student must sign the form.
- All students, those eligible and those ineligible, who have signed up for a sport, or intend on participating in that sport, must adhere to the rules established for that sport during that sport season. The season will commence on the day of the first practice and end on the day of the last scheduled event.
- All participants must have signed permission slips turned in before the first practice or they will not be allowed to practice or participate.
- Cell phones will be given to coaches prior to entering locker rooms and may be picked up after each contest. Cell phone pictures are not to be taken or shown on bus trips.
- All students will be automatically eligible to participate in athletics their first quarter in Drummond High School as long as they are eligible through the MHSA Rules. This includes first time transfer students and incoming freshmen.
- All athletes and band members are required to either purchase an activity card or pay the per game admission fee.

JUNIOR HIGH ATHLETICS

The junior high school athletic program is based on the same rules and regulations as the high school program. While there are some fundamental differences in philosophy the training rules for participants and the responsibilities for coaches are the same. Safety is the paramount concern. At this stage in the student's development, conditioning against injury must be stressed. As well, putting students in positions where they must face much larger or stronger opponents cannot be allowed. Coaches must insure that athletes do not re-enter a contest after being injured and/or dazed unless he/she is confident that the condition will not be further aggravated.

This is the age where the basics must be emphasized. These are: the fundamentals of the game, of working as a team, and good sportsmanship. A greater amount of practice time must be spent on these aspects. Also, as fans and parents, we must strive always to model the good sportsmanship behavior that we want these young athletes to learn.

7th-12th TRAINING AND ELIGIBILITY RULES **DRUMMOND SCHOOL TRAINING RULES**

The following are the training rules, which will apply to student/athletes while competing for Drummond High School. These rules are designed to aid and assist you in your endeavor to become the best possible individual, both athletically and socially. These rules and regulations were drawn up with the consultation of students, community members, coaches, administration, and school board.

1. EXTRA AND CO-CURRICULAR CHEMICAL USE POLICY

Students participating in extra and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal & illicit drugs or abuse prescription or nonprescription drugs during their extracurricular seasons. Extracurricular and co-curricular activities covered by this policy include, but are not limited to: all sports activities, Pep Club and Cheerleading. If a student has any questions as to whether a school district activity is covered by this

policy, he or she has the responsibility to ask the principal whether the activity is covered by the policy. These rules are in effect twenty-four (24) hours a day. If a student receives an MIP or is seen using tobacco, alcohol or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbook.

2. **REPRESENTATION OF DRUMMOND SCHOOLS**

Drummond students/athletes represent Drummond Schools. Fighting or stealing will not be tolerated and may constitute forfeiture of participating in future athletic school events.

3. **POLICY COVERAGE**

The policy applies to middle and high school students who are involved in the extracurricular and co-curricular activities program.

4. **POLICY DURATION**

This policy is in effect each school year, from the first day of participation for the chosen activity until the last day of school activities.

Violations are cumulative for each school year, through the student's period of attendance in grades 5-8 and in grades 9-12. The administration shall publish the participation rules annually in the activities and student handbooks.

5. **STUDENT AND PARENT/LEGAL GUARDIAN DUE PROCESS**

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone when possible, and by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participating in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent/guardian and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and /or co-curricular activities.

Legal Reference: 20-5-201, MCA Duties and Sanctions Adopted on September 10, 2002

6. **DRUG ALCOHOL and TOBACCO TRAINING RULES**

The use of or possession of illegal drugs and alcohol is prohibited and will be dealt with as follows:

- a. For the duration of a season or activity in which a student/athlete is participating, that student shall not use or have in his/her possession illegal alcohol or other drugs.
- b. A student shall not knowingly be in attendance at any gathering, event or party where underage drinking is occurring or "illegal" drugs are being used.

FIRST VIOLATION:

Students who have not had previous violations will miss the following:

Basketball (4 game days)	BPA (1 Competition)
Football (2 game days)	Cross Country (1 meet)
Pep Band (4 game days)	Track (2 meet days)
Close Up Trip	Music Festival (1 Event)
Volleyball (4 game days)	

SUBSEQUENT VIOLATION:

- a. Upon any further violation, the student will be suspended for any extra-curricular events for the duration of that school year.
- b. The student will be required to attend MIP substance abuse classes at their own expense and proof provided to the athletic director or principal to be eligible for the next school year.

ACADEMIC ELIGIBILITY REQUIREMENTS

All student/athletes have a primary responsibility to maintain good scholastic standards.

If a 7th-12th grade student athlete has an F in any current course, or a GPA below a 2.0 as calculated by the posted weekly grade, the student will be ineligible for that week. Eligibility will be calculated every Monday morning throughout the school year.

The ineligible student is permitted to attend practice, but they may not ride the bus to away games or competitions. The ineligible student is permitted to attend home games and competitions but may not sit with their team. Each ineligible student will be notified that they are ineligible by the Principal or the AD on Monday morning.

Coaches will be notified of any ineligible students on their team by noon each Monday. Ineligibility will be pulled by the beginning of the 2nd week of each semester.

Students that have a semester GPA of less than a 2.0 will be ineligible to participate until midterm of the following quarter unless their total credits do not meet MHSA eligibility.

Students who are absent more than one-half (1/2) of the regular school day shall not be eligible to participate in any after school or evening extra-curricular activity that day unless prior arrangements have been made with the administration office.

Students who have an unexcused absence may not practice or participate in games/events that evening.

EQUITY

True equity is based not on the letter of the law but instead on the spirit of the philosophy. The best way to think of equity is that basketball players, whether male or female, all deserve the same treatment. Our customers are "kids", and the fact that they are male or female should make no difference in the type of program we provide for them.

All staff members in the Drummond Activities' Program are expected to be well acquainted with the expectations of MHSA, Ridgeway, and Title IX. The Drummond School District is committed to

adhering to the spirit as well as letter of the law in regards to sex equity. To do so is in the best interest of "kids" as well as the "right" thing to do.

In addition to specific equity requirements in athletics, all activities staff members are expected to be knowledgeable of and sensitive to all forms of discrimination, bias, and harassment that may occur on the basis of sex, race, nationality, or other factors.

The Drummond School District affirms that no person shall, on the basis of sex, be excluded from, be denied the benefits of, or be subjected to discrimination under any education program or activity. Students or employees with questions or complaints concerning the provisions of Title IX may contact their building representative or the District Title IX Coordinator.

INFORMED CONSENT TO PARENTS AND STUDENT/ATHLETES

The parent and the student/athlete acknowledge that even with the best coaching, the use of the most advanced protective equipment and uniforms, and strict observances of the rules of the sport, injuries are still a possibility. And on rare occasions, these injuries can be so severe as to result in total disability, paralysis or even loss of life. Parents and student athletes acknowledge by their signature that they have read and understand this warning.

Drummond Public Schools Acceptable Use Policy

Please read this document carefully before signing.

General Information

Filtered Internet access is now available to students and staff in Drummond Public Schools as a service of Blackfoot.net. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The signature(s) at the end of this document is (are) legally binding and indicates the party(s) who signed has (have) read the Terms and Conditions of this agreement carefully and understand their significance. Drummond Public Schools may modify the acceptable use agreement as the need arises and will notify the user of any modifications or amendments to the agreement.

INFORMATION CONTENT AND USES OF THE SYSTEM

The use of Drummond Public Schools' Internet account must be in support of education and research and consistent with the educational objectives of Drummond Public Schools.

The use of IM's (instant messaging, "chat") is not allowed on the computers of Drummond Public Schools. Publishing over the System any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or contains any advertising or any solicitation of other users to use goods or services is prohibited. This user agrees not to use the facilities and capabilities of the system to conduct any business or activity or solicit the performance of any activity that is prohibited by federal, state, or local law. Use for political lobbying is also prohibited.

Although we have Internet filtering, the Internet provides access to other computer systems around the world. The user (and the parent(s) of the users) specifically understands that the system administrators and Drummond Public Schools do not have control of the Internet filters or the content of information residing on these other systems. Users and the parents of users are advised that some systems may contain controversial or illegal material. Drummond Public Schools and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Students or staff knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and Drummond Public Schools, and such activities will result in termination of their computer use and appropriate disciplinary action.

Drummond Public Schools and the system administrators do not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the user's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. This service is provided on an "as is, as available" basis. Drummond Public Schools will not be responsible for any damages you suffer. Use of any information obtained via the Internet is at your own risk.

NETIQUETTE/ONLINE CONDUCT

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- c) Illegal activities are strictly forbidden.
- d) Do not reveal personal information of others and be cautious when revealing your own personal information (home address, phone number, etc.)
- e) Do not use the network in such a way that you would disrupt the use of the network by other users (such as playing electronic games).
- f) All communications and information accessible via the network should be assumed to be private property.
- g) Do not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of controlled substances.
- h) Do not transmit materials, information or software in violation of any local, state, or federal law.

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. The system administrators, faculty and staff will deem what is inappropriate use. Also, the system administrators may restrict computer use at any time, as required. The Administration, faculty and staff of Drummond Public Schools may request the system administrator to deny, revoke or suspend specific users. The systems, which comprise Drummond Public Schools' network, are for authorized users only. Use of these systems implies consent to monitoring of activities on these systems.

COPYRIGHTED MATERIAL

Copyrighted material must not be placed on any system connected to Drummond Public Schools without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material. Users may download copyrighted material for their own use. Any user may also non-commercially redistribute a copyrighted program only with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

PUBLIC DOMAIN MATERIAL

Any user may upload public domain programs to the System. Any user may download public domain programs for their own use or non-commercially redistribute a public domain program. User assumes all risks regarding the determination of whether a program is in the public domain. The user is responsible for inoculating all software for viruses that will be uploaded/downloaded.

ELECTRONIC MAIL

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having mail access. Before opening any messages on the schools computers, make sure it is appropriate. DO NOT OPEN ATTACHMENTS from unknown senders. Be smart, be careful, and we will be able to enjoy the privilege of having and using e-mail. E-mail should only be used at appropriate times, not during instructional time.

SECURITY

Security on any computer system is a high priority. If a user feels that they can identify a security problem, the user must notify a system administrator. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

GOOGLE APPS FOR EDUCATION

GOOGLE APPS FOR EDUCATION Drummond Public Schools utilizes Google Apps for Education for students, teachers, and staff. This page describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience. The following services are available to all 3rd-12th grade students and hosted by Google as part of Drummond public Schools online presence in Google Apps for Education:

- Mail – an individual email account for school use managed by Drummond Public School District
- Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs – a word processing, spreadsheet, drawing and presentation toolset that is very similar to Microsoft Office Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building electronic portfolios of school learning experiences, and working in small groups on presentations to share with others. Guidelines for the responsible use of Google Apps for Education by students:

Official Email Address: All students 3rd-12th will be assigned a student email account pending parent permission. This account will be considered the student's official DPS Gmail address until such time as the student is no longer enrolled with School District.

Access Restriction: Access to and use of student email is considered a privilege accorded at the discretion of the Drummond Public School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication. 4. Security: Drummond Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information. The settings by the district do not allow students to send or receive emails from outside drummondschool.net email address.

Privacy: The general right of privacy will be extended to the extent possible in the electronic environment. Drummond Public Schools and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student email systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

IMPORTANT: Opting out refers to the District's disclosure of your student's personal information to various persons, agencies, and institutions and does not prevent students from providing their personal information to various persons, agencies, or institutions on their own behalf. Google Apps for Education Parental Permission (3rd – 12th grade students only) by signing below, I confirm that I have read and understand the following: Under FERPA and corresponding Montana law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Drummond Public Schools by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/intl/en/policies/privacy/>). I understand that I may ask for my child's account to be removed at any time. Choose an option below (see form on next page):

Please read, sign and return ALL SIGNED FORMS to the high school office!

GOOGLE APPS FOR EDUCATION

_____ YES, I give permission for my child to be assigned a full Drummond Public Schools Google Apps for Education account. This means my child will receive an email account, access to Google Docs, and Calendar.

_____ NO, I do not give permission for my child to be assigned a full Drummond Public Schools Google Apps for Education account. This means my child will NOT receive an email account or access to Google Docs, and Calendar.

Student Name: (Print) _____

Grade: _____

Parent/Guardian Signature _____

Date: _____

INTERNET USE AGREEMENT

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, and school disciplinary and/or appropriate legal action may be taken.

DEVICE USE AGREEMENT

At the beginning of each school year, Drummond School District provides a device and charger for use during the school day that is specifically assigned to individual students in 7th-12th grades. This device may be checked out to go home but must be returned and checked back in the following school day. This device is a privilege and the privilege may be forfeited if a student does not comply with any part of the Acceptable Use Agreement. The District understands that typical wear and tear is expected, but if a student destroys through negligence or carelessness or loses the device and/or charger, the student will be held financially responsible to replace the device and/or charger. All devices and chargers will be returned at the end of the school year for maintenance and updating.

User's Full Name (please print): _____

User Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student I have read the Terms and Conditions for Internet access and the Device Use Agreement. I understand that this access is designed for educational purposes and Drummond Public Schools have taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Drummond Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to have Internet access and certify that the information contained on this form is correct.

In addition, as the parent or guardian of this student, I permit my student to check out a device and charger for the school year with the understanding that if the device or charger is destroyed or lost, that there may be a financial responsibility to replace or repair the device or charger.

Parent or Guardian (please print): _____

Signature: _____ Date: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Thank you for your interest and support of this exciting resource in Drummond Public Schools.

HANDBOOK

***As the parent/guardian of this student, I have read and discussed the Drummond High School Student and Parent Handbook with my child.

Student _____

Parent/Guardian _____

Date _____

Drummond School Permission to Participate **Student Extra-Curricular Activities**

REPRESENTATION OF DRUMMOND SCHOOLS

Drummond students/athletes represent Drummond Schools. We expect our students/athletes to uphold the school's standards at all times. Any behavior that violates our code of conduct will be dealt with accordingly. This includes behavior on social media. Fighting or stealing will not be tolerated and may constitute forfeiture of participating in future athletic school events.

REQUIREMENTS

All students participating in activities will be expected to have all pre-season responsibilities taken care of prior to the start of practices for that activity. All paperwork should be turned in to the head coach before the start of the season. The student will not be allowed to practice or compete until all such paperwork is cleared and on file. This includes all necessary signatures. The following must be completed and on file for the first practice:

1. Physical Form
2. Permission Form
3. Concussion form
4. Pay to Play- \$40/sport up to \$80/child for the year Families
5. Activity Passes - \$30.00 per student grades 7-12.
6. Attendance at the pre-season meetings and sign off on training rules.

ATHLETIC RULES

- All athletes will comply with the rules and regulations established by the MHSA, the coach, the Administration, and the Board of Trustees.
- These rules and regulations (unless verbal) are published in the MHSA handbook, the Board policy, Student Council constitution, Pep Club constitution, and listed on the athletic rules sheet. The students and coaches developed these rules.
- Each student is given a set of rules. These rules are attached to the permission-for-participation form. Before a student may participate in extracurricular sports, both the parent/guardian and student must sign the form.
- All students, those eligible and those ineligible, who have signed up for a sport, or intend on participating in that sport, must adhere to the rules established for that sport during that sport season. The season will commence on the day of the first practice and end on the day of the last scheduled event.
- All participants must have signed permission slips turned in before the first practice or they will not be allowed to practice or participate.
- Cell phones may be asked to be given to coaches prior to entering locker rooms and may be picked up after each contest. Cell phones are not to be on in locker rooms/bath rooms
- All students will be automatically eligible to participate in athletics their first quarter in Drummond High School if they are eligible through the MHSA Rules. This includes first time transfer students and incoming freshmen.
- All athletes and band members are required to either purchase an individual or family activity pass or pay the per game admission fee.

ACADEMIC ELIGIBILITY REQUIREMENTS

All student/athletes have a primary responsibility to maintain good scholastic standards. Junior High athletes (7th and 8th graders) shall be ineligible for 2 1/2 weeks if his/her grade point average falls below a 2.00 GPA at the end of the quarter. If after 2 1/2 weeks a student athlete is still ineligible, they may no longer participate in the season. If a 7th-12th grade student athlete has an F in any current course, or a GPA below a 2.0 as calculated by the posted weekly grade, the student will be ineligible for that week.

Eligibility will be calculated every Monday morning throughout the school year. The ineligible student is permitted to attend practice, but they may not ride the bus to away games or competitions. The ineligible student is permitted to attend home games and competitions but may not sit with their team. Each ineligible student will be notified that they are ineligible by the Principal or the AD on Monday morning. Coaches will be notified of any ineligible students on their team by noon each Monday.

Ineligibility will be pulled by the beginning of the 2nd week of each semester. Students that have a semester GPA of less than a 2.0 will be ineligible to participate until midterm of the following quarter unless their total credits do not meet MHSA eligibility.

Students who are absent more than one-half (1/2) of the regular school day shall not be eligible to participate in any after school or evening extra-curricular activity that day unless prior arrangements have been made with the administration office.

Students who have an unexcused absence may not practice or participate in games/events that evening.

EXTRA AND CO-CURRICULAR CHEMICAL USE POLICY

Students participating in extra and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal & illicit drugs or abuse prescription or nonprescription drugs during their extracurricular seasons. Extracurricular and cocurricular activities covered by this policy include, but are not limited to: all sports activities, Pep Club and Cheerleading, Choir and Band, FFA, Culinary, STEM.

If a student has any questions as to whether a school district activity is covered by this policy, he or she has the responsibility to ask the principal whether the activity is covered by the policy. These rules are in effect twenty-four (24) hours a day. If a student receives an MIP or is seen using tobacco, alcohol or illicit drugs, on or off campus, the student will forfeit the privilege of participating in accordance with the activities and student handbook.

FIRST VIOLATION:

Students who have not had previous violations will miss the following:

Basketball (4 game days) BPA (1 Competition) Football (2 game days) Cross Country (1 meet) Pep Band (4 game days) Track (2 meet days) Close Up Trip Music Festival (1 Event) Culinary (1 Competition) Volleyball (4 game days)

SUBSEQUENT VIOLATION:

a. Upon any further violation, the student will be suspended from any extra-curricular events for the duration of that school year.

b. The student will be required to attend MIP substance abuse classes at their own expense and proof provided to the athletic director or principal to be eligible for the next school year.

INFORMED CONSENT TO PARENTS AND STUDENT/ATHLETES

The parent and the student/athlete acknowledge that even with the best coaching, the use of the most advanced protective equipment and uniforms, and strict observances of the rules of the sport, injuries are still a possibility. And on rare occasions, these injuries can be so severe as to result in total disability, paralysis or even loss of life.

Parents and student athletes acknowledge by their signature that they have read and understand this warning.

Student: _____ Date: _____

Parent or Guardian: _____ Date: _____