



DARBY HIGH SCHOOL

# STUDENT HANDBOOK

Grades 8-12



# 2025-2026

“It’s a great day to be a Tiger”

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### **TO STUDENTS AND PARENTS:**

The Darby School District Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic for all general applicable policies. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Board Policy Manual is available on the District website at [www.darby.k12.mt.us](http://www.darby.k12.mt.us) In the event that any provision of this Handbook and the District's Board Policy conflict, the Board Policy will control.

### **SUPERINTENDENT'S MESSAGE**

Welcome to the Darby School District.

Students – you and your parents/guardians will need to read over this handbook and sign off on the final page that you have read and understand the policies within. The handbook is designed to provide you with knowledge of the organization, policies and procedures of the Darby School District. The rules governing our District are a collaboration of efforts of the Board of Trustees, administration, faculty, students and community. We hope that each of you will find your own personal success this year and always ..... it's a GREAT day to be a TIGER!

Tony Biesiot  
Superintendent  
#TheTigerWay

### **BOARD OF TRUSTEES**

The Board of Trustees for the 2025-2026 academic school year are:

Kristie Heiland – Board Chairperson  
Ashley Christopherson – Vice - Chairperson  
Pete Ehmann  
James Shavers  
Jeanne Wald

More information on the Board of Trustees and the Board meeting schedule can be found at [www.darby.k12.mt.us](http://www.darby.k12.mt.us)

### **NOTICE OF NON-DISCRIMINATION**

Darby School District does not discriminate on the basis of race, color, national or ethnic origin, religion, marital status, sex, disability, or age in its programs and activities. All programs offered by the school within the School District will be open to all students consistent with statutory and judicial requirements. Admission of students to special and advanced programs or activities

will be based on the performance of each student. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator: Kurt Kohn (406) 821-3252

Inquiries may also be directed to the Assistant Secretary of the US Department of Education.

### **MISSION STATEMENT**

**Every student that graduates from Darby Public Schools is college, career and community ready.**

### **ATHLETICS & ACTIVITIES**

Darby High School offers a comprehensive co-curricular and extracurricular activities program designed to provide opportunities for academic and social growth. Extracurricular is used to describe extra activities (such as sports) that can be done by the students in a school but are not part of the regular schedule of classes. Co-curricular refers to activities, programs, and learning experiences that complement, in some way, what students are learning in school. Through participation in co-curricular activities, students develop an appreciation for teamwork, sportsmanship, competition, self-discipline and citizenship. Co-curricular activities increase a student's personal development and self-esteem. Students should examine the available organizations, clubs, teams and select activities which are of interest to them. Students are also encouraged to support the co-curricular activities, scholastic competitions, dramatic and musical performances and other scheduled events.

***Extra-curricular, co-curricular, field trips, and school endorsed activities are a privilege, not a given.*** Students earn the right to participate by:

1. Demonstrating acceptable behavior and attitudes in representing Darby High School.
2. Remaining in good standing with Darby School District attendance policy.
3. Currently in academic good standing.

4. Having good academic habits: All work is due the day the student leaves unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments and schedule make-up exams before he/she leaves.
5. Being a "team participant"
6. Accepting the responsibility of being a role model for youth in the community.
7. Displaying good sportsmanship at all times.
8. Final decisions are up to the administration.

**ATHLETIC PROGRAMS:** Any student interested in participating may contact the High School office for information and to obtain required paperwork. Athletic programs offered at Darby High School:

**Fall Sports**

Football

Boys & Girls Cross Country

Volleyball

**Winter Sports**

Boys & Girls Wrestling

Boys & Girls Basketball

**Spring Sports**

Boys & Girls Tennis

Boys & Girls Track

Boys & Girls Golf

Softball

Baseball

**ATHLETIC PARTICIPATION FEES:** At registration, students may pay an activity fee of \$75.00 for Middle School athletics and \$105.00 for High School athletics, which also entitles them to attend all home DHS activities throughout the year (This does not include any post-season playoff games or tournaments). Fees will be assessed one (1) time per year, when the participant joins their first sport/group/activity.

**ATHLETIC EVENT PASSES:** Students not participating in athletics can purchase a \$25 activity pass which gets them into all home games. Adults can purchase 20 game punch cards for \$75 which gets them into twenty home games.

Parents can purchase the family rate for Activity Cards for \$250. This covers the activity fees and entrance into all home games for all the children living in the home, plus two 20 game punch cards good for admission for any adults into home games. **Students who do not purchase an activity pass will pay the regular admittance fee to all activities.**

**EXTRA AND CO-CURRICULAR ACADEMIC ELIGIBILITY REQUIREMENTS:**

Extra and co-curricular activities include: athletics; school clubs; academic competitions; and musical activities other than those required for classroom work.

To attain and maintain academic eligibility in extra and/or co-curricular activities a student at Darby High School must:

- In accordance with the Montana High School Association (MHSA) requirements Article II, Section 2, be enrolled in twenty hours per week and in regular attendance ten hours per week at DHS. Regular attendance is defined as actual physical presence in the building.
  - o Exception 1: students who are enrolled and participating in a transformational learning program that meets the district's proficiency-based learning requirements pursuant to the adopted policies of the school board is exempt from the regular attendance requirement of ten hours per week.
  - o Exception 2: Non-public or home school students who meet requirements of 20-5-109 can participate in MHSA school activities with the following stipulations:
    - The same standards of participation must be met as those required of full-time students enrolled in the school except for the 10 hour per week of physical attendance.
    - Same MHSA rules apply including age, semesters, and academics.
- Passing all classes with a minimum grade of 60% at each grading period. This requirement will begin with the start of each new school year. Grade checks will be conducted at the Mid-Term and Quarter grading period.
- MHSA compliance – if a student is not passing a minimum of four classes at the end of a semester, he/she is ineligible for participation at any level in any MHSA sanctioned activity during the subsequent semester.
- Ineligibility students are allowed to practice but not be able to participate in games or travel with the team until grades are checked at the next grading period.

**ATTENDANCE REQUIREMENTS:** Students must be attendance for ½ the school day in order to practice or participate in an activity that day; in order to participate over a weekend, one must be in attendance ½ the day on the day prior to the event. The only exceptions to this rule are:

- A student attending a doctor's appointment during the course of the day. A doctor's note must be presented to the attendance office upon returning to school.
- A death in the immediate family.
- Personal reasons or illnesses that are cleared by the administration.
- Transformational learning students who are not scheduled to be on campus for ½ the school day.
- Students who are or have been suspended are not allowed to participate that day

- **PHYSICAL:** Students involved in athletics must have a certified physical after the last day of the previous school year. The cost of the physical exam is the responsibility of the student athlete and his/her family. The physical must be turned into the athletic director prior to practicing. Freshman & Juniors are required to have a physical - Seniors and Sophomore parents can sign a form opting out of having a physical unless the athlete does not have a current physical on file at Darby High School.
- **INSURANCE:** Students in any athletic activity must be covered with a basic insurance policy with a "catastrophic" insurance policy included. Students who have their own insurance must provide the school district with proof of insurance prior to first practice. Insurance options are available through the High School Office.

**TRAVEL TO CONTESTS:** All students are expected to ride school district transportation on school-sponsored trips. Students will not be allowed to participate if they arrive at a contest in transportation other than transportation provided by the school district. Exceptions are made only with prior approval of the activities director or administration. Under no circumstances is a student allowed to drive himself/herself to a contest.

**RETURN FROM CONTESTS:** Students may request to ride home after events with **their** parents and/or guardians only. A release form must be signed by the parent/guardian in the presence of the head coach/sponsor prior to taking the student. Parents/guardians may ask to have an adult other than themselves transport their son/daughter with prior written approval from the administration.

**ROOM ASSIGNMENTS:** It is the responsibility of the coach or sponsor to make room assignments. Students will not be allowed to choose their own roommates.

**LETTERING POLICY:** Varsity lettering criteria will be determined by each head coach prior to the start of their season. Varsity letters or certificates of completion will be presented to the athletes at the conclusion of the season during the sport's awards banquet.

**TRUANCY/SUSPENSION:** Any student who is truant or suspended (OSS or ISS) from school will not compete in any practice or activity until after the first school day the student is in attendance following the suspension. A student suspended from school on a Friday will not be allowed to compete that weekend.

**MEAL POLICY:** Team meals will be provided for post season competition (excluding District Tournaments). All meals will be purchased according to the School District Purchasing Policy. Rates per meal will be in accordance with the School District per diem policies.



The District will not provide meals for regular season games, meets or District Tournaments. The District will allow parents or others to provide packed meals for the team(s) while traveling. This would be known as a “cooler clause”.

**Meal Allowances:** When the District provides meals, the following meal allowance will be adhered to: \$15.00 per student per day

**NOTE:** Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM including beverage and dessert. Any purchases beyond the per diem allowed will be the student’s responsibility.

**CONFLICTING EVENTS:** In the event that a co-curricular and an extracurricular activity conflict on the same day(s), the activity which is considered a qualifying or an advancement event will take precedence. EXAMPLE: Students involved in the District Music Festival will attend that function rather than any scheduled event that does not involve advancement to a higher level.

### **ACADEMIC PROGRAMS & CLUBS**

All students are encouraged to choose a school-sponsored club and get involved in school and community activities. Students seeking and holding class and club office must not have any failing grades during the semester in which they are elected. Grades will be checked for candidates and sitting officers by the class/club sponsor, who will certify their eligibility.

Skills USA

National Honor Society

Student Leadership

Model United Nations

Youth Legislature

### **GENERAL ATHLETIC & ACADEMIC POLICIES**

**FUNDRAISING:** All fund-raising activities by any teams, clubs or other school sponsored organizations must complete a fund-raising application and have it approved in advance by the Principal. Students who are involved with the selling of products for clubs, etc. are not to sell during class time. Tickets for activities can be sold during the student’s lunch period.

- Only school district-sponsored fundraising activities will be allowed on the Darby High School campus.
- Organizations must have a fund-raising application approved by the Principal before ordering any materials for a fund-raising project/event.
- Upon completion of the fund-raising project/event, the financial report should be turned into the District Clerk.

**TRAVEL RULE VIOLATIONS:** All school rules are in effect 24 hours a day while students are traveling with a DHS team or group. Students have a special obligation to represent their school in an appropriate manner and conduct themselves appropriately while on the bus. Students

who violate the rules concerning drugs, alcohol, tobacco, theft or coach's curfew while traveling will be disciplined. Students can expect any or all of the following:

- The parent will be contacted, and the parent will have the responsibility to provide transportation back to Darby.
- To be turned over to local authorities if possession or use of alcohol, drugs, or tobacco, or theft is involved.
- To forfeit all awards, letters, etc. earned during the current season for that activity.
- Disciplinary action in accordance with the school disciplinary policy.

**FIELD TRIPS & CO-CURRICULAR EVENTS:** Field trips are designed to enrich student learning, provide opportunities for participation in curriculum related activities and assist students in reaching educational goals. During such trips, students represent Darby Schools and will act accordingly. Students will follow school rules and the directions of the teacher/chaperones. It will be the responsibility of the student to make up for all work missed due to field trips and/or co-curricular events.

**STAY POSITIVE,  
WORK HARD,  
MAKE IT  
HAPPEN**

**SCHOOL DANCE REGULATIONS:** Every effort will be made to insure students may enjoy school dances in a safe environment. The following regulations will be enforced at DHS dances:

- All DHS students in grade 9-12 are invited.
- Students may bring a date that is not enrolled in Darby High School if a visitor's pass has been issued by the High School Principal three (3) days prior to the dance. Students 20 years or older or below the 9<sup>th</sup> grade will not be allowed to attend.
- All music selections will be approved by the sponsors prior to the dances.
- Students will dance in a manner appropriate for a school environment. Students will refrain from "grinding", "moshing", or inappropriate public displays of affection.
- Dress shall be school-appropriate for both formal and non-formal dances.
- Ticket sales and admission to the dance will end 1 hour 30 minutes after the dance starts.
- All school rules will be in effect during the dance.
- Any student who uses, possesses, or is under the influence of drugs or alcohol will be sent home with a law enforcement officer and will be subject to the school disciplinary policy.

- If a student leaves the dance, he/she will not be readmitted.

## **ATTENDANCE**

At Darby High School, we believe that there is a direct relationship between school attendance and student achievement. Parents have the primary responsibility for the attendance of their students as required by Montana state law (MCA 20-5-103).

Prompt and regular attendance in school is a key to academic success and is the beginning of dependability in adult business, personal, and social life. Regular attendance is important because valuable skills and information gained in the classroom may or may not show up on the tests and be reflected in an academic grade. Furthermore, it's impossible to replicate the rich experiences, interactions, and insights students gain by being in class. Students learn to work successfully with their peers through cooperative learning, service learning, and the use of technology. Additionally, hands-on activities allow students to apply the information they learn as a result of highly qualified teacher instruction. We believe the general welfare of all students is best served by regular attendance. Learning that is lost due to absence can never be adequately replaced.

## **ATTENDANCE MATTERS**

*Every Student. Every Day.* 

### **ABSENCE VERIFICATION PROCESS:**

- Parents/Guardians are responsible for notifying the school whenever their child is absent. Parents are to call the school the day of the absence, or they may send a note with the student when the student returns to school. The absence of a phone call and/or note to the school will result in the school making an attempt to phone a parent/guardian at home or work.
- Daily, the automated dialer will call the home phone number of all students who have been reported absent from one or more class periods to determine whether the parent, guardian or custodian is aware of the child's absence from school.
- Parents are encouraged to make medical and dental appointments for students either after school hours, or on those days when school is not in session. If doctor or dental appointments must be made during school hours, the student must sign out at the High School office prior to leaving school. **Medically excused absences will be granted for class periods affected by medical appointments when prior notification is given.**

- Absences must be verified within 48 hours of the absence to be considered excused. If not, the absence will be considered unexcused, depending upon the circumstances of the absence.

**RELEASE OF STUDENT FROM SCHOOL:** A student will not be released from school at times other than at the end of the school day except with permission from the principal or parent/guardian and according to the building sign-out procedure. Failure to check out will be truancy. A student will not be allowed to leave the building unless parent contact is made prior to their departure.

When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

**TYPES OF STUDENT ABSENCES:** All absences fall into one of two categories – Excused or Unexcused

**Excused Absence (EA)** as authorized by parent/guardian within 48 hours of the absence:

- Illness, injury, or having medical or dental services rendered (with note from doctor or dentist)
- Legal quarantine
- Funeral, memorial service, and/or bereavement
- Serious illness or death in the immediate family
- Court appearance or Religious holidays
- Participation in a school approved activity
- Emergency conditions approved by the administration
- Chronic health condition
- Counselor/CSCT absence – when the student is involved in school counseling activities.

**Unexcused Absence (UA):**

- Truancy/Skipping – absence without prior authorization by parent/guardian and/or by the school.
- Failure to sign out of the building during the school day.
- Leaving school without prior notification to the High School secretary by a parent or guardian.
- Failure of parent/guardian to clear an absence by phone or note within 48 hours of absence.
- Leaving a classroom without the teacher's permission.

- Absence Suspension – an unexcused absence resulting from failure to be in class when the bell rings at the end of the passing time allowed between classes.
- In-School Suspension
- Out of School Suspension

**Students attempting to clear an absence by impersonating their parent/guardian, or someone else's parent/guardian, either by phone or note, shall be subject to disciplinary action.**

**PRE-ARRANGED ABSENCES:** A pre-arranged absence form should be completed for any **scheduled absences**. The pre-arranged absence form is the proper way for students to miss school for any reason other than those listed as excused. The pre-arranged absence allows the student to get assignments in advance. A pre-arranged absence form can be obtained from the High School office. Pre-arranged absence forms must be signed by the student's teachers and returned to the High School Office one week prior to the absence. For example, if a student is going to miss Friday, the signed pre-arranged form needs to be returned to the High School office by the previous Friday. All assignments must be completed and turned into the teacher within two days of the students return to school in order to receive full credit.

**SCHOOL RELATED ABSENCE (SR)** is when the student is absent when involved in school-sponsored extra or co-curricular activities (ex: field trip, club competition, athletic event, student government, etc.). A teacher, coach, or sponsor will supply each teacher with a list of those students who are excused to attend at least two days prior to the event. It is the student's responsibility to check with each teacher and formulate a plan to make up his/her work in a timely manner.

**ILLNESS:** If your child is ill, please help support the health of students and staff by keeping your child at home until they are over their illness. Any student who stays home or is sent home due to a fever, needs to be fever free without medication for 24 hours before returning to school.

If a child is well enough to attend school, they are expected to participate in regularly scheduled physical activity such as physical education and recess. Please contact the school if there are any special circumstances regarding medical conditions that require an accommodation. A doctor's excuse indicating the reasons and length of time the student needs to be excused from physical activity will be required upon return.

**COLLEGE OR TRADE SCHOOL VISITS:** Students classified as a Junior or a Senior are allowed either two college visits or a total of five (5) school days over the course of two years for post-secondary visits. Attendance at college fairs count towards these totals. All students are to complete pre-arranged absence forms for college visits and clear these visits with the High School Office prior to taking the trip. College visits are discouraged during semester exam days.

**TARDIES:** Being on time for class is not only an important life skill; it is also respectful behavior that promotes increased instructional time for teachers and students. **Students are to be in the classroom and prepared for class when the bell rings.**

Adequate passing time is allowed between classes. This time has been allotted in order that students may take care of personal needs (restroom, locker, socialize, etc). When the bell rings to start class, the teacher will take roll. **Students are strongly encouraged to limit trips to lockers and bathroom breaks for emergency purposes only during the first 30 minutes of class.**

Students who are late to class must come to the High School office to receive a pass from the secretary BEFORE going to class. The principal will keep track how many times tardy per week and assign consequences per the chart below.

Number of Tardies	Consequences
1 or 2	Student is given a pass to class
3 to 4	Student is assigned a 15 minute lunch detention per tardy
5 or more	Student is assigned an after school detention.

Students with excessive tardies in a semester may be assigned progressive disciplinary consequences.

#### **LUNCH TIME:**

**8<sup>th</sup> grade students: Darby High School is a closed campus**

- 8<sup>th</sup> Grade students are not allowed to leave campus during lunch.
- Parents must be in attendance to check students out to take them to lunch

**9<sup>th</sup>-12<sup>th</sup> grade students are allowed to leave campus at lunchtime**

- Students that bring a signed note from their parents that allow them to leave campus during lunch will be allowed to leave campus as long as they do not violate school attendance policies.
- Misbehavior during off campus lunch will result in this privilege being revoked for the student for the period of time determined by the Principal.

**TRUANCY:** A student will be considered truant if:

- He/she is out of school without the knowledge of his/her parent/guardian
- He/she leaves campus without checking out (except during lunch periods)

- He/she checks out without a note or phone call from a parent/guardian prior to leaving
- He/she forges or falsifies a note for attendance purposes
- Other circumstances as justified by the principal or administration

A student, who if found to be truant, will be subject to the following disciplinary action:

- **First three offenses:** Phone call to the parent/guardian. The student will lose credit for all work assigned during the time of the truancy. Further disciplinary may occur – including but not limited to detention, suspension or loss of extracurricular privileges.
- **4<sup>th</sup> and subsequent offenses:** a conference shall be held among the parent/guardian, student, and principal. An attendance contract will be considered. This may mean adjusting the student’s program, eligibility for extracurricular participation, or family counseling.
- If the above action fails to correct the truancy problem, the student shall be declared a habitual truant offender. The Principal shall meet with the student and his/her family to prescribe corrective action, which may include suspension for the current semester, expulsion, and/or filing a complaint against the parent/guardian in a court of competent jurisdiction. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such a petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

**EXCESSIVE ABSENCES:** Students who have excessive absences (excused or unexcused combined, but not including school-related absences) in a given class period per semester may see an adverse effect on their grade. It is important to note that attendance is a major factor that influences whether or not a student stays on track academically and does not fall behind their peers. Students with excessive levels of absenteeism may find themselves enrolled in courses in which they do not have the appropriate skills to be successful. Ensuring your student comes to school consistently is one factor that can help improve their chances for success in and out of the classroom.

Excessive absences are defined as 10 or more unexcused absences per semester.

The administration reserves the right to waive this policy in extenuating circumstances on an individual basis.

**MAKE-UP WORK FOLLOWING AN ABSENCE:** For Excused Absences: students will be allowed two school days for each day missed to make up their assignments, unless other arrangements

have been made with the teacher. Assignments with set due dates must be turned in at the beginning of the next scheduled class upon the student's return to school.

For Pre-Arranged and/or School-Sponsored Absence: It is the student's responsibility to obtain future assignments and schedule make-up exams and due dates **BEFORE** he/she leaves.

### **BELL SCHEDULE**

#### **Monday-Friday**

Period 1: 8:15-9:10  
Period 2: 9:14-10:09  
Period 3: 10:13-11:08  
Period 4: 11:12-12:07  
Lunch: 12:08-12:40  
Period 5: 12:40-1:35  
Period 6: 1:39-2:34  
Period 7: 2:38-3:30

#### **1:00pm Early Out Schedule**

Period 1: 8:15-9:10  
Period 2: 9:14-10:09  
Period 3: 10:13-11:18  
Period 4: 11:12-12:07  
Lunch: 12:08-12:40  
Period 5: 12:40-1:00

### **STUDENT CODE OF CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Attend all classes, regularly and on time. Tardiness and/or truancy are not acceptable.
- Remain in the building, except at lunch or during approved leave times.
- Prepare for each class; take appropriate materials and assignments to class.
- Demonstrate courtesy – even when others do not.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Refrain from disrupting a class or the school, and refrain from possessing or using items which may cause a disruption including, but not limited to: tobacco products, vapes, lighters, alcohol, drugs, drug paraphernalia, weapons, knives of any kind, laser



pointers, fireworks, explosives, stink bombs, mace, pepper spray, obscene material, water balloons, squirt guns, snowballs, video games, etc.

- Respect the property of others, including District property and facilities.
- Meet District standards of grooming and dress.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Use appropriate language. Avoid the use of profanity, derogatory comments regarding race, religion, sexual orientation, etc.
- Refrain from public displays of affection.
- Refrain from indecent exposure and/or activities that are sexual in nature.
- Refrain from fighting, harassing, threatening, or hateful acts.
- Refrain from gang activities of any kind.
- Drive and park at the school in a safe and prudent manner.
- Refrain from bringing food or drink into the classroom with the exception of water in a clear bottle.
- Remain in the classroom unless given a hall pass by the teacher.

you can't do  
wrong  
by doing  
what's  
right

## **GENERAL ACADEMIC POLICIES & PROCEDURES**

**CELL PHONE POLICY/OTHER ELECTRONIC EQUIPMENT:** Darby High School has a school wide cell phone procedure. Cell phones are to be out of sight and remain out of sight throughout the entirety of the class period. Students who wish to leave the room are not allowed to take their phones with them. Students may elect to leave their phones in their lockers, cars, or at home. Students whose phones are not out of sight may have their phones confiscated and turned into the High School Office. Phones should be placed on silent or turned off throughout the day. Phone use is limited to the following guidelines:

- Students may use cellular phones, and other electronic signaling devices on campus before school, during passing times, during the lunch period, and after school.
- These devices may be used on extra and co-curricular trips at the discretion of the supervising coach/staff member.

- The school will not be responsible if these items are damaged, lost or stolen.

#### **Classroom Procedures:**

- Cell phones are to be out of sight and remain out of sight throughout the entirety of the class period. Once attendance has been taken, teachers may allow students to access their cell phones for educational purposes only. **This access is strictly limited to teacher discretion AND prior approval from administration.**
- At no time will any student video others in a classroom, locker room, restroom, or other location where such operation may violate the privacy right of another person, unless with appropriate permission from the teacher and used for an educational purpose.

#### **Consequences for unauthorized and/or misuse:**

- Unauthorized use is grounds for confiscation of the device by school officials, including teachers and support staff. A confiscated device will be turned into the office at the teacher/staff members' earliest convenience.
- **1<sup>st</sup> Offense:** The device will be removed and kept at the office. The device will be returned to the student by the school administrator at the end of the day.
- **2<sup>nd</sup> Offense:** Student will receive a minor referral. The device will be returned to the student's parent/guardian.
- **Repeated offenses** will result in disciplinary action by the administration and the device will be returned to the parent or guardian. Students who have excessive cell phone violations may be required to turn their device in to the office at the beginning of each school day. In cases like these, the phone will be kept in the office all day, and returned to the student at the conclusion of the day.
- Refusal to turn a device into a staff member will result in administrative intervention and disciplinary action. Refusal to turn in a device to an administrator will result in a parent intervention and may result in loss of privilege and/or suspension.
- Misuse of these devices such as, but not limited to, cheating or unauthorized pictures, will result in disciplinary action by the administration. Texting used to threaten, intimidate, or harass others and "sexting" will result in disciplinary action and/or Law Enforcement depending on the content and quantity of messages.

Consequences are cumulative over the course of the year.

More severe disciplinary measures may be used depending upon the severity of the violation. Parents that need to contact their child during the school day are encouraged to call the High School office and have a message sent to them.

**DRESS CODE AND GROOMING:** All students must dress in a manner that promotes safety and is conducive to learning while at school and while participating in school functions. Footwear must be worn at all times. Head coverings (caps, hats, hoods, bandanas, sunglasses, etc.) are

not to be worn in learning areas and are allowed in hallways and the cafeteria. Clothing for all students must cover the shoulders with straps at least 1 ½ inches wide and sufficiently cover (no exposed skin) the body from armpits (line between armpits, front and back) to below the tip of the middle finger with arms extended while standing straight. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, CTE classes, and other activities where unique hazards exist. Students are prohibited from wearing items that reference obscenities, violence, immoralities, illegal or controlled substances. The final decision about appropriate attire is the responsibility of the administration and will be enforced by the faculty. Student dress is gender neutral and will be enforced consistently by the faculty and administration.

#### Enforcement of the Dress Code

- Violation of the dress code will result in students being sent to the office to change or appropriate plans to change. A minor referral will be issued and the parents will be notified. If the student does not have a change of clothes – one will be provided. Non-compliance will result in further disciplinary action.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or other grooming violation should be consistent with discipline policies for similar violations.

Nothing in this policy shall prohibit garments (including head coverings) worn: a) as part of a student's religious practice or belief; or b) to accommodate a student's disability or medical condition.

**INTERNET USE:** The District provides electronic information, services, and networks for educational purposes. All use must be in support of education and/or research, and in furtherance of the District's stated educational goals. Accordingly, regulations for participation by anyone on the Internet shall include, but may not be limited to the following:

- Access is a privilege, not a right, and carries with it responsibilities of digital citizenship for all involved. Students will use appropriate language and/or images (ex: no swearing, vulgarities, suggestive, obscene, inflammatory, belligerent, defamatory, or threatening language and/or images). Students will practice respect for others, by never using any technology to harass, haze, intimidate, defame or bully anyone.
- Students are responsible for all activity under their electronic accounts. Students will not share passwords with other users or log in as someone other than

themselves. Students will never use or attempt to use a teacher's login information to gain access to a computer workstation or to log through the District's internet filter. Students will log off of devices and/or websites when finished.

- Students will use school district-provided devices, networks, and Internet access for educational purposes only. Uses that promote a personal commercial enterprise for personal gain through selling or buying over the school district's network are prohibited. Uses in regards to political activities/agendas must be in compliance with state law and Board policy.
- Students will protect the privacy of self and others. Students will carefully safeguard last names, personal addresses, personal phone numbers, personal email addresses, passwords, photos, and other personal information on the Internet, including such items belonging to others. Students should be aware that when using many digital tools on the Internet, published work may be publicly accessible and permanently available.
- The District reserves the right to monitor, inspect, backup, review, and store at any time and without prior notice any and all usage of the school district network and Internet access, and any and all information transmitted or received in connection with such usage. This also includes any information stored on school district networks or local electronic devices. All such information files shall be and remain accessible by the District, and no student shall have any expectation of privacy regarding such information.
- While the District maintains an internet filtering appliance and makes every effort to filter inappropriate material, it is possible for an industrious user to gain access to such material. Inappropriate material is defined as material that violates generally acceptable social standards. It is the student's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters through software or internet browser extensions/add-ons.
- It is every student's responsibility to adhere to the copyright laws of the United States that delineate those laws regarding software, authorship, and copying information.
- It is every student's responsibility to treat the physical and digital property of others with respect. This includes proper treatment of digital devices and other hardware, the network system, and respecting others' electronic files. Students are not to remove, add or modify software, computer hardware or network equipment.

**CONDUCT AT ASSEMBLIES AND SCHOOL EVENTS:** Students attending assemblies or other school events will conduct themselves in a way that reflects respect for speakers and/or performers, as well as themselves and DHS. Students will be attentive and respectful by

showing their appreciation by applauding appropriately. Those without appropriate behavior will be removed and will face disciplinary action.

**BACKPACKS/LOCKERS:** Students may be assigned a locker. Lockers are to be used for the storage of backpacks, books and school-related equipment. Students are responsible for the proper care of lockers and locks. Lockers are not to be defaced in any manner including, but not limited to, scratching, writing or attaching adhesive stickers. Any item to be placed on the outside of the locker must first be approved by the administration or it will be removed. Lockers are the property of Darby Schools and are subject to inspection by authorized personnel. The school is not responsible for items that have been stolen. For security of items in your locker, do not disclose your locker combination.

**COMPUTER RESOURCES:** Computer resources, including the District's electronic network, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources.

- Board-approved textbooks and chromebooks are loaned to the student by Darby Schools. Rules require the student to be responsible for the care of their chromebook and to return it with only reasonable wear.
- Students are responsible for replacing all chromebooks that are lost, stolen or otherwise rendered useless, regardless of the reason for loss or damage. At the time it is issued, the student should check for wear. If the chromebook is otherwise damaged, the student should discuss this with the teacher, so that he/she will not be charged with the damage. It is suggested that a written record be given to the teacher on damages found. Any student failing to return a chromebook issued by the school or damaging a chromebook issued by the school may be charged to replace the item. (Refer to: Fees & Fines)

**COMMUNICABLE DISEASES:** To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with communicable or contagious disease should phone the High School Principal or school counselor to report the condition.

**DISTRIBUTION OF MATERIAL:** Non-school materials, written materials, handbills, photographs, pictures, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on campus by a student or a non-student without prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

**DRIVING TO SCHOOL & PARKING:** Students choosing to drive to school must use the student parking lot provided by the school. **All students must obey all parking and driving laws, including, but not limited to, parking within the designated spaces.** Careless driving on and around school property will be considered a major disciplinary violation. Students may access their cars during lunch and after school ONLY, unless otherwise granted permission by school personnel. Contraband dogs may search vehicles in the parking lot at any time.

Parking on District property is a privilege for all students. Students may not use, transport, carry or possess alcohol, illegal drugs or any weapons in their vehicles on school property. Vehicles may be inspected at any time by administration, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe illegal substances or weapons are present, including by alert-trained dogs, the student's vehicle will be searched. The student expressly consents to such a search by parking on District property.

**Refusal to consent to a search will be deemed as having illegal substances or weapons, and will result in parent and law enforcement notification. The vehicle may be towed off school grounds at the owner's expense. The student will be removed from school until the next scheduled disciplinary hearing.**

\*\* Students must park in the student parking spaces and may not park in visitor, staff, or unauthorized spots. Vehicles that are parked within the designated areas may be towed off school grounds at the owner's expense.

**MEDICINE AT SCHOOL:** A student who must take medicine (prescription or over-the-counter) during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the High School Office. The High School secretary will either give the medicine at the proper times or give the student permission to take the medication as directed. **All medication MUST be kept in the main office.**

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed healthcare provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an Epi-Pen or asthma inhaler. The written order and written authorization must be provided annually.

A parent may choose to personally dispense medication to their child at school. **Dispensing of prescription medication by one student to another student will be considered distribution of dangerous drugs.**

**PLEDGE OF ALLEGIANCE:** The pledge of allegiance will be recited at the beginning of the first class of each school day in kindergarten through 12<sup>th</sup> grade pursuant to MCA 20-7-133. Students and teachers have the right to respectfully not participate in the recitation of the pledge.

**RIGHT TO ASSEMBLE:** Students have the right to assemble at school as long as that assembly does not interrupt or disrupt the educational process of the school, violate any laws, and is done with the administration's knowledge and approval.

**VISITORS:** The District has the discretion to permit visitors and encourages parents to visit the school. For the safety of those within the school, all visitors must first report to the High School Office and wear a visitor's badge while in the building. Failure to check in properly with the front office could result in trespassing charges. Unauthorized persons on District property may be subject to Montana trespass law.

Visitors to individual classrooms during instructional time are permitted only with approval of the principal and teacher as long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students are not permitted to bring friends to visit classes. Friends are welcome at all athletic events and/or extra-curricular activities that are otherwise open to the public.

**BULLYING/HARASSMENT/INTIMIDATION/HAZING:** Darby School District strives to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated. Bullying is any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

- Causes a student physical harm, damages a students' property, or places a student in reasonable fear of harm to the student or the student's property;
- Creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- Substantially and materially disrupts the orderly operations of the school.

Students who feel they have been bullied, subjected to harassment, or threatened are encouraged to notify a teacher, counselor, or administrator immediately to file a complaint. All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. For incidents of sexual harassment, please refer to the Sexual Harassment section.

### **DISCIPLINE POLICIES**

**DISCIPLINE PROCEDURES:** Disciplinary referrals that are sent to the office will be assessed by the Principal and determined to be a Tracking Referral, Minor Referral, or Major Referral. Listed are the probable consequences for each referral. The administrator may choose from the options listed. The administrator has the responsibility to determine the best way to bring desired change in student behavior and may, in special cases, select an option not listed. The student can also expect that:

- The parent/guardian will be informed by phone or other means;
- Where several options are listed, the administrator may choose any or all of the items;
- The student will be moved up on the discipline ladder for future infractions;
- At the discretion of the administration, students may, through appropriate behavior for an extended period of time, move down the discipline ladder.

**Tracking Referral:** Involves a minor infraction which the teacher or supervisor warrants a warning be issued but does not require being sent to the office or other disciplinary action. Repeat tracking referrals for the same offenses will result in the behavior moving up the disciplinary ladder.

**Minor Referral:** Involves a minor infraction which the teacher or supervisor determines warrants some disciplinary action but does not require the student to be sent to the office. Disciplinary action for minor referrals will include detention assigned by the classroom teacher or supervisor. Failure to show up for detention will result in another referral and further disciplinary action. **Three minor referrals will be treated as a major referral.**

**Major Referral:** Involves repeat violations of minor rules or behaviors that threaten the safety and well-being of the students, staff, and school property. A major referral during the school year is sent to the High School Principal and subject to but not limited to the following procedures. Steps may be skipped, depending on the severity of the infraction.

These consequences are subject to administrative discretion:

<b><u>LEVEL</u></b>	<b><u>INFRACTION</u></b>	
1	1st Major Referral	Conference with student Parent/Guardian contact



		Loss of Privilege or Detention
2	2nd Major Referral	Conference with student Parent/Guardian contact Loss of Privilege or Detention In-School Suspension for 1-3 days
3	3rd Major Referral	Conference with student Parent/Guardian contact In-School Suspension for 1-4 days
4	4th Major Referral	Conference with Parent/Guardian Parent/Guardian contact Out of School Suspension for 1-3 days Behavior Contract
5	5th Major Referral	Conference with Parent/Guardian Out of School Suspension for 1-5 days School Board disciplinary hearing

**IN SCHOOL SUSPENSION:** Students will be assigned to In School Suspension (ISS) as a consequence for inappropriate behavior. When assigned to ISS, students will report to the High School Office. A student in ISS is counted in regular attendance at school and is allowed to do his/her work. Students assigned to ISS are expected to adhere to rules specific to the Suspension Rooms. **STUDENTS WILL BE ASSIGNED OUT-OF-SCHOOL SUSPENSION FOR NON-COMPLIANCE IN ISS.**

**OUT OF SCHOOL SUSPENSION:** Students will be assigned Out of School Suspension (OSS) as a consequence for a more severe inappropriate behavior or a pattern of inappropriate behaviors. Students assigned to OSS are to stay home from school for the duration of that out of school suspension. Students are not allowed to participate in or attend any extracurricular or co-curricular activities during their OSS – this includes practices. Students are not allowed on any Darby School District property for any reason during the duration of their OSS. Students are expected to return to DHS the next regular school day after their suspension is complete. Students are allowed to make up assignments and/or tests upon their return.

**BOARD OF TRUSTEES DISCIPLINE HEARING:** A Board of Trustees hearing will review the appropriate school records of the student and consider the seriousness of the infraction. Options for discipline action, up to and including expulsion, will be determined by the Board of Trustees.

**Administrative Action:** The student will immediately be suspended by the principal; parents/guardians will be notified and the appropriate law enforcement agency will be

informed when necessary. The principal will recommend to the Board of Trustees expulsion for the student for a set amount of time. If the student is expelled, the Board of Trustees must approve readmission before the student may re-enroll at DHS.

**EXPULSION:** Expulsion is the removal from school by formal action of the Board of Trustees. The Board of Trustees has the power to remove a student from school for any period of time. The steps for expulsion are:

- A recommendation by the school administration
- A hearing before the Board of Trustees

After the hearing, the Board can remove the student from school or take any other action they decide is appropriate.

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

## **ILLEGAL SUBSTANCES**

**ATHLETIC POLICY:** *(Runs in conjunction with the Academic Policy for Illegal Substances)*

### **USE/POSSESSION OF ALCOHOL OR DRUGS:**

Students participating in extra and co-curricular activities sponsored by the MHSA will not associate with, use or possess tobacco, alcohol or illicit drugs during the school year. These rules are in effect 24 hours a day.

**USE:** the consumption of illegal drugs, alcohol or tobacco, or nicotine delivery devices such as vapor pens.

**POSSESSION:** to possess, or to be in the possession of illegal drugs, alcohol, tobacco, or nicotine delivery devices such as vapor pens

**ASSOCIATION:** to be present with others illegally consuming drugs, alcohol, tobacco, or nicotine delivery devices such as vapor pens.

**PUBLIC EVENTS:** Attendance at concerts, tailgate parties, receptions, and other public events where consumption of alcohol or tobacco is likely to legally occur will not be subject to the

association rule if the student-athlete is under the supervision of a parent/guardian and the student-athlete does not violate the use or possession rule.

#### **ATHLETIC SUBSTANCE ABUSE POLICY – MINIMUM CONSEQUENCES**

**FIRST OFFENSE:** Suspension from the activity for 21 calendar days. The suspension will begin the day the infraction is reported to the Activities Director. The student will:

- Not be part of any competition
- Not travel to any event with the team, and
- Attend all practices during the suspension.

**SELF-REPORTING:** A student-athlete who realizes he or she has violated Darby High School training policy may self-report the incident to his or her coach and the DHS administration and reduce the activity suspension from 21 days to 14 days. Self-reporting is an indicator of a student's personal accountability and is limited to one incident per individual during his or her athletic career at Darby High School. If a student has received a ticket from law enforcement, they are required to report this to the athletic director. Students who are ticketed will not receive the benefits of self-reporting procedure.

**SECOND OFFENSE:** Suspension from participating in any athletic activity and/or extra-curricular activity for not less than forty-five (45) calendar days. The suspension will carry over to the next season if need be. Prior to reinstatement the student must show drug and alcohol treatment program completion results of which the financial obligation of this program is the sole responsibility of the individual student. The participant must also produce a test demonstrating a level of abstinence prior to returning to full participation.

**THIRD OFFENSE:** Automatic and immediate suspension from all activity programs, field trips, and activities for the remainder of the student's time with Darby Schools. Extra-curricular suspension is a school board action and will require a school board disciplinary hearing.

**\*\* A record of drug/alcohol violations will be kept on file with the District until the student graduates.**

#### **ACADEMIC POLICY:**

**Possession/Use/Transfer of Illegal Substances or Paraphernalia:** Students are not allowed to possess, use, or transfer any drug at school, on the way to or from school, or at any school sponsored activity. This includes ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, OVER-THE-COUNTER MEDICATIONS (other than aspirin, ibuprofen, etc.), PRESCRIPTION DRUGS (including medicinal marijuana) prescribed to the student, and E-CIGARETTES, VAPOR PENS, AND OTHER INHALER DEVICES.

**Possession Defined:** A student is in possession of a prohibited item if the student can access the item while at school (including lunch time) or at a school activity. This includes, but is not

limited to, on the students' person, clothing, book bags, locker, or automobile parked on or off the school grounds.

**Use Defined:** A student either consumes the prohibited substance or is under the influence of the prohibited substance.

**Transfer Defined:** A student sells, gives, offers to sell or give a prohibited substance, or what is reported to be a prohibited substance, to another person.

**Dispensing of prescription medication by a student to another student will be considered distribution of dangerous drugs. Law enforcement agencies will be notified!**

### **Discipline Procedures for Possession, Use, or Transfer of Illegal Substances, Paraphernalia or Vape Pens:**

**1<sup>st</sup> Offense:** All illegal substances, paraphernalia or vape pens will be confiscated and law enforcement notified. Parents will be notified. A major referral will be issued and the student will be suspended from school for a minimum of two school days. Upon return, the student will be subject to random checks to assure school policies are adhered to.

**2<sup>nd</sup> Offense:** All illegal substances, paraphernalia or vape pens will be confiscated and law enforcement notified. Parents will be notified. A major referral will again be issued and the student will be suspended from school for a minimum of three school days. The student will be required to enroll in a treatment program prior to returning to school. Daily check-ins and bag searches will be required to assure school policies are adhered to.

**3<sup>rd</sup> Offense:** All illegal substances, paraphernalia or vape pens will be confiscated and law enforcement notified. Parents will be notified. The student will be suspended from school until a disciplinary meeting with the school board for possible expulsion can occur.

### **CLASS ENROLLMENT**

**CLASS CRITERIA:** The following classifications are based on total credits earned, and will be used to determine a student's current class:

**9<sup>th</sup> Grade: 0-5 credits    10<sup>th</sup> Grade: 6-12 credits    11<sup>th</sup> Grade: 13-19 credits    12<sup>th</sup> Grade: 20+ credits**

**STUDENT SCHEDULES:** We understand that the courses taken by a student will have a dramatic effect on the future opportunities available to that student. The following policy is designed to ensure that course changes are made for sound educational purposes only:

- The student academic plan will be a major focus of registration. The student will register for courses, selected in his/her four year plan.
- A student may drop or add a class only with permission of the parent, the counselor, the administrator and both teachers involved in the transfer.

- Students are not allowed to drop a class for convenience or to avoid a low grade.
- Any drops after the first week of a semester must be initiated by the staff and approved by a parent, a counselor, and an administrator.

**Juniors/Sophomores/Freshman:** DHS underclassmen must enroll in a minimum of seven (7) classes for credit each semester.

**ADDITIONAL ENROLLMENT OPTIONS:**

- **Honor Pass** – Seniors who have at least a 3.0 GPA, six (6) hours of community service, and no failing grades for the previous quarter.
- **Teachers Assistant** – Seniors and Juniors with a cumulative 2.00 GPA
- **Work Based Learning** – Seniors and Juniors with a cumulative 2.00 GPA, completed required paperwork, and has a job to go to. Students will need to have documented and signed paperwork to receive credit (80 hours of documented work = ½ credit)

**\*\*NOTE: TA Position, Work Release, and Honor Pass privileges all require an application process.**

Any student wishing to check out of school must be signed out by their parent/guardian. Any student who has checked out of school must leave campus.

**REPEATING CLASSES:** If a student fails a class, he/she may be allowed to repeat it to achieve a passing grade at the discretion of the administration. Students who fail required classes will be re-enrolled in the same class, be enrolled in summer school, assigned to a credit recovery class using Montana Digital Academy, or another online platform to be determined at the administration's discretion.

**TRANSFER & NEW STUDENTS:** Any student moving into the District who, for any reason, is under suspension or expulsion from another school, shall not be admitted until this term of suspension has ended, or he/she has been exonerated by the suspending district and his/her case been carefully reviewed by DHS administration.

A student who transfers into the Darby School System will have a probationary period, not to exceed 60 days, at the grade level determined by transcripts. At the end of the probation period, it is determined that the student has been placed at an incorrect grade level, he/she will be placed at the correct grade level.

Transfer students from other Ravalli County Schools will need to produce a transfer form prior to their enrollment. For all transfer students, attendance records from the previous school will apply towards the student's absence record at Darby.

All new students enrolling at Darby for the first time must have their parents/guardian present. Within forty (40) days parent/guardian must present proof of identity or if records are not received within 60 days of enrollment, the law enforcement office will be notified that no proof of identity has been presented.

**OUT-OF-DISTRICT REQUESTS:** The Darby School Board believes the first priority for participation in the district's education programs must be the students who reside within the district boundaries. School policy states that nonresident student attendance and discipline shall be considered when determining allowing enrollment. Transportation is the responsibility of the parent.

**FIFTH YEAR STUDENTS:** Students who have completed four years of education and need some additional time to graduate can appeal to the School Board for permission to enroll for a fifth year of High School. Students would not be eligible to participate in athletics. Students must be on track to complete graduation requirements by the end of the fifth year of enrollment.

### **FEES AND FINES**

**LAB FEE:** Due to the added expense of materials in the art, robotics, and shop classes, a lab fee of \$15 per class, but not more than \$45 will be imposed to defray material and equipment costs.

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to the student. A student, however, is expected to provide his or her own pencils, paper, erasers, notebooks, and miscellaneous supplies and may be required to pay certain other fees or deposits.

Fines for lost, damaged, or overdue school books will be assessed if necessary. Fines will need to be paid prior to final checkout. A damaged book is one with writing or other damage. The damaged book MUST STILL BE USEABLE. If the book is UNUSABLE, the student will be charged the Lost or Destroyed rate.

The following will be a guideline that teachers may use to assess fines:

HARDBACK TEXTBOOK		PAPERBACK TEXTBOOK	
Lost or Destroyed .....	\$60.00	Lost or Destroyed	
.....	\$30.00		
Damaged New Book .....	\$40.00	Damaged New Book .....	
	\$20.00		
Damaged Old Book .....	\$20.00	Damaged Old Book .....	
	\$10.00		
SPECIALIZED TEXTBOOKS .....		Cost of Replacement	

PAPERBACK NOVEL	
Lost or Destroyed .....	\$15.00
Damaged New Book .....	\$10.00
Damaged Old Book .....	\$5.00

### **LUNCH PRICES & POLICIES**

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. School breakfast and lunch are provided for students FREE OF CHARGE – adults will pay the following prices:

**Adult Breakfast: \$3.00**

**Adult Lunch: \$6.00**

#### **LUNCH / CLOSED-OPEN CAMPUS:**

**Grades K-8:** Students in grades K-8 are required to remain in the building or on school grounds during school hours. Once a student arrives on campus, leaving is only permitted if signed out at the High School Office and escorted off campus by the parent/guardian.

Students leaving campus during lunch hours will be considered truant. Students may not order-out or order delivery for lunch

**Grades 9-12:** The privilege of open campus at lunch will be available to all students in grades 9-12. Parents/guardians can disapprove of their child leaving campus during lunch by contacting school administration and letting them know. Students are expected to be back on campus on time to start their next class.

**Violation of the open campus rule will result in five (5) days of lunch detention. Repeat violators will lose their privilege to leave campus.**

Students who remain on campus are expected to follow the following school procedures.

### **GRADING**

The grading system at Darby High School will reflect the student's actual performance in all facets of learning. The following grading system will be used:

A = 90-100%   B = 80-89%   C = 70-79%   D = 60-69%   F = 59% and below

The grades represent the average grade for the quarter. To ensure consistency, semester and quarter grade averages will be calculated to two decimal places and then rounded to the nearest whole number. For example: 83.52% would round up to 84%; however 83.39% would not be rounded up. A **PASS/NO PASS** grading system may be used in some classes.

**REPORT CARDS AND CONFERENCES:** Report cards will be provided at the end of each grading period. Parents are encouraged to regularly access his/her student's grades by using Infinite Campus. Please contact the High School Office for directions and your PIN number.

One of the priorities of Darby High School is keeping parents informed of their children's progress and needs. The school district schedules two Parent-Teacher conferences per year. In addition, if parents wish to talk with their child's teacher at other times, they should call the High School to schedule a conference with that teacher. The conference will take place before or after school or during the teacher's preparation period.

**SEMESTER GRADES:** Darby High School will be using the cumulative score of the 1<sup>st</sup> & 2<sup>nd</sup> quarters to calculate a student's first semester grade. Cumulative scores from the 3<sup>rd</sup> & 4<sup>th</sup> quarters will be used to come up with a student's second semester grade.

**Credit is awarded on the basis of SEMESTER grades.** The only grade that is recorded on the permanent record is the SEMESTER grade. GPA and Class Rank are determined on the basis of SEMESTER grades. Should a student choose to repeat a class in residence at DHS, the higher grade earned will be the one recorded on the student's transcript. The principal must approve any Montana Digital Academy original credit courses to be used to meet graduation standards. Only full-time students in line for a DHS diploma will be calculated into the class rank.

**HONOR ROLL REQUIREMENTS:** DHS publishes a listing of students who have achieved scholastic honors for the prior quarter. Students must meet the following standards to be listed on the honor roll:

**PRINCIPAL'S HONOR ROLL:    3.50 GPA with NO D, F, I or NG grades**

**MERIT LIST:                      3.00 GPA with NO D, F, I or NG grades**

**TRANSCRIPTS:** Every Senior will receive an unofficial transcript to assist them in filling out college applications. To request an official transcript, contact the High School office at least two weeks prior to the application deadline and fill out a transcript request form.

**STUDENT RECORDS:** A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the



time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

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

### **GRADUATION AND PROMOTION REQUIREMENTS**

**GRADUATION:** Commencement exercises will be held at the DHS gymnasium. Participation in this ceremony is reserved for those members of the graduating class who have completed the requirements by the date of the commencement exercises and are free of disciplinary issues that would restrict their participation. Those who have not completed all the graduation requirements will not be allowed to participate in the commencement exercises, but will have until September 1 of that year to be considered a graduate of their class and receive a diploma. The privilege of participating in graduation exercises may be taken away as a consequence of misconduct.

Students will be dressed appropriately and refrain from bringing air horns/noise makers or silly string to the graduation exercises.

**Darby High School Graduation Requirements:**

<b>Subject Area</b>	<b>DHS Diploma</b>	<b>Rigorous Core Diploma</b>	<b>Rigorous Core Information</b>
English	4 Credits	4 Credits	Including College Writing
Mathematics	3 Credits	4 Credits	Including Pre-Calc or higher
Science	2 Credits	3 Credits	Including Chemistry or Physics
World History	1 Credit	1 Credit	
US History	1 Credit	1 Credit	
Government	1 Credit	1 Credit	
Physical Education	2 Credits	2 Credits	
Career & Tech Ed	2 Credits	2 Credits	
Fine Arts	1 Credit	1 Credit	
World Language		2 Credits	
Personal Finance	.5		Starting with the class of 2027
Elective Credits	6.5 Credits	3 Credits	
Total Credits	24 Credits	24 Credits	

**\*\*Seniors are required to complete 20 volunteer hours by the Monday before graduation.**

Darby High School defines service hours as the pursuit of voluntary activities – without pay or academic credit – that aid an independent party.

Exceptions:

1. Students transferring to DHS after 9<sup>th</sup> grade will need to complete 5 hours for each remaining year of High School.
2. A student may appeal their service hour requirement to the School Board no later than 2 months before the graduation date.

**To be considered for valedictorian or salutatorian honors:**

- Students must complete the Rigorous Core Requirements set forth by the Montana University System.
- Students must earn a minimum of 24 credits with additional credits in mathematics and science
- Students with the highest GPA will receive the valedictorian & salutatorian honors. If two or more students have the same GPA when carried out three decimal places, those students will share Valedictorian honors.
- Students must have attended Darby High School for at least 160 days of their final academic year.

**EARLY GRADUATION:** Students will be considered for early graduation if they have attended school for seven semesters and earned the required credits as outlined in this handbook. Students must present a written request to the principal during the first semester of their senior year.

### **8<sup>th</sup> GRADE PROMOTION REQUIREMENTS & CEREMONY:**

To be promoted to the High School, students must earn at least 5 credits during their 8<sup>th</sup> grade year. Summer school will be required for those who do not earn enough credits in order to make up missing credits.

The 8<sup>th</sup> Grade promotion ceremony is a privilege not a right. In order to participate, student's must:

- Be academically eligible by earning at least 5 credits from their coursework including electives. These classes include: English, Math, Social Studies, Health, PE, Science, and electives.
- Students cannot have a significant number of office referrals and be free of any major rule violations during the 4<sup>th</sup> quarter.

The final decision is at the discretion of the administration.

### **SENIOR CLASS ACTIVITIES**

**SENIOR TRIP:** A senior trip itinerary will be presented to the Superintendent and Principal by the senior class advisor. The school will provide a bus, 100 gallons of fuel and one bus driver for 3 days. The driver must follow all DOT policies regarding hours driven and rest cycles which currently limit drivers to 10 hours followed by at least an 8 hour break. Depending on distance, a second driver may be required and would be paid for by the class. Mileage in excess of 450 miles each way would require at minimum two bus drivers and the district would be reimbursed at the IRS standard rate (e.g. in 2023, it is \$.655/mile to cover additional wear on the bus). Additionally, the trip itinerary, which must include all stops, mileage, costs, chaperones, activities, and safety plan must be presented to the Principal no later than March 1 of the

current school year. If the trip's destination is out of state, it will be placed on a regularly scheduled March Board Meeting or earlier for board approval. Trips outside the United States will not be permitted. At a minimum, the Senior Class advisors will accompany the trip. Students who do not take part are expected to be in school. Seniors must be passing **ALL** subjects and on-line to graduate in order to participate and must travel with the class. All school rules apply on the excursion – see the ACTIVITIES section of this handbook for more specific details.

**SENIOR CHECK OUT:** Check out sheets will be issued to Seniors and will need all appropriate signatures. Final check out will be done with each teacher upon completion of the final exam for that class. Prior to final check out, all classes must have been completed and final grades posted (no Incomplete grades). All fees and/or fines must be cleared before you will be allowed to participate in the graduation exercises. Completed check-out sheets are to be returned to the High School Office.

### **GUIDANCE AND COUNSELING**

Counselors are available to assist students with their educational needs. Students and parents are encouraged to meet with a counselor for academic and personal assistance. Students who need to see a counselor should sign up between class periods. The counselor will send a pass to them at the appropriate time.

**Note on Confidentiality:** most information that a student tells a counselor is held in confidence. However, if a student shares information about a situation that could be harmful to the student, to other students, or to property, the counselor is required to contact the student's parents and/or other appropriate officials. Examples of information that must be shared with a parent are pregnancy of a minor, serious illness, drug abuse, talk of suicide, etc.

**CAREER AND SCHOOL-TO-CAREER COUNSELING:** The School-to-Career system at Darby High School is an opportunity for students to participate in classes and activities that will help them better understand and prepare for their future careers. School-to-Career is an opportunity for career awareness, career exploration and career preparation. Interested students will have the opportunity to research future career possibilities, including; educational requirements, potential earnings, and the future outlook for those careers. Students have the opportunity to take career interest inventories and skill tests, perform career searches on the computers and learn about “jobs of the future”. School-to-Career internships and job shadowing will also be administered here.

**CAREER PATHWAYS:** Students are given an interest inventory at the end of their 8<sup>th</sup> grade year. This inventory gives students an idea of their likes, dislikes, strengths, and weaknesses. The inventories also show the student a “Career Pathway” that can be used in scheduling classes, choosing electives, researching future educational choices and career possibilities. Career Pathways is a proven tool for students to use in achieving their future goals and desires. The following are the career paths available to the students: <https://www.mus.edu/mcp/>

## **SAFETY**

### **Accident Prevention:**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct this is likely to put the student or other students at risk
- Follow the behavioral standards in this Handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Emergency School-Closing Information:**

The District may close the school in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information may be communicated through Infinite Campus, local media, or otherwise. We will inform you of the situation once it has been deemed safe to do so.

Your cooperation is vital in any emergency. In the event an emergency arises – please:

- Avoid calling the school. Telephone lines will be needed for emergency communication.
- Avoid driving to school. Streets should be open to emergency vehicles.
- Avoid calling your student on their cell phone. Once it is safe to do so, we will have them notify you.
- Announcement of school closures and emergency information will be made through the following radio and television stations: KDXT–(XT93), 93.3 FM, KYSS-94.9 FM, KUFM-89.1 FM, KMSO-102.5, KECI-TV, KPAX-TV. Information and instructions for picking up students during or after an emergency will be given over the radio.

In the event our school is evacuated – your child will be transported to a predetermined safety area. Specific information will be broadcast on the local radio stations. Your child will contact you as soon as they are safe.

All students are required to participate in emergency drills. Failure to participate will be treated as open defiance and will result in disciplinary action. See Emergency Procedure Handbook at the District Office for more information.

**Personal Protective Equipment:**

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirements for PPE as permitted by law and on a case-by-case basis.

**WEAPONS: Gun-Free School**

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

The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

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

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

**Possession of a Weapon or Look-A-Like Weapon on School Property**

Any person who possesses, carries, or stores a weapon on school grounds, except as provided below, shall be referred to law enforcement for immediate prosecution. In addition, a parent or guardian of any minor violating this policy may be referred for possible prosecution on the grounds of allowing the minor to possess, carry or store a weapon on school grounds.

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

**School Grounds** shall be defined as all buildings and property owned or leased by the Darby School District that are for instruction or for student activities

**Weapon** means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns, pellet guns, BB guns, fake (facsimile) weapons, all knives, blades, clubs, metal knuckles, nun chucks, throwing stars, explosives, fireworks, mace or other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (ex: lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry, or store a weapon in a school building.

This policy does not apply to law enforcement personnel.

**Administrative Action:**

If it is determined by the administrator that this policy has been violated, the student will immediately be suspended by the administration; parent/guardians will be notified and the appropriate law enforcement agency will be informed. The principal may recommend to the Board of Trustees expulsion for the student for the remainder of the school year. If the student is expelled, the Board of Trustees must approve readmission before the student may come back the following year.

When a student violating this policy is identified as disabled, either under IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

**VIDEOTAPING OF STUDENTS:** The Board recognizes the need to provide a safe learning environment for students and staff and to protect District property and equipment. Therefore, video surveillance cameras may be used as a security measure in the District. Video cameras will also be used to ensure that students' behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and

appropriate corrective action will occur. The administration is responsible for the implementation of safety and security measures and the proper use of video surveillance monitoring systems. No staff member may use video surveillance without permission of the Principal or Superintendent. Signs shall be posted at various locations to inform students, staff and the public that video surveillance cameras are in use. The video surveillance will not include audio recordings, except on buses, unless specific notice is given as required by law.

### **SEARCH AND SEIZURES**

Desks, lockers and other equipment belong to the District. Any school property and/or student property may be entered and searched by school officials whenever there is reasonable suspicion that some substance or item is contained therein is illegal, stolen, potentially harmful to the safety of the student or other students, and/or disruptive to the overall climate of the school. This includes the search of students themselves. The school reserves the right to conduct general searches using animals or electronic means to detect the presence of drugs, alcohol, explosives, etc. Any items which are prohibited by law or by policy may be impounded by school officials.

Darby High School contracts with a Canine Detection Agency to help preserve a safe and drug free environment. During a canine contraband search of hallways, parking lots and other school property, teachers will be asked to keep their students in their classrooms; should the dog “alert” on a student’s locker, car or other belongings, the student will be called out of class, informed of the items that the dog has alerted on, and be present for the search. Should an illegal substance be found, the student will be subject to regular school discipline procedures and law enforcement will be contacted. During searches of classrooms, students will exit the classroom prior to the canine, handler, and administrator’s entry and will remain under the supervision of their teacher during the search.

Students who refuse to consent to a search of their vehicle or property, if the canine alerts to the presence of contraband odors or weapons, will be considered in violation of school policies and subject to one or more of the following procedures:

- Law enforcement and parents will be notified.
- Student will be removed from school until the next scheduled School Board meeting where he/she will be recommended for expulsion.
- Lose their privilege of parking on school property indefinitely,
- Evidence produced by a search may be used in a disciplinary and criminal proceeding against the student. All evidence discovered may be impounded by school authorities.

### **TITLE IX POLICY AND PROCEDURES**



The District encourages parental and student support in its effort to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator. Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activities; or
- "Sexual assault" as defined in 20 USC 1092 (f)(6)(A)(v), "dating violence" as defined in 34 USC 12291 (a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291 (a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3225 for additional information regarding the District's prohibition against discrimination and harassment.

## **TRANSPORTATION**

### **School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents – before the scheduled trip – a written request that the student be permitted to ride with an adult designated by the parent. Both requests must be in writing and submitted to the principal prior to leaving on the school-sponsored trip.

### **Buses and Other School Vehicles**

The Darby School District will provide bus transportation to and from Darby Schools for students living three or more miles from the High School. This is a privilege and not a right. Students

who abuse the privilege will lose it. Students living closer than three miles from school or who reside outside the District, and are enrolled as such, may be allowed to ride the bus if space is available.

**Bus Expectations:**

1. Students will conduct themselves in a safe and orderly manner for the environment
  - a. Keep head, hands, and feet inside the bus.
  - b. Emergency doors are used only in case of an obvious emergency.
  - c. Objects of any type are not to be thrown into or out the window.
  - d. Fighting, wrestling or boisterous activity is prohibited on the bus. Students must keep hands and feet to themselves.
  - e. Students shall not open windows more than halfway down and will never extend any part of their body through the window.
2. Students will utilize only designated areas
  - a. Shall remain seated at all times in a forward facing position. The aisle must be clear at all times.
  - b. Bus drivers are authorized to assign seats.
3. Students will demonstrate respect for themselves and others
  - a. Be courteous to the driver, to fellow passengers and to passers-by.
  - b. Smoking, vaping, or use of any illegal drugs is strictly prohibited
  - c. Damage caused by a rider shall be the riders responsibility to reimburse
  - d. Students shall not move, remove or deface any sign on the bus.
4. Students will follow the supervisor's instructions
  - a. Students are not permitted to eat, drink or chew gum on the bus.
  - b. Students shall keep the bus clean and must refrain from damaging it.
  - c. Students who refuse to promptly obey the directions of the driver, or refuse to obey regulations may forfeit their privilege to ride on the buses.
5. Students **MUST** have a note from the parent/guardian initiated by a school authority, to ride a different route, ride with a friend or be dropped off at a different location than their address.
  - a. Students shall have written permission from their parent/guardian or the school to leave the bus other than at school or their designated bus stop. Permission slips are to be signed by the High School Secretary or Administration prior.
  - b. Students must make other arrangements to transport the following items to and from school: skis, snowboards, sleds, shovels, animals and insects, large band instruments and fragile class projects.
6. Students shall be on time for the bus, allowing five minutes before their scheduled stop in the morning.

- a. Stay away from moving buses. Never chase for a bus, on foot or in a vehicle.
  - b. When necessary to cross the road, students shall wait to cross until motioned by the driver, and will always cross 10 feet in the front of the bus. Students not needing to cross the road shall wait to approach the bus until the bus is stopped and the loading door is opened.
- 7. Matches, lighters, lasers, toy/replica guns, firearms/weapons, or any other potentially hazardous material, including spray type or aerosol and glass containers, are not allowed on the bus.
  - a. Pens and pencils are not allowed out of students' backpacks.
- 8. Students shall converse in normal tones; loud or vulgar language or obscene gesturing is prohibited.

### **TRANSPORTATION - DISCIPLINE POLICY**

**First Offense** – Verbal warning.

**Second Offense** – Student is to sit up front for 3 days. They are on “time out” and not to talk to anyone. A discipline form is filled out, and a copy will be sent to the school principal. Parents or guardians will be notified.

**Third Offense** – Referral to the principal with notation of previous interventions + notification to parents indicating potential loss of bus riding privileges for one (1) school day

**Fourth Offense** – Referral to the principal with notation of previous interventions + loss of bus riding privileges for five (5) school days + meeting with parents before being allowed back on any school bus.

**Fifth Offense** – Referral to the principal with notation from previous interventions + loss of bus riding privileges + parent meeting with the school board and/or principal prior to riding again.

***\*\*Serious offenses, as defined in the major discipline portion of this handbook, will result in placement on the consequence step where administration deems appropriate.***

### **TRANSPORTATION – SECURITY VIDEO**

Security cameras on a school bus not only provide a safeguard against illegal entry, vandalism and as a means to monitor behavior, but also protects students and school bus drivers from being wrongly accused of participating in illegal or unacceptable behavior.

The following will have access to the recording:

- Darby School District Administration.
- Parent/guardian under the supervision of an authorized adult may view the recorded activity of his or her own student as part of a specific investigation or disciplinary action. The viewed segment may be as short as one second in length.
- Student under the supervision of an authorized adult, as part of a specific investigation or disciplinary action.
- Investigative agencies when evidence of criminal activity exists.

- Individuals designated by the Darby School District to assist in an investigation or identification of a student(s).

A recording may be kept:

- Until the disciplinary action or investigation has been resolved satisfactorily.
- Permanent if requested or deemed necessary by an administrator of DHS.

## **RIGHTS AND PROCEDURES**

**STUDENT DUE PROCESS RIGHTS:** When a student's misconduct is serious enough to consider an out of school suspension or expulsion, the student will be afforded the following minimum due process procedures:

- The student will be given written notice of the violation
- The evidence against the student will be explained to the student.
- The student will be given an opportunity to present his/her own version of the facts concerning the charges.
- The parent/guardian will be contacted by the administrator and, upon request, a conference will be held to discuss the alleged violation and the consequences of the misconduct.

**PROTECTION OF STUDENT RIGHTS:** Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

### **Instructional Materials:**

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

### **Collection of Personal Information from Students for Marketing**

The District will not administer or distribute to students any survey or other instrument for the purpose of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- Political affiliations
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior

- Criticism of other individuals with whom the student or the student's family has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

**STUDENT GRIEVANCE PROCEDURE:** Students and parents are encouraged to meet directly with the staff member with whom they have a disagreement. We hope the majority of problems can be solved at this informal level. The student may also meet with the principal to attempt to resolve the problem through informal discussion. If a solution to the problem cannot be found, the student may initiate the following procedure:

**STEP #1: Building Principal**

- Within ten (10) school days following knowledge of the act or condition which is the basis of the complaint, the student must present the grievance in writing to the principal.
- The principal will arrange for a meeting to take place within five (5) school days after receipt of the grievance. The student and the principal will be present for the meeting.
- The principal will provide the student with a written decision on the grievance within five (5) school days of the meeting.

**STEP #2: Superintendent**

- If, within five (5) school days, the student is not satisfied with the decision reached in Step 1, the grievance may be appealed in writing to the Superintendent.
- The Superintendent will arrange for a hearing with the student to take place within five (5) school days of the receipt of the appeal.
- Upon conclusion of the hearing, the superintendent will have five (5) school days to provide a written decision to the student.

**STEP #3: School Board**

- If, within five (5) school days, the student is not satisfied with the decision reached in Step 2, then the grievance may be appealed in writing to the Board of Education.
- The Chairman of the Board of Education will arrange for a hearing with the student to take place no later than the next regularly scheduled board meeting.
- The decision of the Board of Education will be final.

**PARENT/GUARDIAN CONCERNS:** Usually, student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Grievance Procedure policy for most complaints with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with the District Principal under the applicable grievance procedure. If still unresolved, the matter generally is referred to the Superintendent. Under some circumstances, the District may provide for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. Copies of Title IX and/or Section 504 Grievance Procedures can be obtained from the District Office.

### **ADDITIONAL INFORMATION**

**HOMELESS STUDENTS:** In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way. The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the view of the child taken into consideration. The District shall immediately enroll the homeless child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation. Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services, educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; and school meals programs. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

**STUDENTS IN FOSTER CARE:** Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. “Foster care” means “24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility.” This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin unless it is not in the child’s best interest; or
- If the school of origin is not in the child’s best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student’s case to make the “best interest” determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

**SPECIAL EDUCATION:** Darby School District supports and encourages the education of exceptional children. An individual education plan (IEP), designed to provide the least-restrictive learning environment, is developed for each special education student.

## **SCHOOL INFORMATION**

District website: [www.darby.k12.mt.us](http://www.darby.k12.mt.us)

Facebook page: <https://www.facebook.com/Darbyschooldistrict/>

#### **RECEIPT OF HANDBOOK AND ACKNOWLEDGEMENT OF RIGHTS**

I have received a copy of the Darby High School Student Handbook for the 2025-2026 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal within ten (10) days following the first day of the school year.



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Name of Student (Print Clearly)

Grade in School

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Signature of Student

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Signature of Parent/Guardian

**PLEASE RETURN THIS PAGE TO THE HIGH SCHOOL OFFICE  
WITHIN THE FIRST WEEK OF SCHOOL**