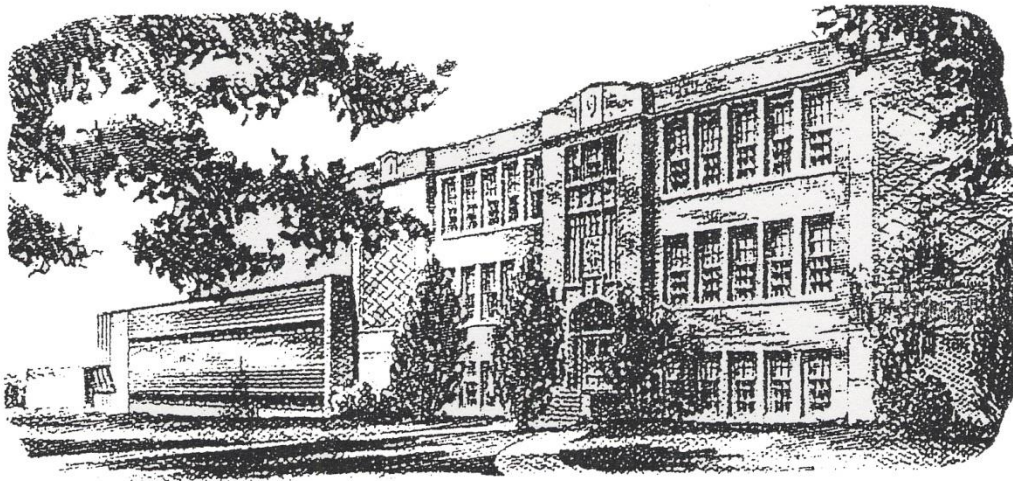


# *POWELL COUNTY HIGH SCHOOL*



*\*These policies are enforced on all school property as at school events and activities.*

## **Student handbook 2023-2024**



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## WELCOME

This handbook is to serve as a guide for parents/students of Powell County High School.

The contents of this handbook are subject to interpretation and modification by the school administration and faculty. The common good of the school community so justifies this interpretation. The rules and regulations, which follow, are illustrative, but not exclusive, of what is expected of students at Powell County High School.

## WELCOME TO POWELL COUNTY HIGH SCHOOL

**“Home of the Wardens”**

School Phone: 846-2757

Fax: 846-2759

## **Powell County High School Staff**

### **Administration**

Mr. Rick Duncan, Superintendent  
Mrs. Katie Crofutt, Principal

### **Business Office**

Mrs. Annette Galahan, District Clerk

### **Teaching Staff**

Ms. Kim Biere, English & Yearbook  
Ms. Susan Bleken, Math  
Mr. Tom Cotton, Government & World History  
Mrs. Amber Gates, Foreign Language  
Mrs. Dawn Hagan, Special Education  
Mrs. Holly Sheldon, Science  
Mrs. Karen Herrin, Music  
-----Health Enhancement & Fitness for Life  
Mrs. Maggie Hunter, Art  
Mrs. Patricia Lienes, Science  
Mr. Bill Lombardi, Agriculture  
Mr. Sean McConnaha, English  
Mrs. Kristen Hansen, Math  
Mrs. Kacie Perkins, FCS  
Mr. Bob Schalk, History  
Mr. Frank Spring, Library & English  
Mr. Clint Stevenson, Industrial Arts  
Mrs. Marisa Rivera-Kohn, Social Studies & Special Programs  
Ms. Miranda Van Beek, Counselor

### **Support Staff**

Mrs. Suzanne Smith, Secretary  
Mrs. Francine Denty, Resource Room Aide  
Mr. Ken Vansickel, Resource Room Aide

### **CSCT, Yellow Stone Boy's & Girl's Ranch**

Ms. Dana Harris, Program Therapist  
Mrs. Jessi Mickey, Behavioral Specialist

### **Maintenance**

Mr. Hans Schlueter, Head Custodian  
Mr. Mike Grey, Custodian

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

In accordance with BP 5002, Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

Individuals with disabilities should notify the Superintendent or building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

## THE WARDEN WAY

### Be Responsible

- Be in class, on time, and prepared
- Take ownership of your actions
- Be honest
- Take care of yourself physically, mentally, and emotionally
- Advocate for yourself
- Help others
- Be focused on your academics

### Be Respectful

- Follow the Golden Rule
- Communicate Appropriately
- Respect personal space & all property
- Dress for success

### Be a Graduate

- Earn the required number of credits or more
- Read & follow your student handbook
- Be aware of the required classes needed to graduate
- Strive to achieve a 2.5 GPA or higher
- Graduate!



## BE A WARDEN

## GRADUATION REQUIREMENTS

A student receives a diploma from Powell County High School when the following requirements are fulfilled:

1. No student will be graduated from Powell County High School with less than seven (14) high school semesters.
2. Credits earned through correspondence will not be allowed for early graduation unless prior approval has been given by Administration.
3. Students who wish to graduate early must petition the Board per policy 2410.
4. Earned the minimum number of credits listed below including:

English	4
Math	3
Science	3
American History	1
American Government	1
Additional Social Studies	1
Health Enhancement	2
Fine Arts	1
Vocational/Practical Arts	2
Additional Electives	8
<b>Total Credits</b>	<b>26</b>

## P.E./HEALTH ENHANCEMENT REQUIREMENT

Physical Education is an integral portion of this class and cannot be waived. Students who have sustained an injury or illness that prevents them from participating in the scheduled activity for more than ten (10) consecutive class periods will be medically dropped from the class and required to repeat the semester. Refusing to dress-out five (5) times during a quarter will result in failing the semester. A student's participation in physical therapy will not exempt them from P.E. Reasonable accommodations may be made for physical activity in the class at the discretion of the instructor and administration.

## ACADEMIC INFORMATION

1. The minimum number of credits for entrance into each grade (2023) is:
  - a. Grade 9.....8<sup>th</sup> Grade Promotion
  - b. Grade 10.....Seven Credits
  - c. Grade 11.....Thirteen, Fourteen Credits
  - d. Grade 12.....Twenty-One Credits
2. Students transferring from other schools will not be officially classified until their transcript is filed in the office. The counselor and principal will assist all students in working out their programs.
3. Powell County High School will use its grading scale for official transcripts. All grades of students who transfer into Powell County High School will be re-computed on the district's grading scale.
4. All freshmen through juniors are required to be enrolled in a minimum of seven academic classes per year. Seniors must enroll in at least six academic classes per year. Seniors may enroll as a teacher's aide and in a study hall. No student can have more than one study hall per year without administrative approval.

## SENIORS

Seniors are required to attend study hall unless they have earned senior privilege (See section on “Study Halls”)

Participation in the graduation ceremony is a privilege, not a right.

In accordance with B.P. 3110 the district is not required to assign or admit any child who has reached his/her nineteenth (19<sup>th</sup>) birthday on or prior to September 10<sup>th</sup> of the year in which the child is to enroll.

## WRITING RUBRIC

In order to promote consistency and reinforce appropriate composition skills, the following rubric is recommended to be used in all classes:

PCHS Rubric (Five Paragraph Papers)	
Grade Calculation	Skills assessed
APA/MLA header ___/5	On the top left, double-spaced: Name: Mr. Duncan AP U.S. History Date:
APA/MLA Format basics ___/10	The paper has a title in regular, 12-pt font The title gives the reader a clue what the paper will be about Header with page # Works Cited page (if citing material) Material is cited when necessary.
Introduction ___/5	From the first paragraph, I can tell the writer wants to interest me in his/her ideas.
Thesis ___/5	From the first paragraph, I know what subject(s) will be discussed. The last line of the introduction contains a thesis which clearly states the stance of the writer and the purpose of the paper.
Paragraphs/Content ___/15 ___/15 ___/15	<i>Applies to each paragraph</i> ___ The first sentence of the paragraph functions as a summary of the paragraph. ___ The paragraph relates back to the thesis. (Stays on topic) ___ The paragraph interprets and/or provides support for ideas introduced. ___ The paragraph connects to the paragraph before and after. ___ If required, the paragraph contains evidence from a reliable source.
Conclusion ___/5	The final paragraph concludes the paper.
Writing Style ___/15	___ The paper shows an attention to detail and doesn't just stick to the minimums introduced in this rubric. ___ The sentences use a variety of vocabulary and structure, while the topic sentences don't merely restate the thesis. ___ In addition, the author doesn't just summarize, but adds his/her own insights to the material presented. ___ Finally, the paper is clear with its purpose and shows thought and preparation.
Mechanics ___/10	___ Spelling/Capitalization ___ Grammar ___ Commas ___ Run-ons ___ Fragments
Total points ___/100	

## INCOMPLETE GRADE POLICY

1. Any quarter grade issued as an incomplete (I), will automatically be changed to an “F” grade on the tenth scheduled school day of the new quarter unless the teacher and administration agree otherwise. It is the responsibility of the student to finish all necessary work within this time period.
2. Incompletes will be used when sickness or similar reasons call for more time. Incompletes will only be issued with administrative approval.

## TEST POLICY

1. Quarter tests may be given in each class. The test will count for no more than 10% of the quarter grade.
2. A comprehensive semester final shall be given in each class. The semester final constitutes 10% of the semester grade.
3. Finals will be given on assigned testing days.
4. Students with planned absences need to make arrangements to take their finals prior to their absence.

## GRADING SYSTEM

1. The scholastic year is divided into two terms (Fall and Spring.) Each term has four quarters. A letter grade system is used.
2. The grading scale for Powell County High School is as follows:

100-98	A+	4.0
97-95	A	4.0
94-92	A-	4.0
91-89	B+	3.0
88-85	B	3.0
84-83	B-	3.0
82-80	C+	2.0
79-77	C	2.0
76-74	C-	2.0
73-71	D+	1.0
70-68	D	1.0
67-65	D-	1.0
64-0	F	0

3. After a grade is posted it cannot be changed by doing extra work.
4. Eligibility for honor roll requires a grade point average of 3.25. Honor Roll will be calculated four times each year using the semester average.
5. In accordance with B.P. 3300, students who are suspended from any class or school entirely do not have the right to makeup work missed for credit. Students on in-school suspension may receive 2/3 credit for work completed while suspended.
6. Grade changes can only be accomplished by the teacher submitting the appropriate form to the Guidance Counselor.
7. Pass/Fail does not count in GPA calculations.

## COLLEGE PREP REQUIREMENTS

The following college prep requirements must be met in order for a student to enroll in a unit of the Montana University System (subject to revision by the State Board of Regents):

1. A student must meet one of the following requirements: 1) a minimum 2.5 GPA, or 2) rank in the top half of his/her graduating class, or 3) score a 20-22 composite on the ACT, or 960-1030 on the SAT.
2. Each student must complete the college prep program which includes 4 years of English, 3 years of Math (to include a minimum of Algebra I, Geometry, Algebra II), 3 years of Social Studies (to include one year of Global Studies), 2 years of laboratory science, and 2 years of college prep electives.

## **VALEDICTORIAN/SALUTATORIAN**

1. In order for Powell County High School students to qualify for Valedictorian or Salutatorian, he/she must have been in attendance at Powell County High School for two semesters prior to his/her junior year and be in attendance his/her entire senior year. The Valedictorian and Salutatorian awards will be based upon the 15th semester cumulative GPA.
2. To be eligible for Top 10 designation, the student must attend PCHS his/her entire senior year.

## **CORRESPONDENCE, DUAL CREDIT AND ONLINE COURSES**

1. Students will be allowed to enroll in accredited correspondence or online courses, with approval of the principal.
2. Each course shall be completed under the supervision of the counselor/staff member.
3. The entire cost of the course(s) not preapproved by administration will be borne by the student.
4. The grades will be posted to the permanent record, on receipt of the certificate of completion.
5. Course credit will be used to meet graduation requirements, the calculation of GPA, eligibility and the determination of class rank.
6. Classes taken during the OCR/Dual Credit period must receive a grade. Pass/Fail is not an option.

## **CREDIT RETRIEVAL**

Available for students who have need and administrative approval.

## **COURSE CHANGES**

Generally, late schedule changes are discouraged because they often have a negative impact on the student, teacher, and classes they are leaving and entering. The guidance counselor and the teacher(s) will discuss the relative benefits and negative effects the change will make with the student. If the staff involved mutually concurs, for or against the request, the matter is ended. If approved, the recommendation will be carried out. If a controversy exists, the principal will review the request and the controversy. Additional information may be asked prior to giving final approval or denial. Parents are to be notified of any changes not made at their request. Reasons for course schedule changes:

1. Mechanical errors.
2. Teacher endorsement due to incompatibility between teacher and student (written parent approval).
3. Lack of skills for success in class.
4. Falls under IDEA/Section 504, CH.I.
5. A student may drop a year-long class with administrator approval and teacher input. No grade will be recorded for second semester.
6. Students may make a late request for a schedule change and drop a class without staff approval but will receive an "F" for the semester. Parent permission is required.
7. Students may be removed from a class at the discretion of the principal if it is evident the student cannot successfully pass the class, the teacher can demonstrate and document that the student is interfering with the educational process, or the student is not participating by performing required work in class. The student will receive an "F" for the semester.
8. Teachers' aides who become academically ineligible may be re-assigned to Study Hall and required to attend until they become eligible.



## **GUIDANCE DEPARTMENT**

The Powell County High School Guidance and Counseling Department exists for the purpose of assisting all students in achieving their full potential, in helping them become aware of their personal identity. The Department offers a variety of individualized programs and services designed to encourage the academic and personal growth of each student. Focus areas include: assessment, college/career choice, academic, personal, and social development. The counselor works in cooperation with administration, teachers, parents, and students to foster an environment of open communication and trust. Those students needing mental health counseling will be referred to the proper agency.

## **LIBRARY/MEDIA CENTER**

1. Students must pay for library/media center materials that are lost or damaged. Charges will be determined at the current replacement costs.
2. All library materials must be returned ten days before the end of the school year.
3. Students are encouraged to take advantage of the library to read and study

## **ATTENDANCE POLICY**

**Powell County High School follows Montana State Law in regards to policy.**

Regular attendance at school is necessary if students are to gain full benefit from their educational opportunity. Ensuring regular attendance and communicating with the school is the responsibility of the parent and student. Students who miss ten consecutive days of school will be dropped, unless suspended or the leave is medically required, or part of an IEP.

Absences other than for illness, bereavement, or emergency must be cleared **IN ADVANCE** with the office, or the work may not be considered by the teachers to be made up for credit. Individual teachers may use attendance as part of the grade necessary for credit; however, school-related absences will not adversely affect a student's grade. Time away from a classroom that is not approved by a teacher could result in an "F" for time missed, and no credit if the student is gone for more than ten consecutive days.

A student is responsible for collecting class work, finding out about assignments, and preparing for quizzes/tests missed with an excused absence. For each day of an excused absence, a student will have two days to make up missed assignments (for example: absent on Monday, work will be due on Wednesday.) up to a maximum of 6 days. Work for planned and school-related absences is due upon a student's return, not prior to their departure. Work missed due to unexcused absences cannot be made up.

Students who arrive after 5 minutes are considered absent.

Parents of students who are absent for the first period of the day will be notified by telephone of their child's absence. The district has implemented the online Parent Portal system to assist parents in monitoring student attendance and grades.

Students whose parent/guardian/sibling has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting will be allowed three days of excused absences for the purpose of visiting with the parent/guardian/sibling. Additional time may be allowed by the administration on a case by case basis. Students will be responsible for all assignments during the period of their absence.

## **ATTENDANCE GUIDELINES**

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the high school secretary. The note should contain the date(s), and give the office specific information about the causes for the absence. Students who arrive more than 5 minutes late must sign in at the office.

Students who participate in school-sponsored activities, including curricular and co-curricular, must be in attendance the last the two periods prior to departure/dismissal for an activity, or Friday afternoon for a Saturday activity in order to participate, unless prior arrangements have been made with administration/AD.

### **Sign-Out Procedures**

If the student becomes ill or has to leave school during the day, he/she must report to the office. If it is necessary for the student to go home, arrangements will be made at the office. A student may **NOT** leave the building under any circumstance until the student has checked out at the office. **Failure to check out before leaving will result in TRUANCY and appropriate disciplinary action will be taken.** In addition, if a student is not returning from lunch, then a call to the office is required, with a note to follow the next morning.

### **Absences Are Defined as Follows:**

1. **Excused Absence** is characterized by one of the following and would permit a student to make up work and receive credit:
  - a. An **unavoidable** absence such as illness, bereavement, or emergency, etc. Notifying the office is required within 24 hours of the absence in order to excuse it.
  - b. An absence cleared **in advance** such as: parent and school-approved absences, other than those stated in 1.a., including medical appointments verified in writing by a doctor, court appearance, other appointments, “personal business,” work, vacations, and (for seniors) two days of visitation to institutions of higher learning as verified by institutional admissions office.
  - c. Juniors are allowed one college visitation day; seniors are allowed two days. Students are required to get approval from the principal prior to the college visit. Waiting until the day before the student is scheduled to visit a college is not recommended. Proof of attendance must be provided upon the student’s return.
2. **Unexcused Absence** is defined as any absence from class that is not excused and will have the following characteristics:
  - a. An **avoidable** absence that was not prearranged, and approved **IN ADVANCE**. The student cannot make up the work missed.
  - b. If the school is not notified during the absence or within (24) hours, after the last school day absent, the excuse will not be accepted. Any exception of this guideline must be at the principal’s discretion.
  - c. **Truancy** is being absent without parents’ prior knowledge or consent, or leaving campus without permission from the office. A note or call after the fact will not be accepted.
  - d. A walkout (a person who exits a class without permission and does not return to that block) must be reported to the office and appropriate consequences will be given.

Medically excused absences must be documented by a medical professional on his/her official letterhead/pad. Medically excused absences will not be included when determining ten absences for the purpose of losing credit.

If a student reaches ten (10) excused and/or unexcused absences, there will be a mandatory meeting between the student, parent, teachers and administration. During this meeting the absences will be reviewed. Medically excused and school-related absences do not count toward the 10 absences.

### **ADVANCED MAKE-UPS**

All school-related absences (sports, music, clubs, fieldtrips, etc.) must have an Advanced Make-up form turned into the office the day prior to the absence. Students without completed forms that have been turned in on time will not be allowed to attend the event.

### **TARDIES**

So there is no misunderstanding and all classes are treated the same, a student is considered tardy if he/she is not in the room when the bell rings. If a student is more than five (5) minutes late for a class it will count as an absence. Teachers will mark students tardy and on the 3<sup>rd</sup> tardy of the semester the student will receive detention. Each subsequent tardy will also result in a detention. Teachers will not send students to the office for a tardy slip. A student who is tardy is not eligible for perfect attendance.

## DISCIPLINE

Acts of misconduct generally warrant a consequence. Whenever possible the consequences will be relevant to the problem. It is impossible to list all types of behavior that would cause a prescribed punishment. Many different approaches will be employed by staff and administration to attempt to modify poor or unacceptable behavior. A few procedures that will be used in order to modify unacceptable behavior will be: detention, class suspension, in-school suspension, out-of-school suspension, and expulsion.

Detention shall mean a student is required to attend school in a predetermined location for a period of time, after the regular school day or during lunch. Students who fail to serve an assigned detention will have their assigned amount of time doubled. In the event the student accumulates two additional detentions and fails to serve them in a timely fashion, the student may be assigned in-school suspension. Repeating this pattern of behavior may result in out-of-school suspension.

Corrective Disciplinary Action for violations of school rules or codes may range from a verbal reprimand, to a recommendation to the Board of trustees for expulsion.

In-School Suspension shall mean the involuntary removal of a student from a regular class or school attendance. A student may receive 2/3 credit for work collected in the classroom while the student is in ISS. Students assigned to ISS will not be allowed in the hallways during the passing periods.

Out-of-School Suspension shall mean the involuntary removal of a student from a regular class or school attendance, and the loss of privileges to participate in any co-curricular or extra-curricular activity for the duration of the suspension. The student cannot be on the school grounds or attend activities during the suspension. In accordance with Board Policy 3300 students who are absent as a result of an out-of-school suspension do not have the right to make up the work missed and will receive no credit for work assigned or collected during their suspension.

Expulsion shall mean the removal of a student from the classroom and school attendance at Powell County High School, by action of the Board of Trustees.

See Student Series 3000 of the Board Policy for procedures.

## DRESS CODE

**Student's clothing is the responsibility of parents and the students.** School is the students' workplace and appropriately maintained dress is a reasonable expectation. Students are expected to present themselves at school with adequate personal hygiene habits and clothing that is clean. Clothes shall meet all standards of decency as determined by the faculty, staff and administration of PCHS. Any dress deemed to disrupt the educational process is inappropriate, and students will be asked to correct the problem.

1. Hats, caps, bandanas, visors or other headgear are not to be worn in any building. This applies to girls as well as boys.
2. All shirts will be modest in design and cover the midsection, back and sides of the body at all times.
3. No article of clothing may be worn that has a vulgar, obscene, provocative, or suggestive inscription or an inscription that makes reference to alcohol, drugs, or tobacco.
4. Spaghetti-strap, halter tops or racer back shirts/dresses should not be worn unless a regular shirt or sweatshirt is worn over the top.
5. Factory-stitched tank tops are allowed. The top must be of modest design covering all undergarments. Plunging necklines or sides will be considered inappropriate and the student will be sent home to change.
6. Any pant or legging must be of solid construction from the waist to mid-thigh.
7. Sunglasses are not to be worn in the building.
8. Shorts and skirts/dresses must reach mid-thigh. Measurements should be checked at home before coming to school.
9. Health regulations require shoes to be worn at all times. Slippers are not considered shoes.
10. Pants must be worn appropriately with no under garments showing.

## HANDS-ON-POLICY

Students/faculty: feel free to turn in offenders. Reports are to be kept confidential.

1. The student council developed the rules of the hands-on-policy. The rules are as follows:
  - a. No kissing
  - b. No "sexual" physical contact or "sexual" gestures

- c. Hand to hand contact (holding hands only) is allowed outside of class only.
  - d. Respect other's comfort zone
- 2. Disciplinary procedures for breaking the rules are as follows:
  - a. First offense: verbal and/or written warning.
  - b. Second and subsequent offenses: detention
  - c. Disciplinary action can be more severe, up to and including expulsion, depending upon the type and extent of contact.

## **STUDENT RIGHTS**

### Student Series (3000) Board Policy

1. Students have the right to an education, and the right to participate.
2. Students have the right to participate in educational and extracurricular programs without discrimination. Complaints should be directed to the superintendent.
3. A married or pregnant student has the right of attendance.
4. A student has the right to be free from sexual harassment. Report incidents to Mrs. Hagan or Mr. Stevenson.
5. Eligible students and parents have the right to inspect, review, and amend the student educational records.
6. A student has the right of expression as long as this right does not interfere with the rights of others.
7. A student has the right to equal access for student participation, assembly and free association. The principal must grant approval.
8. A student has a limited right concerning search and seizures.
9. A student has the right to due process.
10. No student right is absolute. When exercising one's rights, one must not infringe on the rights of others. To ensure that the rights of all are protected, it becomes necessary to discipline students of those rights.

## **CODES OF CONDUCT**

### **Disrupting School**

- A. Students are to pass from class to class directly, and in an orderly fashion during the five-minute passing period walking on the right side of the hallway.
- B. Students are never to leave the building during the day without permission from the administration. Students must "sign out" in the office at all times. Except for illness you must have written permission from parent/guardian to "sign out." In the case of illnesses the parent/guardian will be notified by phone prior to signing out.
- C. Students are allowed to drive to and from school, and during the lunch hour. Do not park in the handicapped zones or Fire Lane. Park and drive in a legal and considerate manner.
- D. School telephones are not available for student use except in cases of emergency, or at the direction of staff or administration.
- E. Students wishing to call parents must do so in the office. Students are not to on their personal device.

### **Person and Property**

- A. The student must pay for books and equipment that are lost or damaged. Charges will be determined at the current replacement costs.
- B. Students who commit acts of vandalism will be charged for repairs, and will be subject to appropriate discipline measures.
- C. Students who participate in a fight will face immediate suspension. Law enforcement will be called immediately. Those who make threats of a physical or sexual nature may face immediate suspension.
- D. Insolent, rude, insubordination, disrespectful speech or written material will be subject to appropriate discipline measures. **Profanity in any form will not be tolerated.**
- E. Lockers are assigned during registration. PUT A LOCK ON YOUR LOCKER. The school district is not responsible for any property that may be lost, stolen, or damaged.

### **Hazing/Harassment/Intimidation/Bullying/Menacing**

Hazing/harassment/intimidation/bullying and/or menacing in all forms are strictly prohibited and shall not be tolerated. An individual who feels he/she has been a victim or an observer of these activities is encouraged to immediately report concerns to a teacher, counselor, or the principal. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion:

<u>Occurrences</u>	<u>Minimum</u>	<u>Maximum</u>
First	Administration Intervention	Expulsion
Second-Fourth	Suspension	Expulsion
Fifth	Expulsion	

Appropriate consequences will be determined by administration. In cases of sexual harassment, appropriate consequences will be determined by administration in consultation with the Sexual Harassment Coordinator(s). Complaints filed with the Sexual Harassment Coordinator(s) will remain on file throughout a student's academic career. Students making false accusations will be subject to the same consequences. Individuals may also be referred to law enforcement officials. See attached form (p.23) for reporting.

Anonymous Alerts is available online and as an app for the reporting of inappropriate behavior. Students making a report have the ability to remain anonymous or reveal their identity.

### **Retaliation and Reprisal**

Retaliation is prohibited against any person who reports or is thought to have reported a violation, or otherwise participates in an investigation or inquiry. Such retaliation is considered a serious violation of policy, whether or not the complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Public and School Safety**

- A. Students are prohibited from bringing weapons or dangerous instruments to school. (See Board Policy 3311 for definition.) Disciplinary action will be taken according to Board Policy.
- B. Tampering with the fire alarm system or fire extinguishers is a violation of State and Federal law. Violators are subject to criminal prosecution.
- C. Carrying a knife of any kind is prohibited. The knife will be confiscated and parents/guardians notified for recovery.
- D. The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds and equipment. (BP 3235)

### **Student Regulations Regarding Tobacco, Tobacco-Related Products and Vaping Devices**

- A. The use or possession of e-cigarettes, tobacco or vaping devices, in any form, on the school premises or at school activities is prohibited. For offenses involving tobacco, vaping devices or similar products, the student will be suspended from school, and the law enforcement will be notified. A parent or guardian must make an appointment with the principal to bring the student back to school.
- B. Lighters and matches do not have a place in the school setting and will be confiscated.

### **Student Health Regulations on Alcohol/Drug Use, Abuse and Dependency**

The possession, use, or distribution of illicit drugs and alcohol by students at PCHS or at any of its activities is strictly prohibited. The preceding actions are also violations of state law and violators will be referred to the appropriate law enforcement agencies for prosecution. Powell County High School, through its regular curriculum and its policies, will educate the students to the harmful effects of illicit drugs and alcohol.

Since chemical dependency is a treatable disease, the following guidelines have been developed. These guidelines are cumulative and will follow a student throughout her/his high school career.

- A. First Offense:
  - 1. Student will be assigned up to a three-day suspension.
  - 2. Student will be placed under the jurisdiction of the appropriate law enforcement official, where the student

will be assigned to attend the appropriate student drug/alcohol education group.

**B. Second Offense:**

1. Student will be assigned up to a five-day suspension.
2. Student will be placed under the jurisdiction of the appropriate law enforcement official where the student will be assigned to attend the appropriate student drug/alcohol education group.
3. Student and parents/guardians will agree to a drug and alcohol evaluation for the student by a certified counselor of the parents'/guardians' choice at their expense or the student will be referred to the Board of Trustees for expulsion.
4. If expelled, the student may petition the Board of Trustees for readmission upon verification of the student's successful completion of a drug/alcohol evaluation by a certified counselor. The student must show a commitment to a follow up treatment plan on the counselor's recommendation.

**C. Third Offense and Thereafter:**

1. The student will be referred to the board of Trustees for expulsion. Under special circumstances the student may be assigned an alternative discipline as deemed appropriate by the school administration.
2. If expelled, the student and parents/guardians may petition the Board of Trustees for readmission upon verification of the student's successful completion of an evaluation and/or treatment program as recommended by a certified counselor or the or the parents'/guardians' choice and paid for by the parents/guardians.
3. Compliance with these standards of conduct is mandatory.

**If you see something, say something. The things we tolerate as a whole school community are part of what defines us. Be part of making PCHS a safe place to be by reporting harmful behaviors.**

**Contraband Inspections**

Powell County High School contracts with Interquest Detection Canines of Montana to conduct periodic inspection of our campus. These inspections are carried out by a nationally certified canine and handler.

These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection.

All inspections will be conducted within the scope of law and with the knowledge of the student.

**Random Drug Testing**

In accordance with BP 3350, students participating in extracurricular activities are subject to random drug testing. Each student wishing to participate in an activity will be provided the Consent Form (3350F), which shall be signed by the student and his/her parent/guardian. Refusal to sign the form will result in nonparticipation.

1. Every student participating in an extracurricular activity will be added to the random pool, and remain in the pool for the entire school year.
2. Random testing will occur during an activity season at a rate of fifteen students being tested each month.
3. Whenever a student is added to the pool they will remain in the pool for the remainder of the academic year.
4. If a student shows signs of drug use or intoxication, or a member of the administration has reasonable suspicion that student is using drugs, the principal/administrative designee may call the student's parent/guardian and request that the student be tested.

**Academic Dishonesty**

Academic dishonesty includes plagiarism as well as any purposeful attempt to gain an academic advantage and includes (but is not limited to) the following:

1. Copying, cutting and pasting, and/or paraphrasing published sources or electronic sources without documentation.
2. Purchasing or downloading a pre-written paper.

3. Submitting another person's work.
4. Copying another's homework.
5. Preparing work for another that is to be used as that person's own work.
6. Knowingly misrepresenting scientific or educational data as one's own.
7. Soliciting, aiding, abetting, concealing, or attempting acts of academic dishonesty.
8. Students allowing other students to copy or use their work is also considered academic dishonesty.
9. Sources must be cited per teacher direction.

Plagiarism violates Powell County High School's academic code of conduct which insists upon giving recognition to others for their words and ideas. This rule applies to drawings, photographs, written research, educational data, sounds, paintings, videos or ANY original creation.

#### **Consequences of Academic Dishonesty**

1. First offense – a zero on an assignment, quiz, test, examination, or further consequences at the discretion of the teacher.
2. Second offense – A failing quarter grade (F) may be assigned for the course in which the violation transpired. An appeal may be made to a four-member faculty board assigned by the administration.

### **EXTRACURRICULAR AND CO-CURRICULAR POLICIES**

While on trips, hats will not be worn in any public building. Coaches and sponsors of extracurricular and co-curricular activities may establish additional standards of personal appearance, including dress and grooming requirements for such activities. Students participating in those activities **MUST** abide by those standards.

Students must have an up-to-date Parent Authority for Medical Care card (insurance card) on file in the office prior to leaving campus for any trip or event.

Eligibility standards enforce the philosophy that regular study is the first responsibility of the individual student.

Co-curricular activities that travel, such as class field trips, Pro-Start, Close-up and music, as well as Student Council and National Honor Society fall under the same eligibility policy.

1. PCHS academic eligibility will be determined on a quarter basis.
2. A student who is determined eligible at the beginning of the quarter is eligible for the entire quarter, provided the student is enrolled in four classes or equivalent. Eligibility begins Monday morning following the week in which the previous quarter ends.
3. Grades earned for teacher aide positions or any other pass/fail grades will not be used in computing eligibility.
4. An eligible student must be a member of the team by the first practice or have the approval of the Athletic Director. A prior injury not allowing the athlete to participate before the deadline is the only exception provided that the individual, at the beginning of the season, has expressed to the coach the intent to participate. The only exceptions will be for foreign exchange students, transfer students and those with military obligations.
5. Students will have the opportunity to petition once per year to regain their eligibility. They must petition in writing the AD and principal within 24 hours of notice being given of their ineligible status. If their petition is granted, they will then have 10 days to bring their grades to an eligible status. During that 10 days, they will remain ineligible.
6. Club participation will be determined by the club sponsor and Principal.
7. If a student is enrolled in four academic classes (aide, study hall and OCR are not included) and earns an F, the majority of the student's remaining grades must be a "C" or higher. If a student is enrolled in three academic classes (aide, study hall and OCR are not included) and earns an F, the student will become ineligible.
8. MHSA eligibility requires students to have earned a minimum of 2 credits in the previous 90 days.
9. Students with an incomplete will remain eligible until an official grade is recorded.
10. **In order to be eligible to participate in a practice or game, the student must be in attendance at school the last two periods prior to the practice or game unless prior arrangements have been made with the Athletic Director or Principal. Students who will be leaving school early to participate in a game must remain in their classrooms until released by the public address system.**

## **Activities**

1. All activities must be held under the sponsorship of the faculty advisor.
2. No meeting can be held without a sponsor present.
3. All requests for fundraising activities must be approved by the Student Council and Principal.
4. It is the responsibility of the sponsoring organization to see to all financial details, clean up details, and to the immediate return of all borrowed materials.
5. ALL money received by an organization representing PCHS must be deposited in the Clerk's Office, immediately, for proper receipt.
6. PCHS dances are restricted to high school students only. PCHS students may invite one guest, approved by the principal in advance, who is not a PCHS student (junior high school students and individuals over the age of nineteen will not be approved). Once students leave the dance, they will not be allowed to re-enter.
7. Activity tickets are required of all students who participate in athletics and cheerleading.
8. On athletic and activity trips, students must ride the bus both ways unless the students' own parent takes them home from the activity, or the student's parent has made prior arrangements with the chaperone and administration.
  - a. Chaperones (coaches) may release the student to the parent upon the parent's written request and signing of a release form provided by the chaperone (coach).
  - b. Parents who wish to have their son/daughter ride home with another parent must make the request in writing and the request must be approved by both the chaperone (coach) and administration prior to the day of the contest.
  - c. Requests for students to ride home with anyone other than the parent or the parents of another participant will not be honored without prior approval and proper form procedure. Requests made on the day of the contest may not be honored.
  - d. Non-school personnel will not be allowed to travel on activity buses except in unusual situations.
  - e. Coaches have the authority to make necessary decisions when a PCHS administrator is not in attendance at the event site.
  - f. Students must be in good academic standing in order to participate in activities/trips (i.e. academically eligible).
  - i.

## **ACTIVITIES**

Organizations and activities at Powell County High School may include:

Prostart	FFA	Envirothon
FCCLA	Mathletes	Football
Golf (B & G)	Student Council	National Honor Society
Softball	Wrestling (B & G)	Track & Field (B & G)
Volleyball	Fandom	Drama
Basketball (B & G)	Cheer and Dance	World Quest
Cross Country (B & G)	Speech and Debate	Yearbook
Choir	Band	eSports

## **WARDENS NEED TO KNOW**

### **National Honor Society**

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

#### ***Selection Criteria***

Minimum grade point average: 3.5 for sophomores and juniors, 3.3 for seniors. Students who qualify based on GPA are given an application in which they need to list their leadership roles, service activities, community activities, work experience, recognition and/or awards. A questionnaire goes to all teachers with a list of the applying students. Thereby giving voice to teachers whether they have had problems or positive interaction with the applying students that the panel may not know about. A panel of three teachers is chosen by the principal. The panel meets as a group to select new members from the applicants.

#### ***Application Process***



During the spring those students meeting the scholastic requirements receive a letter inviting them to apply for induction into the National Honor Society. Interested students complete an application outlining their leadership and service activities. The faculty at large reviews all eligible candidates on issues of character. The completed applications and faculty input are then forwarded to the faculty council. Final membership selection rests with the faculty council. Students not selected for induction have the opportunity to go through the appeals process.

#### ***Recognition at Graduation***

Members who have remained in good standing, completed their service requirement and maintained equal to or greater than the 3.5 cumulative GPA requirement on the official GPA and class rank list may wear the blue and gold National Honor Society hood at the graduation ceremony.

#### **Lost and Found**

If you have lost any article at school, check in the blue lost and found box in the PE Room. All found articles are to be placed in the box with the exception of electronic devices which are to be turned in to the office. If any article is lost, report it to the office as soon as possible. The school is not responsible for articles left in the rest rooms or those not locked up in the locker rooms.

#### **School Hours**

The school hours are set so that the school starts each morning at 8:15 a.m. Classes are dismissed at 3:11 p.m. each day. The library will remain open for student use until 3:45 Monday-Thursday and 3:11 on Friday.

#### **Inclement Weather**

School closures and cancellation of activities will be announced through our social media platforms, school app, and notification system.

#### **Fire Drills**

Treat each fire drill as though your life depends on getting out. Students should move in an orderly fashion, quietly, and rapidly whenever the fire alarm is sounding. Students must remain with their teacher until released to return to the building.

#### **Cell Phones/Skateboards**

Electronic devices and headphones may be used during the instructional portion of the day in the classroom at the teacher's discretion. Electronic devices are considered "personal" audio devices; sound detected by those other than the user will be considered a disruption and the device will be confiscated. Cell phones used during the instructional portion of the day may be confiscated and not returned to the student until 3:11 p.m. A student whose cell phone is confiscated more than once may receive additional disciplinary consequences. Individual teachers may include other consequences in addition to those listed here. Parents/guardians are advised to call the office if it becomes necessary to contact the student during the day. Using skateboards is prohibited on PCHS premises. This includes heelies as well.

#### **Lunch Program**

- A. Hot lunch is served in the PE Room. Free and reduced lunch applications are online and can be done at any time.
- B. Students will not be allowed in the gym, on the second floor, on third floor, or past the fire doors on 1<sup>st</sup> floor during the lunch break. Males who need to use the restroom during lunch, should use the locker room bathroom.
- C. Students not following the rules may be asked to exit the building during the lunch period.
- D. Students will not be allowed to bring school lunch outside of the building.

#### **Visitors**

Student visitors are not allowed to attend classes at PCHS.

#### **Study Hall**

- A. This is a quiet environment, respect others' need to study.
- B. Bring books and materials to class.
- C. If listening to music is allowed, students must also be reading or working on something

D. Students must have a note/pass from a teacher before getting out of study hall. Students will not be allowed to leave to get a pass after the bell has rung.

E. In order to earn and maintain privileges as a senior, students must pass all previous study halls. In order to pass a study hall you must:

1. Have not earned an "F" for the semester in any course while you are enrolled in study hall
2. Have not earned more than 3 referrals in study hall in a semester for cellphone use
3. Have not earned more than 3 referrals in a study hall for any other reason
4. Have not had an unexcused absence in a study hall.

### **SPECIAL FEES**

**BAND:** Band students are required to buy their own drumsticks, reeds and oil. Any damage to school equipment or costs will be charged to the student. All special projects, desired by a student must be paid for by the student.

**ACTIVITY FEE:** This is an optional fee for students; however, students participating in athletics are required to purchase an activity ticket. The cost is \$70.00 and will admit students to all home athletic contests. Family passes are \$190.

**WOODS I AND CARPENTRY TECH:** Students enrolled in Woods I and Carpentry Technology must pay \$10.00 for each class.

**CULINARY I, II, FCS and PROSTART:** There is a \$15.00 fee for all students enrolled in these courses.

Fees for individual classes may be assessed and vary depending upon the curriculum. All course fees must be paid within the first week of class or the student will not be able to take the class. If a student is not financially able to make the payment, they need to talk to the teacher and other arrangements will be made.

### **INTERNET AND ELECTRONIC MAIL**

Internet use at Powell County High School is in support of legitimate educational and curricular pursuits. Use of technology is a privilege extended to individuals who wish to enhance their learning experiences. Students are responsible to make themselves aware of the **Acceptable Use Policy of Network & Internet Resources (Policy #3612, 3612P, 3612F, 3630)** and to follow the guidelines at all times. A signed parental permission form must be submitted to the office before using any school Internet access station.

#### **The best way to use the Internet**

- A. Use the internet responsibly.
- B. Immediately BACK OUT of any questionable sites and notify the adult present.
- C. Avoid sites and topics that do not support instructional goals. Reading for pleasure is in accordance with the District's instructional goals.
- D. Consider ALL communications and information accessed as copyrighted.
- E. E-mail accounts will be used only in the context of collaborative class projects, research or career information. Students are expected to check their email daily.
- F. Users are prohibited from accessing, submitting, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- G. Technology is to be used for academic purposes only. As determined by classroom teacher.
- H. Students are not allowed to use personal equipment to access the internet for PCHS sponsored classes. If personal equipment is needed for dual-credit classes, it will be arranged with administration and the personal device may only be used for that class.

Consequences:

Consequences for violations adhere to the following steps, but may be more punitive, depending on the infraction:

Step 1.) a written warning, followed by clarification of the appropriate-use guidelines

Step 2.) lunch detention

Step 3.) loss of privilege, for not less than one week

Step 4.) loss of computer privileges associated with the school

Parents/guardians will be notified by email any time there is an infraction. Additional actions may include referral to the principal; a personal conference with parents and administration; and/or referral to proper authorities for disciplinary and/or legal action. This policy and its provisions are subject to revision as deemed necessary by the administration.

\*Students who have lost Internet or network privileges may not use personal equipment in lieu of district equipment.

### **CHANGE OF POLICY**

Occasionally there will be changes of policy as outlined in this handbook. These changes will appear in the daily bulletin, and will be posted on the bulletin boards outside the office, with an effective date included. Thereafter, it will be the responsibility of the student to abide by the new policy.

### **GRIEVANCE PROCEDURE**

Level I: The student, parent, or guardian with a grievance, should first discuss it with the teacher, counselor, or principal involved, with the objective of resolving the matter promptly and informally.

Level II: If the grievance is not resolved informally and the grievant wishes to pursue the grievance, he/she may formalize it by filing a grievance in writing. The grievance shall state: 1) the nature of the grievance; 2) the remedy requested; and 3) be signed by the grievant. The filing of a written grievance at Level II must be to the coordinator within ten (10) school days of the event-giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The coordinator shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action will be sent to all concerned parties within fifteen (15) schools days of receipt of the written grievance.

Level III: If the grievance is not resolved at Level II, either party may process a written appeal to the superintendent within ten (10) school days of receiving the report from the coordinator. The parties may request a meeting with the superintendent or the designee of the coordinator. The meeting(s) shall be held within ten (10) school days of the report.

Level IV: Either party may process the grievance beyond the decision reached in Level III by filing the written grievance within ten (10) school days with the chairperson of the Board of Trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the Board of Trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of said meeting.

Level V: Either party may appeal the decision of the Board of Trustees by filing a Notice of Appeal with the county superintendent within thirty (30) school days after the final decision of the Board of Trustees pursuant to the rules of School Controversy.

### **SELF-ENROLLED STUDENT**

A student who lives apart from the parent, is financially self-sufficient, and is responsible for his/her own care is eligible to enroll as a self-enrolled student. Students who are eighteen or older, and live at home, are not classified as self-enrolled because the parents still act as guardians.

### **FERPA/HIPAA**

Powell County High School will comply with the mandate for student records as directed by the Family Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act) (HIPAA).

#### Complaints

If individuals feel their privacy rights have been violated, they may file a written complaint with the Privacy Officer: Rick Duncan, 709 Missouri, Deer Lodge, MT 59722.

### Regular Schedule

8:15-9:47	Block (92 min.)	Modified Block: 8:15 – 9:00 --- 9:02 – 9:47
9:52-11:24	Block (92min.)	9:52 – 10:37 --- 10:39-11:24
11:24-11:57	Lunch (33min.)	11:24 – 11:57
12:02-1:34	Block (92 min.)	12:02 – 12:48 --- 12:50 – 1:34
1:39-3:11	Block (92 min.)	1:39 – 2:24 --- 2:26 – 3:11

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### 2:00 Dismissal Schedule

8:15-9:30	Block (75 min.)	Modified Block: 8:15 – 8:51 --- 8:53 – 9:30
9:35-10:50	Block (75 min.)	9:35 – 10:12 --- 10:14-10:50
10:55-12:10	Block (75 min.)	10:55 – 11:32 --- 11:34 – 12:10
12:10-12:42	Lunch (32 min.)	12:10 – 12:42
12:47-2:00	Block (73 min.)	12:47 – 1:22 --- 1:24 – 2:00

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### 1:30 Dismissal Schedule

8:15-9:22	Block (67 min.)	Modified Block: 8:15 – 8:48 --- 8:50 – 9:22
9:27-10:34	Block (67 min.)	9:27 – 9:59 --- 10:01-10:34
10:39-11:46	Block (67 min.)	10:39 – 11:12 --- 11:14 – 11:46
11:46-12:18	Lunch (32 min.)	11:46 – 12:18
12:23-1:30	Block (67 min.)	12:23 – 12:55 --- 12:57 – 1:30

## Harassment Reporting Form for Students

School \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_

*(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)*

I. Who was responsible for the harassment or incident(s)? \_\_\_\_\_

\_\_\_\_\_

II. Describe the incident(s). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III. Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IV. Were other individuals involved in the incident(s)? ☐ yes ☐ no

If so, name the individual(s) and explain their roles. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

V. Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VI. Did you take any action in response to the incident? ☐ yes ☐ no

If yes, what action did you take? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VII. Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Complainant \_\_\_\_\_

Signatures of Parents/Legal Guardians \_\_\_\_\_