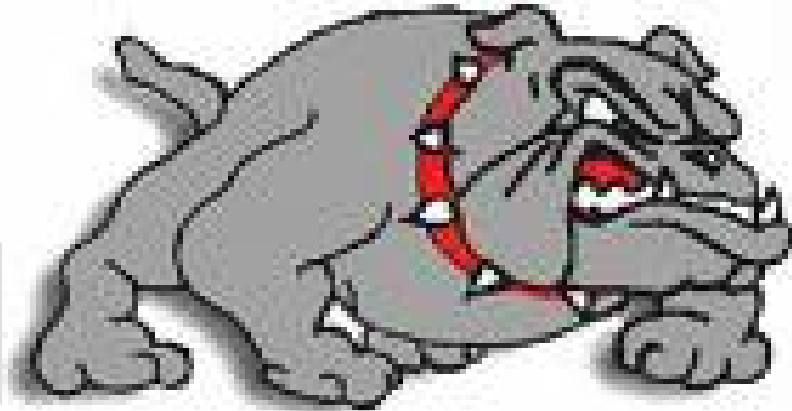


# WHITEFISH HIGH SCHOOL

600 East 2nd St.  
Whitefish, Montana 59937  
406.862.8600

<http://wfps.k12.mt.us>

**BE A**



**BULLDOG**

**2009 – 2010**  
**STUDENT HANDBOOK**

# WHITEFISH HIGH SCHOOL

## **MISSION STATEMENT**

The mission of the Whitefish School District is to assure all students entrusted to the district are provided the educational opportunity to gain the knowledge and skills necessary to function effectively in a changing society.

## **WELCOME**

*Welcome to our school! We are happy to have you as a member of our student body. You will find the faculty and staff friendly and willing to assist you. We look forward to getting to know you better, to providing you with a quality education, and to helping you achieve your goals. We challenge you to participate in your education! You are responsible for your actions, your successes and your choices. You are here to get an education and to live, learn and lead in a positive environment. We expect all students to exhibit class, courtesy and respect at Whitefish High School and we in turn will help you to gain the tools necessary to succeed in life. Pay attention, do your homework, ask questions, and get help when you need it.*

*WHS Administration & Staff*

## **HANDBOOK**

This handbook has been prepared in order to provide the best possible guidance for students at Whitefish High School. The purpose is to insure a positive educational environment, which will enhance the learning/teaching process. The contents of this handbook have been incorporated as Whitefish School District No. 44 Administrative Regulation. \*WHS administration is required to enforce these regulations. They are given the discretion needed to address special circumstances as they arise.

**It is your responsibility as a WHS student to read and comply with the policies listed in this handbook. If you have a question or concern, please call Whitefish High School at 862-8600.**

## **ADMINISTRATION AND STAFF**

**Dave Carlson, Principal**

**Patrick Audet, Assistant Principal**

**Colette Gardner, Office Manager**

**Jennifer Havens, Secretary**


**Jade Webster, Attendance Secretary**

**Jackie Fuller, Activities Director**

**Clint Peters, School Resource Officer**

**MAIN OFFICE 862-8600**

BE A PART OF THE SPIRIT  
OF WHITEFISH HIGH SCHOOL

 **Whitefish High School Fight Song**

*Tune: "Illinois Loyalty"*

We're loyal to you, Whitefish High  
To your colors we're true, Whitefish High  
We'll back you to stand  
You're the best in the land,  
For we're loyal to you, Whitefish High, Rah! Rah!

Go smash that blockade, Whitefish High  
Go crashing ahead, Whitefish High  
Our team's a fame protector  
On teams for we expect, a victory from you, Whitefish High  
Bulldogs Fight, Bulldogs Fight  
Bulldogs, Bulldogs, Fight, Fight, Fight.  
W -H -I- T- E- F- I- S- H B -U -L -L -D -O -G -S!!!

 **Whitefish High School Colors**

Green and Gold

 **Whitefish High School Mascot**

Bulldog

 **Whitefish High School Theme**

Class, Courtesy, Respect

## REGULAR SCHOOL DAY

1 <sup>st</sup> Bell:	8:35 a.m.
Period 1:	8:40-9:32 a.m.
Period 2:	9:37-10:25 a.m.
Period 3:	10:30-11:18 a.m.
Period 4:	11:23-12:11 p.m.
Lunch:	12:11-12:51 p.m.
Period 5:	12:56-1:44 p.m.
Period 6:	1:49-2:37 p.m.
Period 7:	2:42-3:30 p.m.

## 11:30 RELEASE

1 <sup>st</sup> Bell	8:35 a.m.
Period 1:	8:40-9:06 a.m.
Period 2:	9:11-9:30 a.m.
Period 3:	9:35-9:54 a.m.
Period 4:	9:59-10:18 a.m.
Period 5:	10:23-10:42 a.m.
Period 6:	10:47-11:06 a.m.
Period 7:	11:11-11:30 a.m.

## SEMESTER TEST SCHEDULE

Day 1 & 2	1 <sup>st</sup> Bell	9:20 a.m.
	Testing Period:	9:30 – 10:45 a.m.
	Break:	10:45 – 10:55 a.m.
	Testing Period:	10:55 – 12:10 p.m.
	Lunch:	12:10 – 12:50 p.m.
	Testing Period:	1:00 – 2:15 p.m.
Day 3	Make-Up Testing	2:15 – 4:00 p.m.
	Testing Period:	8:45 – 10:00 a.m.
	Make-Up Testing	10:00 – 1:00 p.m.

**WHITEFISH HIGH SCHOOL**  
**Student Council**  
**2009 - 2010**

**Student Body:**

President:	Josh Schott
President-Elect:	Stella Holt
Vice President:	Sydney Gillette
Secretary:	Tara Sullivan
Treasurer:	Brennan Cain

**Senior Class:**

President:	Joey Mazur
Vice President:	Jack Hyer
Secretary:	Anne Miller

**Junior Class:**

President:	Joe Nangle
Vice President:	Jessica Sagen
Secretary:	Jessica Mazur

**Sophomore Class:**

President:	Anna Carpenter
Vice President:	Carl Kohnstamm
Secretary:	Haley Hunnewell

**Freshman Class:**

President:	TBA
Vice President:	TBA
Secretary:	TBA

**Other Elected Officers:**

MBI Representative:	Liz Stevenson
School Board Representative:	Katie McGunagle

**WHITEFISH PUBLIC SCHOOLS**  
**School Board Members**  
**2009 – 2010**

**PAT JARVI, CHAIR**

235 Cougar Trail  
Whitefish, MT 59937  
862-3650 (h)  
Term Expires: 5/2012  
[patjarvi@digisys.net](mailto:patjarvi@digisys.net)

**SHANNON HANSON, VICE CHAIR**

421 Bear Trail  
Whitefish, MT 59937  
862-4455 (h)  
261-6000 (w)  
Term Expires: 5/2012  
[shannon@dataque.com](mailto:shannon@dataque.com)

**DAVE FERN**

211 Dakota Avenue  
Whitefish, MT 59937  
862-9170 (h)  
212-0674 (cell)  
Term Expires: 5/2011  
[fern@montanasky.net](mailto:fern@montanasky.net)

**MIKE FERDA**

15 Scholar Blvd  
Whitefish, MT 59937  
730-2027 (h)  
863-2420 (w)  
Term Expires: 5/2010  
[mlferda@bresnan.net](mailto:mlferda@bresnan.net)

**BRIAN MCDOWELL**

708 Hidden Valley Drive  
Whitefish, MT 59937  
862-6046 (h)  
253-5981 (c)  
Term Expires 5/2011  
[ourmthome@centurytel.net](mailto:ourmthome@centurytel.net)

**ERIC HOSEK**

145 Wilderness Lane  
Whitefish, MT 59937  
862-5922 (h)  
261-4495 (w)  
Term Expires: 5/2011  
[ehosek@dadco.com](mailto:ehosek@dadco.com)

**RUTH HARRISON**

1585 East Edgewood Drive  
Whitefish, MT 59937  
862-2657 (h)  
Term Expires: 2010  
[snowstar@montanasky.us](mailto:snowstar@montanasky.us)

## **Whitefish High School Clubs**

A brief listing of clubs and organizations at WHS  
**Club Day, Sept 16, 2009 @ WHS**

**Anime Club:** We talk about, share, read and watch Anime and Manga. Plans are to produce an anime video if the club can round up enough artists. If you are interested in celebrating all things Japanese (food, Manga artists, word of the week, holidays, etc.) please join us.

**Big Dawg Club:** This friendship club is for anyone wanting to help raise awareness of students with disabilities valuable contribution to the student body at Whitefish High. We work two concession events, volunteer for numerous events in our community and help promote community service and school spirit. We encourage you to join us and have fun!

**DECA:** DECA is organized around an ambitious goal: to improve education and career opportunities for students interested in careers in marketing, management and entrepreneurship. When you become a member of DECA you are able to experience traveling opportunities that include, **Laguna Beach, and Orlando, New York City and more all while learning the basic marketing tools that you will use for a lifetime.**

**Drama Club:** Drama Club is for students interested in any aspect of theatre. We put on two public shows a year and club members also have an opportunity to compete at the Montana Thespian Festival in Missoula, join the International Thespian Society where they have the opportunity to earn college scholarships, and earn a WHS Varsity letter.

**Environmental Club:** We are a club that focuses our time and energy toward promoting environmental awareness and education in the school and community.

**Foreign Exchange:** An informational group for students interested in studying abroad or hosting a foreign student. This also functions as a meeting group for foreign students currently attending WHS.

**Freeflow:** FREEFLOW is a “Gifted and Talented” Science program that focuses on Water Quality. On field trips we collect data on lakes, streams and groundwater. We compete in the Envirothon and attend the UofM Natural Resource camp.

**French Club:** Students interested in exploring French culture through food, music, movies, language, etc.

**GSA:** The WHS Gay Straight Alliance is dedicated to ending homophobia and creating a positive and non-judgmental environment where all students can come together and be comfortable being who they are.

**Honor Society:** The Whitefish High School chapter of the National Honor Society promotes character, leadership, scholarship and service. Students are chosen after their third semester at WHS by qualifying with a 3.85 GPA. Once admitted, students are required to fulfill 16 hours of school and community service per school year. Activities include putting up the Christmas lights in town, participating in the Knowledge Master Open and the Academic Bowl, helping out with concessions, participating in Clean the Fish, America Reads at Muldown Elementary, and providing food for Shepherd’s Hand Clinic.

**Key Club:** Key Club is a Kiwanis-based organization that does volunteer community service within the school and out in the community.

**Poetry Underground:** The Poetry Underground gathers to discuss poetry with an edge.

**Prom Committee:** The Junior Class hosts the Junior-Senior Prom each year. All juniors are invited to be a part of the planning committee.

**Readers Club:** Reader's Club meets on the last Monday of the month for discussion and pizza. The books we discuss are selected by the students in the club. The books are generously donated by the Soroptimist Club in Whitefish. Though we have not decided on what books to read for 2009-2010, we will probably read books by John Grisham, Jodi Piccoult, Tom Clancy, Suzanne Collins and Willa Cather. We usually read six books per year, including a classic novel over the winter holiday break. In 2008-09, we read Secret Life of Bees, The Book Thief, The Kite Runner, Les Miserables, Lovely Bones, and Edge on the Sword. Students are expected to help with two concession dates in order to pay for the luncheon pizza. Hope you can join us!

**Skateboard Club:** The Skateboard Club is a group that performs community service projects to promote skateboarding in a positive light. We also do a spring break trip each year. Two years ago we went to Portland and last year we went to Missoula.

**STAND:** STAND is a student-led organization dedicated to promoting awareness and advocating relief efforts for various conflicts and crimes against humanity occurring around the world.

**Student Council:** Student Council is an elected group of 19 students representing our four classes and the student body at large. We also have a School Board Representative who attends school board meetings and provides input on behalf of our students. We sponsor the Talent Show, Veterans Day Assembly and paint the Dawg Paws from Mikes Conoco to the school as some of our major projects. We undertake various fundraising projects as needs arise throughout the school year.

**T.N.T:** TNT stands for Top Notch Teens and the group organizes homecoming events. They get involved in hall decorations, voting on royalty, announcing royalty at sporting events, bon fire and pep rally, class dress up competitions, the homecoming assembly, the dance and many other events.

**Unified Students:** Unified Students is a proactive group that is based on the Montana Behavior Initiative. This group is motivated by students in pursuit of changing school climate in a positive manner by modeling and promoting values of CLASS, COURTESY AND RESPECT!!!

**Young Democrats:** Whitefish High School Young Democrats is a student run organization with goal of raising political awareness and helping students to realize their influence and potential through community service, political activism and government participation.

**Young Republicans:** A group for students interested in the Republican Party and politics in general. They work together with the Young Democrats Club to hold mock elections in election years.

**Youth Alive:** A student led Christian organization that meets on campus one day a week during lunch. Join us for games, devotional, and occasionally free food!

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# ACADEMICS

## **ACADEMIC PROBATION:**

Any student who earns less than 2.0 credits in a semester will be placed on academic probation for the following semester. IDEA students will be given special considerations as specified in federal and state regulations.

## **CLASS STANDING:**

In order for a student to be considered at the following grade levels, he/she must have earned the indicated number of solid credits. Exceptions will be based on administrative recommendation.

Freshman	0 - 6 credits
Sophomore	7 - 12 credits
Junior	13 - 17 credits
Senior	18 - 22 credits

*NOTE: All students will need 22 credits for graduation.*

## **COLLEGE CREDITS:**

High school students may take college classes and count them toward graduation from Whitefish High School. To do so, the student must receive prior approval from the principal for each course. Three (3) college semester credits will count as 1/2 Whitefish High School credit. (30 hours of class time and 60 hours of out-of-class time at the college level are viewed as equivalent to 90 hours of class time in the high school setting.) Only college classes awarding 3 or more credits will be accepted for credit at WHS. \*Running Start is a program about which you may want to visit with your counselor.

## **CORRESPONDENCE CLASSES:**

Correspondence classes must be approved by the principal prior to taking the class if the classes are to be on the WHS transcript and counted toward graduation. (See credit transfer chart on page 5)

## **DROP/ADD PROCEDURE:**

1. Student must obtain a petition to drop a class from the Guidance Office.
2. Student must return the completed petition to Guidance Office for review by counselors.
3. Counselors will review the request. If the change is approved, the counselor will make the necessary change to the student's schedule and notifies the student. If the change is not approved, the form is returned to the student with an explanation.
4. Classes cannot be dropped after the first week.
5. A student requesting a drop when a class is in progress for more than one week will receive a "W" or "WF" on his/her transcript.
6. Change of teacher requests will not be granted without approval of the principal.
7. Student must present the schedule printout to the new teacher as proof that the change has been approved.

## **EARLY GRADUATION POLICY:**

A goal-motivated student who demonstrates a high degree of ability, maturity and responsibility and can show need may petition for early graduation from Whitefish High School.

**All early graduation applicants must meet the following requirements:**

1. Apply for early graduation by the last day of the third quarter of the junior year. Any applications received after this date will be processed at the beginning of the following school year.
2. Successfully complete seven semesters of high school.
3. Complete all graduation requirements of School District #44 by the end of the first semester of the senior year.
4. **Must maintain a cumulative grade point average of 3.00 through six semesters.**
5. Provide a justification for early graduation.

6. Arrange and complete all required course work. College and correspondence classes must be approved by the principal prior to enrollment. Students will be responsible for the cost of their college or correspondence classes.
7. Permission to graduate early may be nullified if the above requirements are not met.

The student seeking early graduation must first discuss his/her plan with the appropriate school counselor. The counselor will meet with the student and the student's parents to complete the "Petition for Early Graduation." The completed form with student and parent signatures will be submitted to the principal. Upon receiving the completed "Petition for Early Graduation", the principal will form a committee to consider the petition. The committee will be comprised of the principal, assistant principal, the appropriate school counselor and two teachers who have had the student in class within the past year for at least one semester. The student and the student's parent(s) or a designee of the parent(s) will meet with the committee to discuss the petition. The student will bear the responsibility of convincing the committee that his/her time will be used appropriately if the early graduation is granted. Following the meeting the committee will recommend approval or denial of the petition.

**ENROLLMENT ELIGIBILITY:**

Students are eligible for admission to WHS if they have not yet reached their 19th birthday by September 10 of the year in which they enroll.

**FOREIGN-EXCHANGE STUDENTS:**

WHS students who go on a foreign exchange *MUST* complete the appropriate paperwork with the counselor *BEFORE* leaving. Failure to complete the paperwork and make an academic plan before the foreign exchange could result in a credit deficiency and delayed graduation.

**FULL-TIME STUDENT:**

The term "full-time student" is defined as a student taking at least six (6) credit courses, grades 9-12. Students are encouraged to enroll in more classes on a "space available basis". A waiver from the principal is required if a student is to enroll in less than six solid classes. Waivers by the principal will only be considered in extreme situations. Seniors who make the "Honor Roll" may opt to take 5 solid classes.

**GRADING SYSTEM:**

WHS uses a 4.0 grading scale. Grades will be recorded on report cards and transcripts as letters, allowing for variations with the use of pluses and minuses. All A's will be counted 4 points, B's as 3 points, C's as 2 points, D's as 1 point and F's as 0 points for GPA calculations.

<u>Grading Scale</u>			
A	=	92 - 100	- Superior
B	=	83 – 91.999	- Above Average
C	=	74 – 82.999	- Average
D	=	65 – 73.999	- Below Average
F	=	64.999 or below	- Unsatisfactory
D-ME			- Maximum Effort/Passing
W/F			- Withdrew From the Course
I			- Incomplete

**Curricular or Grade Modifications:**

Curricular or grade modifications may be requested for a student in extenuating circumstances such as medical needs, emotional trauma, learning disability, or a need for a more challenging and/or accelerated program. An administrator, parent/guardian, teacher or counselor may submit an application for review. The application should outline the reason for the request and proposed modification. Such modifications may include a Pass/Fail grade and a decreased or increased workload as related to the circumstances. The appropriate committee will review each request for approval or disapproval. When a grade is based on a "modified curriculum" or "individual learner objectives", that grade will be posted on the student's report card and transcript as an **MC** or **ILO** class. Modifications will be determined for individual classes only, on a class-by-class basis, each semester.

**Incomplete Grades:**

Incomplete (I) grades must be changed to a letter grade within two weeks following the end of the quarter. Incompletes (I) not changed to a letter grade within that time frame will automatically become F's. (Incompletes from other institutions, such as FVCC and correspondence schools, will be subject to the same procedure.)

**Failures and Retakes:**

All classes attempted at Whitefish High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit will be awarded only once regardless of repetition of the course.

**Report Cards:**

Report cards are issued every nine weeks. At approximately the end of the fourth week of each nine-week period, deficiency reports will be mailed to parents of students who are failing or having difficulty in various subjects. At this time proficiency reports will also be mailed. Parent/teacher communication is strongly encouraged.

Grades are an evaluation of what you have learned. They become part of your permanent record. Institutions of higher learning, potential employers and the military services may request this information.

**GRADUATION REQUIREMENTS:**

It is the student's responsibility to keep both her/himself and her/his parents informed in regard to total credits earned, courses that must still be successfully completed and other details pertinent to graduation requirements. Whitefish High School counselors will make an effort to notify parents of students who are in danger of not meeting graduation requirements on schedule. One half (1/2) credit will be granted for each class that meets five days per week for a normal class period for the entire semester. Credit will be awarded by semester.

<b><u>Required Courses for Graduation</u></b>	<b><u>Credits</u></b>
Physical Education/Health	2.0
Beginning Computer Applications	.5
English	4.0
Math	2.0
Science	2.0
American History	1.0
American Government	1.0
World History	.5
Additional Social Studies	.5
Practical Arts	1.0
Fine Arts	1.0
Electives	<u>6.5</u>
Total	22.0

Practical arts include such classes in family and consumer science, vocational/technological education and business education. Keyboarding does not count toward the one credit practical arts requirement. Fine arts include band and chorus, literary arts, art (I, II, III), pottery, theater arts (I, II), creative writing and beginning drawing. In addition to the required courses, the student must elect to take six and one half (6.5) credits from the other courses offered at Whitefish High School for credit. The total necessary for graduation is 22 credits. If the student is exempt from physical education, he/she still needs a total of 22 credits for graduation.

**Graduation Exercises:**

The graduation exercise is a privilege, not a right. It is an extra-curricular activity; therefore, participation is earned. The administration reserves the right to exclude from graduation exercises any student who violates set procedures and expectations.

**The expectations are for each graduate to:**

1. Successfully complete all coursework/correspondence classes with posted grades.
2. Be free from drugs and alcohol.

3. Have the appropriate dress, which includes for girls, a dress or pants and blouse and shoes; for boys, a collared shirt, pants, shoes and socks.
4. To wear graduation cap and gown in the same condition they are purchased.
5. To follow the established graduation procedures.

**Graduation with High Honors:**

Honor students will be recognized at the graduation ceremony.

**To be eligible for honors recognition, the student must:**

- 1) Have a 3.5 or greater G.P.A. (G.P.A. computations are never rounded).
- 2) Not have received one or more “F’s” during their senior year.

**HONOR ROLL:**

Two levels of honor roll are recognized at Whitefish High School:

- Green Honor Roll – GPA from 3.000 to 3.49
- Gold Honor Roll – GPA from 3.500 to 4.000

**HONOR SOCIETY:**

A student who earns a GPA of 3.85 by the third, fourth, fifth or sixth semester is eligible for Honor Society membership. Once eligible a student is granted membership when he/she:

- Fills out and hands in the Honor Society application by a specified date
- Receives at least a 3.5 average score out of 5.0 on teacher evaluations
- Is recommended by the Faculty Council, which is made up of four faculty members and the principal

**MAKE-UP WORK:**

Students have one day to make-up work for each day missed from school as long as the absence is excused/school related.

**RUNNING START PROGRAM:**

Provides eligible high school juniors and seniors an opportunity to earn high school and college credits simultaneously through dual credit courses at Flathead Valley Community College. The student is financially responsible for all costs related to the Running Start Program. Running Start students must take a minimum of five classes at Whitefish High School. Students may not take a course at FVCC for credit if the course is offered at Whitefish High School. Students must have a cumulative grade point average of 2.50 – juniors at the end of four semesters and seniors at the end of six semesters. No “F’s” are allowed the semester prior to enrollment in the Running Start Program and during the student’s enrollment, this includes both Whitefish High School and FVCC courses. Prior to enrolling at FVCC all required paperwork with the appropriate signatures must be completed. Interested students must contact the high school counselor’s office for more information about the program.

**ASSESSMENT OF CREDITS:**

The following table outlines the different educational background categories of students that transfer into Whitefish High School and the criteria for transferring the credit to WHS.

<b>Educational Source</b>	<b>With official transcript</b>	<b>Without official transcript</b>
<b>Accredited Public/Private High School</b>	All	Credit Denied
<b>Non-Accredited Public/Private High School</b>	Credit Denied	Credit Denied
<b>Accredited Correspondence/Home School</b>	Max 6 credits accepted towards graduation	Credit Denied
<b>Non-Accredited Correspondence/Home School</b>	Credit Denied	Credit Denied
<b>College</b>	Max 6 H.S. credits accepted towards graduation	Credit Denied

Any student who transfers into WHS at any time during the semester shall bring his or her birth certificate, transcript, immunization record, and a copy of their current schedule if available.

## **Attendance**

**ATTENDANCE POLICY:**

It is the philosophy of Whitefish School District No. 44 that regular school attendance is essential for all students and that schools will work cooperatively with students and parents toward that end. Regular and punctual attendance is important in the development of an effective learning environment as well as ensuring student success in the classroom. Good attendance habits are also necessary in the development of sound character traits and for success in the work world. Whitefish School District No. 44 attendance policies are developed in accordance with Montana State attendance laws. The building administration will establish procedures to execute the Whitefish School District No. 44 attendance policy and will inform students and parents of those procedures. The building administration will make the determination in all cases involving implementation and interpretation of the policy.

### **STUDENT ILLNESS/ABSENCE**

Parents are to call the school as soon as possible at 862-8600 ext 402 in the event of illness or other student absence. A note may also be sent immediately upon the student's return.

### **CHECKOUT PRIVILEGES**

Checkout privileges during the day are reserved for doctor/dental appointments and legal matters. Parent notification by phone or in writing is also required in such circumstances. Students are asked to check out with the attendance office for permission to leave the building. Failure to do so constitutes a truancy violation and will be handled accordingly.

**ABSENCES:**

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Please give notes immediately to the attendance secretary. The student has two days after the absence to provide supporting documentation to the attendance office. If the documentation is not provided within 2 days, the absence remains unexcused. When a student arrives late or after an absence, he or she is required to sign the attendance check-in sheet and report directly to class. All absences and tardies will be recorded on the report card at the end of each quarter.

## ABSENCE EXAMPLES

SCHOOL SPONSORED*	EXCUSED/EXTENDED	UNEXCUSED
<ul style="list-style-type: none"> <li>• School activities</li> <li>• Testing</li> <li>• Field trips</li> <li>• Visit to Guidance office</li> <li>• College visits</li> <li>• Visits to Main Office</li> <li>• School-To-Work</li> </ul>	<ul style="list-style-type: none"> <li>• Illness</li> <li>• Bereavement</li> <li>• Medical appointments</li> <li>• Legal appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Improper checking out of any area</li> <li>• Wandering</li> <li>• Oversleeping</li> <li>• Leaving school without the knowledge of the attendance office</li> <li>• Being sent out of class for a policy violation</li> <li>• Truancy</li> <li>• Any tardy or unexcused absence following the lunch period</li> </ul>

\*In order to participate in an extra-curricular activity, including practice, the student must be in school for all periods following lunch on the day of the event, or if the activity falls on a non-school day, all class periods following lunch the day of the last school day prior to the activity. Exceptions may be made in advance by contacting the Activities Director. If she is unavailable, please let the Principal/Assistant Principal know.

## MAKE UP WORK PROCEDURES

SCHOOL SPONSORED	EXCUSED	UNEXCUSED
<ul style="list-style-type: none"> <li>• Student must notify the teacher before the absence.</li> <li>• Teacher may require make-up work before the absence.</li> <li>• If work isn't made up before the absence, the student will have 1 day to make up work for each day missed.</li> </ul>	<ul style="list-style-type: none"> <li>• Work can be made up at full credit.</li> <li>• Students have 1 day to make up work for each day missed.</li> </ul>	<ul style="list-style-type: none"> <li>• If there is any reason to believe the absence will be excused within 2 days, students should submit all work. Quizzes or major tests <b>MAY</b> be made-up at teacher's discretion.</li> </ul>

### **Absences/Credit Eligibility Policy (10 Day Rule):**

Students can accumulate ten absences each semester. This includes excused and unexcused absences and tardies but does *NOT* include extra-curricular or school-related absences. Credits are awarded on a semester basis for coursework taken at WHS.

	DATES	# OF DAYS IN SEMESTER	DAYS PRESENT TO BE ELIGIBLE TO EARN CREDIT*
1 <sup>st</sup> Semester	08/29/07-01/18/08	88.0	78
2 <sup>nd</sup> Semester	01/21/08-06/05/08	92.0	82

\*If a student has over 10 absences and tardies in any class, he/she will be given an F and lose credit in the class. Students are required to continue attending the class on an **audit** basis. **If a student has accumulated 11 absences/tardies for a particular class period and loss-of-credit has occurred, then all absences for that period from that point forward will remain as unexcused absences.**

Even though study halls do not carry credit, they are considered an integral part of the schedule and attendance is mandatory. Study hall attendance will directly affect any consideration for "Loss of Credit" appeals. **Furthermore, students who have 11 or more absences/tardies in their study hall period will NOT be allowed to schedule a study hall for the following semester.**

### Appeals:

Students, parents/guardians may appeal the 10-day policy for medical, legal or family related reasons. Appeals must be submitted in writing along with date, specific supporting evidence to the school before the absences(s) takes place or within five days of receiving the 11-day loss of credit notice.

### **COLLEGE VISITATIONS:**

Seniors are allowed either two college visits or a total of five (5) school days during the course of the year. Attendance at college fairs counts toward these totals. All students are to pick up college visitation forms and clear these visits with the attendance office prior to taking the trip. These forms must be completed and returned to the WHS Attendance office upon your return. Visits to FVCC should be completed on the student's own time. Senior's may not make these visits during the last week of each semester.

### **PASSES/HALL:**

Students in the hallways while classes are in session must either be in the company of a teacher or must be in possession of a teacher pass. A pass is necessary to enable the student the privilege of being in the hallways while classes are in session. A pass is an absolute necessity. The absence of a pass will result in that student being sent back to class.

### **TARDY POLICIES:**

The passing time will be five minutes before school, after lunch and between classes. Teachers will take roll within the first five minutes of class. Students entering the room after the final bell and during the first five minutes of class will be considered tardy. Students entering the room after five minutes have passed will be considered absent. **Both tardies and absences will count toward the "10-Day" attendance policy. TARDIES ARE ACCUMULATED BY SEMESTER.**

**Study Hall:** Any combination of four of the following: tardies, unexcused absences, pass violations and/or class disruptions will result in two hours of Saturday detention. Pass privileges will be revoked for one week (five school days) per occurrence. A second combination of four in a semester will result in the loss of pass privileges as outlined above and four hours of Saturday detention will also be assigned.

**Classroom:** The teacher is responsible for classroom tardies. Regular detention/Saturday detention may be assigned. The classroom teacher may refer excessive tardies from the classroom to the building administration.

#### **Tardy Cancellation:**

Any student wishing to cancel out a tardy(s) from any class may do so by signing up for Saturday detention (during the quarter in which the tardy occurs) with the Attendance office. Students will be placed on the Saturday Detention List as room allows. (Numbers will be limited to 20 total students). Students will be notified prior to the Saturday morning if they were successful in securing a spot. The amount of time to be served to cancel a tardy will be determined by the high school administration.

### **TRESPASSING:**

**Persons coming on campus whom the administration deem to have no legitimate school business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.**

### **VISITORS/GUESTS:**

Whitefish High School welcomes visitors. Upon arrival, visitors must check in with the main office and pick up a visitor's pass. Only official school business will be considered as a legitimate reason for issuing a visitor's pass. **Visits from friends of our students wanting to "see what the school is like" are not considered official school business. Students should not bring visitors to school in the morning expecting to obtain permission for them to attend classes. Non-enrolled students interested in a tour of Whitefish High must arrange an appointment through the WHS guidance department.**

### **WITHDRAWALS AND TRANSFERS:**

A student who is going to withdraw from school must first see the counselor, who will then get permission from the parent and will give the student a withdrawal form. The librarian, teachers, and main office representative must sign this form to indicate that the student has checked out of classes, textbooks and materials have been returned and all fines paid. This process must be completed prior to leaving Whitefish High School.

**When a student drops a class, grading will be handled in the following manner:**

1. A grade of "W" will be given for a class dropped within ten days of enrollment.
2. After ten days of enrollment, a "W" or "WF" will be given (at the discretion of the teacher and counselor).
3. When "loss of credit" occurs due to excessive absenteeism or lack of effort, a "WF" will be given.

# **BEHAVIOR AND CONSEQUENCES**

## **🐾 CORPORAL PUNISHMENT:**

Corporal punishment/physical discipline shall not be administered at Whitefish High School.

## **🐾 DECORUM:**

Appropriate behavior is expected in hallways, classrooms, and school facilities at all times.

**Examples of unacceptable behaviors include:**

- \*Running, shouting or whistling
- \*Loitering in the halls
- \*Scuffling between individuals
- \*Profanity
- \*Writing on the desks, lockers or tables
- \*Sitting on desks or table tops
- \*Rocking back on chairs. (Chairs are to be on all four legs at all times.)

Help keep your school and grounds neat and clean by depositing trash in the proper containers.  
Please do not litter!

## **🐾 DRESS CODE:**

Students are expected to maintain an appearance that is conducive to a positive and respectful educational environment that is not disruptive to others. The administration reserves the right to determine whether a student's dress or grooming is disruptive to the educational process, or creates a health or safety hazard for the students or others. Students whose appearance is deemed inappropriate according to the general guidelines will not be allowed to attend classes until properly attired or groomed. Time missed will be unexcused and treated accordingly. To help you better understand what is expected, the following general guidelines are listed:

1. Unnatural hair colors and styles detract from the educational setting and will not be allowed.
2. All clothing must be neat and clean with all holes and hems in good repair.
3. The length of shirts must extend beyond the belt level and the student's midriff must not be visible. If midriff shows at all when you move, that shirt should not be worn to school. Males may not wear tank tops. Shirts and dresses worn by females must fully cover the back and chest area and adequately cover shoulder areas.
4. Shorts/skirts must be at least mid-thigh length. Cutoffs or clothing deemed to be too short will not be permitted.
5. Undergarments may not be visible or worn as outer garments.
6. Hats and bandanas are not to be worn inside of the building.
7. Jewelry, clothing or school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products or having sexual or vulgar connotations are forbidden.
8. Sunglasses may not be worn in the building.
9. Pajama type pants and tops or bedroom slippers, spiked jewelry or apparel, wallet chains and other sharp or weighted objects that are considered a safety hazard will not be permitted.

**\*\*A final note about dress code:** Dress that is not specifically forbidden is not necessarily acceptable. If in doubt, check with the building administration beforehand.

**Violations of the dress code are computed annually.**

- |              |   |
|--------------|---|
| 1st Offense: | Warning will be given. Student will be asked to immediately replace clothes if necessary with clothing available from the office or from home. Class time lost to go home will be considered unexcused and treated accordingly. |
| 2nd Offense: | Same as above, plus two hours Saturday Detention.   |
| 3rd Offense: | Same as first offense, plus four hours Saturday Detention.  |
| 4th Offense: | One-day suspension.   |

## **🐾 EMERGENCY DEVICES (tampering with "911" abuse, fire extinguishers, fire alarms, etc.):**

- |              |  |
|--------------|--|
| 1st Offense: | Three (3) day suspension. Notification of law enforcement; any incurred costs will be paid by the student (e.g., false alarm fees payable to the City).  |
| 2nd Offense: | Indefinite suspension pending the outcome of school board action on a recommendation for expulsion. Any incurred costs will be paid by the student (e.g., false alarm fees payable to the City). |

## **GANGS AND GANG ACTIVITY:**

**Philosophy Statement:** The Whitefish Public Schools and its Board of Trustees are committed to ensuring a safe and orderly environment where learning and teaching may occur; void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals, who meet the definition of "gangs" defined below, shall be restricted from school grounds or school activities.

**Definition:** A gang is any group of two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

- A. One or more criminal acts, or
- B. Acts which threaten the safety or well being of property or persons including, but not limited to, harassment or intimidation.

### **Students on school property or at any school-sponsored activity shall not:**

\*wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or is representative of any gang; or

\*engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or that is representative of any gang; or

\*engage in any act furthering the interests of any gang or gang activity including, but not limited to:

- a. Soliciting membership in or affiliation with any gang.
- b. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
- c. Painting, writing, or inscribing gang-related graffiti, messages, symbols, or signs on school property.
- d. Engaging in violence, extortion, or any other illegal act or other violation of school policy.

Violation(s) of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

## **HAZING:**

Hazing is generally defined as persecuting or harassing with meaningless, difficult or humiliating tasks. It is inappropriate at any time and will not be tolerated in any school program. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health and safety of a student for the purpose of either initiation, or as a condition/recondition of attaining membership and affiliation with any District-sponsored sport, activity, or grade-level attainment. Staff members are to monitor their areas of responsibility to assure hazing does not occur. Violators of this policy will be dealt with firmly and promptly.


Consequences will be determined after consultation with responsible administrative personnel.

All team/club/school-sponsored activities are to be supervised by adults approved in advance by appropriate administrative personnel.

## **MAJOR DISCIPLINE INFRACTION:**

The following disciplinary infractions are classified major offenses due to the severity and/or legal ramifications of the actions. There may be other situations not listed that could be considered by the administration as major offenses. **Major infractions are computed annually.**

**\*THESE VIOLATIONS ARE CUMULATIVE DURING A STUDENT'S ENTIRE HIGH SCHOOL CAREER.**

** 1. Cheating\*** (includes giving and receiving information/projects).

1st Offense: Conference with student and teacher, letter sent home with student (To be signed and returned to teacher. "0" grade given).

2nd Offense: 1-3 days suspension/parent conference/probationary contract ("0" grade given).

3rd Offense: Meet with District Superintendent of Schools ("0" grade given).

## 2. Reasonable Suspicion of Drug and Alcohol Use\*

-Reasonable suspicion is defined as an act of judgment by an intervention trained educator, counselor, school nurse, or administrator which leads to a reasonable and prudent belief that a student is in violation of the Chemical Use and Possession Policy (#3, page 12), related to use or being under the influence of drugs or alcohol.

-No student shall possess, use, sell, distribute, or be under the influence of illicit drugs or alcohol while:

1. On property or premises owned, leased, or used by the District.
2. At school sponsored events, school supervised activities, school related activities and/or functions.
3. In any District owned, leased or used vehicle traveling to and from school or a school activity, function, and/or event.

-When a trained educator, counselor, school nurse, or administrator determines reasonable suspicion, the principal or his or her designated assistant may conduct drug or alcohol testing by use of a District approved urinalysis procedure, and may conduct such further search for evidence of a violation of school rules or state law as the reasonable suspicion warrants. The parents'/student's refusal of a test will then transfer administrative action, against that student, to the three tiers of offenses outlined in #3 Chemical Use and Possession policy. The student will be suspended and/or recommended for expulsion, based on the student's cumulative record.

-As outlined in #3 Chemical Use and Possession, once a student is reasonably considered to be in violation of the law or policy regarding illicit drugs, the Superintendent or designee shall immediately evaluate the student's violation of the law or policy and, when appropriate, shall initiate procedures to seek law enforcement evaluation of the student, except as otherwise provided by the law. Such evaluation may result in the transfer of school custodial responsibility to that law enforcement agency.

-Disciplinary sanctions, which may be imposed for violation of this policy, are set forth in district policy and stated in #3 Chemical Use and Possession Policy on page 12. -

Administrative action, as related to reasonable suspicion, will include the following:

1. Students who are under reasonable suspicion of a school rule violation will create an investigation of that violation. If evidence is developed from the investigation, a temporary suspension may be warranted. The Superintendent and the Board of Trustees may extend the temporary suspension. The parent or guardian of the student will be notified of any suspension and afforded a hearing in a reasonable time frame.
2. Except as otherwise provided herein, law enforcement officials will be notified if drugs are found or there is reasonable evidence of commission of a crime.
3. The student may be required to meet with a substance abuse counselor or other appropriate specialist and to take appropriate action to address the substance abuse in accordance with the recommendations of the counselor or specialist. (The school district will not be financially responsible for said cost associated with the evaluation.)
4. The student may be suspended or removed from any and all extra-curricular activity commensurate with district policy and MSHA policy and procedures.
5. The Board of Trustees may suspend, expel or take other action with respect to the student in accordance to Montana State Law.
6. Following Due Process, sanctions may be imposed as deemed appropriate pursuant to board policies.

-In summary, should any student of Whitefish School District be reasonably suspected of violation of law or policy, a student's parent or guardian will be contacted and a drug and alcohol test will be administered.

-Confidential and privileged communications by a student to the school counselor shall be protected as provided by law. However, except as otherwise provided by law:

1. Students reasonably considered to be under the influence of or using drugs and/or alcohol will be identified, examined, tested and reported and such parent or guardian will be notified.
2. Any such student who voluntarily discloses using or being under the influence of illegal drugs or alcohol before he/she is reasonably considered to be in violation of the law or policy shall be provided anonymity to the extent disclosure is held confidential on a faculty need to know basis and that notification is provided to the parent, guardian, or custodian and that available counseling is recommended.

3. The fact that a student has previously disclosed use of illegal substances shall not be deemed a factor in determining reasonable suspicion at a later date.



### **3. Chemical Use and Possession Policy\***

-This policy deals with the use/possession of a legal or illegal mood/mind altering substance in school or on school premises when school is in session or at an extra/co-curricular activity of the school. This also includes possession of drug paraphernalia, i.e. pipes, roach clips. School will be considered "in session" any time during the calendar year when a school related activity is being conducted, and at any site where the school is participating in a school event. The policy is intended to cover the life of the student's attendance at Whitefish Schools. The policy pertains to all students in grades 9-12. Students in grades below that who fall under this policy will be referred to the parents and the proper authorities. Other action may be taken that is deemed appropriate to the individual student.

-For all offenses, the student's parent(s)/guardian(s) will be notified, and the student turned over to the police. If the offense takes place during regular school hours, the student will be suspended until school officials put the appropriate program for the level of offense into place. Intentional delays in this process by the student and/or his/her family will result in unexcused absences being charged for the period of delay.

-For all offenses, school personnel (administrators/counselors) will meet with the student and his/her parent(s)/guardian(s) on the violation of this policy. This conference will include educational/social assessment of the student's problem and specific recommendations for appropriate action.

-Should the student and/or parent(s)/guardian(s) refuse or fail to cooperate with the following requirements or recommendations, the principal will recommend to the superintendent the student be expelled. In order to be considered for admittance to Whitefish Schools following second or third offenses of this policy, the student must successfully complete all mandated, court-ordered programs, and sign and follow a behavior contract as prepared by school officials.

-Students choosing to withdraw from school rather than comply with this policy must meet the requirements before being readmitted. If the student is involved in extra-curricular activities, refer to the Participation Rule Policy in addition to this policy.

**First Offense:** The student will be immediately suspended (OOS) for three (3) school days  
Under certain circumstances, expulsion may be considered.

**Second Offense:** The student will be suspended from school pending a hearing before the School Board in which the administration will recommend a minimum 45 calendar days expulsion from Whitefish Schools.

**Third Offense:** The student will be suspended from school pending a hearing before the School Board in which the administrative staff will recommend a permanent expulsion from Whitefish Schools for the student. Any instance of the sale of chemicals on school property will result in indefinite suspension, pending recommendation for expulsion. Law enforcement will be notified.

**\*THESE VIOLATIONS ARE CUMULATIVE DURING A STUDENT'S ENTIRE HIGH SCHOOL CAREER.**



### **4. Fighting\***

The student provoking the fight may have the more serious penalty. In all cases, fight participants will be turned over to the police (administrative discretion).

1st Offense: 1-day suspension

2nd Offense: 3-day suspension

3rd Offense: Indefinite suspension pending the outcome of school board action on a recommendation for expulsion



### **5. Bullying/Cyber Bullying/Harassment/Intimidation (Student-to-Student or Student-to-Teacher/Staff/Substitute)\***

Bullying consists of repeated negative acts by one individual (or group of individuals) against another individual. Bullying may involve physical aggression such as fighting, shoving, or kicking; verbal aggression such as name-calling or put-downs; or more subtle acts such as socially isolating a child. The Montana Human Rights Commission (406-444-2884) regulations state that, "No

student shall be subject to intimidation or harassment by any other student or employee on school-owned property or at any school-sponsored activity.” Cyber Bullying is another example of bullying. Cyber Bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies.

Students who believe they may have been harassed or bullied should:

- Not ignore it, because harassment tends to get worse.
- Let the person know you don't like the behavior and that it will be reported if not stopped.
- Report it to your parents, a teacher, counselor, or the assistant principal. Your report will be addressed with strict confidentiality and you will be given help to cope with the situation.
- Request disciplinary action against the person harassing you by filing a written report.

Penalties for harassment or bullying will range from a verbal warning to suspension or expulsion, depending on the severity of the incident and will be arrived at through administrative discretion. Law enforcement authorities will be contacted in certain circumstances.

Students who make false accusations of harassment by other students or school personnel will be subject to disciplinary action.



#### **6. Insubordination\*:**

Repeatedly or aggressively refusing to follow teacher/staff/substitute requests:

- 1st Offense:** 1-day suspension
- 2nd Offense:** 3-day suspension
- 3rd Offense:** Meet with District Superintendent of Schools



#### **7. Physical abuse or Assault of a teacher/staff/substitute or student\*:**

Immediate suspension, charges filed with police. Indefinite suspension, pending the outcome of school board action on a recommendation for expulsion.



#### **8. Theft \*(Includes receiving and possession of stolen property)\*:**

Students are encouraged not to bring large amounts of money or valuables to school. Every year many of these items disappear and are never found. If an item is missing, the student should immediately notify a teacher, administrator, or the school resource officer. The school does not accept responsibility for personal property.

- 1st Offense:** 1-day suspension, law enforcement notified
- 2nd Offense:** 3-day suspension, law enforcement notified
- 3rd Offense:** Indefinite suspension pending outcome of school board action with the recommendation of expulsion.

**\* THESE VIOLATIONS ARE CUMULATIVE DURING A STUDENT'S ENTIRE HIGH SCHOOL CAREER.**



#### **9. Tobacco/Smokeless Tobacco:**

Using or possessing tobacco products or smokeless tobacco on school grounds or at school-sponsored activities is forbidden. Using tobacco products in a personal vehicle while on school grounds is also forbidden. Tobacco use by persons under 18 is illegal. Tobacco is not welcome at WHS. All tobacco found in the building will be confiscated and destroyed by the administration. Law enforcement will be notified.

- 1st Offense:** Student's choice of 4 hours Saturday detention or successful completion of a *recognized* tobacco cessation program. (written documentation must be provided upon completion)
- 2nd Offense:** 1-day suspension.
- 3rd Offense:** 2-day suspension.
- 4th Offense:** Meet with District Superintendent of Schools



#### **10. Truancy:**

Is defined as an unexcused absence in which Parents/school authorities are unaware of student's whereabouts.

- 1st Offense:** Up to 4 hours Saturday detention, unexcused absence
- 2nd Offense:** Up to 8 hours Saturday detention, unexcused absence

- 3rd Offense:** 8 hours Saturday detention, unexcused absence  
**4th Offense:** 1-3 days suspension/parent conference/probationary contract  
**5th Offense:** Meeting with District Superintendent of Schools



**11. Vandalism\***:

Any willful damage or destruction to school property or major disruption to the educational climate: This includes but is not limited to firecrackers, stink bombs, smoke damage to school property, etc.

**1st Offense:** Parent Conference. Depending upon severity, penalty may range from detention to a 3-day suspension. In severe cases, expulsion may be recommended and charges may be filed with law enforcement. The student will pay any incurred costs.

**2nd Offense:** Indefinite suspension pending the outcome of school board action on a recommendation for expulsion and charges may be filed with law enforcement. The student will pay any incurred costs.

**\*THESE VIOLATIONS ARE CUMULATIVE DURING A STUDENT'S ENTIRE HIGH SCHOOL CAREER.**



**12. Verbal abuse of teacher/staff/substitute:** Penalties will range from Saturday detention to multiple day suspensions depending upon the severity of the abuse. Repeated incidents will carry greater penalties. In extreme circumstances, a recommendation for expulsion will be made to the School Board.



**13. Weapons\***: Unauthorized possession of objects (including knives and other weapons besides firearms) dangerous to persons or property will result in penalties ranging from minor discipline to indefinite suspension pending School Board action on a recommendation for expulsion.



**14. Firearms\***:

In accordance with the provisions of the Gun-Free Schools Act (20USC3351), possession of firearms on school grounds, including within personal vehicles, is a violation of policy resulting in indefinite suspension pending the outcome of School Board action on a recommendation of expulsion for up to one school year.

**Gun-Free Schools:** The Board will expel any student who uses, possesses, controls, or transfers a firearm **or any object that can reasonably be considered or looks like a firearm**, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice of juvenile delinquency system of any student who brings a firearm to school.



**15. Habitual Offender:**

A student may be suspended from school for many different infractions of rules (minor and/or major). Any student suspended for numerous combinations of rule infractions will be reviewed by the assistant principal and could be suspended indefinitely pending the outcome of school board action on a recommendation for expulsion.



**MINOR DISCIPLINE INFRACTIONS:**

Minor infractions include but are not limited to:

1. Class disruption
2. Running in halls
3. Hall pass violation
4. Unprepared for class
5. Profanity
6. Student altercation (verbal/non-verbal)
7. Eating or drinking in non-designated areas (transparent water bottles allowed)
8. Public display of affection beyond holding hands. Students are reminded that school is a formal setting.
9. Forgery/Falsification

10. Throwing Snowballs
11. Playing games on hand-held calculators
12. Extreme numbers of unexcused absences/tardies

Minor infractions will be computed annually and will be handled in the following manner.

**Minor Infractions Penalty:** (Teachers may use the following steps in their classroom procedure)

- 1st referral - Warning and possible before or after school detention. Parent notified by mail.
- 2nd referral - Regular detention or two hours Saturday detention and parent notification.
- 3rd referral - Four hours Saturday detention and parent notification.
- 4th referral - Four hours Saturday detention and parent notification.
- 5th referral - Meeting with District Superintendent of Schools

The faculty and administration retain the right to assign detention at any time.  
Work detail may replace detention with parent approval.

***In certain cases involving major/minor disciplinary issues, the school S.R.O. (School Resource Officer) will also be called upon to aid the school administration.***

**OUT-OF-SCHOOL MISCONDUCT:**

Any Whitefish School District student, whose misconduct outside of school time and away from school property having a negative impact on normal school system operations, as determined by the school district administration, may be held accountable for such misconduct. Student penalties may include suspension, expulsion, removal from activities or offices, or some other appropriate form of punishment available to district administrative staff. Examples of such misconduct may include harassment or vandalism directed against school staff, crimes directed at other students, unlawful acts committed while participating as a member of a school activity or other offenses deemed as appropriate to justify such school district response.

**RECREATIONAL ITEMS OR EQUIPMENT:**

The following items are **not** allowed in the school building and will be confiscated by the staff.\*

- o Cards/card playing
- o Cassette players, CD's and/or Players, Radios, I Pods, MP3 players.
- o Cellular phones, Beepers or Pagers, Walkie-Talkies, Water Transmitting Devices.
- o Televisions, PDA's, Remote Controls, Hand-held Video Games, Cameras, etc.
- o Laser pens
- o Skateboards: Skateboarding and roller-blading will not be permitted on school property.
- o Toys of any kind, such as squirt guns

**\*Property may be returned after conferring with Asst Principal. It will be given to parent or mailed.**

**CELL PHONES:**

Cell Phones or Personal Communication Devices with visual display are not permitted in the building during school hours (8:00 a.m. to 4:00 p.m.) These devices will be confiscated by staff and turned into the administration.

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Student conference with assistant principal. Violation will be documented with assistant principal and the phone/device will be returned to the student on the last school day of the week of the infraction. |
| 2 <sup>nd</sup> Offense | Parent/Guardian conference with assistant principal. The cell phone will only be returned to a parent or guardian.  |
| 3 <sup>rd</sup> Offense | Student conference with assistant principal. Violation will be documented with assistant principal and the phone/device will be returned to the student on the last school day of the school year.            |

**SATURDAY DETENTION:**

The Saturday Detention program is designed as an alternative to short-term out of school suspension and as a positive approach to dealing with students who do not comply with school policies. The program is held in a supervised classroom at Whitefish High School. No instruction is involved but schoolwork is encouraged. Detention increments are in two or four-hour blocks as

assigned by the assistant principal.

Program objectives:

- \*To help students maintain their grades who otherwise would receive "0's" if suspended.
- \*To help keep at-risk students in school.
- \*To decrease the incidences of tardies, truancies, dress code or checkout procedure violations.
- \*To provide an alternative to suspension for non-academic and academic violations.

Students are expected to be on time and to remain for the duration of the assigned detention. Food or drink is not allowed in the classroom. The student should bring homework or acceptable reading material, as sleeping will not be tolerated. Supervisors will assign each student a seat and full cooperation is expected for the entire detention period. If a student fails to meet these obligations, he/she will be sent home and Saturday detention will be reassigned, doubled, or suspension may occur.

### **SEXUAL HARASSMENT (Including Harassment Regarding Sexual Orientation):**

Students have a right to work in an environment free of sexual harassment. Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when the conduct has the effect of unreasonably interfering with learning performance or creates an intimidating, hostile or offensive learning environment.

Sexual harassment is determined on a case-by-case basis. Acts that are offensive to one student may not be offensive to another. However, in addition to sexual assault, the following acts may constitute sexual harassment:

- \*propositions or pressure to engage in sexual activity
- \*repeated body contact
- \*repeated sexual jokes, innuendos or comments
- \*inappropriate comments concerning appearance

If you are offended by sexual jokes, comments or other conduct in school, immediately inform your teacher. If your complaints are not resolved, you should take the following steps:

- o Report the sexual harassment to a counselor or administrator.
- o Report the sexual harassment to the Title IX Director: Jill Rocksund, 862-8620.
- o Keep written records of the dates and facts of all sexual harassment and the names of witnesses.
- o Contact the Montana Human Rights Bureau, P. O. Box 1728, Helena, MT 59624. (406) 444-2884. Toll Free Number 1-800-542-0807.

### **SPORTSMANSHIP:**

Students will exhibit good sportsmanship and good conduct at all school activities at all times. Students who fail to display good sportsmanship will be asked to leave the activity and appropriate disciplinary action will be taken. Respectful behavior by spectators is expected and will be enforced by administration and local law enforcement representatives at all times at all events.

### **STUDENT DEMONSTRATION POLICY:**

The recommended procedure to be utilized by Whitefish High School administration in case of student demonstration, sit-in or other such event that will interrupt the normal operation of the school is as follows:

1. The school librarian will arrange to video the event, paying special attention to film the individuals involved.
2. All students not participating will remain in the classroom until the passing bell rings. Teachers will close the door, making note of students entering late and will conduct regular classroom activities.
3. School administrators will address the demonstrators and clearly explain to all assembled:
  1. They are in conflict with School Board policy, State and Federal law;
  2. Details of the School District #44 policy for the expression of grievances;
  3. Responsibilities of school officials to adhere to School Board policies, State and Federal law.
4. Montana State Law, Section 45-8-101 (Disorderly Conduct) lists the consequences of participating in disruptive behavior at a public institution:
  - \*Participation in a student demonstration constitutes a misdemeanor punishable by city court or youth court;
  - \*Reasonable time will be allowed for demonstrators to return to the classroom;
  - \*Students choosing not to return to the classroom must leave the school

grounds. They will be given zeros for all classes missed and suspended for three days;

\*Students identified as leaders or instigators of the demonstration will be suspended and recommended to the School Board for expulsion;

\*Whitefish police will be called in when necessary to deal with all uncooperative demonstrators.

This procedure is a one time only option, and any further disturbances will be directly referred to the police.

#### **STUDENT EXPRESSION:**

Students may enjoy the right of expression as provided in state and federal law. Students may not, by speech, conduct, or writings disrupt class work or educational programs, or cause substantial disorder or invasion of the rights of others, or substantially interfere with the requirements of appropriate discipline, educational programs or other school activities in the operation of the school. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the school district.

#### **SUSPENSION:**

Suspension will generally be out-of-school (OSS); however, the administration reserves the right to hold a student on in-school suspension (ISS). **While a WHS student is on suspension (in-school or out-of-school), he/she is not allowed to attend school-related activities. Students serving out-of-school suspension are not allowed on school grounds without administrative approval. A student does not have the right to make up work while out on suspension.** A student who works to keep up with his/her schoolwork will be allowed to do so, but no credit may be earned while on suspension. Teacher discretion will determine which major projects **MAY** be accepted before or after a suspension; semester tests can be made up. Days absent will not count against the student's total days absent in regards to attendance policy.

### **\*\*\* ACTIVITIES INFORMATION CAN BE FOUND IN THE "STUDENT ACTIVITY HANDBOOK 2009-2010"\*\*\***

## **LEGAL ISSUES**

#### **DUE PROCESS:**

Students at Whitefish High School are afforded due process of law as stipulated within the Fourteenth Amendment of the Constitution of the United States. Whenever a student is subject to disciplinary action, he/she will be informed of the charges/infractions and school rules. The student shall be given the opportunity to respond. If the student's presence possesses a continuing danger to persons, property or disruption of the academic process, the student may be immediately removed.

#### **Due process rights of students and parents/grievance procedure:**

The following procedure is available to a student or his/her parent, legal guardian, or person with parental authority who believes that the student is being denied a property or liberty interest.

1. DEFINITION: A "Grievance" is a complaint that has been filed by a student or by a student's parent or guardian on his/her behalf.
2. PURPOSE: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a complaint. The proceedings shall be kept confidential at each level of the procedure.
3. TIME: The number of days indicated at each level shall be regarded as maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or before May 1, the time limits stated herein shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
4. LEVEL ONE: A student, parent or guardian with a complaint first presents it orally,

informally and appropriately to the student's teacher, sponsor, coach, or school official in charge.

5. LEVEL TWO: If the complaint is not satisfactorily resolved at Level One, the student, parent or guardian may present a formal claim in writing (including all supporting statements and evidence) to the student's principal. The principal evaluates the evidence and renders his/her decision within ten (10) school days after receiving the claim.
6. LEVEL THREE: If the complaint is not satisfactorily resolved, the complainant may within ten (10) school days file his/her complaint with the superintendent. The superintendent evaluates the evidence and renders his/her decision within ten (10) school days after receiving the appeal.
7. LEVEL FOUR: If the complaint is not satisfactorily resolved, the complainant may within ten (10) school days file his/her complaint with the Board of Trustees.
8. WITHDRAWAL: A complaint may be withdrawn by the complainant at any level without prejudice or record.
9. HEARINGS AND DECISIONS: At each of the four levels the complainant is given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One) are to be in writing and include supporting reasons. Copies of all decisions and recommendations are furnished promptly to all parties of interest.
10. REPRISALS: No reprisals of any kind are taken by or against any party or any legitimate participant in the grievance procedure by reason of such participation.
11. PRESERVATION OF RECORDS: All proceedings external to the decision of the Board are destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.
12. DISCLAIMER: In the adoption and implementation of this grievance procedure, rules of jurisprudence do not apply because the Board is not a court of law. Further, in matters relating to out-of-school suspension and expulsion, procedural due process includes the right to oral or written notification of charges, an explanation of evidence held by school authorities, and an opportunity to refute the charges.

#### **EQUAL ACCESS:**

It is unlawful for any public secondary school which receives Federal financial assistance and which has a limited open forum to deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of religion, political, philosophical, or other content of speech at such meetings. A public secondary school has a limited open forum whenever such school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time. Such student meetings must meet voluntarily and be student-initiated, may not be sponsored by the school or other government entity, may not materially or substantially interfere with the orderly conduct of educational activities within the school, and may not be directed, controlled, or regularly attended by non-school persons. A district employee, who is approved by the principal, must be in attendance but not participate in the meetings. Students wishing further information concerning this topic are invited to request such from the administration offices or school libraries.

#### **EQUAL EDUCATION:**

It is the policy of School District No. 44 that no handicapped individual in the United States shall solely, by reason of his/her handicap, be excluded from participation, be denied the benefits of or subjected to discrimination under any program or activity receiving federal financial assistance.

#### **LAW ENFORCEMENT:**

The school administration has the right and responsibility to call the law enforcement authorities when a student breaks a school rule that is also a legal infraction. Theft, vandalism, tobacco, fighting, the sale of drugs, or drug use are examples of when law enforcement may be called.

#### **REHABILITATION ACT OF 1973/SECTION 504:**

-Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- o Has a mental or physical impairment that substantially limits one or more major life activity

(major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);

- o Has a record of such impairment;
- o Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Whitefish school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

-The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

-If the parent or guardian disagrees with the determination made by the professional staff of the school district, she/he has a right to a hearing with an impartial hearing officer.

-The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records.

**This Act gives the parent or guardian the right to:**

- \*Inspect and review his/her child's educational records;
- \*Make copies of these records;
- \*Receive a list of all individuals having access to those records;
- \*Ask for an explanation of any item in the records;
- \*Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
- \*Hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact: Section 504 Compliance Coordinator - 862-8655

**RELEASE OF INFORMATION / NO CHILD LEFT BEHIND ACT**

Information may be requested regarding a student's classroom teachers. Once the information has been requested, the district will provide it in a timely manner in an understandable and uniform format. To the extent practicable, it will be provided in a language you understand.

**The following information may be requested regarding a student's classroom teacher:**

- 1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree; and/or
- 4) Whether the student is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information for your student's teacher(s), please submit your request in writing to:

Jerry House, Superintendent  
Whitefish School District #44 600 E. Second Street  
Whitefish, MT 59937

You must specify your student's full name, the school he/she attends, your name(s), and your address where the response can be mailed.

**SEARCH AND SEIZURE:**

In order to maintain order and security, school officials reserve the right to search students and their personal items, lockers and vehicles on school property or at school-sponsored events when there is reasonable suspicion that a condition/substance is present that threatens the safety/operations of individuals/school.

## **SAFETY AND HEALTH**

**ACCIDENTS:**

Every accident in the school building, on the school grounds, at practice sessions or at any extra-curricular event sponsored by the school must be reported immediately to the person in charge and to the school office.

### **EMERGENCY DRILLS:**

Emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the emergency alarm rings, everyone obey instructions promptly. Don't fool around; it could be the real thing.

### **IMMUNIZATIONS:**

Unless a student is exempted for medical or religious reasons, all students must be immunized against six (6) childhood diseases: measles, rubella (German measles), polio, diphtheria, tetanus (lockjaw) and pertussis (whooping cough). A second MMR is required before a student can enter Whitefish High School. Religious exemptions must be reasserted annually by a notarized affidavit. A special certificate of immunization form is available at the office. All students who have been enrolled previously in school must have documentation of their immunization status on file. It is not permissible for any student to be in school without proof of the required immunizations or a filed exemption. Students who are exempted from the immunization law may be excluded from school in the event of an outbreak of certain diseases such as measles, to protect the exempted individual and prevent spread of the disease.

### **INSURANCE:**

The Board of Trustees of School District No. 44 encourages and strongly recommends that all students participate in the voluntary insurance plan for pupils available each year. Participants in athletic activities MUST have insurance coverage or they will not be allowed to participate. Whitefish High School is not and cannot be held responsible for personal injury that results from horseplay or accidents on school grounds or at school activities. It is recommended that all students carry personal insurance to cover such situations.

### **MEDICATIONS:**

If a student is to receive any prescribed medication during the school day, the parent/guardian must fill out a School Medication Permission Form and have it signed by the doctor. The medicine to be dispensed will be kept in the office and dispensed according to the doctor's instructions. Parents must bring the medicine in the prescription container to the office along with the authorization form. If a student wishes to take non-prescribed medicine (such as Tylenol, etc.), the parent/guardian must still fill out a School Medication Permission Form; however it does not need to be signed by your physician. The medicine will be kept in the office and will be dispensed to the student. The School Medication Permission Form can be picked up in the high school office.

### **SICK ROOM:**

If a student becomes ill or does not feel well during school hours, he/she can lay down in the sick room for one period in length if they feel it is absolutely necessary. Laying down in the sick room for any longer than one period will require the student to call home and have permission to be released and leave school due to illness.

## **SCHOOL FACILITIES AND PROGRAMS**

### **COMPUTER USE – ACCEPTABLE USE POLICY**

Internet access is available to Whitefish School District's students. Through its computer network, Whitefish School District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science-related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network.

-Students utilizing District-provided Internet access must first have the permission of parents and must be supervised by the Whitefish School District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. The District will provide filtering software to computers accessing the Internet.

-The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be support of and consistent with the educational objectives of Whitefish School District. Access entails responsibility.

### **Privacy/Confidentiality**

Users should have no expectations of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. All files residing on the District's equipment are the property of the Whitefish School District. The school computer network's system operator, or their school employees, may at any time, review the subject, content, and appropriateness of electronic communications or their computer files, and remove them if warranted. Any violation of District rules will be reported to school administrators.

### **Personal Information**

When sending electronic messages, students shall not include information that could identify themselves or other students. Examples of identifying information include last names, addresses, and phone numbers. Students shall identify themselves by first names only. Users' network passwords are provided for their personal use. Users should not share their password with anyone. Users should not log into the network with another user's login name and/or password. If a user suspects someone has discovered his/her password they should change it or have it changed immediately. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

### **Copyright**

Users shall not:

1. Copy and forward;
2. Copy and download; or,
3. Copy and upload

To the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher, or school administrator. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, or software. Do not plagiarize others work.

### **Inappropriate Sites**

The use of the Whitefish School District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or pictured) are off limits to users. Examples include Playboy or Penthouse magazine websites.

### **E-mail/Chatting**

Students are prohibited from using e-mail; this includes District e-mail or e-mail accessed through a web browser. E-mail access may be given to student on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

### **Hacking**

Users shall not infiltrate or "hack" computing systems or networks within or outside of the Whitefish School District. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash).

Nor shall users do any of these things to the Whitefish School District computer system.

### **Inappropriate Use**

Users shall not use the Whitefish School District computer network to:

1. Purchase goods, solicit sales or conduct business (e.g., by posting an advertisement to a news group). Users shall not set up web pages to advertise or sell a service.
2. Search for, visit, receive or transmit obscene, abusive, sexually explicit, inappropriate or threatening language or images. Student users will follow all lab/classroom rules.

## **Discipline**

Violation of District policy and rules will result in loss of access to the Whitefish School District computer system. First infraction will result in the removal from the computer network for 20 school days. Second infraction will result in the removal from the computer network for 120 school days. Additional disciplinary action may be determined at the building level in keeping with existing procedures. When and where applicable, law enforcement agencies may be involved. Use of the computer at Whitefish School District is a privilege, not a right; therefore, users of the computer network are required to follow guideline in order to maintain the privilege of the computer use. The following is a binding agreement made between Whitefish School District and those students who have signed the agreement. By signing the agreement, one acknowledges that he/she has read the terms and conditions carefully and understands their significance.

## **- End of Acceptable Use Policy -**

### **COUNSELING OFFICE:**

Guidance services are provided to help students with planning their courses for high school and post-high school programs. There are many materials available in the counselors' complex to help any student at any time with school, career or personal problems. Take the opportunity to get to know these people and the services they offer.

### **DANCES:**

Whitefish High School dances are exclusively for the pleasure and benefit of high school students. Non-students are allowed to attend dances but are required to complete the WHS guest dance form and return it to the main office one week prior to the dance. They must also be enrolled in another high school or recently have graduated from high school and be under the age of twenty-one. All the rules and regulations of WHS apply to both you and your guest. The doors are locked one (1) hour after the dance begins and no one will be admitted after that time. Once students choose to leave the dance, under no circumstances will they be allowed to return and they must vacate the campus. Use of cameras inside dances will be strictly prohibited. Sexually suggestive dancing will not be allowed.

### **GROUNDS/SCHOOL:**

The school grounds are bordered on the west by Pine Avenue and on the north by 4<sup>th</sup> street. School grounds extend south to 7th Street and east beyond the track/recreational area. School grounds include the south parking lot and the north parking lot. During football season the Memorial Field area is included as school property. Smoking is not allowed on school grounds or in your car when it is on school grounds.

Camping and other such unauthorized assemblage on school grounds shall be considered trespass and handled accordingly.

The area directly to the west of WHS is public and private property. Students are not to loiter on public property nor trespass on private property.

### **GYM SHOES:**

Only basketball type shoes are approved for use on the gym floor. Street and/or running shoes are not allowed. Clarify any questions with the appropriate teacher, coach, sponsor, etc.

### **LIBRARY PROCEDURES**

The library is open from 8:15 a.m. to 4:00 p.m.

The following rules apply during your study hall:

1. Please sit two to a table; you must get permission from the librarian to sit three at one table.
2. Please work on school or library work quietly.
3. Don't leave the library without permission.
4. Please don't visit the library without a pass.
5. Please stay seated until the end of the period.
6. When you are on a blue pass, stay with your group. No stopping at office, bathroom or locker.

7. At the librarian's discretion, you may be issued up to two individual passes to your locker per quarter.

If the rules are not followed, the following go into effect per quarter:

1. First offense: Loss of privileges for one week.
2. Second offense: Loss of privileges for one week.
3. Third offense: Loss of privilege for rest of the quarter and you will receive a discipline notice.

#### **Library Access:**

1. There is a limit of three consecutive days in the library from study hall. At the librarian's discretion, after three days, the student may be requested to stay in his/her study hall for two days.
2. If a class is in session in the library, study hall access will be very limited. Classes in the library, or west or south computer labs are the librarian's primary focus.
3. Students will need to check out school supplies, dictionaries, etc., between classes if they are not able to use the library during their study hall.
4. Lunchtime access to the library will be limited to those students working or reading in a quiet manner. Students wanting to talk should use the foyer or cafeteria. (Library discipline procedure is in effect during lunchtime.)

#### **Computer Usage:**

All use of library computers are subject to the **Acceptable Use Policy** and the rules as defined under "LIBRARY COMPUTER LABS". If you have a question regarding use, see a librarian or the computer lab aide.

Students using the library computers near the circulation desk are limited to 15 minutes so that other students may use these computers during study hall. If a class is in the study hall lab, students may use the library computers for a longer period of time. If students plan to use a computer for more than 15 minutes, the student needs to get a pass for the study hall lab from the study hall teacher.

#### **Overdue Procedure:**

Students are to stay on top of due dates for library materials. You may renew a material upon request without having it with you at the time of the request. Checkouts are as follows:

1. Fiction and non-fiction books: four weeks
2. Reference books, videos, magazines: Overnight

The following is the overdue procedure:

1. Two week overdue: A listing will go to a student's English (grades 9-10) or history teacher (grades 11-12).
2. Three week overdue: Student's name will be listed in the daily bulletin by grade level
3. Four week overdue: Parents will receive a mailing at home. Student loses all library privileges, including study hall use of the library, until material is returned.
4. Five week overdue: Librarian will contact the student a final time.
5. Six week overdue: The assistance principal will be notified and a notice will be sent to parent/guardian with a warning of collection agency involvement.

#### **If materials are lost:**

The student will be responsible for the purchase price of the library material.

1. If a book, calculator or video is lost, the student will be required to pay the library the original purchase price. Some of these items are very expensive.
2. If a magazine is lost, the student will be charged the cover price.
3. If library supplies are lost, the student will be charged the approximate replacement value.

#### **Library Computer Labs**

The hours for the C-Wing Computer Lab are Monday through Friday, 8:00 a.m. – 4:30 p.m. Use of all computers in the school district is covered under the school district's *Acceptable Use Policy* (shown above), which must be signed by all students and their parents, as well as by all

school faculty and staff. There are also specific rules that must be followed when visiting the library computer labs. It is absolutely essential that you follow these policies and the rules, which are posted prominently in the computer lab.

-All students visiting the lab who are not part of a scheduled class must sign IN and OUT. Any student arriving at the lab without a pass will be sent back to class. Any student leaving the computer lab before the period ends without a pass and/or without signing out will be subject to disciplinary action.

The most important rule to remember is that all use of school computers **MUST BE FOR EDUCATIONAL RELATED WORK ONLY**. You must also follow all directions given by the library and lab staff. Should you violate any of the rules or exhibit behavior that is deemed inappropriate or “off-task”, you will be asked to leave the lab and will not be allowed to return for a period of five (5) days (first offense). Repeated misbehavior will result in additional disciplinary action.

Off-task or inappropriate behavior\*:

1. “Surfing” the Internet
2. Listening to or downloading music
3. Online or offline gaming

\* Except for specific use in a class assignment WITH PRIOR APPROVAL ONLY.

4. Using google as your home page

An automatic 20-day suspension of computer privileges (first infraction) will be implemented for any for any of the following:

1. Using E-mail - Foreign exchange students may use E-mail with approval.
2. Visiting a pornographic website
3. Participation in an online “chat” room
4. Purchasing online
1. Sharing passwords or being in a file or directory other than your own
2. Hacking

**A second violation of the *Acceptable Use Policy* will result in the loss of your school computer network privileges for 120 school days.** Additional disciplinary action may also be determined as necessary in accordance with school policy.

#### **LOCKERS:**

The office will assign lockers. Students will use only the locker officially assigned to them for the current year. Do not leave valuables in your locker. Keep your locker neat and clean. Fines will be assessed in cases where lockers are written upon or otherwise defaced.

Your locker's appearance is your responsibility. Indecent pinups and other such nuisances are not allowed (e.g. alcohol advertisements). The administration reserves the right to inspect all lockers at any/all times. If you provide your own lock you must supply the office with a key or the combination. It is suggested that you obtain a lock and keep your locker secured at all times. Never bring unusually large sums of cash to school.

-Whitefish High School is not and cannot be held responsible for personal property or school property that has been checked out to students. Such property is the responsibility of the student involved. Therefore, students should not leave such property unattended/unsecured in their lockers or elsewhere in the school. It is suggested that individual insurance be obtained to cover the possible damage/disappearance of such property.

#### **LOST AND FOUND:**

Students who find lost articles are asked to take them to the office where the owner can claim them. Items not claimed in a timely fashion will be disposed of appropriately.

#### **LUNCH:**

A hot lunch program is operated at Whitefish High School. Lunch tickets must be purchased in the office during lunch. Snacks and beverages may be purchased in the foyer. All sack lunches must be

eaten in the high school lunchroom, foyer, or outside. No lunches are to be eaten elsewhere in the school building, including the hallways. Exceptions for group meetings should be pre-arranged. All waste material must be disposed of properly. Candy, sunflower seeds, lunches, snacks, drinks, etc., are not to be consumed in classrooms or in the hallways.

### **STUDY HALL RULES:**

The following rules are common for all study halls. Individual teachers will establish classroom rules.

**Students failing to observe the following practices will lose all pass privileges for an indefinite period of time.**

1. Each student is expected to be in the room when the tardy bell rings. Each student is assigned a regular seat for roll.
1. Students who are tardy to study hall lose all pass privileges for that day.
2. Students will have all books, necessary materials, etc. from their lockers when they enter the study hall.
3. Students must receive permission from the instructor prior to talking or working with another student(s) in the study hall.
4. No eating or sleeping will be tolerated in the study hall.
5. No use of calculators for the playing of video games will allowed in the study hall.
6. Students going to the restroom must be issued a rest room pass. All students using the rest room will use the drinking fountains and facilities closest to their study hall room. No use of the gym locker rooms / restrooms will be allowed.
7. Students going to the guidance offices, main office, or another teacher's room, must have a pass from that location's teacher, secretary or administrator in order to checkout of study hall. Students on these types of passes must return to their study hall before the end of the period.
8. Study hall students wishing to use the computer lab or library will be allowed to do so on a rotating basis. Students will follow classroom checkout procedures.
9. Students who check out of study hall on group passes must travel *quietly* through the hallways, must travel together so as to arrive at their destination point at the same time and must remain in the assigned area until the end of the period.
10. A student shall not be granted group pass privileges to the computer lab or library for more than 3 days in a row.
11. Students who exceed 10 days of absence in a semester will not be allowed to schedule a study hall for the following semester.

When a study hall teacher sends a student to the office on a discipline referral, that student will fall under the normal discipline policy. Loss of pass privileges will be issued and monitored by the study hall teachers.

### **WHITEFISH CARE:**

Whitefish CARE is a non-profit organization within the Whitefish School District design to work with students, staff, and parents on issues such as drugs, tobacco, alcohol and violence, along with other topics. CARE is funded by a Federal Safe and Drug Free grant. Our mission statement is "To promote a safe and drug free school environment and a community network through education, intervention, and prevention that will support continued healthy lifestyles for youth." For further information please call the guidance department at 862-8600 x448.

### **WORK PERMITS:**

Work permits are available to qualifying students through the assistant principal's office. Once granted, a work permit remains in force as long as the student has the job, providing he/she maintains the academic and behavioral standards specified on the work permit form. Work permits are granted/checked quarterly.

# TRANSPORTATION

## BUS SAFETY/DISCIPLINE:

All students who ride a bus to/from school are subject to school regulations until they get off at the bus stop near their home. At all times, the driver is in full charge of the bus and passengers. School buses are meant only to transport students between school and home. Do not utilize them for other purposes. Only students registered for a specific route are eligible to ride that bus. Students who are not authorized to ride a particular bus must inquire about a visitors pass through the assistant principal.

- Any misbehavior at the bus stop will be treated the same as if students were on the bus.
- Behavior that distracts the driver is a very serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers. At the discretion of the driver, each student may be assigned to a seat. Students will not get on or off or move about within the bus while it is in motion. Every driver has been supplied with an incident reporting system that reflects the rules of student conduct.

Students will be cited for the following activities:

**(Penalties listed below are subject to administrative discretion.)**

Failure to Remain Seated Refusing to Obey Driver Fighting Profanity Lighting Matches Smoking/Chewing on Bus	Throwing Objects on Bus or at Bus Hanging Out of Window Spitting Bothering Others Chewing Gum Eating on Bus
--	--

1st Offense	2nd Offense	3rd Offense
Student warning, parent notification	Immediate suspension of riding privileges for minimum of 10 days. Parent notification.	Suspension of riding privileges for remainder of year.

All cases involving bus vandalism or extreme disruption will carry an escalated offense penalty (2nd or 3rd). Additional penalties may be incurred if the infraction is a violation of general school rules and regulations.

## PARKING LOT REGULATIONS:

The student parking lot is for student convenience. The following parking and driving regulations are in effect and will be enforced.

1. Parking your vehicle in a safe manner requires you to park head first into any and all parking stalls. Illegally parked vehicles will receive a warning first followed by a parking citation for further illegal parking violations.
2. Vehicles that are parked and blocking normal traffic flow and vehicles parked in fire and/or emergency zones will be cited immediately and/or towed away at owner's expense. All monies collected from parking fines are received into Whitefish High School's general fund or student activities.
3. State law stipulates the maximum driving speed on or adjacent to school property is 15 m.p.h. when school is in session. Drive slowly and carefully observing all posted traffic signs.
4. Dispose of trash in proper receptacles, not the parking lot.
5. Park in designated areas only. Do not block traffic. Do not triple park.
6. Weapons of any kind, including firearms, are not allowed on school property. Do not bring weapons to school and leave them in your vehicle.

The student resource officer and/or school personnel will handle parking lot violations.

*Violations of parking and/or driving regulations are subject to ticketing.*

- 1st Offense: Law enforcement may be notified.  
2nd Offense: Offender cannot park on school property for rest of school year. Law enforcement will be notified and parents contacted.

During school hours parking will be allowed in the north, east and south parking lots. Teacher parking is posted on the north, east and south parking lots. All school rules and regulations apply on school grounds. Parking restrictions to the west of the school are posted.

#### **TRANSPORTATION - SCHOOL SPONSORED:**

Whitefish School District extra-curricular travel is governed by the following criteria:

1. No participating student will be allowed to drive a personal vehicle as a means of transporting himself/herself or other students to or from an out-of-town school competition, practice or activity. Only those adults approved for such travel will be allowed to drive student participants.
2. A participant can ride home with his/her advisor/legal guardian or parent after personally speaking to the coach about the transportation request.
3. Any student wishing to ride with an adult (must be 21 years or older) other than their parent must fill out an Alternative Transportation Form and turn it in two days prior to the trip.

## **MISCELLANEOUS**

#### **ADDRESS/CHANGE OF:**

It is important that any changes of residence during the school year be reported to the main office immediately.



#### **ADVERTISING:**

All advertising materials must be approved by the administration before they can be presented to the students in any manner (announcements, posters, flyers, etc.)

#### **DAILY BULLETIN:**

In order to facilitate communications within the school, a daily bulletin will be available each morning at the front office counter and on the District web site. The student section of the bulletin will be read to students during first period each day.

-Information for the bulletin must be given to the secretary by 3:30 p.m. if it is to appear in the bulletin the next day. Sponsor approval is required before student announcements will be put in the bulletin. Class or club meetings or other such assemblies of students should be arranged through the appropriate activities sponsor. Adequate notice is a necessity.

-The bulletin will be distributed to all staff each day via email, which is to be printed, read and posted.

#### **EMPLOYEES/STUDENT:**

All students employed by School District No. 44 must be full-time students in good standing--passing in all subjects being attempted.

#### **EQUAL OPPORTUNITY POLICY:**

It is now and will be the policy of School District No. 44 to take affirmative action to eliminate discrimination in personnel policies and procedures based on race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, or sex (unless where such status is a bona fide occupational qualification).

Jill Rocksund, Principal of Muldown Elementary School, is the Title IX Coordinator for School District No. 44. Phone number: 862-8620 extension 202. Dave Means is the Title I & 504 Coordinator for School District No. 44. Phone number: 862-8640 extension 507.

**FEES/EDUCATIONAL:**

**Library:**

Books, magazines and other library materials that are lost must be paid for in full. Payment is to be made to library staff prior to the end of that particular grading period. A \$1.00 handling fee will be added for lost books.

**School Books:**

Variable charges for amount of excessive wear or treatment. Students should purchase book covers to reduce this cost or fine. Cost of replacement will be charged if books are lost or destroyed.

**Activity Tickets:**

These tickets cost \$30 and allow you free admittance to home events. Activity tickets are required of all students participating in extra/co-curricular activities. Activity tickets are not "transferable". Replacement tickets will cost \$5.00. Adult tickets are \$50.

**Participation:**

Students participating in activities must purchase an activity ticket (\$30) and pay an additional fee (\$30) for participation.

**Band:**

A \$20 non-refundable fee per semester for the rental of any band instrument.

**Lock/Towel:**

Towel fees and lock fees charged for physical education: \$7--non-refundable for one semester, \$9--non-refundable for two semesters.  
**Lost lock: \$6.00**

**Pottery:**

A \$5.00 fee will be charged per 25 pounds of clay used.

**FUND RAISING PROJECTS:**

The building and central office administrator must approve all moneymaking projects in advance. Organizations and/or individuals are not permitted to sell goods or operate any concessions without this approval.

**PURCHASES/STUDENT:**

Students are never permitted to charge anything, at any place, toward WHS or the school district.

**STUDENTS 18 YEARS OF AGE OR OLDER:**

All school policies, rules and regulations of Whitefish High School will be followed by all students, including those who are 18 years of age or older.

**TELEPHONE USE:**

Please use the pay phone in the foyer provided for your convenience. The office phone may be used only to call a parent or guardian regarding school business. Ask an office secretary before using this line. No tardy passes will be issued for phone use. If it is necessary to call during or between classes, use the telephone in your classroom. Cell phones are not permitted during school hours and will be confiscated and returned to parents(s) or guardian(s). You can read more about cell phones on page 13 of this document.

**WEATHER, INCLEMENT:**

In case of inclement weather, parents and students are asked to listen to local radio stations for announcements concerning bus delays or closures. Information is also posted on the school web page.

**WEB SITE:** For additional information on school policies, activities and events, please visit our website at:

[www.wfps.k12.mt.us/wfhs](http://www.wfps.k12.mt.us/wfhs)