



### Student Handbook Contents

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## FORWARD

Welcome to Sweet Grass County High School. We look forward to working with you in the coming year. It is our aim to improve your abilities and expand your opportunities through education. Study our school's philosophy and you will understand how we work.

SGCHS has always had an outstanding academic reputation. Our graduates have been successful in their vocations or further education. While our staff stands fully committed to offering the best public education possible, we will need your help in making this the best experience possible. We firmly believe in the old axiom that any worthwhile accomplishment is the result of inspiration and effort.

During your time at SGCHS, we encourage you to take part in the activities we offer. The range of extra-curricular offerings encompasses athletics, music, speech, drama, FFA, etc. We have found that the students who join and become active in those organizations often have the best attendance, grades and experiences in high school. So consider becoming a part of the "extra": high school has to offer.

We extend our high expectations to include social behaviors. Our staff will not be looking for problems, but can be counted on to help you learn about the proper respect and self-responsibility. The handbook briefly explains some of our expectations along with descriptions of procedures to help you progress through your days successfully.

You will have a considerable impact on how rewarding your year will be at SGCHS. We have found that the more students involved themselves in the activities and courses the school offers, the more rewarding their high school years become. Your high school experience will become largely what you put into it. Take care of your school, have pride in being a "Herder" have consideration and respect for others and yourself, and feel free to make suggestions for improving SGCHS.

If you have questions concerning the rules and regulations, course offerings, or other concerns, feel free to stop by the office for a visit. I wish you the best of luck and hope you have a great time here.

Your Superintendent  
Alvin Buerkle

## HISTORY OF SWEET GRASS COUNTY HIGH SCHOOL

Sweet Grass County High School was organized in 1902 with R.M. Davis as principal. When Mr. Davis found many students were ready for high school work, provisions were made in the grade school. High school was held there until November, 1905 when the high school building located on 4<sup>th</sup> Street was completed and dedicated. The class of 1906 was the first to complete the four-year course in the old high school. When it was found necessary to have more rooms in the school, the gym and auditorium were added in 1914. In 1918 the manual training portion of the building was added. The next expansion of the building was when the English, Commercial, and Home Economics departments were added in 1922. Sweet Grass County High School was the first site of the Montana Music Meet. The last wing to be built in the old school was the Science department downstairs. This was completed by WPA workers in 1938. The gym (now called the Civic Center) was added in 1949. Final remodeling in 1971 partitioned a part of the Study Hall to create a Library.

In April of 1980, construction was started on the present high school building. In August of 1981, the New Sweet Grass County High School was opened. The building contained 17 classrooms, kitchen, lunchroom, library, shop, Home Economics, and music room along with offices. The gym was completed in September of 1985. Over the years, renovations took place including dividing the study hall into two classrooms, a concession stand was built in the lunch room, and the building was wired to allow internet access in all classrooms. A two classroom addition was completed in 2007. Significant remodeling was during the summers of 2012 and 2013 with new lockers, painting and new carpet in the hallways.

## **PHILOSOPHY: “Crazy About Learning”**

### **Mission Statement:**

Our mission is to provide an environment where every student learns through high quality education in a setting that fosters respect and responsibility that results in success by developing life-long learning habits and citizenship skills.

We believe in our students – Sweet Grass County High School values every student. We expect every student to improve in their learning skills, knowledge, leadership, and the ability to work with others.

We believe in education – Sweet Grass County High School values teaching and learning opportunities that are consistent with high expectations and our mission/vision. We make decisions using assessment and evaluation that promote those opportunities and growth in skills.

We believe in respect – Sweet Grass County High School values integrity. We teach and model self-control, unity, empathy, positive intent, and cooperation in an environment that is safe and respectful.

We believe in responsibility – Sweet Grass County High School values good choices. We foster learning and leadership opportunities that provide growth in citizenship and community service.

We believe in success – Sweet Grass County High School values growth. We create challenges and supports for learning, leadership, teamwork, and personal achievement.

### **Goal Statements:**

We will provide a safe environment.

How: School wide management

We will provide a high Quality Education.

How: Instruction

We will use high quality research based instructional strategies and assessment.

How: Instruction

We will form a positive relationship with students, staff, family, and community members.

How: Relations

We will maintain an active school improvement process through procedures, policies, and communication.

How: Leadership

## STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of the district is to assure learning experiences to help all students develop skills, competencies, and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of his/her rights and responsibilities as a participant in the democratic process.

All student who attend the district's school shall comply with the written policy, rules, and regulations of the school, shall pursue the required course of studies, and shall submit to the authority of teachers and administration while in school or in attendance at school functions. (References, Board Policy #6105 and #5100)

## STUDENT INFORMATION

### SCHOOL PROCEDURES

In order to operate a high school in the most efficient manner, to the satisfaction of all those concerned, and assist the success of everyone's efforts, it is necessary that we have a few simple regulations to guide you during your activities in and around the school. We are not wishing to establish a set of rules that regulate you in a "do" and "don't" manner unless it becomes necessary to remind you of proper social behavior in a learning setting. Read these carefully and do your utmost to carry them out to the best of your ability and you will be contributing greatly to help your high school become one the best anywhere.

### ACTIVITY FEE/CHROMEBOOK FEE

The purpose of the \$30 activity fee is to assist all student activities and organizations. It will grant admission to all home athletic events and concerts. The Chromebook fee of \$25 will be used to cover usage and wear of the Chromebook computers issued to each student for use during the year. The Chromebook fee is not intended to cover damages to the computer that are the result of student neglect or carelessness. Students are expected to pay these fees at registration or the first day of school. A late fee will be assessed for students who have not paid the fees by the end of the second week of school.

### CLASS SCHEDULES

Students are to report to their first period class when the warning bell rings at 8:25. There is no other bell before the tardy bell. Please cooperate with your teachers on this so that roll may be taken promptly and class can start.

#### A. Regular Schedule

1 <sup>st</sup> period	8:30-9:23
2 <sup>nd</sup> period	9:26 -10:19
3 <sup>rd</sup> period	10:22 -11:15
4 <sup>th</sup> period	11:18 – 12:11
Lunch	12:11 – 12:45
5 <sup>th</sup> period	12:50 – 1:43
6 <sup>th</sup> period	1:46 – 2:39
7 <sup>th</sup> period	2:42 – 3:35

#### B. Meeting Schedule

1 <sup>st</sup> period	8:30 -9:11
2 <sup>nd</sup> period	9:14- 9:55
Advisory	9:58 – 10:15
3 <sup>rd</sup> period	10:18 -10:58
4 <sup>th</sup> period	11:02 – 11:43
Lunch	11:43 – 12:21
5 <sup>th</sup> period	12:26 – 1:07
6 <sup>th</sup> period	1:10 – 1:51
7 <sup>th</sup> period	1:54 – 2:35
Tutor Time	2:35 – 3:35

#### C. Early out Holiday Schedule

1 <sup>st</sup> period	8:30 – 9:05
2 <sup>nd</sup> period	9:08 – 9:43
3 <sup>rd</sup> period	9:46-10:21
4 <sup>th</sup> period	10:24-10:59
5 <sup>th</sup> period	11:02 -11:37
Lunch	11:37 – 12:11
6 <sup>th</sup> period	12:16-12:51
7 <sup>th</sup> period	12:54-1:30

#### D. Inservice (On certain Wednesdays)

1 <sup>st</sup> period	8:30 -9:12
2 <sup>nd</sup> period	9:15 – 9:57
3 <sup>rd</sup> period	10:00 – 10:42
4 <sup>th</sup> period	10:45 – 11:27
5 <sup>th</sup> period	11:30 – 12:11
Lunch	12:11 – 12:45
6 <sup>th</sup> period	12:50 – 1:32
7 <sup>th</sup> period	1:35 – 2:15

#### E. Tuesday Tutor Time/Game Day Schedule

1 <sup>st</sup> period	8:30 -9:14
2 <sup>nd</sup> period	9:17-10:01
3 <sup>rd</sup> period	10:04-10:48
4 <sup>th</sup> period	10:51-11:35
Lunch	11:35-12:09
5 <sup>th</sup> period	12:14-12:59
6 <sup>th</sup> period	1:02-1:47
7 <sup>th</sup> period	1:49-2:35

## Attendance (Policy #5131)

It is a fact that for a student to do well in school and to benefit fully from the educational opportunity available, a student must be in school and have a good attendance record. Students are encouraged to view school as an opportunity. Since parents are ultimately responsible for their child, the parent should call the school if their child is unable to attend. Parents are encouraged to notify the school in advance when possible. Students are encouraged to complete their work in advance whenever possible. Students will be given one school day to make up work for each day of absence recorded unless there the absence is an extended one.

### **Excused and unexcused absences:**

When parent reasons are supplied in advance or within one school day of the student returning to class, the absence will be excused. Excused absences are those for which students have the opportunity to make up all work missed during the absence with no penalty.

Unexcused absences are those related to academic suspensions, other disciplinary actions, absences that do not have a parent excuse supplied within a day of the student returning to class, and truancy. Unexcused absences will result in zeroes for any assignments missed during the absence.

An absence will be considered a disciplinary write-up for truancy when the parent is not aware of the absence or does not request that an absence be excused within one school day of the absence. In addition to the loss of grades, the student will be subject to detention or suspension for truancy.

### **Academic and non-academic suspensions:**

Academic suspensions are discipline situations that involved the disruption of class activities. Non-academic are discipline situations that are not related to class functions. Students will be allowed to receive credit for all make-up work during a non-academic suspension provided all work is handed in when the student returns to class. Work missed during academic suspension will be recorded as zeroes. While students will be allowed to make up cumulative tests or projects for any suspension absence, they must arrange for that make-up to occur outside of class time.

### **Credit/attendance regulations:**

In all absences, excused or unexcused, if a student misses more than nine (9) periods of a class in a semester, no credit will be earned in that class within the guidelines of the following provisions.

1. Students and parents will receive written/verbal warning when students have six (6) days/periods of absences and again when the number of absences has reached the limit of nine.
2. When a student exceeds nine absences, they will be informed of their situation. Students and parents have the right to appeal to the Attendance Committee or they may choose the options of missing fewer days the next semester. Students and parents must inform the principal of which choice they are making. The number of days they would be allowed to miss the second semester would be determined by subtracting the number of days they are over the allowed absences from the allowed nine absences. The student may choose to appeal to the Attendance Committee instead of the "less days" option. The Attendance Committee, made up of four staff members and the Principal, will reach a decision regarding the absence/credit and may require a hearing with the student and their parents. This decision will be given within five days of the student's appeal. A student may appeal to the attendance committee in advance of an absence to receive a ruling regarding absence/credit concerns.
3. The student has the right to appeal that decision to the board of trustees at which time they will have a hearing before the board. The written notice of appeal must be given within five days of any Attendance Committee decision or of being informed of the loss of credit. The hearing will take place at the next available board meeting after the notice of appeal.
4. Classes in which the student is losing credit due to absences will be recorded on the student's transcript as NC if the student passing the class. If they were failing the class, their grade will be recorded as an F. NC grades will not be used in the GPA calculations but F grades will be included in those calculations. A student can replace an NC grade on their transcript with the grade/credit earned provided they miss fewer days during the next semester based on the number of days they exceeded the allowable limit in the semester in question. Seniors would have to make up the number of hours missed for each class after graduation to replace the NC grade/credit. If that grade/credit is needed to complete their diploma, seniors would not be allowed to participate in graduation exercises.

5. All absences will be applied to the credit/attendance requirements of this policy with the following exceptions:
  - a. Absences due to illnesses, hospital stays, or medical appointments that are excused by a written doctor's note provided within one school day after the student has returned to school. (A student excused by a medical doctor from participation in P.E. activities must still attend the P.E. class unless excused by the instructor.) Extended or chronic absences related to doctor's excuses will be dealt with on an individual basis through documentation and conferences with the administration or the Attendance Committee.
  - b. Absences related to demonstrable educational benefits that have been accepted and documented by administration. College visitations are an example of this type of absence which has a limit of two days per semester.
  - c. Absences due to family emergencies or bereavement that have been excused by the administration.
  - d. Absences related to family functions that have been excused by the administration before the absence occurs.
  - e. Absences related to school sponsored functions or organizations will be excused provided.
  - f. Special exceptions to attendance requirements will be considered by administration on an individual basis in compliance with School Law 20-5-1-2 and 20-5-103.
6. Absences due to suspension or discipline measures cannot be excused from this policy.
7. Students will be given full credit for making up work within the guidelines of this policy.

#### **TARDIES:**

Students will be considered absent from a class period if they miss more than 15 minutes of the period. Students who miss less than 15 minutes of class will be considered tardy. Staff can excuse tardies during the school day. Parents can excuse tardies that occur during first period in the morning or afternoon. If parental excuses are not supplied with the school day time frame, the tardy will be considered unexcused. Parents will be allowed to excuse a maximum of five tardies per semester. All other tardies will be considered unexcused. Students with three or more unexcused tardies per semester will serve detention and/or suspension discipline as follows:

1. Three or four unexcused tardies – half hour morning detention
2. Five, six, or seven unexcused tardies – in-school suspension
3. Eight or more unexcused tardies – Out of school suspension

#### **Other absence/tardy occurrences:**

The Principal will handle special absences not covered in the previous statements on an individual basis.

#### **Parents (guardians, or legal custodians) have the following responsibilities:**

1. In the event the child will be absent from school, the parent shall report that absence to the Principal or designee by 10:00 AM in the morning, or by 1:30 PM if absent in the afternoon.
2. The parent shall report the absence of the child every day they are absent or inform the school as to the length of the absence.
3. Parents shall provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.
4. The parent shall provide an alternative phone number where they may be contacted or the number of another person who can be accountable for their child's attendance.

#### **Responsibility of Principal or Designee:**

When a parent, guardian, or legal custodian notifies the school that a child will be absent from school the Principal and/or designee shall log the date and person from whom the call came. In the event a parent, guardian, or legal custodian fails to notify the school of the child's absence:

1. The Principal/designee will attempt to telephone the parent, guardian, or legal custodian at the home or alternative number provided above.

2. *If the school official is unable to make telephone contact with the parent, guardian, or legal custodian after two school days, he/she shall mail a written notice to the parent, guardian, or legal custodian indicating the child's absence from school on those dates. The letter will indicate that an attempt was made to make telephone contact during the days the child was absent from school.*
3. If the school official suspects foul play or cannot determine the appropriate procedure, the Principal shall immediately notify the appropriate law enforcement agency or consult with the County Attorney.
4. If a child is present for part of a school day and absent for the remainder of the school day and the parent has not reported that absence, the school official shall follow the procedure outlined as if the child were absent the entire school.

## Internet/Chromebook Use

Students are required to have a parental permission/student agreement form completed and on file before they can use the district internet. In addition students must have a Chromebook Agreement form completed by their parents and the student to be able to use their assigned Chromebook. Students must follow the expectations of these agreements to be able to use the internet and school equipment. Students can face disciplinary actions for infractions.

## Pass Slip

Students may be excused from study hall of the classroom with an appropriate pass (for example: rest room, office, locker, etc.) by permission of the instructor within classroom rules. If the student needs to visit another classroom (for a conference, make-up work, etc.) they must present written permission from the teacher of the classroom the student will visit. Students may be excused by the teacher to visit the counselor without prior written permission. If a student becomes ill, the teacher can excuse them to the office if necessary. The office will contact the school nurse or parents or issue a pass to go home or see a doctor.

## Emergency Signals

The Fire Bell is a loud, repeating burst. Vacate the building as rapidly as possible in an orderly manner. Evacuation route maps are available in each classroom. The Earth Quake signal is short bursts of the class bell. Follow the directions of your teacher in finding a safe in the classroom and do not evacuate the building until instructed to do so. The Lock Down signal will be given verbally over the intercom. Follow teacher instructions regarding whether to leave the building or to hide in the classroom. If instructed to stay in hiding, be prepared to create a barricade and distract or disarm any intruder until help arrives or it becomes safe to leave.

## Graduation Requirements

Students of Sweet Grass County High School must earn a minimum of 23 credits to graduate. The SGCHS course requirements for graduation are:

Language Arts	4 credits	Vocational Ed	1 credit
American History	1 credit	Fine Arts	1 credit
American Government	1 credit	Health & P.E.	1 credit
Math	2 credits	Ninth grade	1½ credit
Science	2 credits	Tenth grade	1½ credit
Financial Literacy	1½ credit	Research Paper successfully completed	

Students may earn credits towards graduation through correspondence courses approved by the administration. Any correspondence courses not completed by a specified time shall be recorded as an F. Students must earn 11 credits to be a member of the junior class. Students must have completed 16 credits or be currently enrolled in correspondence courses which will contribute to graduation requirements to be considered a member of the senior class. This placement will be made during the first ten days of the school year.

## Credits/Grades/Reports

course offers one half credit if it is successfully completed. Partial credit may be earned for being a teacher aide , tutoring, or for special courses.

The school year is divided into two semesters. Each semester is made up of two quarters approximately nit to ten weeks in length. While grade reports are available at any time through the school on-line internet source and at the end of the quarter, the grade earned at the semester determines successful completion of a course and the number of credits earned. All semester grades are entered on the student's high school transcript along with a record of the student's attendance. It is in the student's best interest to be sure that every entry into that record is a positive reflection of their effort and ability.

The on-line internet service and quarter grades are intended to keep a student and their parents informed about their progress. In addition, a weekly success list is generated and tutor session are required for students failing classes or having a D at that time (see more complete description in this handbook under "Project Success.) Along with this support, students are encouraged to check their progress at any time to assist them in their responsibility of maintain passing grades and earning credits.

Grades for courses are determined by the following scale:

A.....95-100	B+.....87-89	C+.....77-79	D+.....67-69	F.....Below 59 percent
A-.....90-94	B.....83-86	C.....73-76	D.....63-66	
	B-.....80-82	C-.....70-72	D-.....60-62	

Grades are explained or reflected as an A = Superior work, B= good/above average work, C= average work, D= below average work, and F= failing, unsatisfactory work. The determination of these grades includes references to the following characteristics:

Scholarship – meeting or exceeding the requirements of the instructor and class work, a primary condition for earning a grade.

Initiative – contributions related to assignments or independent resourcefulness.

Attitude – level of benefit to the class or group.

Cooperation – amount of support and collaboration within the class or group.

Individual Improvement – evidence of progress or self-growth.

Responsibility – accepting one's own role in getting work done well.

## Honor Roll

Grade Point Average (GPA) used for honor roll and cummlative GPA calculations are determined on the basis of the scale given here:

A=4.0	B+=3.33	C+=2.33	D+=1.33	F=0
A-=3.67	B=3.0	C=2.0	D=1.0	
	B-=2.67	C-=1.67	D-=0.67	

NC=refers to courses in which the student has a passing grade but will not earn credit due to excessive absences; these courses will not be used in the calculation of GPA averages.

Students must have a 3.0 average on their grades in a quarter or semester to be on the honor roll for that quarter or semester.

## Honor Lounge

The Student Council has created an Honor Lounge for SGCHS students. In order to qualify to the honor lounge you must earn a 3.0 GPA on your most recent quarter grades with no D's or F's in any class. First semester Freshmen are not eligible for Honor Lounge.

### Rules and Regulations of Honor Lounge:

1. The Honor Lounge will be supervised by participating members of the honor lounge.
2. There will be no inappropriate behavior, excessive noise, or gambling.
3. The Honor Lounge is for use during your Study Hall only. You are to report to your study hall at the beginning of the period and follow normal check out procedures for study hall. After checking out of study hall, you must go directly to the honor lounge. You must return to study hall before the end of the period and check in. There is to be no meandering in the hall or disturbing of other classes. Honor Lounge



students will be allowed to use a pass to go to their locker one student at a time. If a Honor Lounge student needs to go to another part of the building, they must get a pass and use the usual hall pass procedure. Honor Lounge students will find all other passes at the office doorway. They may use the office counter phone with permission.

4. The Honor Lounge area available to students is the cafeteria, gymnasium, the hallway between the cafeteria and gym, and the lawn in front of the gym.
5. The gym and weight room are available for use when there is no P.E. class. If a P.E. class is using the gym or weight room, it is not available for use unless the instructor gives consent.
6. If Honor Lounge students go outside the building, they are to remain in the area of the lawn in front of the gym, the benches in front of the building, or the memorial area. Students are not to use areas by classroom windows and are not allowed to distract classes in that manner. The lawn is the boundary of the Honor Lounge. No one will be allowed in the parking lot unless they have permission from the office to get something from their car. The football field area is not part of honor lounge.
7. If students leave school grounds during Honor Lounge without permission, normal consequences for truancy will result.
8. If there is any report of loud or obnoxious behavior or disregard for school rules, the students involved will have their honor lounge privileges revoked for a minimum of four school days or time allocated by the study hall teacher or administration. Continued misbehavior will result in longer suspension or revocation of Honor Lounge privileges for the rest of the quarter.
9. If noise from the Honor Lounge gets to loud, the entire honor lounge may be suspended.
10. School computers are allowed in the honor lounge in areas or tables that do not have food or drink present.
11. A list of qualifying students will be given to each study hall teacher. The Principal will review the honor lounge expectations with new honor lounge students each quarter.

## **Project Success**

### **Goals for All:**

1. All students pass all classes.
2. Super goal – all students earn 2.5 GPA.
3. All students participate in at least one activity.
4. All teachers and students enhance the self-esteem of all students.
5. All teachers and students recognize achievement in all students.
6. All teachers and students communicate openly.

### **Participation/Academic Incentives:**

1. Students earning a C or better in all classes will be rewarded by early 2:30 dismissal on Tutor Tuesdays. This grade will be based on a cumulative quarter average.
2. Any students failing any classes or having a D-, D, or D+ in any class will attend a mandatory study hall on a Tuesday schedule from 2:35 to 3:35 PM. Student will be excused from the study hall with a pass to attend tutor sessions with the teacher of the class they are failing or earning a D in. Students may arrange additional help sessions with teachers as needed. A student with F or D grades in more than one class shall attend a 30 minute help session for each class or select with teacher assistance the most appropriate help session to attend. Class participation points may be given by a teacher for attending a tutor session or for voluntary attendance at a help session.
3. The only acceptable excuses for not attending a Tutor study session will be based on attendance policies or have prior approval from the administration. Students will be allowed to miss two Tuesday session per semester within the guidelines of acceptable excuses in the attendance policy. Students will also be excused from Tuesday tutor sessions due to attendance at school sponsored events or contests. All other Tuesday tutor session will be considered mandatory. Students who do not attend the mandatory study hall or cause a disruption in a help session will be subject to all discipline procedures (i.e. detention or even suspension.) Students who are considered to have skipped their required tutor session will not be
4. A weekly success list will be posted by noon on the first day of the week. Students are responsible to students with an F or D and the subject they have that grade in. Failing students will be notified by the

individual teacher when possible. If a student consistently fails more than one class, a parent/student/teacher conference will be arranged by the guidance counselor.

5. Students failing a class will be placed on a warning list for eligibility. If a student fails the same class for three or more consecutive weeks, they will be ineligible for any activities for that week. Any student reported as failing two or more classes in a week will be ineligible for activities for that week. The eligibility week will be from Monday to the next Sunday. Eligibility is considered on a week to week basis with no carry over or accumulation of time.
6. Optional teacher-led or student-led tutoring session will be available before and/or after school. Extra credit points will be given to students who volunteer to be a tutor in the class they are assisting in. Students who tutor regularly will receive  $1\frac{1}{4}$  credit per semester as a teacher's aide.

## Library and Study Hall

The library will be available for use by any student before/after school and during noon hour. Please do not abuse the privilege. Students who wish to check books out of the school library may do so by checking them with the student library aide or the librarian. Any books damaged or lost will be charged to the student checking out the book. Students will also pay fines for overdue books.

Students who read magazines and papers during the Study Hall are expected to return them to their proper place before the end of the period. Students may check out of study hall to lockers or the rest room by using the passes from the study hall. All students are expected to have work and materials with them to keep busy during study. More detailed rules or directions may be supplemented by the librarian or study hall teacher.

## Lockers

A locker is assigned to each student when they enroll in school. Combinations locks are available upon request from the office. If for some reason, a student wishes to furnish their own lock, a duplicate key or the combination must be left with the office. If there is some special reason for a lock or locker change, contact the principal. Since using locks is the choice of the student, the school will not assume any liability for anything taken from a locker. Students are expected to keep lockers presentable and arranged so that the locker door will close. Notices or posters on the exterior of the locker will be removed periodically. No personal items are to be displayed on the exterior of the locker.

Students may also be assigned lockers in the gym for use in PE or when participating with school athletic teams. These lockers have combination locks and students are expected to use them. Students who do not lock up their gym locker will have to pay a fee to reclaim their belongings.

## Locker and Vehicle Searches

No student may use a locker, desk, or vehicle parked on school property as a depository for a substance or object which is prohibited by policy or law, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. The board reserves the right to authorize administrative personnel to inspect a student's locker, desk, or vehicle on school property when there is reason to believe such substances or objects may be involved. School lockers may be checked periodically for cleanliness and health reasons. The administration will establish procedures for such searches or inspections in regards to school property and student welfare.

## Student Dress (Policy #5108)

Students should dress in clean clothes that are in good taste, wear shoes, and be well groomed during school hours and when representing a school organization or group. Students may not wear clothing advertising alcohol, drugs, or tobacco; displaying nude or scantily clothed persons; containing obscene, offensive or suggestive lettering. Compression shorts, tank tops, T-back shirts, or tops with in-appropriate necklines or arm holes and tops that expose the midriff or waist will not be allowed. Tank top or shirt straps should be one inch in width. If undergarments are visible or would be visible with the student's attire, students will be in violation of this policy. Shorts, skirts, or dresses are expected to be of appropriate length by having or being worn so the clothing has or covers at least a 5 inch inseam measurement. The administration will make the final determination on the

acceptability of any clothing worn. If the administration or staff determines any clothing is obscene or offensive, the student will be asked to turn the shirt inside out, be offered a different shirt to wear, or be sent home to change clothing depending on the circumstances. Failure to comply will result in disciplinary action.

In addition, students are to remove hats or head coverings when entering the school building during school hours. Hats or head coverings are to remain off until the student leaves the building through exiting doors. This is a social issue of respect that is expected of all students.

## Cell Phone/ IPOD Use

While SGCHS recognizes the necessity of staying current with advancements in technology, use of cell phones/iPods will be supervised and regulated to ensure proper use. The use of cell phones or iPods will not be allowed in classrooms unless specific approval is given by the classroom teacher. Students will be allowed to use phones in the hallways before and after school, between classes, and during lunch. Earphones may be used in hallways but only in one ear to allow communication to occur. Honor Lounge students may use cell phones or iPods in the Honor Lounge area. While students will be allowed to have cell phone and iPods on school grounds and on activity trips, they are expected to keep the devices out of sight in locker, book bags, or travel bags to insure no interruptions of instruction, practice or activities without permission from teachers, coaches, or administration. Cell phones are never to be used in restrooms or locker rooms. If a student uses a cell phone/iPod in an unauthorized manner of the device is unsecured, it will be confiscated, turned into the administration, and parents will be contacted. The device will not be returned until the parents are informed and agree to the return. Violations of this policy or inappropriate use of the devices will result in disciplinary write ups/ action.

## Conduct

**As Part of the student rights and responsibilities which are made available to students, Board Policy #5103 establishes rules and expectations relating to student conduct. That policy covers behavior on school ground or at school functions and includes some of the following points: (the formal policy gives more detail on expectations summarized here.)**

1. A Student shall not intentional cause substantial disruption of any school operation.
2. A student shall not intentionally or with gross carelessness damage school or private property. When school property is damaged or stolen, the Principal shall withhold grades, transcript or diploma until restitution is made. This includes care of textbooks, classrooms, lockers, hallways, and school grounds.
3. As described in Policy #5106: Harassment of students will not be tolerated. This includes threat of injury, hazing, intimidation, inappropriate teasing, manipulation or defacing of private property, circulation of materials/statements which defame or any other actions which cause another student to feel threatened or unsafe. This includes the use of electronic media in such a manner. Students involved in such actions will be subject to disciplinary steps. Students who have knowledge of such behaviors should report the information to a teacher, counselor, the Principal, or Superintendent. Discipline for bullying/ harassment/ hazing includes a warning, detention, in-school suspension, or possible expulsion. These discipline steps are accumulative over a high school career and may be in addition to other discipline steps.
4. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic or hallucinogenic drug, marijuana, alcoholic beverage or intoxicant of any kind, nor be involved in the misuse of common chemical substances. A student violating this expectation will be subject to discipline as described in policy #5400 and #5105.
5. A student shall not possess, use or transmit any tobacco product including electronic cigarettes or nicotine delivery device.
6. Any lewd, indecent, or obscene act of expression shall be grounds for disciplinary action.
7. Correct hallway behavior is necessary for smooth operation of the school day. Running in the hallways is a dangerous practice. Move quietly and orderly between classes. A student should not block the hallway at any time. When sitting in the hallways, students are required to sit on the floor opposite of the school lockers to allow hallway traffic to move smoothly. A student shall not have food or drink in the hallways with the exception of water in an approved container. If a student is taking refreshments or food to a class function, the container must be sealed and unopened while in the hallway. Keep the hallways clear of litter. Couples are advised to behave in a respectable manner.

8. Forging of documents, acts of cheating, or plagiarism will be grounds for corrective action or discipline.
9. A student shall not repeatedly fail to comply with district policies, school rules, or directions of the school staff during any period of time when under the authority of school staff.
10. In accordance with the provisions of the Gun-Free Schools Act, any student who brings a firearm or weapon to school, possess any firearm or weapon on the way to or from school, or at any school function without proper authorization, will be expelled for a period of one calendar year unless modified by the board of trustees. The terms "firearms or weapons" include any device designed or may be readily converted to expel a projectile by the action of an explosive, the frame or receiver of such a weapon, a muffler or silencer for such a weapon, any explosive or incendiary, poison gas, knife with a blade longer than four inches, a sword, a straight razor, throwing star, num-chucks, brass or metal knuckles, or object to be used as a club. The district will keep a record of students disciplined under this policy and provide information about circumstances to the local law enforcement authorities.

**The administration has adopted the following policy concerning student conduct during regular school sessions, or while engaged in, or attending extra-curricular functions of this school:** Students guilty of acts which are not compatible with good citizenship and which reflects poorly on the good name of the school are subject to suspension from school. Reinstatement to school is left to the discretion of the administration.

Any specific rules will be presented by the principal at an assembly during the first few days of school, and occasionally at other assemblies during the year as needed.

## **Parent Notification of Disciplinary Action or Suspension**

### **A. Students sent to the Administrator's office for disciplinary action with a discipline referral note or referral will be given a hearing with the administration and will be treated as follow related to the seriousness of the offense:**

1. First discipline report – warning from the principal.
2. Second discipline report – 30 minute detention
3. Third discipline report – 60 minute detention (skipping any detention will results in an in-school suspension and the student will still have the detention to complete as scheduled by the principal.)
4. Fourth, fifth, and sixth discipline report – in-school suspension and parent contact will be made.
5. Seventh and eighth discipline reports – out-of-school suspension with a mandatory parent/student/administration conference before the student can return to class.
6. Ninth discipline report – out-of-school suspension with recommendation for a hearing before the school board for expulsion.
7. If the administrator feels the student's actions were serious, the level of discipline can be adjusted.
8. In regards to suspension, a suspension for a period of one up to five days can be imposed. Parents will receive documentation of the incident and discipline applied.
9. Academic suspensions, which are related to disruptions of the classroom or incidents that occur in the school building during regular school hours (8:00 AM – 4:00 PM) will be considered unexcused absences. Students will receive zeros for any assignments given on those days.
10. Students suspended for non-academic reasons will receive all assignments missed during the suspension and will be required to hand in all work on the return to class. Students will receive grades on such completed work provided there are no additional disciplinary problems for the remainder of the semester.
11. Students will be given the opportunity to make-up cumulative tests or projects for any suspension but must make their own arrangements to do the work outside of class time.
12. When a student is reported to the office as a result of discipline classified as most serious, such as assaulting a teacher, destroying school property, endangering an individual's health or other students' health, insubordination, truancy, possessing or being under the influence of drugs or alcohol, or smoking on school premises, immediate suspension will follow with no previous warning to the student. The administrator shall immediately report the suspension

of that student and the cause in writing to the parents or guardian of the student.

Suspension will be either in-school or out-of-school at the discretion of the administration.

- B. A student could be expelled from school** if he or she is sent to the office for repeated misconduct or a student's actions fall into the most serious category as outlined in item number twelve above. Should the record indicate that expulsion is necessary, written charges specifying the circumstances will be filed by the principal with the superintendent and the District Clerk. Upon receipt of said written charges, the School Trustees shall immediately set a time and place of a hearing related to said charges and shall direct the School Clerk to give written notice of said time and place of the hearing, together with a copy of the said written charges, to be served upon the parent or guardian of the student not less than three (3) days from the date of the order setting the time and place of the hearing. The student and parent/guardian will be informed as well as to their rights to a hearing, open or closed session, representation, called witnesses, and appeal.

The School Trustees shall meet at the time and place set for the hearing, hear all witnesses and examine all evidence pertaining to said written charges of expulsion and, by its written decision concurred in by four (4) or more members, determine whether there is good cause to expel the student from SGCHS. The decision of expulsion is solely the power of the School Trustees and shall be in writing and recorded in the minutes of the Board. During the period of time between the filing of said written charges and the date of the hearing, the student will be suspended from school.

## Restricted Campus

Students in violation of the Activity Policy (#5500), the Chemical Abuse Policy (#5400), or the eligibility Policy (#5520) may have restriction placed on them regarding campus privileges such as leaving the school grounds or being allowed in the halls or gym during lunch. The duration of these restrictions will be determined by the policy or the administration.

## Purchase Orders

Students purchasing merchandise for use in school activities or school organizations are required to use a purchase order form. These may be obtained from the Activities Director or the office with permission from advisors/coaches/sponsors. Bill or receipts are to be returned to the office immediately following the purchase.

## Assemblies

Assemblies may involve pep assemblies for activities or teams, special awards, presentations, or entertainment. Students are expected to behave appropriately and courteously during these opportunities. Regular class periods are shortened to allow time for assemblies. Please be a gracious audience for all of our guests.

## Equal Education and Employment Opportunities Policy #4110 and #5101

As provided in the Constitution of the State of Montana, Sweet Grass County High School District is committed to equality of educational opportunity. The district is also committed to equal employment opportunity. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school-related activities. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Inquiries or complaints regarding discrimination should be directed to Mr. Al Buerkle, Title IX/Section 504 Coordinator, Box 886, Big Timber, MT 59011 (phone 406-932-5993.) (Optional – to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, MT 59620 (phone 406-444-2884), or Director, Office of Civil Rights, Federal Office Building, Denver, CO 80294 (phone 303-844-5695.)

## UNIFORM GRIEVANCE PROCEDURE

### Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If the grievance relates to an issue covered in a collective bargaining agreement, the complainant must use the grievance procedure in the collective bargaining agreement.

**Level 1: Informal**

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

**Level 2: Principal**

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Superintendent, who acts as Nondiscrimination Coordinator for the District and who shall investigate the complaint. The Superintendent/Coordinator will complete the investigation and file a report within thirty (30) days after receipt of the written grievance. The Superintendent/Coordinator may hire an outside investigator if necessary. The report will include a recommendation for resolution of the complaint. If the complaint party or other parties involved are not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator/Superintendent to the Board for a hearing (Level 4.)

**Level 3: Superintendent**

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

**Level 4: The Board**

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration by applying the procedures of policy #3200. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

**Level 5: County Superintendent**

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

**Additional Federal Notices****SGCHS adheres to the following federal requirements:**

1. Compliance with Elementary and Secondary Education Act requirements includes: all staff meeting requirements of highly qualified, this information is available on request; basic contact information about students is supplied to military recruiters unless specifically denied by parents; parents of students in Title I courses will receive information related to those classes and will be given opportunities to give input into the operation of that program.
2. National School Lunch Program: parents can request information regarding free or reduced lunch and breakfast prices based on family income. Information is also available regarding the school wellness policy.
3. McKinney-Vento Assistance Act: educational rights of students who find themselves or their families homeless are protected. Information regarding this can be obtained at the high school office.
4. HIPAA: all health information gathered by SGCHS to assist with serving students is kept confidential.
5. Individuals with Disabilities Act (IDEA): SGCHS meets all the requirements for establishing programs for students who need assistance as determined by an IEP or 504 Plan.
6. Asbestos Emergency Response Act: SGCHS inspects its buildings every six months and offers training to staff members to comply with its federally approved Asbestos Management Plan.
7. Students Records: Under the Family Educational Rights & Privacy Act, parents, legal guardians, and legal age students have the right to examine records maintained by the school on their child. Parents should contact the guidance office if they wish to review or request a change in those records. While the school board has the final decision about what information is included in educational records, the parents or students have the right to place a statement in the file. The school district may disclose directory items, information requested by the juvenile justice system, disciplinary action in appropriate cases, or information to federal or state agencies. If parent/guardians do not want such information given to military recruiters, they must notify the high school in writing that they do not want such information to be released. Contact the high school office for a copy of the student records policy if there are any further questions.

**Special Services****Transportation**

All students who are transported by the school buses on regular routes are expected to comply with the following rules:

1. Students will be held responsible for being on time at bus stops and for boarding the bus which transport high school riders to their route buses at the grade school.
2. There is to be no pushing, fighting, throwing rocks or snowballs, or harassing behavior while waiting to board the bus.
3. Do not run alongside a bus when it is moving. Wait until the bus comes to a complete stop before attempting to board.
4. When riding a moving school bus, students are to be seated at all times. There shall be no throwing of objects, loud boisterous conduct, or any other activity which may distract a driver.

Process for bus discipline:

1. A student who misbehaves on a school bus and is reported to the administration will be warned for the first offense.
2. A second offense or referral to the office will result in a temporary suspension from riding the bus. Before being suspended, a student will be given a hearing before the Principal to explain his actions. If the Principal rules against the student, the student will be suspended for riding the school bus for

- up to three days. The student's parents will be notified by the Principal by personal contact and the discipline will be documented with a letter to the parents.
3. If there is a third offense or a student's actions are so severe that it endangers other students riding the bus or the student is guilty of harassing other students, the student may be suspended from riding the school bus for an extended period of time up to and including for the remainder of the school year. Parents will be notified in writing regarding the suspension.
  4. Before a student is expelled from riding the bus for the remainder of the year, a registered letter will be sent to the parents explaining the conduct and circumstances surrounding the situation. The letter will contain the time and place of a hearing that will be conducted by the SGCHS Board. The student will have all rights of due process in the hearing including the right to legal counsel, calling witnesses, and the opportunity to have a closed session with the board. If a four or more board members concur with expelling the student, the student will not be allowed to ride the bus for the remainder of the school year. All proceeds will be documented. During the period of time between the filing of the written charges and the date of the hearing, the student will be suspended from riding the bus.

Conduct for school sponsored activity buses:

1. All students must dress according to the school dress code. Sponsors may require students to dress better than school code requires.
2. When staying overnight, the time at which students are to be in bed by the time specified by coaches/sponsors.
3. Students are to be where they are expected to be and conduct themselves in an appropriate manner at all times. If they need to leave an area they must notify their supervisors.
4. There is to be no use of tobacco, alcohol, or drugs at any time during the trip – on buses, at events, or in the motel room.
5. The sponsors shall check the bus after each unloading of students. Students are to put all paper, cans, etc., in waste cans.
6. When riding on a moving bus, students are to be seated at all times. There shall be no throwing of objects, loud boisterous conduct, or any other activity which move prove distracting to the bus driver. The sponsor/ coach is responsible for student conduct. The bus driver shall have the right to stop the bus and refuse to proceed until all distracting activities have ceased.
7. All serious deviations from expected behavior at any time during the trip shall be reported to the Principal. The Principal reserves the right to bar students from future bus trips and to take disciplinary actions as is deemed necessary.
8. Students are to use good judgment in regard to their conduct at all times while on a trip and to represent themselves so as to bring praise to Big Timber.
9. Students who travel on a school bus or other authorized school transportation must return in the same vehicle unless your parents have signed a release form. Release forms must be signed by parents in advance of the activity trip. Please return the forms to the school office or the sponsor/coach of the activity.
10. Students are to use the front doors of the bus to exit. Emergency exits are to be used only in cases of emergencies.

### Hot Lunch

The high school has a hot lunch program for all students who wish to take advantage of it. All students desiring to eat at the hot lunch are expected to raise their hand for morning lunch count taken during first period. Lunch costs will be determined annually. Money to be used for credit on the automated lunch account system must be brought to the cafeteria in the morning. Students will be issued an identification number which they will enter on the keypad as they move through the lunch line. If student wish to use cash for lunch, they must wait at the end of the lunch line. Students will be warned the lunch line or receive an alternate meal.



The lunch line forms at the office area cafeteria doors. Good orderly conduct is expected of every student in the lunch line and the cafeteria. After eating lunch, student should clean up their area and return empty plates to the dish window.

## Activities Policy

### A. Purpose and goal

1. The purpose of this booklet is to provide pertinent information, guidelines and recommendations to all students, parents, athletic coaches, activity sponsors and other individuals and organizations involved in the various activities available at Sweet Grass County High School (SGHS).

2. The goal of the SGHS activities program is to insure the development of all individual's self-esteem and abilities through involvement in activities by maximizing cooperative effort of his/her peers, school, parents and community.

### B. Statement of philosophy

1. A comprehensive and balanced activities program, considered to be an essential compliment to the basic program of instruction at SGHS, provides opportunity for our students to further develop interests and talents in sports, debate/speech, drama, journalism, FFA, FHA, music, student government and academic-related areas. Students should be encouraged to concentrate their time and energy in those activities which are best suited to their abilities. Participation in these activities should provide many students with a lifetime basis for personal values, for work and for leisure activities. Accordingly, appropriate skill levels should be established within activities. In order to maintain a high competitive level in all activities, coaches/sponsors will determine the number of participants retained and the amount of their participation through all levels of the program.

2. Participation in activities is considered a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, to the student's family and to the students themselves.

### C. Network of Communication

1. Chain of command--The authority to govern activities at SGHS shall be as follows:

- a. Board of Education
- b. School administrator
- c. Activities director
- d. Head coach/sponsor
- e. Assistant coach/sponsor

2. Grievance Procedure--The purpose of this grievance procedure is to encourage positive development of lifetime problem solving skills. If a participant or his/her parent has a problem concerning the activity they are involved with, they should first communicate in the following order:

- a. Coach/sponsor
- b. Activities director
- c. School administrator
- d. Board of education

### D. Requirements for Participation in Activities

1. The following are considered extracurricular activities:

MHSA sports (football, volleyball, basketball, track, golf, cross country, cheerleading), Speech/Drama, FFA, FHA, Sweet Sixteen, Jazz Band, Student Council, National Honor Society, International Club, Close-Up, School Play, Ski Club, Pep Club.

2. Requirements of all extracurricular activities:

- a. All of these activities will follow the same eligibility, drug-alcohol-tobacco, and citizenship requirements for participation.(See Part E of this policy.)
- b. Students must attend school the entire day of a contest or event if they expect to participate in the activity. This means students cannot be absent for any period on the day of an activity or event. Exceptions are made for advance make-up slips or emergency situations as determined by the administration on an individual basis.
- c. Participants who miss class periods due to a school-sponsored activity will follow the same guidelines for making up assignments that is expected in the attendance policy.
- d. SGHS will assume no financial responsibility for injuries sustained by students involved in school activities.
- e. On some occasions, meals will be furnished to the student on out of town trips. Depending on the time involved, distance to travel, etc., the participant may be asked to provide their own "sack lunch".
- f. In some instances, students will be required to purchase a portion of their activity or practice uniform--which will become their property. Other personal equipment is the responsibility of the student.
- g. All students are responsible for the proper care and security of practice or game equipment and uniforms issued to them. School-furnished equipment is to be worn only for contests or practice. Occasionally, parts of the uniform may be worn at school the day of a game--with permission by the coach or sponsor. All equipment not returned in good condition at the end of the season will be subject to financial penalty.
- h. Parents are expected to provide medical insurance coverage for their child during participation in activities.

3. MHSA athletic activities (football, volleyball, basketball, track, golf, cross country, cheerleading) have the following additional requirements:

- a. The Montana High School Association requires ..."To be eligible to participate in an association contest (athletics only) a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance..."
- b. A physical examination is required by both the Montana High School Association and SGHS before students can practice or participate in an athletic contest. The examination, which must be certified by a medical doctor, nurse practitioner, or PA for the current school year, covers all sports and must be on file with the coach or in the school office. The cost of the physical examination is the responsibility of the student or their parents.
- c. All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. Some of the risks include, but are not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete, impairment in the use of limbs; brain damage; paralysis; or even death.

4. MHSA athletic activities, Speech/Drama, FFA, FHA, Sweet Sixteen, Jazz Band, International Club, and Close-Up are required to hold a Parent/Participant/Coach/Sponsor Pre-season Conference.

- a. This conference (meeting) with all participants and their parents/guardians present, will be held before the first contest for the purpose of discussing all phases of student participation in a specific sport or activity. This will be a mandatory meeting and student will not be allowed to participate until it has taken place.
- b. At the meeting, a Parental Agreement/Medical Authorization form will also be presented and signed. The signatures give permission for the student to participate and travel with the group to scheduled events and give permission for emergency treatment by a physician or hospital when the parent/guardian is not present or available. A copy of this form will be kept with the

coach/sponsor in case emergency treatment is needed. The form must be signed by the parent or guardian, along with the participant in order for the student to participate in activities.

c. A second form will be presented regarding the activity policy. Signatures indicate that both the participant and the parent/guardian understand the policies and eligibility rules set forth by SGHS.

d. All sponsors/coaches will be accountable for supplying information regarding their activity to parents or guardians and participants as well as getting the required forms completed.

## **E. Codes of Conduct**

### **1. General Information**

a. A firm and fair policy of enforcement is necessary to uphold the regulations and standards of activities at SGHS. The community, school, administration, coaches and sponsors feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program.

b. The Board of Trustees at SGHS has established the following minimum rules and guidelines governing the participation in extracurricular activities. It is the Board's belief that participation in activities can contribute to the all-around development of young men and women and the implementation of these rules will help maintain the high standards at SGHS and serve the following purposes:

- (1) Develop desirable personal health habits.
- (2) Promote discipline among students.
- (3) Confirm and support existing state and local laws.
- (4) Emphasize standards of conduct for young leaders as role models.
- (5) Assist students in resisting negative peer pressure.
- (6) To recognize and provide assistance for problems students may have.
- (7) Develop commitment to be the best you can be.
- (8) Dispel the myth that occasional use of chemicals is okay.
- (9) Emphasize that activities are a privilege that requires some responsibilities.
- (10) Encourage "team" values.

c. Students will be expected to know the rules of participation and must make the decision to follow those rules if he/she wishes to take part in activities at SGHS. Coaches or advisors may have more comprehensive expectations. Those expectations will be presented as a part of a team handbook that is presented to students and parents who will sign forms indicating that they have been informed of the additional expectations and understand that those rules will be enforced as described.

d. Any appeals regarding the activity policy will follow the usual due process used in disciplinary procedures. An appeal must be made within five (5) school days of the imposed suspension.

e. Activities Disciplinary Council will consist of a coach from an MHSAA athletic activity, two sponsors/coaches from other extracurricular activities, a CARE team member, an officer of the student council, and another junior or senior student to be selected by the council.

### **2. Eligibility**

a. Academics are considered the primary responsibility of SGHS activity participants.

b. Students are required to take six subjects per year, or have an approved individual education plan (IEP).

c. All requirements as outlined in the "Project Success" program must also be met in order to participate. Students will have a two week warning period if they are failing one class. A student will be ineligible if they are failing the same class for three consecutive weeks. If a student is failing two or more classes in a week, they are ineligible for activities for that week.

d. The week of eligibility begins on Monday and ends on the following Sunday.

### **3. Citizenship**

a. All participants shall abide by a code of conduct which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that

results in dishonor or tarnishes the reputation of the student, team, group, or the school will not be tolerated.

b. All SGHS extracurricular activity participants are expected to follow and adhere to the following expectations. Failure to do so will lead to disciplinary action.

As a Participant ...

(1) I will adhere to all school district policies - I will follow all school district rules, regulations, and policies regarding language, sportsmanship, attendance rules, behavior, harassment, and academics.

(2) I will adhere to program rules - I will follow the rules of the specific program in which I am involved. These include such things as meeting attendance, behavior, adherence to activity rules, sportsmanship, care of equipment, etc.

(3) I will exercise sportsmanship- At all times I will demonstrate sportsmanlike behavior and language toward opponents, officials, referees, fans, and coaches. My comments, cheers, and actions will be positive rather than taking the form of put-downs or intimidation.

(4) I will respect property and equipment - As a part of respecting others, I will respect their property and equipment. Responsible care of all activities facilities and equipment is a must. I will not tolerate vandalism or theft.

(5) I will respect those in positions of authority - I will show respect for those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

c. A student who violates the provisions of the citizenship rules of this policy is not in good standing and is ineligible for a period of time to be determined by the activity director and administration.

#### 4. Drug, Alcohol, Tobacco use

a. SGHS Chemical Abuse Policy 5400, which covers chemical issues on school grounds and at school functions, shall be in effect for all students at SGHS in addition to the activity policy.

b. A student will not possess, use, buy, sell, or give away, any drug classified as an illegal controlled substance including misuse of prescription or synthetics, any alcohol, or any tobacco. This includes the misuse of common chemical substances or electronic cigarettes or tobacco delivery devices.

c. This rule will be in effect each school year from the first day of practice for fall sports until the last day of school that year. Violations will be cumulative from the student's first day of class at SGHS or their first day of practice in an activity, whichever occurs first.

d. Being in the company of individuals possessing, using, buying, selling or giving away alcohol or drugs is strongly discouraged. Students who are involved in such situations will receive a warning on their first offense if no legal action has been brought against the student. Students involved in a second or additional occasions will be considered in violation and suspended from activities in accordance with section e.

**\*\*Explanations of "in the company" violations:**

(1) Students who respond to a call or visit a party briefly to drive a friend home will be considered designated drivers and are not in violation of this rule. Those who drive for a period of time while other students are drinking in the vehicle will be considered in violation.

(2) Students attending family functions will not be considered in violation. Gatherings involving groups of students or young people at a "house party" or party where there is use of alcohol or drugs will be considered a violation..

(3) Students employed where legal items may be sold or consumed are not in violation.

e. On what is considered a first violation of the provisions of part b. or d. of this section, the student will be suspended from activities and will be required to complete the following provisions prior to the appeal hearing:

- (1) Develop a written plan indicating their understanding of the problem, willingness to change their behavior, and a commitment to activities by including action accountability to support the commitment. The written plan may be accompanied by up to five letters of support.
- (2) The plan must include enrollment in and completion of a chemical abuse education courses at the student's expense.
- (3) Four hours of school or community service.
- (4) Meet with the SGHS school guidance counselor a minimum of two times during the suspension period for a minimum of 1/2 hour per session, to discuss their substance abuse problem.
- (5) At the end of four weeks, the student, parents, and legal representation may meet with the Activity Disciplinary Council to review the student's plan and progress. The council can accept the plan if it meets their criteria, or add two weeks to the suspension for the student to work harder on a sufficient plan. Should the student present an inadequate second appeal or not fulfill the Disciplinary Councils' guidelines, the suspension will be extended to a total of eighteen weeks.

f. For a second violation in a student's high school career, the student will be suspended from activities for 18 weeks.

g. Should there be a third offense, students will be suspended from all extracurricular activities for the remainder of their high school career. The student may apply for reinstatement at the end of a calendar year if they agree to a chemical use assessment by a chemical dependency counselor and agree to abide by the recommendations of that counselor.

h. Definitions related to the suspensions.

- (1) A week of suspension is defined as seven calendar days beginning from the time the suspension is imposed.
- (2) During a suspension, a student may still participate in practices or meetings of their extracurricular activities.
- (3) Suspension may span two different activity seasons or two different school years.
- (4) Students should be advised that while they are under suspension the activities policy is still in effect.
- (5) Participants ineligible at the beginning of an athletic season as the result of a violation will be eligible to participate in that activity if all requirements of the Activity Disciplinary Council are met.

## F. Additional Expectations

1. Students involved in activities at SGHS will be expected to realize that they are a part of a group representing their school and community. They will be expected to adhere to the following rules of conduct as enforced by coaches/sponsors.

- a. Curfew: Students will be expected to follow city regulations concerning curfew. Students may be expected to be home earlier on the night before contests as directed by coaches or sponsors.

- b. Hair and Dress: Students are expected to stand out as a team and not as individuals. Clean and safe haircuts are recommended. Participants will be expected to dress neatly and appropriately, both at school and during activity trips as required by their specific activity.
- c. Travel: The student is subject to the full direction and authority of the coach or advisor not only at practice and contests, but also while traveling to and from an activity. During travel, the coach or advisor has full responsibility from the time of departure until return. All school policies are in effect during the trip and any student violation may result in the student being sent home at the parent's expense. A student will not be released from a group to travel with others unless written arrangements were made by the parent or guardian for release to a parent or guardian.

## **Constitution Preamble**

We, the associated students of Sweet Grass County High School, in order to form a more perfect high school, establish justice, insure student and individual rights, and to promote education of the students herein, do hereby establish this constitution for Sweet Grass County High School.

### **Article I**

Section 1 – All the legislative powers herein granted shall be vested in a Student Council which shall consist of two representatives from each of the four classes and three executive officers elected from the student body.

Section 2 – The student Council shall approve all awards given by the various organizations with the President of the Student Council signing each of the award certificates.

Section 3 – The Student Council normally shall meet once every school month. These meetings shall be set up by the Student Council President conferring with the Principal.

Section 4 – The Student Council quorum shall consist of two executive officers and six class representatives.

Section 5 – All measures shall be passed by two-thirds majority of the Student Council, excluding the President.

### **Article II**

#### **Section 1**

Clause 1 – The executive power shall be vested in the President of the Associated Students of Sweet Grass County High School. He/she shall hold office for the term of one year beginning on the first day of the following school year and together with the Vice-President and Secretary-Treasurer, shall be elected as follows:

Clause 2 – Regular elections for the Student Council officers will be held during the first two weeks of May. Eligible voters will be current 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students. Graduating seniors will be ineligible to vote. Voting will take place after the candidate assembly. To file for nomination a student must file a petition with the Secretary-Treasurer of the Associated Students stating the office for which he/she wishes to run and containing his/her own signature and the signatures of ten percent (10%) of the student body and the signature of the principal. Deadline for filing shall be 3:45 p.m. on the Wednesday preceding the election day.

Clause 3 – To be eligible for election to the above named offices, a student must be a member of the incoming Junior or Senior class. The student must be in good standing scholastically, have shown good citizenship in both the school and the community, and have an attendance record in which absences do not exceed school policy. If any of these items are in question, the candidate must have all concerns addressed to the principal and the student council advisor no later than the deadline for filing for office.

Clause 4 – If an elected officer fails to maintain passing grades while holding office, he/she shall be immediately removed from said office and a special election shall be held on the second Tuesday after the end of the semester to fill the vacancy. However, in the event that the President is removed from office, the Vice-President shall be elevated to the office of President and a special election shall be held to elect a Vice-President.

#### **Section 2**

Clause 1 – The President of the Associated Students of Sweet Grass County High School shall serve as President of the Student Council. He/she shall preside at all meetings but shall have a vote only in case of a tie, to break that tie.

Clause 2 – The Vice-President of the Associated Students shall serve as Vice-President of the Student Council.

Clause 3 – The Secretary-Treasurer of the Associated Students shall serve as the Secretary-Treasurer of the Student Council.

Clause 4 – To hold office all officers must have received a majority of votes cast; there shall be a run-off election between the two candidates receiving the most votes cast.

## **Article III**

### **Section 1**

Each class shall have officers consisting of : President, Vice-President, Secretary-Treasurer, and two Student Council representatives to be lected at large within the class no later than the first month after school convenes. The term of the office for each officer shall be one school year.

### **Section 2**

Clause 1 – The President shall preside over all meetings of his respective class. He/she will oversee all other officers of the class, and he has the power to appoint class members to various committees.

Clause 2 – The Vice-President shall preside over all respective class meeting in the absence of the President. All powers vested in the President shall devolve on the Vice-President in the case of the President's death, removal, resignation, or inability.

Clause 3 – The Secretary-Treasurer of each respective class shall record all minutes of meetings of the class. He/she shall carry on all correspondence and financial business relating to that class and keep records of such.

Clause 4 – The Student Council representatives shall attend all Student Council meeting, take an active part in council discussions and activities, and report back to their class all important business. The Student Council Representative shall have one vote in Student Council business.

Clause 5 – The Vice-President and Secretary-Treasurer shall be given the right to participate in all class discussions and are entitled to vote on all class business. The President shall vote only in case of a tie to break that tie.

## **Article IV**

A student shall be eligible to hold office only if he/she has maintained passing grades in all solid subjects the previous quarter. If an elected officer fails to uphold this standard of eligibility, he shall be removed from office. A new person shall be elected or appointed to fill said vacancy.

## **Article V**

All debts contracted and engagements entered into before the adoption of this constitution shall be as valid against the student body before.

## **Article VI**

This constitution and the laws of the Student Council which shall be made in pursuance thereof; and all rules made or which shall be made under the authority of the Student Council, shall be the supremem law of this school, anything in the constitution or laws of any organization of class notwithstanding, providing they shall be within the limits of, and conform to the laws of the ?State of Montana ,and/or, policies and rules of the Board of Trustees, and/or the administrative rules and regulations of this school.

### **Section 2**

The Student Council shall have the power to propose an amendment ot his constitution upon approval of at least two-thirds (2/3) of the Council membership, excluding the President. An amendment shall orginate either by motion and approval within the Council, or by petition from the student body. Said petition shall clearly state the proposed amendment and be signed by ten percent (10%) of the student body. An amendment becomes valid

upon ratification by two-thirds (2/3) majority vote of each of the four classes, provided that any amendment does not infringe in any way upon the students' rights provided for in this constitution.

### **Section 3**

This constitution shall be in full force and effect when ratified by a two-thirds (2/3) majority vote of each of the four classes of this school.

## **By-Laws**

### **Article I – Awards**

Section 1. Rules concerning the awards system of Sweet Grass County High School.

- a. Only athletes will be permitted to wear the block "S" and stripes.
- b. All other organizations will be permitted to have their choice of emblem, subject to Article, Section 4 of this Constitution. The following organizations have chosen the following emblems:
  1. "S" Club – Block 'S' and stripes on the left sleeve.
  2. Thespians – Two-faced dramatic emblem.
  3. Band – Lyre-type emblem with block 'S' inset.
  4. Cheerleaders – Block 'S' with megaphone inset.
  5. Scholastic – Block 'S' with lamp inset.
  6. Choir – Block 'S' with choir inset.
- c. All other organizations desiring emblems must submit their emblem to the Student Council for approval.
- d. All awards for sweaters must be legally earned. All illegal emblems on sweaters must be removed.

### **Article II – High School Dances**

Section 1. Persons Eligible.

- a. All local high school students.
- b. Students participating against our school in different activities on the date the dance is held.
- c. Students who come on buses, etc., when their team is participating in some activity on the date the dance is held.
- d. Non-students who have had a SGHS student complete a guest pass from the office prior to the dance.

Section 2. Persons ineligible, when accompanied by a high school student or not.

- a. Students on suspension.
- b. Persons who leave the dances after the appointed time cannot return.
- c. Groups from another town when they have no apparent reason for being there.

Section 3. Dance violations.

- a. No person shall at any time possess alcohol or have alcohol on his/her breath.
- b. No person shall have tobacco or smoke at a dance.

Section 4. Chaperones.

- a. There shall be at least three chaperones at each dance.
- b. At least one of the chaperones must be a member of the faculty, and at least one of these shall be a male.
- c. Parents may be the other chaperones at a dance.

Section 5. Live music dances.

- a. The Student Council will promote each class for one dance date., The difference between the money received at the gate and the cost of the dance will be covered by the Council.
- b. All other organizations must hold live music dances at their own risk unless backing is received from the Council before such date.
- c. All bands and admission fees must be approved by the Student Council.

### **Article III – Organizations**

Section 1. The athletic department is organized to promote inter-scholastic sports.

- a. Anyone interested in sports may join.
- b. Athletes participating in the various sports may earn a varsity letter, a block 'S'.
- c. Sweet Grass County High School shall be a member of the conference assigned them by the Montana High School Association.



Section 2. Band is organized to raise the musical taste and standards of the school and community.

- a. Band is open to all students.
- b. Members furnish their own instruments or rent a school owned instrument for the year.
- c. Elected officers will be President, Vice-President, and Secretary-Treasurer.
- d. Band members may earn awards for participation.

Section 3. The duties of the Cheerleaders are to promote school spirit and citizenship.

- a. There will be two (2) cheerleaders squads – one for fall sports, and one for winter sports. The number on each squad will be determined by the amount of the interest and the selection process.
- b. Try-outs for each squad will be open to all grade levels (there will be no designated “junior varsity” or “varsity” squads).
- c. Try-outs will be held in May for both (2) squads.
- d. All cheerleaders are required to abide by and comply with the training rules as athletic team members.
- e. All cheerleaders will ride the bpe bus, both going to and returning from events, unless overnight permission is received from parents prior to the bus departure from Big Timber. Other arrangements will be made when no pep bus is available.
- f. F. Cheerleaders shall be selected by a vote of a panel of judges using criteria set forth by the cheerleading advisor. The panel will consist of students who will represent the student body and may include senior cheerleaders, student council officer, and pep club members. The panel will also include adults representing teachers, administration, booster club, and parents. In the event that too few are interested, try-outs can be canceled at the discretion of the sponsor.

Section 4. The choir is organized to better understand and appreciate music.

- a. Any student may join by registration at either semester.
- b. There will be regular rehearsals, special rehearsals, and some special groups.
- c. The officers elected will be, in the event there is a boys’ choir and girls’ choir, a President, Vice-President, Secretary-Treasurer, and Librarian, for each group.
- d. There are no special dues, and members may earn awards.

Section 5. The Future Farmers of America is organized to promote an interest in agriculture and citizenship among SGHS boys and girls.

- a. Elected officers shall consist of President, Secretary, Treasurer, Reporter, Sentinel, Parliamentarian, First, Second, and Third Vice-Presidents.
- b. The dues will be set by the club for the following year.
- c. Members may earn awards.
- d. The advisors shall be the vocational Agriculture instructors.

Section 6 . The National Honor Society (Margaret Deegan Chapter) is organized to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Sweet Grass County High School.

- a. The student who have at least a 3.5 GPA after three semesters of high school and have participated in at least two activities are eligible for membership.
- b. Students are selected by a faculty committee after consideration of all four qualifications listed above.
- c. Students may be removed from the chapter for failure to maintain a 3.5 GPA or for failure to adhere to the chapter code of ethics.
- d. Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society.
- e. The officers selected are President, Vice-President, and Secretary-Treasurer.
- f. The sponsor of the organization shall be appointed by the Principal.

Section 7. The Pep Club is organized to promote school spirit and sportsmanship.

- a. Any interested student may join.
- b. There is no special meeting date.
- c. The officers shall be President, Vice-President, and Secretary-Treasurer. Candidates for officer positions will be expected to express a plan of action for the organization before being elected. Elections will be held at the beginning of the school year.

- d. The advisor shall be appointed by the Principal.
- e. Members may earn an award by accumulating each year a certain number of points.
- f. The point system will be flexible and will be determined each fall by the club officers.

Section 8. The 'S' Club is composed of varsity athletic award winners. It is organized to further interest in athletics and to assist the school athletic department.

- a. The primary function of the 'S' Club is to sponsor Homecoming and Homecoming activities.
- b. Any student receiving a letter in competitive sports is automatically a member.
- c. Letter winners receive a block 'S' when they receive their first letter and emblems are presented for each succeeding year that a student letters.
- d. All athletes and managers will be expected to abide by the training rules set up for participation. These rules are read and signed by the athlete and parent.
- e. The officers elected are: President, Vice-President, and Secretary Treasurer.
- f. The varsity coaches will be the advisors for the organization.

Section 9. The Thespians is organized to promote and interest in forensics or drama.

- a. To be a member, you must be interested in speech or drama.
- b. There is no special meeting date.
- c. Dues will be determined by the membership.
- d. The officers elected are: President, Vice-President, Secretary, and Treasurer.
- e. Awards are earned on a participation basis. Special awards will be awarded to the best actor, best actress, and best characterization.
- f. Students in Speech and Drama will be subject to all rules of the Montana High School Association.
- g. The advisor will be appointed by the Principal.

#### **Article IV – Admendments**

The By-Laws may be amended by a two-thirds (2/3) affirmative vote of the Student Council at any regular or special meeting.

### **SGCHS School Colors**

Royal Blue and White

### **SGCHS School Song**

(To tune of University of Minnesota Rouser)

Sweet Grass High School Hats off to thee.  
 To your colors, true we shall ever be.  
 Firm and strong, united are we.  
 Rah, rah, rah for Sweet Grass High  
 Rah, rah, rah, rah.  
 Rah for old Sweet Grass High.