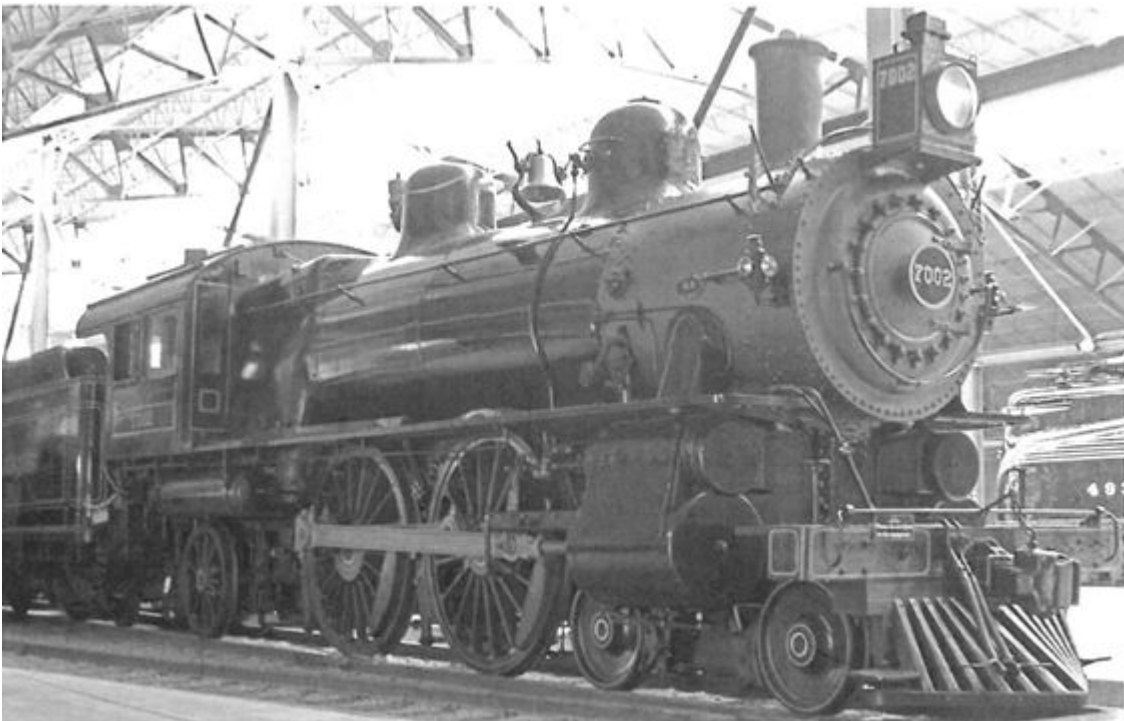


Laurel High School

Student Handbook 2020-2021



**Locomotive Strong!
Be Respectful Be Responsible
Be A Graduate**

**Laurel High School
2020- 2021**

TABLE OF CONTENTS

WELCOME STUDENTS AND PARENTS!	4
LAUREL HIGH MISSION STATEMENT:	5
BOARD OF TRUSTEES	5
PERSONNEL	5
FACULTY CONTACTS	6
2017-2018 SCHOOL CALENDAR	8
2018-2019 REPORTING DATES	9
NONDISCRIMINATION	9
SILENT SUSTAINED READING	9
S.T.E.A.M (STUDENTS TOGETHER EMPOWERING ALL MEMBERS)	10
STUDENT GOVERNMENT	10
LHS STUDENT BODY OFFICERS	11
ON THE RIGHT TRACK	11
REGULAR BELL SCHEDULE	12
WEDNESDAY BELL SCHEDULE	12
CLOSING OF SCHOOL	12
EMERGENCY DRILLS	12
PLEDGE OF ALLEGIANCE TO THE FLAG	13
INCOMPLETE GRADES	13
STUDENT RIGHTS AND RESPONSIBILITIES	13
SENSITIVE TOPICS	14
SEXUAL HARASSMENT	14
SEXUAL HARASSMENT POLICY	14
TITLE IX	15
SECTION 504	16
ATTENDANCE POLICY	16
SAMPLE ATTENDANCE CONTRACT	18
10 DAY RULE	19
ATTENDANCE AND PARTICIPATION	20
GENERAL REGULATIONS	20
PROCEDURAL RULES AND REGULATIONS	26
DISCIPLINE POLICY	27
THE TEACHER'S ROLE IN DISCIPLINE	27
THE PRINCIPAL'S AND ASSISTANT PRINCIPAL'S ROLE IN DISCIPLINE	27
FORMS OF DISCIPLINE	28
STUDENT DISCIPLINE-POLICY 3310	28
TOBACCO-FREE POLICY	28
STUDENT PENALTIES FOR TOBACCO	Error! Bookmark not defined.

USE OR POSSESSION OF ALCOHOL, ILLEGAL OR CONTROLLED DRUGS, OR DRUG PARAPHERNALIA	Error! Bookmark not defined.
ALCOHOL, DRUGS OR ITEMS REPRESENTED AS SUCH, OR ILLEGAL PARAPHERNALIA	Error! Bookmark not defined.
SEARCH AND SEIZURE	29
GUN FREE SCHOOLS	31
GUIDANCE SERVICES	32
CREDIT RECOVERY	33
CORRESPONDENCE COURSES	33
POST-SECONDARY PLANNING	33
SCHEDULE CHANGES	34
GRADUATION REQUIREMENTS	34
GRADING SCALE	36
ACADEMIC LETTER	36
REPORT CARDS AND HONOR ROLL	36
CLASS RANK	37
PROGRESS REPORTS AND HOMEWORK ACCESS	37
FAMILY NIGHT	37
MEDICAL RELEASE EXCUSES-PHYSICAL EDUCATION POLICY	37
MUSIC	38
POLICY FOR SCHOOL RELATED COLLEGE AND CAREER VISITS	38
SCHOLARSHIPS AND AWARDS	38
HEALTH SERVICES	38
MEDICATION AT SCHOOL	39
ELIGIBILITY REQUIREMENTS	39
ATHLETIC CHEMICAL USE POLICY	Error! Bookmark not defined.
CLUBS AND ORGANIZATIONS	40
CLASS AND ORGANIZATION FUNDS	41
NATIONAL HONOR SOCIETY	42
EXTRACURRICULAR ACTIVITIES	42
SPORTSMANSHIP	42
SPIRIT GUIDELINES	Error! Bookmark not defined.
CHEERLEADERS	44
SCHOOL SPIRIT	44
SCHOOL SONG	44
SCHOOL PEPSONG	44
ASSEMBLIES	45
DANCES	45
LIBRARY MEDIA CENTER	45
RESPONSIBLE USE POLICY FOR TECHNOLOGY/INTERNET/ELECTRONIC RESOURCES	46
PROGRESSIVE DISCIPLINE PLAN RUBRIC	49
DEFINITIONS: FOLLOWING DEFINITIONS HELP TO EXPLAIN STUDENT INFRACTIONS	51

WELCOME STUDENTS AND PARENTS!

Locomotive Strong:
Are you on the Right Track?
Be Responsible...Be Respectful...Be a Graduate

As we begin the New Year at LHS we are excited that you will be joining in on the adventure. As you enter our doors for the 2020-2021 school year you will find that we are committed to student excellence in ALL areas. This year you will find a new schedule at the high school. We are implementing a block schedule and encourage everyone to become familiar with Gold Days (A-Block), Purple Days (B-Block) and the Wednesday Early Release schedules. We are excited to approach learning in a more student centered atmosphere for 20-21. Our staff members continue to work hard in providing quality educational programming and experiences for our students and families. Our commitment to being Locomotive Strong is a top priority and will help build a dynamic learning environment for all members of our learning community.

Academics is the focal point of daily experiences at LHS, however students are also encouraged to engage in a multitude of co-curricular activities and/or athletics that can be found on our campus throughout the year. Research and experience shows that students who join clubs, activities, and/or athletics excel academically, socially, and emotionally as young adults. Active engagement throughout high school leads to the development of responsible, respectful, goal-oriented graduates ready for the challenges of post-secondary life.

Parents, guardians, and families are highly encouraged to remain that guiding force behind each student. We value and respect the role the family plays in the development of our students and know that with that guidance, our students experience far greater success in their lives. We as a staff at LHS look forward to the opportunity to building strong partnerships with families in the process of developing the best characteristics and talents of our students for success in their endeavors.

Our handbook provides the guidelines that are followed in the daily operation of our school. We encourage you to review it fully. We have attempted to answer most questions we have been asked over the years, however please feel free to contact us if you are unable to find what you need in our handbook. We will be more than happy to answer your questions.

May you enjoy a successful, positive, and rewarding Locomotive Strong year at Laurel High School!

Sincerely,

Shawnda Zahara
Laurel High School Principal

**Locomotive Strong:
Be Responsible; Be Respectful; Be a Graduate**

LAUREL HIGH MISSION STATEMENT:

LHS is dedicated to the individual development of each student, every day, without exception!

Laurel High School will do this by....

- Providing a Safe and Orderly Environment
- Maintaining a Climate of High Expectations
- Implementing Effective Instructional Leadership and Practices
- Supporting a Clear and Focused Mission
- Respecting Time for Students to Learn Essential Skills
- Monitoring Student Progress Frequently
- And Partnering with Our Community and Our Families

BOARD OF TRUSTEES:

Karen Teeters, Chair
karen_teeters@laurel.k12.mt.us

Brittani Hunter, Vice Chair

brittani_hunter@laurel.k12.mt.us

Dale Ahrens

dale_ahrens@laurel.k12.mt.us

Mike Creeden

michael_creeden@laurel.k12.mt.us

Cindy Drake

cindy_drake@laurel.k12.mt.us

Dak Fike

dak_fike@laurel.k12.mt.us

Kami Maack

kami_maack@laurel.k12.mt.us

PERSONNEL

ADMINISTRATION:

Shawnda Zahara shawnda_zahara@laurel.k12.mt.us
Matthew Carey matthew_carey@laurel.k12.mt.us
Dominick Vergara dominick_vergara@laurel.k12.mt.us
Dr. Linda Filpula linda_filpula@laurel.k12.mt.us

Principal
Assistant Principal
Activities Director
Superintendent

STAFF:

Rachel Gappa
Marita Grammar
Becky Wommack
Erin Altman
Jeanette (Mitzy) Carter
Leona Goldsberry
Celeste Knaub
Brienne Logan
Jodi Nelson
Danielle Payne
Peggy Schreiner
Dustin Albers

Secretary
Secretary
Secretary
Building Aide
Building Aide
Building Aide
Building Aide
Building Aide
Building Aide
Building Aide
Title 1 Aide
Custodian

Kristine Oostermeyer
Tamara Raty
Jessica Ausen
Paul Damjanovich
Suzy Cleveland
Wendi Clark

Nurse
Custodian
Custodian
Custodian
Food Services
Food Services

FACULTY CONTACTS:

Teachers can be reached via phone or email. The number and address for each teacher is listed below. The phone system has voicemail capability which allows you to leave messages for the teachers. These two formats are a valuable tool to facilitate communication between home and school. Please feel free to contact the teachers whenever necessary.

LAUREL HIGH SCHOOL - 203 East Eighth Street 628-3500

<u>FACULTY NAME</u>	<u>TEACHING ASSIGNMENT</u>	<u>PHONE #</u>	<u>E-MAIL ADDRESS</u>
Bekkedahl, Wendy	PE/Health	628-3542	wendy_bekkedahl@laurel.k12.mt.us
Bennington, Jayme	Science	628-3525	jayme_bennington@laurel.k12.mt.us
Berst, Carrie	Special Education	628-3521	carrie_berst@laurel.k12.mt.us
Branstetter, Kierston	Mathematics	628-3531	kierston_branstetter@laurel.k12.mt.us
Burghardt, Rhonda	Choir	628-3545	rhonda_burghardt@laurel.k12.mt.us
Condon, Lisa	Business/Tech Integration	628-3566	lisa_condon@laurel.k12.mt.us
Cross, Elliot	Band	628-3544	elliott_cross@laurel.k12.mt.us
Motley, Trevor	Agriculture	628-3576	trevor_motley@laurel.k12.mt.us
Deming, Lee	Social Studies	628-3567	lee_deming@laurel.k12.mt.us
Edgmond, Brent S.	Counseling	628-3508	brent_edgmond@laurel.k12.mt.us
Evans, Jacob	English	628-3511	jacob_evans@laurel.k12.mt.us
Fox, Brandi	Counseling	628-3510	brandi_fox@laurel.k12.mt.us
Aspensen, Ceilon	Art	628-3524	ceilon_aspensen@laurel.k12.mt.us
Gatley, Dan	Social Studies	628-3513	dan_gatley@laurel.k12.mt.us
Graves, Wendi	Math	628-3529	wendi_graves@laurel.k12.mt.us
Hallock, Kayla	Spanish	628-3512	kayla_hallock@laurel.k12.mt.us
Harvey, Stacia	Special Education	628-3523	stacia_harvey@laurel.k12.mt.us
Vergara, Dominick	Activities Director	628-3509	dominick_vergara@laurel.k12.mt.us
Dutton, Cheralyn	English	628-3550	cheralyn_denton@laurel.k12.mt.us
Hill, Jason	Mathematics	628-3528	jason_hill@laurel.k12.mt.us
Hill, Ted	Social Studies	628-3581	ted_hill@laurel.k12.mt.us
Hirschorn, Mikayla	Library- .5 FTE	628-3535	mikayla_hirschorn@laurel.k12.mt.us
Hodges, Lori	Library	628-3534	lori_hodges@laurel.k12.mt.us
Jess, Aloma A	PE/Title 1	628-3526	aloma_jess@laurel.k12.mt.us
Kegel, Evawn	Math	628-3543	evawn_kegel@laurel.k12.mt.us
Kellinger, Hannah	Science	628-3556	hannah_kellinger@laurel.k12.mt.us
Kimmet, Matt	Business	628-3518	matt_kimmet@laurel.k12.mt.us
Klimper, Russell	Mathematics	628-3520	russell_klimper@laurel.k12.mt.us
Leinwand, Jeannie	Business	628-3517	jeannie_leinwand@laurel.k12.mt.us

Ludwig, Mike	PE/Health	628-3539	mike_ludwig@laurel.k12.mt.us
Markert, Autumn	Science	628-3533	autumn_markert@laurel.k12.mt.us
May, Joe	Tech. Ed	628-3583	joe_may@laurel.k12.mt.us
Moon, Tara	Science	628-3527	tara_moon@laurel.k12.mt.us
O;Malley, Michael J	World History	628-3516	michael_omalley@laurel.mt.us
O'Neil, James	Social Studies	628-3571	jim_oneil@laurel.k12.mt.us
Ozbun, Brandon	Photo Journalism	628-3547	brandon_ozbun@laurel.k12.mt.us
Pierce, Blake	Science	628-3530	blake_pierce@laurel.k12.mt.us
Thomas, Lindy	Special Education	628-3548	lindy_thomas@laurel.k12.mt.us
Prevost, Andrea	English/Spanish	628-3538	andrea_prevost@laurel.k12.mt.us
Robinson, Nancy	English	628-3549	nancy_robinson@laurel.k12.mt.us
Ross. Cody	Social Studies	628-3515	cody_ross@laurel.k12.mt.us
Grazley, Tracy	Special Education		tracy_grazely@laurel.k12.mt.us
Scott, Brent L	English	628-3561	brent_scott@laurel.k12.mt.us
Terry, Lisa	Family & Consumer Science	628-3532	lisa_terry@laurel.k12.mt.us
Wright, Linda	Mathematics	628-3519	linda_wright@laurel.k12.mt.us
Officer Jared Anglin	SRO	628-3507	jared_anglin@laurel.k12.mt.us

Parents/Guardian emails: We highly encourage you to provide an up-to-date email address for communication purposes. You can send those directly to our front office staff to be added to our system.

Our District Website has been redesigned and will provide information for all aspects of our school and district. You can access this at: www.laurel.k12.mt.us

2020-2021 School Calendar (insert here)

2020-2021 REPORTING DATES

September 21 October 26	1 ST Qtr. Mid-Term (Infinite Campus Portal) End of First Quarter (Paper copy to student)
November 25 January 12	2 nd Qtr. Mid-Term (Infinite Campus Portal) End of First Semester (Mailed home)
February 16 March 22	3 rd Qtr. Mid-Term (Infinite Campus Portal) End of Third Quarter (Paper copy to student)
April 23 May 23 May 27	4 th Qtr. Mid-Term (Infinite Campus Portal) Graduation End of Second Semester (Mailed home)

NONDISCRIMINATION

Discrimination in education because of sex, race, color, creed, religion, national origin, age, and physical or mental handicap, and political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The district is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects. (Policy 3210)

S.T.E.A.M (STUDENTS TOGETHER EMPOWERING ALL MEMBERS)

Building an army to defeat student apathy and support student learning at LHS.

STEAM WILL:

1. Give an opportunity to remediate students who need assistance (*Core Support).
2. Give positive support to students who are not doing homework (*Roundhouse Room).
3. Provide a structured study hall environment for students.
4. Give a time to provide additional learning opportunities to students (*Enrichment).
5. Build in incentives for students complying with the highest school requirements (*Rail Pass, Internal Rail Pass, peer tutoring, etc.).

STEAM (continued):

Core Support: Additional help given by the curricular teacher to students in core subjects.

Roundhouse Room: This room will be reserved for students who have missing assignments past their due date.

Enrichment: An extended opportunity for students to expand their knowledge based on their interests.

Rail Pass: Senior students who meet and maintain the criteria (2.8 GPA. have no more than two tardies per class, have no unexcused absences, and have zero disciplinary detentions and/or suspensions).

Junior Rail Pass: Junior students who meet and maintain the criteria (same as the senior criteria) starting at the beginning of Semester 2.

Internal Rail Pass: Incentive times for enrichment activities for students not on the ICU Missing Assignment List or failing courses.

STUDENT GOVERNMENT

QUALIFICATIONS FOR STUDENT BODY OFFICERS: The President, Vice President, Secretary shall have been a member of the student council for at least one year previous to the date of election. Officers shall meet all eligibility requirements set down by the district and the MHSА.

QUALIFICATIONS FOR CLASS Representatives: Officers shall meet all eligibility requirements set down by the district and the MHSА and shall be members of that class.

2020-2021 Student Council Members

Student Body President: Keeli Harris
Student Body Vice President: Thomas Amestoy
Student Body Secretary: Savanna Keightley

Senior Class Officers:

Trynadee Goldsberry, Hannah Halvorson, Kailee Huynh, Morgan Rollman

Junior Class Officers:

Maggie Dolechek, Ava Fox, Lauren Johannsen, Alyssa Meadows, Jai Popoff, Lenora Ray, Emmet Renner

Sophomore Class Officers:

Ella Breen, Kaiya Graves, Morgan Maynard, Aidan Peers

Freshman Class Officers:

Makayla Amestoy, Shae Goeke, Caleb Hilbrand, Elizabeth Jenkins, Courtney Lamb, Deegin McNiven, Maddolyn Stringer, Emmersyn Thomas, Rachel Thompson

ON THE RIGHT TRACK

The program, **On the Right Track**, is intended to motivate as well as to reward student excellence.

On the Right Track benefits students by recognizing student achievement, providing incentives for that achievement and promoting success and self-esteem. Businesses may offer discounts, donations or other rewards as incentives. Businesses will be identified as LHS sponsors.

Gold Card Criteria:

Grades: 3.0 GPA...or...increase of .5 from previous 9 weeks

Tardies: No more than two per class

Absences: No unexcused absences

Discipline: Zero disciplinary detentions and/or suspensions

The criteria for the program are based on each nine weeks for the first 3 quarters.

REGULAR BELL SCHEDULE-New Block Schedule

Gold Day (A-Block)

Period 1: 8:05am-9:39am

Period 3: 9:43am-11:27am

Lunch: 11:27am-12:12pm

Period 5: 12:12pm-1:46pm

Period 7: 1:50pm-3:24pm

Purple Day (B-Block)

Period 2: 8:05am-9:39am

Period 4: 9:43am-11:27am

Period 6: 12:12pm-1:46pm

Period 8: 1:50pm-3:24pm

WEDNESDAY EARLY RELEASE SCHEDULE –New Block Schedule

Gold Day (A-Block)

Period 1: 8:05am-9:21am

Period 3: 9:25am-10:41am

STEAM: 10:41am-10:59am

LUNCH: 10:59am-11:44am

Period 5: 11:44am-1:00pm

Period 7: 1:04pm- 2:20pm

Purple Day (B-Block)

Period 2: 8:05am-9:21am

Period 4: 9:25am-10:41am

Period 6: 11:44am-1:00pm

Period 8: 1:04pm-2:20pm

CLOSING OF SCHOOL

If it should be necessary to close the school due to bad weather, failure of heating system, or some similar case, arrangements will be made to broadcast a notice over local TV and Radio stations in Billings between 7:00 a.m. and 8:00 a.m. and by automated phone message.

EMERGENCY DRILLS

Throughout the school year, a number of school fire/disaster drills will be held. Instructions, routes to be followed, and exits to be used will be given to each class during the first week of school.

The importance of proper attention and sincerity during these school fire/disaster drills cannot be overemphasized. Innumerable lives have been saved where proper training has made possible the quick and orderly evacuation during fires and emergencies. It is against the law as well as a violation of school policy to set off a fire alarm without just cause. Violators will be dealt with accordingly.

Please observe the following to the best of your ability:

1. Start as quickly as possible.
2. Follow the designated route.
3. Walk briskly, but do not run.

4. Move well away from the building after getting outside.

PLEDGE OF ALLEGIANCE TO THE FLAG

Montana House Bill 77 requires recitation of the pledge of allegiance in public schools at the beginning of each week in grades 7-12. The bill provides that a student or teacher must be excused from participation if the student's or teacher's convictions preclude participation, requires school districts to inform students and teachers of the right not to participate, and prohibits a school district from using a student's or teacher's refusal to participate against them. The bill also provides, however, that a teacher who exercises the right not to participate in the pledge recitation is still required to teach subjects related to the flag if the subject is prescribed by the trustees in the curriculum.

INCOMPLETE GRADES

An incomplete grade may be issued when a student has missing assignments in Infinite Campus or on the Round House list or there are extenuating circumstances which prevent the student from completing all required work during the grading period. An incomplete grade must be changed to a letter grade within one week following the posting of quarterly grades. For 2nd semester, students must complete all assignments and tests by the end of Finals week. Alternate arrangements may be made through the teacher and approved by administration which allows the student to complete work due to extenuating circumstances past the end of 2nd semester.

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHT	RESPONSIBILITY
Obtain an education at public expense and participate in the school program.	Attend all classes daily, prepared and on time. Pursue course of study prescribed by state and local authorities and carefully select electives based upon interest and need.
Expect the schools to be a reasonably safe place for all students to gain an education.	Assist and cooperate with the school faculty, staff, and administrators who are responsible for providing a safe school.
Attend and participate in school meetings, assemblies and other co-curricular activities conducted for business or entertainment.	Be on time, participate and show consideration for performers, and remain until the event is finished.
Use school equipment, books and materials.	Take care of them and return them upon request.
Attend classes in which teachers are providing learning environments, materials and instruction and in which grades are fairly assigned.	Attend school, be an active learner, complete all work and participate as an active learner in the classroom.
Receive the benefits of education programs without restrictions based on race, color, national origin.	Take discrimination grievances to officials according to the grievance procedure.
Observe any religion without the school requiring, establishing or conducting religious exercises.	Respect the religious beliefs and observances of others.

Benefit from any educational program without restrictions based on sex discrimination.	Take any discrimination grievance to the appropriate person according to the school's grievance procedure.
Be represented by an active student government selected by school elections.	Take an active part in student government by running for office or voting for the best candidates; make student problems known through the student council.
Express opinions orally or in writing.	Express opinions in a respectful manner and in ways which will not offend or slander others.

SENSITIVE TOPICS

Policy #2335 states: Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. (Lines 7-9) In accordance with Board policy, parents may ask to review materials to be used and may request that their child be excluded from sex education class session without prejudice. (Lines 10-12)

Each year, there are topics presented in alignment with the curriculum that may be considered sensitive. The topics being presented in Laurel Public Schools this year are as follows:

Grade Level	Topic	Curriculum Area	Instructors
9 th	STD's, HIV, Domestic Abuse	Health Curriculum	PE Teachers

The materials that will be used to deliver this instruction are available for your review anytime during normal business hours at each school office. Two weeks prior to instruction, you will again be notified by mail and given the opportunity to "opt" your student out of all or part of the instructional unit.

Please ensure that your contact information, especially your mailing address, is kept up to date at the school office.

SEXUAL HARASSMENT

Our goal is to have a school where students can learn without pressure from sexual harassment. Any student who feels they have been sexually harassed is encouraged to report this violation to the Principal, Associate Principal, or any teacher, or parent/guardian. You have the right to learn and participate in activities free of sexual harassment, the right to get help from your school to stop it, the right to be free from retaliation or intimidation if you report it. You also have the responsibility to learn about sexual harassment, to take it seriously, to tell the harasser to stop, and to stop your friends and classmates when they harass others.

SEXUAL HARASSMENT POLICY

It is the policy of the Laurel Public Schools to maintain a learning and working environment that is free from sexual harassment.

It will not be tolerated for any member of the Laurel Public School staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section I. Supervisors are responsible for eliminating sexual harassment. It will not be tolerated for students to harass other students or staff members through conduct or communications of a sexual nature as defined in Section I.

1. Definition

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by student to another student, or when made by a student to a staff member, when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:

Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual or when:

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

- B. Sexual harassment, as set forth in Section I.A., may also include, but is not limited to the following:

Verbal harassment or abuse

Pressure for sexual activity

Repeated remarks to a person with sexual or demeaning implications

Unwelcome touching

Sexual assault

Rape

Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

2. Procedures

- A. Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Laurel Public Schools Title IX Grievance Policies or may complain directly to his or her immediate supervisor, his/her principal, the superintendent, or the board chairperson. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

Any person who feels they have been sexually harassed is encouraged to report this violation of policy. All complaints will be handled discretely. Because a thorough investigation requires that both the alleged perpetrator and the alleged victim be allowed to explain the incident, anonymity cannot be allowed. Retaliation against an employee or a student to making a complaint or participating in an investigation will not be allowed.

Investigation of a sexual harassment complaint will be carried out by the building administrator. If a building administrator is the accused perpetrator, the superintendent shall conduct the investigation. If the superintendent is the accused perpetrator, a person designated by the trustees will conduct the investigation.

Violation of this policy may range from suspension up to and including discharge of an employee or student expulsion.

TITLE IX

It is the policy in this school district to comply with TITLE IX of the Education Amendments of 1972, which states that, "No person shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance."

A grievance procedure is available to handle any complaints. The following District personnel are available to provide information, discuss your rights, handle any inquiries or complaints, or assist you in any way regarding equity issues.

TITLE IX COORDINATOR

HR Director, Joseph Patton
410 Colorado Avenue
Laurel, Montana 59044
(406) 628-3358

TITLE COMPLIANCE OFFICER

LPS Activities Director, Dominick Vergara
203 East Eighth Street
Laurel, Montana 59044
(406) 628-3500

SECTION 504

SECTION 504 prohibits discrimination on the basis of handicap in admission or treatment of students, or in most employment practices.

SECTION 504 COORDINATORS

Brent Edgmond (A-L)
203 East Eighth Street
Laurel, Montana 59044
(406) 628-3500

Brandi Fox (M-Z)
203 East Eighth Street
Laurel, Montana 59044
(406) 628-3500

504 COMPLIANCE OFFICER

Principal, Shawnda Zahara
203 East Eighth Street
Laurel, Montana 59044
(406) 628-3500

ATTENDANCE POLICY

The State of Montana has made education compulsory for all children from the ages of 7 to 16 years of age. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law. Any student 19 years of age prior to the start of school must have School Board approval to attend. Contact the principal to initiate the process.

Attendance in all classes and study halls by students enrolled in Laurel High School is expected; and students are responsible for being in class on time, prepared to learn.

Any time you leave the building other than at lunch and after school:

1. Have permission from your parent or guardian before you leave - either bring a note to school with you, or call your parent or guardian from school and have one of the secretaries in the office talk to them.
2. Sign out with the secretaries in the office. Put the time you leave and where you are going. If you return to school, sign back in and put the time you returned. **Failing to check out properly through the office will have consequences.**

Attendance Philosophy

Since attendance in school is paramount to realizing the utmost on one's education, the school district will utilize every effort to keep students in school. The intent of the 10-day rule is to stress to students and parents the importance of class attendance and to provide for greater student accountability, not to punish students who have legitimate absences approved beforehand. This attendance criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult, business, personal, and social life. Furthermore, regular

attendance is important because valuable skills and information gained in the classroom, may or may not show up on tests, or be reflected in an academic grade.

The process of education includes a combination of instruction, classroom participation, learning experiences, and study in order to achieve the maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. Having established the importance of regular attendance as a base for a good education, we must consider the rights and responsibilities of students, parents/guardians and teachers in regard to this attendance philosophy.

Students have a right to be involved in a meaningful program when in attendance at school. They will be able to make up work missed because of absence for a valid reason. At the same time, students have the responsibility to comply with school attendance rules and to make a reasonable effort to progress in the school program.

Parents/guardians are to keep the school informed of their child's absence. **Excused absences must be made within 3 school days of the absence.** Failure to excuse absences within the 3 day grace period will result in unexcused absences. They also have the right to keep the student out of school for illness or other valid reasons. Parents/guardians are expected to comply with state and local school laws and rules regarding school attendance. Parents/guardians will be kept informed of their child's absence.

Parents/guardians are urged to arrange physicals, picture appointments, doctor and dental appointments, etc. during study hall time, on weekends, during the summer, or during school holidays in order to minimize the loss of school time.

Teachers have a right to expect regular attendance from their students. Teachers should not be expected to perform burdensome work as a result of unjustifiable student absences. Teachers shall assist students with makeup work whenever absences have been for a good cause.

Procedures for taking a vacation during school days:

Parents must notify the office as soon as possible for known absences.

Students and/or parents, must contact each teacher at least 2 weeks in advance to allow time for planning and gathering of materials.

Requests for early semester tests must be at least one month ahead, with the understanding that the student might not have all instruction and practice completed for best results.

As much work as possible should be completed before said vacation and all remaining work will be expected on due dates or the day the student returns.

SAMPLE ATTENDANCE CONTRACT

School Board Information Only

PLAN TO IMPROVE ATTENDANCE FOR STUDENT EXCEEDING THE LHS ATTENDANCE LIMITS

DATE

To the parents/guardians of:

Your child has been absent 10 or more days. He/she is responsible to make up all missing assignments/tests and learn all standards in each of their classes. This document has been created in

consultation with the school administration, your child, you, and other relevant school staff to assist you and your child with improving his/her attendance to school. As you know, students are not allowed to miss more than 10 days per semester. Below are the interventions we agreed to in an effort to eliminate absenteeism.

- Check in at the office each day. No check-in will result in phone call to parent/guardian.
- Refrain from missing any more school this semester/year unless verified by a doctor or the court.
- Come to the office to meet with _____ when feeling overwhelmed or frustrated.
- Make up missed time after school, in the office, or during lunch.
- Adjust schedule to better meet instructional needs of the student.
- Send home a weekly report on attendance so parents can more closely monitor.
- View Infinite Campus weekly and impose consequences at home for any tardies.
- Referral to School Counselor.
- Other:

Failure to adhere to this plan could result in the following:

- **Disciplinary action: time for time, detentions (morning, lunch, or after school), ISS, or OSS**
- **Cited for Truancy by law enforcement**

We participated in the creation of this plan and will adhere to it.

Student's Signature

Date

Parent/Guardian Signature

Date

School Administrator Signature

Date

10 DAY RULE

1. A student will be allowed ten (10) absences per class, per semester. An absence is any time the student is not physically present in class.

Students who are absent will be permitted to make up work missed and to receive grades for time absent. The responsibility of contacting the instructors, getting assignments, doing the work, and submitting it to the instructor rests with the student. A student will be permitted one ill day for each day absent to complete make-up work. After this time period, missing work will be added to Roundhouse List.

If a student is to be absent, the parent/guardian must call the school any time after 7:30 a.m. or send a note to notify the school of the absence. Failure to do so after 3 days will result in an unexcused absence on the 4th day. The phone number is 628-3500. If the parent/guardian does not call, the District personnel will make every effort to call the home when an absence has occurred.

2. The ONLY absences that WILL NOT be used in calculating the attendance record are:
 - A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
 - B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Parent/guardian must notify the school. Any extended bereavement or appeals may be reviewed by the administration.
 - C. Subpoenas to appear in court or court-ordered (verified by a court document indicating their presence), out-of-district placements for special services; and
 - D. Long term illness and/or hospitalization verified by a doctor's statement. Medical/Dental appointments verified by a doctor's statement.
 - E. Attending an athletic event as an observer/fan under the following conditions:
 1. A parent/guardian form (green) signed and turned into the office prior to the event, at which time a student will receive a yellow form to have teachers sign. The yellow form must be turned into the office prior to event.
 2. Student must be academically eligible to attend the event.
 3. Student will be allowed to use up to (1) absence per semester to attend tournaments/festivals in which LHS is participating.
 4. Once at the chosen event, the student must check in with an administrator or teacher and give him/her the tournament form. Failure to do so will result in counting toward the ten (10) allowable absences.
3. Monitoring of Unexcused Absences:
 - A. After three (3) Unexcused absences from class/school, the parent / student will be contacted. Additional consequences may be determined.
 - B. After five (5) unexcused absences from school/class the parent / student will be contacted by letter and/or email. Additional consequences may be determined.
 - C. After eight (8) unexcused absences from school/class, the parent / student will be contacted again by letter and/or email, and a parent meeting will be requested to sign an attendance contract.
4. On the tenth (10) absence (excused or unexcused), a letter will be sent home indicating the severity of the situation and explaining in detail the consequences for missing more

than the allowed 10 days. A parent/student meeting will be set up to sign an attendance contract for the student where the student (If 18 years old) or the parent (If student is under 16) could be cited for truancy by law enforcement.

5. Further absences will result in additional consequences.
6. An unexcused or unverified absence can be considered truancy. The consequence for truancy could result in detention up to and including ISS/ OSS. Severe truancy will result in law enforcement contact.

Tardiness: Students are expected to be to class on time. A student is tardy when he/she is not physically in the classroom at the time the bell rings. Tardies are addressed via individual classroom expectations. If a student is tardy beyond 10 minutes, the tardy becomes an absence. An accumulation of four tardies in any class will result in an unexcused absence.

ATTENDANCE AND PARTICIPATION

Students absent during the day and/or part of the day of an activity or practice will not be permitted to participate in that event. If a student is absent the afternoon before a holiday, they may be permitted to take part in the activity during that holiday with the written consent of the parent/guardian, the administration and the head coach or group advisor of the event. On overnight trips when the team leaves before a holiday, students who are absent on the day before may not be allowed to accompany the team. Approval for participation will be considered if the absence in question results from a previously scheduled medical/dental appointment, an appointment that satisfies requirements of the law, attendance at a school related activity, senior pictures, OMV / passport appointments, or if OMV / passport appointments, or the absence results from some documented family emergency. A student will not be excused from assigned detention time for a practice or school activity.

GENERAL REGULATIONS

1. ANNOUNCEMENTS

Announcements should be e-mailed to Mrs. Condon (lisa_condon@laure1.k12.mt.us).

2. BUILDING HOURS

The High School building is open regularly from 7:30 a.m. to 4:00 p.m. Students should leave the building at the end of the school day just as soon as their work is completed.

3. CAFETERIA

The high school students have the choice of staying on campus and using the ala carte bar, or going off campus. Money must be deposited in a student's account for the student to be served. While eating in the school, all students are expected to be orderly, neat and quiet. Students will eat in the Depot or designated meeting areas. Any violations observed by supervisors will result in school consequences including loss of privilege of eating in the school.

High School students will maintain a separate lunch account from elementary siblings. See lunch policy guidelines under Board Policy #8205

4. DEPOT STUDY CENTER/STUDY HALL GUIDELINES

- Students will regard the study hall as a place to prepare their assignments and as a place of quiet study in an atmosphere conducive to study. They are expected to use their time wisely by studying, preparing assignments, or reading if assignments are completed. Sleeping and visiting are not options. Students should come to study hall prepared for the entire time.
- Grading is Pass/Fail. Grades will be based on attendance, work habits, missing

assignments and effort at reducing those assignments in a timely manner, and other expectations as outlined by supervisory staff members.

- Listening to music using personal earbuds or headphones is **ONLY** allowed WITH STUDY HALL MONITOR APPROVAL, provided others cannot hear it.
- Students needing to work on a computer or do research in the Library need to acquire a pass from the teacher the work is for **before** their study hall begins. After roll call the pass may be presented to the study hall teacher, to pass to the Counselors, Office, lavatories, or Library to check out a book. All passes must be returned to the study hall teacher signed and timed by the teacher the student went to **see before the end of the period**. No passes will be allowed the last 10 minutes of the period.

***Other guidelines may exist per teacher discretion.**

5. CARE OF BUILDING AND GROUNDS

Please consider the cost and efforts which go into the construction and maintenance of your school. Those who damage school property will be required to make restitution.

To ensure the privilege of having an open campus for lunches and snack and pop machines available in the school, students must take the initiative to keep the school grounds and the inside of the school clean by depositing their trash in the waste disposals that have been provided. The appearance of the school grounds reflect on all of us. Let's be proud of our school and be positive about our school grounds.

6. CELLULAR PHONE AND PERSONAL ELECTRONIC DEVICES

In order to maintain an educational environment free from distraction, students are discouraged from bringing cellular phones, MP3 players, Ipods, or other electronic devices into the classroom, unless approved by the teacher. If a parent/guardian needs to contact a student we ask that they call the office and leave a message, calls or text messages from parents to student cell phones are also not allowed during class time. These devices can be used during passing time, before school, lunch, and after school. If a student is caught using an electronic device at an improper time, or if the device disrupts a class, a staff member will take the electronic device away and the student will receive consequences per the LHS progressive discipline rubric. Failure to submit an electronic device to a staff member will result in a minimum of 1 day in-school suspension. If the student refuses to turn the electronic device over to the administration the student will be suspended from school until a parent conference is held. Other infractions of this rule will bring about further consequences which could include suspensions in school and out of school.

7. LHS Writing Expectations

- A. All writing and final draft work must be revised, proofread, and edited. Writing or presentations/projects that have not been edited will **NOT** be accepted by any teacher. The work will be marked as missing and returned to the student. The student will have an opportunity to make corrections and resubmit for full or partial credit per teacher discretion.
- B. Plagiarism: In an instructional setting, plagiarism occurs whenever a student submits work that intentionally or unintentionally gives the impression that the words or ideas originated with the student when in fact they are borrowed from another source. Plagiarism in any class is unacceptable (and illegal). All work should be original work and when sources are used, they must be credited. See the LHS Plagiarism Policy for consequences.

Plagiarism Policy

*Any incidences of plagiarism will be submitted as a referral note will in the contact log. The plagiarism policy **is cumulative** over the course of the current school year at Laurel High School.*

- 1st offense - 0 for the assignment with the opportunity to re-do for a maximum grade of a C+ or below depending on the quality of the work.
- 2nd offense - 0 for the assignment and **a letter will be sent to parents/guardians with a copy of the work in question**
- 3rd offense - 0 for the assignment (whether it occurs in the same class or not) and the student will receive an F for that grading period, in that class. If a student does receive an F for the grading period, the percentage grade for that F will be recorded as one (1) point below the established passing percentage required in that class. If the student has already earned a lower percentage than that, s/he will keep the percentage points s/he earned.

Steps for avoiding Plagiarism

Whether using APA or MLA the following statements apply EVERY TIME source material is used *no matter the class (examples below are in APA style).*

- **CITE all information** (not considered Common Knowledge) that you take from sources - whether you quote it, paraphrase it, or summarize it. Quotes should not exceed 10% of the assignment's word count.
- **Use SIGNAL PHRASES** when writing to introduce source material - so the reader can tell when you are using source material and when you are doing your own writing/thinking.
 - Examples: Harvard professor Michael Franks (2013) discovered
Hodges (2015), high school librarian, explained...
- **AUTHORIZE** the source at least once by explaining who they are/what they did that make them an expert.
 - Examples: Harvard professor Michael Franks (2013) discovered
Hodges (2015), a former elementary teacher, explained...
- **Include a SEPARATE page (or slide) at the end titled References (APA style) or Works Cited (MLA style)** that is double spaced, alphabetized, and uses hanging indents and properly formatted - not just a link to a website)
 - Wikipedia should not be used as a source. We encourage students to use the library databases to help ensure quality sources.

CHEATING AND PLAGIARIZING

All students are advised and counseled to avoid cheating on tests, copying another student's composition or homework, and plagiarizing the ideas, words, or writings of another. Students who are determined to have cheated or plagiarized will be given a zero on the assignment or test. Teachers are responsible for notifying parent/guardian of incident(s) and will issue a behavior referral. Use of a cell phone or unapproved electronic device during an exam will be considered cheating.

8. CLASSWORK AND SCHOOL RELATED ABSENCES

Students who miss class for school-sponsored activities will be required to make up their work. Each student will be responsible for contacting each teacher BEFORE he/she leaves school. Failure to do so may result in no credit given for work missed.

9. DRESS CODE

Clothing is to reflect respect for the district policies regarding sexual harassment, intimidation, and safety, as well as school position and philosophy promoting an atmosphere

of tolerance. The School District reserves the right to determine what appropriate dress is. Students are reminded that their appearance significantly affects the learning environment and may even be a safety concern in some safety sensitive instructional areas of the school. Students are not to wear clothing that may create material or substantial disruption of the educational process; be destructive to persons or property; represent or encourage gang activity; advertise alcoholic beverages, tobacco products, and drugs or paraphernalia; contain sexual connotations; contain spikes or chains; exhibit offensive or suggestive language or graphics; or be considered offensively revealing or distasteful.

- Headgear in the school building is prohibited. i.e.: (caps, head covers, bandanas, sunglasses, etc.).
- Undergarments and shoes are required. However, undergarments should be fully covered including bra straps and waistbands and tops of "boxers." At no time should undergarments be showing through holes or tears in jeans/shirts or below the length of a skirt / shorts, etc. **Slippers and Pajama pants are not allowed.**
- Bare midriff, see-through and backless garments are not appropriate nor are tops tied together by strings across the back or around the neck such as the "bandana" or "halter" tied tops. Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole. Undergarments should be appropriately covered with outer clothing and straps.
- Shorts/skirts should not be shorter than the tip of the pinky finger of the student's hand when the arms are hanging at the student's side and should cover appropriate areas of the body at all times.

A good guideline is to dress in a manner that would be acceptable in the 'professional' and 'craft' job settings. Any other type of dress may be questioned and consequences assigned as listed in the "Discipline" section of this handbook.

A teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the coursework/activities required in the class (i.e. science, vocational classes, P.E. and any special project, etc.). This may extend to footwear, fabric content requirements, head coverings, safety protection, etc. Failure to comply with these requirements may result in disciplinary action under the "Dress Code" policy as well as possible loss of points or credit for any work that a student may be unable to complete as a result of non-compliance with the regulation.

Regarding graduation ceremonies, graduates are expected to abide by the grooming and dress recommendations in order to participate in the ceremony. The pride the community takes in its graduates should appropriately be reflected in the dress of those wishing to participate. Specifics will be forwarded during the spring of the year. Questions in advance may be directed to the principal.

****The School District reserves the right to determine what appropriate dress is.**

10. EVENTS SPONSORED BY THE SCHOOL

Students at school-sponsored events on or off the school campus shall be governed by school district rules and regulations and are subject to the authority of school district personnel. A student's attendance at such events is conditional upon his/her observance of school rules and regulations. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the

principal.

11. FEES, FINES AND OUTSTANDING BILLS

Students will be provided with basic educational material at no charge. Students are expected to provide their own paper, pens, pencils, erasers and notebooks; physical education attire and athletic equipment; extracurricular attire which becomes property of the student; and elective tuition for courses offered off campus. Occasionally student fees will be collected for the costs of materials related to class projects that the students keep; voluntarily purchased pictures, rings, publications, announcements, etc.; voluntarily purchased student accident insurance; musical instrument rental fees and uniform maintenance; parking fees, library fees for lost, damaged or overdue books; and driver training courses.

Students are responsible for the reasonable care of school property such as books and lockers. Damage or loss of school property will result in fines which must be paid before grades and transcripts will be issued. It is the student's responsibility to make sure that they do not owe the school money for whatever the reason. Fines and charges not paid will result in withholding of report cards and/or transcripts. At the end of the year, a notation is attached to the permanent record which causes any transfer of credits or issuing of a diploma to be held until the charge is paid. Students owing fine money will not be issued a locker or any school equipment pending the payment of such fine.

12. HARASSMENT, INTIMIDATION, BULLYING (includes Cyber Bullying and Harassment), HAZING and MENACING

Laurel High School will strive to provide a positive and productive learning and working environment. Harassment, intimidation, menacing, hazing or bullying is prohibited and shall not be tolerated. A school effort to provide learning opportunities for students about these topics will be a priority.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. The LHS Progressive Discipline Plan will guide the implementation of consequences. Individuals may also be referred to law enforcement officials.

Simply defined, bullying is when someone repeatedly hurts or scares another person on purpose. Bullying, intimidation, and harassment are aggressive behaviors - words, actions, or social exclusions - that intentionally hurt or harm another person. The aggressive behaviors occur repetitively and cause an imbalance of power between the perpetrator(s) and the victim(s).

This behavior can be physical such as running into people on purpose, preventing an individual from going where they want, taking personal items, pretending to hit an individual, etc. It can be verbal such as threats of harm or ridicule, calling names, describing individuals with mean descriptors, making individuals uncomfortable, etc. It can be in person or through the use of technology: e-mail, texting, voicemail, Facebook, Instagram, Snap-Chat, other forms of social media, etc.

Hazing is considered bullying by Laurel High School. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. It can be subtle like wearing a t-shirt or more overt like expecting students to participate in activities outside their normal boundaries of comfort.

Behavior does not only affect the intended victims but those who observe the behavior as well. Students behave differently at times to avoid being a target. Misplaced sentiment has it that being bullied is part of growing up and builds character. This unfortunate way of thinking is wrong and only damages students. The fact that a victim laughs or seems to accept this type of behavior does not reflect true feelings and again the behavior does affect bystanders

as well.

If a student or parent/guardian knows of an incident such as described above, they should contact the Assistant Principal, at 628-3500 as soon as possible. It is also appropriate to contact the Principal, at 628-3500. More than likely the behavior will continue unless acted upon. Discretion will be used when dealing with offenders and victims.

13. INSUBORDINATION/LACK OF DILIGENCE

Failure to cooperate with school personnel which interferes with the educational process, verbal abuse or defiance of school personnel, and/or failure to identify one's self to proper school authorities are prohibited. This will result in serious consequences.

Each student attending Laurel High School is to seek an education that will lead to graduation. The staff is committed to teach, motivate, counsel, and discipline all students to ensure that valuable educational goals can be met on a daily basis. Those students who consistently resist these efforts and exhaust remedies the school has to offer, or are in poor attendance may be suspended.

14. MOTOR VEHICLE AND PARKING LOT REGULATIONS

The student parking lot is for your convenience. Students are permitted to park on school premises as a matter of privilege, not of right. Certain parking and driving regulations are in effect and will be enforced in the interest of safety and convenience.

1. State law stipulates that the maximum driving speed on and adjacent to school property is 15 m.p.h.
2. Students must obey posted signs, proper parking procedures and traffic routing at all times. This includes the gravel area. Illegal parking will be monitored by school personnel/SRO and violators will be notified through the use of window warning stickers.
3. Student use of motor vehicles during the school day is restricted to the lunch break except with specific parental/guardian permission for appointments and school connected errands. No students are to be in the parking lot or vehicles during or between classes.
4. Failure to obey parking and traffic regulations may result in detention, parental/guardian notification, loss of parking privileges, referral to law enforcement agencies, and/or towing of the vehicle at the owner's expense.
5. The interior of any vehicle brought on school property by a student may be searched and items seized by a school authority if there is reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

15. PASSES

Students are expected to be in classes at all times. In order to be out of the classroom, all students must have a valid hall pass. This pass will be issued to the student by the teacher of the class to which the student is assigned for that particular period. The hall pass must indicate: student's name, student's destination, time and teacher's name. Abuse of hall passes will result in loss of pass privileges and/or further disciplinary action.

16. PROFANITY

Profanity is unacceptable. Any student cursing or voicing obscenities at school or at any school activity will face disciplinary action in accordance with the LHS Progressive Discipline Plan.

17. PUBLIC DISPLAY OF AFFECTION

Couples must conduct themselves properly at all times. While the school recognizes that relationships are normal and natural, a proper school atmosphere must be maintained. School is a workplace, and a workplace environment should prevail. PDA's will be addressed by LHS staff.

18. REFUSAL TO IDENTIFY SELF

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school-sponsored events

19. RELEASE OF STUDENT DIRECTORY INFORMATION

Information considered as student directory information may be released without written consent. The following information will be released to the proper agencies as the need arises: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, degrees and awards received, and most recent school attended by the student. If the individual does not want this information released, he/she must tell the school to remove his/her name from the directory.

20. SIGN OUT PROCEDURE/LEAVING SCHOOL

Due to legal considerations, a student at no time is to leave school campus during the school day without having parental/guardian permission on file and signing out in the office. The following procedure must be followed.

1. The student should have a note or a call from home which designates the time and purpose for leaving and the **call must be received before leaving**.
2. The office personnel will issue a pass to the student with the time listed.
3. **Before leaving, the students must sign out on the appropriate sheet in the attendance office.** If the student is to return that day, he/she must sign back in on the same sheet. Legitimate absences that can be substantiated with appropriate may be turned in by student upon their return.
4. If a student is ill and wishes to go home, he/she must report to the office before leaving. The office will call home to have the student picked up from school. The student must sign out when the parent/guardian arrives to pick him/her up. When a student is ill and has the car at school, the parent/guardian will be called and the same procedure will be followed.
5. Students failing to follow this sign out procedure will be assigned detention.

21. SKATEBOARDS, SKATES, SCOOTERS AND BICYCLES

School Board Policy 9320 states: "Due to increased liability and damage to school property, the school district prohibits the use of skates, skateboards, scooters, and other such devices on school property at all times. Failure to comply can lead to school and/or legal consequences."

*Students may store skateboards, small scooters and skates in the approved area in the main office during the school day. They will not be allowed to carry such items in the hallway or classrooms.

22. STUDENT FILES

The maintenance, transfer, and disclosure of student educational records shall be provided for as required in the Family Educational Rights and Privacy Act. A student's record shall be available only to school personnel on a "need-to-know" basis, and these records are open to

inspection by the student and his/her parents/guardians by making an appointment during regular school hours.

23. STUDENT GUEST

Guests: Student age guests are not encouraged due to space constraints and disruptions to the learning environment. Student guest requests will only be considered on an individual basis and only if administration is approached at least 48 hours in advance.

24. STUDENT MEETINGS

No student or group of students may hold meetings in the building unless under the direct supervision of a faculty member.

25. TELEPHONE USE

There is a "student" phone located at the main office for student use. The office phones are not to be used by the students, unless it is an emergency. Because there is only one "student" phone available, please restrict its use for business calls only. Students will be called out of class for an emergency only. The office will take messages for the student. **No phone calls are to be made during class time.** As well, recall p.18, item 5: cell phone use.

26. TEXTBOOKS

Laurel High School loans most textbooks to the student. Students are responsible for all books not returned, or rendered useless, regardless of the reason for loss or damage. Students will be charged for the replacement cost of the book. At the time the book is issued, the student should check the book for wear. If pages are missing or the book is otherwise damaged, the student should discuss this with the teachers, so that he/she will not be charged with the damage. It is suggested that a written record be given to the teacher on damaged books. It should include the student's name, the book title, the number, and a listing of each damaged page. Final semester grades will not be given until all textbooks and library records are cleared. **All fines need to be satisfied before a student can graduate or be officially withdrawn.**

27. TRANSFERRING OR DROPPING SCHOOL

Any student transferring to another school or dropping out of school for any reason must clear it through the office.

28. VENDING MACHINE USE DURING SCHOOL HOURS

The vending machines may be used during lunch hour, before and after school. Any expanded access will be continually reviewed in light of cleanliness of the building, promptness to class, and responsible actions by students.

29. DISTRIBUTION OF MATERIALS

It is the district's policy to limit the distribution of materials to parent and student organizations sponsored by the district or other governmental agencies. Materials which provide information valued or needed by the school district may also be distributed. All organizations must have the approval of the administration before materials may be distributed. See Board policy 3222.

PROCEDURAL RULES AND REGULATIONS

Procedural Rules and Regulations for Laurel High School are included below. The constitutional rights of individuals assure the protection of due process of law; therefore, this system on constitutionally and legally sound procedures is utilized in regard to the administration of discipline in the school. Three precautions which ensure due process are listed below:

- A. The hallmark of the exercise of disciplinary authority shall be fairness.
- B. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and the parent/guardian.
- C. In order to maintain a school atmosphere which is conducive to learning and which ensures the educational rights of each student, the reasonable exercise of authority by school officials is a necessity. In fulfilling this duty, the school recognizes the need for a fair and reasonable procedure to assure each individual of his/her rights. Faculty and administration will make every effort informally to resolve student disciplinary problems at the earliest indication that a problem exists. If informal procedures do not correct the disciplinary problem, students will be given the opportunity to know what rule was broken, the basis for the accusation, and the right to present his/her side of the situation. Parents/guardians may be notified depending upon the severity of the offense.

DISCIPLINE POLICY

The philosophy of discipline at Laurel High School promotes a positive working relationship between the teacher, student, parent/guardian, and administration. In order to help all students achieve their potential, Laurel High School must have a firm and fair discipline policy that is administered as consistently as possible.

Students need to know that "we live in a disciplined world." We have the choice of disciplining ourselves or being disciplined by others. Discipline is controlled behavior designed to develop within an individual, responsibility for his/her own actions as well as recognition and consideration of rights and feelings of others. Policies and practices of discipline are intended to help achieve the ultimate degree of order in the classroom and in the school.

Discipline should not be confused with punishment. The goal of discipline is to help students mature as individuals, with mature attitudes and socially acceptable standards of conduct.

THE TEACHER'S ROLE IN DISCIPLINE

The teacher has the primary responsibility and authority for the maintenance of discipline in the classroom, in the school building, and on the school grounds. The teacher and student should first try to solve problems on an informal basis. The teacher should contact parents/guardians to seek their support in working out problems when difficulties arise. Teacher will follow their written classroom discipline / management policy. If this fails to resolve the problem, the teacher should contact the principal or assistant principal for advice and help to work out the conflict as much as possible. Teachers have the authority to:

- A. Deny certain classroom privileges.
- B. Assign specific tasks to assist the resolution of the problem.
- C. Use such reasonable measures as may be necessary to maintain control in the classroom, in the school building, on the school grounds, and on the way to and from school.
- D. Remove a student temporarily from the classroom by sending them to the office.
- E. Recommend administrative intervention of a student from school.

ADMINISTRATION'S ROLE IN DISCIPLINE

Teachers exercising reasonable disciplinary judgment will be supported by the principal and other administrators of the school district. If the teacher's efforts to solve the problem are unsuccessful, the student may be referred to the principal or assistant principal who has the responsibility and authority to use such reasonable measures as may be necessary to maintain control within the classroom, the school building, and on school property.

The principal and assistant principal have the authority to assign detention time or impose suspension on students for failure to comply with school regulations. If it should become necessary, the principal can recommend to the Superintendent of Schools the exclusion or expulsion of students.

FORMS OF DISCIPLINE-Definitions

The LHS Progressive Discipline Plan will be the first document of referral.

A. Suspension

A suspension may be an in-school or an out-of-school placement. Progressive discipline will prevail. In other words, the suspensions will increase in length for repeated infractions. The student will not be allowed to attend any school activity or be on any school property during the time of suspension. In special cases the principal may request an extension of suspension from the Superintendent of Schools or his/her designee.

B. Expulsion from School

A student may be expelled only by the Board of Trustees.

When deciding the consequence, the administration will first consult the LHS Progressive Discipline Plan and then consider the following:

1. Severity of the action
2. Frequency of the action
3. Student's discipline history
4. Potential for further inappropriate action

The following Board of Trustees Policies are a few that are in effect related to student discipline, expectations, and consequences. The updated and complete policies are available for reference on the Laurel Public Schools Website: STUDENT DISCIPLINE-POLICY 3310

TOBACCO-FREE POLICY

All school district property is hereby declared tobacco-free for all students. Use of possession of tobacco products by minors is both against the law and district policy. No use or possession of tobacco will be permitted on Laurel School District grounds or facilities. Limitations or prohibitions on tobacco use are applicable during all hours. Additionally, the high school includes in this category all e-cigarettes and supplies, vape 32 devices and supplies.

USE OR POSSESSION OF ALCOHOL, ILLEGAL OR CONTROLLED DRUGS, OR DRUG PARAPHERNALIA- Policies 2337 and 2337P (this is a partial list from the policy.)

1. These rules cover the use, personal possession, sale, or distribution of alcohol, illegal drugs, tobacco, and the abuse of prescription or nonprescription drugs. The policy is not intended to apply to the use of prescribed drug's, under a doctor's supervision, when those drugs are used in the prescribed manner.
2. An extracurricular participant is in violation of this policy if he or she is knowingly in attendance at a gathering or function where illegal substances (except tobacco products) are

present unless it is a family or recognized community gathering or function. Even if the participant is not in possession of, or using, an illegal substance at a gathering or function, he or she will be subject to the consequences as outlined in this policy.

3. Any student who uses alcohol or drugs, possesses alcohol, drugs, and paraphernalia or is under the influence of alcohol or drugs on school property, or while in attendance at a school activity, will be suspended from school. Any student engaging in the distribution of any alcohol, drugs or drug paraphernalia as defined by this policy will be suspended, pending an expulsion hearing with the school board.
4. Violations- Please note the district may become aware of infractions through law enforcement or court officers. Otherwise, student infractions must be reported and/or validated by employees of Laurel School District or members of the Board of Trustees if action is to be taken under this policy. The district reserves its right to conduct its own investigation, make a determination of guilt, and apply sanctions independent of any pending court action against the student arising from the same offense.

All penalties for infractions related to any of these policies are addressed using the LHS Progressive Discipline Plan first.

Additionally, there are penalties assessed for students participating in extra-curricular athletics and activities. They may include but are not limited to the following:

First Offense (Activities and Athletics):

- a. This policy is for one academic year (1 school year) including the fall seasons that start before the academic year. This policy covers all school functions on school premises at any time, day or night. Also covered are trips taken by Laurel School students when they are under school sponsorship, whether on a bus or in private or public transportation.
- b. If the student is a participant in extracurricular activities, the student will be suspended from the activity they are currently in for two weeks of competition. The offender may practice, but cannot participate in a formal activity or performance. As a part of this ban on participation, the student will not be allowed to be a part of the team or group during an activity either home or away.
- c. If a student is in a non-season activity (music, clubs, royalty candidates, class officers, and any school sponsored trips), the student is excluded from all non-season activities for 20 school days.

Second Offense (Activities and Athletics):

- a. If the student is a participant in extracurricular activities the student will be suspended from ALL extracurricular activities for the remainder of the athletic season. The student will also forfeit all awards earned in that activity for the season.
- b. If a student is in a non-season activity (music, clubs, royalty candidates, class officers, and any school sponsored trips), the student is excluded from ALL non-season activities for 45 school days.
- c. For infractions related to Alcohol and/or drugs: The student will be required to meet with a Chemical Dependency Counselor for an evaluation and provide written documentation verifying the appointment. This verification must be provided to the school district before the student is allowed to participate in any activities for the remainder of the year.

Third and subsequent offenses (Activities and Athletics):

- a. If the student is a participant in extracurricular activities the student will be suspended from ALL extracurricular athletics and activities for the remainder of the school year.
- b. Further discipline action may be warranted and will be subject to the discretion of the administration.

SEARCH AND SEIZURE-Policy Reference 3231 & 3231P

Student Privacy- The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect student's privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. The principal, the superintendent or other such staff designated by the superintendent shall have the authority to conduct student searches. They shall do so only upon reasonable suspicion and in the manner prescribed by district policy. For purposes of this policy and subsequent policies dealing with the specifics of student and school property searches, the definition of reasonable suspicion is as follows:

"Reasonable suspicion" is the standard for a search on school property or at school related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable individual, suspicious behavior which suggest that contraband is present, or a smell indicating the presence of the contraband. Reasonable suspicion should not be based on mere hunch.

Searches of Students and Their Property: To maintain order and security in the schools and to promote a safe and drug and alcohol free environment for our staff and students, school authorities are authorized to conduct appropriate inspections and searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment : School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice to, or consent of, the student.

School lockers and desks are and shall remain the property of the school district. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in school property because school property is subject to periodic checks or searches at any time by designated school officials.

No student may use a locker or desk as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. The board authorizes the principal, or other designated administrator, to search an individual student's locker or desk when there is reasonable suspicion to believe that the locker or desk is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school.

Students are permitted to park on school premises as a matter of privilege, not of right. The school district retains the authority to conduct routine patrols of student parking lots. The interiors of student vehicles may be subject to search whenever a school official has reasonable suspicion to believe the vehicle contains contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and order of the school.

Students: A student shall be free from searches of his/her clothing and other personal property unless there is reasonable suspicion to believe that the student is concealing contraband. If that cause exists, an administrator shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, the administrator shall refrain from a search until the parent, guardian or, in the case of possible criminal activity, law enforcement officers are contacted. Pat down searches or other such intrusive searches of a student's person will only be conducted by the parent, guardian, or appropriate law enforcement officer.

Whenever deemed reasonable by the person conducting the search, the search will be conducted in the presence of at least one adult witness and a written record of the time, date, and results shall be made by the administrator, a copy shall be forwarded to the superintendent as soon as possible.

Seizure of Property - If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

School Resource Officer - School authorities may request the presence of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material including searches conducted through the use of specially trained dogs. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, he/she is authorized to report to and comply with the directions of any public law enforcement agency.

Use of Canines for Searches - School authorities may authorize the use of canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and in automobiles on school property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. In addition, a local law enforcement officer will also be present during the search. An indication by the dog that contraband is present shall be deemed reasonable suspicion for a further search by school officials. Canines shall not be used to search students.

To help promote a safe and drug and alcohol free environment for our staff and students, canine inspections may or may not be based upon a reasonable suspicion by the administration that contraband is present.

The following administrative guidelines are applicable when school authorities authorize the use of canines to aid in the search for contraband in school owned property and in automobiles on school property.

1. There will be periodic searches each year in the middle school, high school and high school parking lot. All lockers and/or all vehicles may be searched each time.
2. Only the principal, asst. principal, the superintendent and appropriate law enforcement agencies will know in advance what day and time the searches will occur.
3. The searches will be unannounced.
4. If the canine identifies a locker, the principal or asst. principal will conduct the search of the locker and its contents.
5. If no contraband is found, the student(s) to whom the locker(s) are assigned will be notified that the search was conducted.
6. If contraband is found it will be turned over to law enforcement and the student will be located and further appropriate action taken in accordance with Policy 3231 and other district policies and/or State and Federal statutes that may apply.
7. Procedures when the canine identifies a vehicle are outlined in Policy 3231.
8. Building principals may establish other such guidelines to facilitate the search process. The superintendent shall approve these additional guidelines.
9. A report on each search will be sent to the superintendent.

Use of Video/Audio taping Cameras-Policy Reference 3235

The district uses video/audio cameras on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video/audio recordings may become a part of a student's educational record. The district will comply with all applicable state and federal laws related to maintenance and retention.

GUN FREE SCHOOLS

In accordance with the provisions of the Gun-Free Schools Act. 20 YUSC 3351 and applicable state law, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the board of trustees, upon a recommendation from the district superintendent. In accordance with the provisions of the Gun-Free School Zones Act. 18 USC 922(q) and applicable state law, students and other authorized persons may bring unloaded firearms onto school property for use in instructional activities with the prior written permission of the district superintendent. At the conclusion of the activity, the firearms must be immediately removed from school property. No student shall possess any firearm, without authorization, on the way to and from school, or during intermission or recess. Violation of this provision shall result in discipline up to and including expulsion. The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler, or silencer of such a weapon, or any explosive, incendiary or poison gas. In addition, this policy shall apply to any object brought to school with the expressed purpose of being used to threaten or cause bodily injury. If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days. Any student subject to expulsion shall be entitled to a hearing before the board of trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the board of trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program. The district shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession. Confiscated materials, may, at the discretion of school personnel, be turned over to law enforcement authorities.

GUIDANCE SERVICES

Please refer to district website under counselor page for more information.

As a student of Laurel High School, you should assume responsibility for yourself and for your actions. Looking to the future, you should develop goals and plans to meet these goals. Your school offers you opportunities. Your teachers and counselors stand ready to help you, but do not expect that things will be done for you. Assume responsibilities for yourself. Look at your problems and your shortcomings realistically. Review your plans at least yearly to assure yourself that you may expect to reach your goals. Revise your plans as necessary.

To help you, the following guidance services are available:

- Counseling
- Testing
- Course Selection

No person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

This is the annual public announcement advising students, parents/guardians, employers, and the general public that all vocational education offerings are open to everyone regardless of sex, color, race, national origin, limited English-speaking ability, handicap, or marital status.

Students planning to attend institutions of higher learning should follow the post-secondary preparatory course of four years. This course would include courses in English, science, mathematics, social studies, and possibly foreign language. Although many schools will accept all graduates from accredited high schools for entrance, the trend is toward requiring higher academic standards for acceptance. Students are strongly urged to consult the catalog of the school they intend to enter to make sure of meeting the entrance requirements.

Certain post-secondary courses require specific high school prerequisites. In the event a student does not have these, he/she may be required to take high school level courses without credit, which may delay his/her meeting post-secondary requirements on schedule, or may even cause him/her not to be admitted as a student.

Be sure to check prerequisite requirements, test data needed, application filing deadlines, financial payment schedules, requirements for financial aid, etc. It will be time and effort well spent.

CREDIT RECOVERY

Laurel High School, through several accredited providers offers a number of credit recovery core classes for students who have failed classes and elective courses for students who have through failures or extenuating circumstances been placed in a situation where more than 3.5 credits per semester are needed in order to graduate. In order to take on-line or correspondence courses, a student needs to petition his/her counselor and revise his/her four year plan.

A summer school program may be offered where credit recovery courses provide the partial courses of study. A summer program will span six weeks, Monday through Thursday, and have 3 - 4 hours of meeting time daily. Students who wish to look at the use of courses during the summer months need to commit to the summer program. **A cost to students may be assessed.** A determination of whether a summer program is held will be determined by May 1 each year.

CORRESPONDENCE COURSES

Credit for correspondence, summer school or night school courses may be granted provided the following requirements are met:

1. Prior permission has been granted by the principal.
 - A. If the course can be taken on campus, it is the preferred option.
 - B. If the course cannot be taken during the regular school day, an LHS credit recovery option will be the next alternative.
 - C. If neither a. nor b. is an option, outside providers may be considered for approval.
2. The course(s) fits the education plan developed for the student.

Transfer students who (1) are seniors, (2) who have transferred from an accredited high school, and will only lack the additional 1/2 credit of Civics required at Laurel to graduate may request waiver of that 1/2 credit. The high school principal shall have the discretion to issue that waiver if in his/her judgment the student has not used the transfer to avoid taking the additional credit. Further, the student may be required to do makeup work for the part of the year missed in civics in order to insure success in the remainder of the course.

POST-SECONDARY PLANNING

If you plan to continue your education beyond high school, know the entrance requirements of the school of your choice, the date by which you must make application, the required tests, and when you must take the tests. These plans are particularly important if your choice of schools is outside of Montana. It will then be imperative that your four-year class program meets entrance requirements. These can be easily checked by a counselor. Study the possibilities of financial aid. Continue your exploration into the field of occupations and develop tentative goals that are in line with your interests and abilities. A library of vocational and educational materials is available, and frequent use of it is encouraged. Literature from all branches of the armed forces is available.

SCHEDULE CHANGES

Laurel High School counselors work collaboratively with students as they plan a course of study that fulfills the Laurel School District graduation requirements and prepares them for their post-high school goals. This planning begins each winter when students, parents, teachers, and counselors consider LHS classes and identify appropriate coursework for the next school year. Students are given several weeks to look through the Curriculum Guide and ask questions of parents, teachers, and counselors before making their final selections.

After the registration process has been completed, the LHS administration designs a complex master schedule based on the courses students requested and registered for. Factors beyond the control of Laurel High School such as budget decisions, legislation, and staffing needs and availability also impact the master schedule and the courses being offered.

Because it is not possible to accommodate changing demands for classes once the master schedule is created, it is expected that students honor the selections they made during registration. Students have only the first 5 days of the semester to make schedule changes.

WHAT KIND OF SCHEDULE CHANGES CAN BE MADE

Changes will be made to schedules ONLY if one or more of the following conditions exists:

- you are not scheduled for enough classes
- you have an unscheduled period and need to add a class or Study Hall
- you are in the wrong level of a class (e.g., should be in Spanish 11, scheduled for Spanish I)
- you need a class required for graduation this year (SENIORS ONLY)
- you are scheduled in a class you have already passed
- you need to retake a required class that you did not pass
- you do not have the prerequisite for a class you are scheduled for
- you are scheduled for a class you completed in the summer
- you want to drop a class for a Study Hall
- you are retaking a failed class and scheduled with the same teacher
- you are scheduled for a Study Hall you didn't register for and want to add a class

All conflicts between a student and a teacher need to be resolved in a mature, professional manner. If you have a conflict with a teacher, you and/or your parent or guardian should meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent or teacher should contact an administrator to meet regarding the issues. If a class change is granted by the administrator, the change will be based on space available and the least impact to your schedule.

GRADUATION REQUIREMENTS

A total of twenty-three (23) credits are required for graduation. **No one will be eligible to participate in graduation exercises unless all requirements are met beforehand.** Participation in the graduation ceremony is an earned privilege not a right.

The following specific subjects are required of all students and are included in the required total:

1. Four (4) credits in English.
All students are required to take 9th grade English, 10th grade English, 11th grade English, and two semesters of English in grade 12.
2. Three (3) credits in Mathematics.
3. Two (2) credits in Science. Two (2) years of Agriculture Sciences may be counted as one (1) Biological Science credit.

The two (2) credits in mathematics and the two (2) credits in science required for graduation must be completed in full year courses. No combination of courses on a semester basis will be accepted for graduation credit.

4. One (1) credit in United States History.
5. One (1) credit in Civics.
6. One (1) credit in World History.
7. One (1) credit in Physical Education/Health, one (1) semester at the 9th grade level and one (1) semester at the 10th grade level, unless excused upon the advice of a doctor. Students being excused from Physical Education for medical reasons will be required to take units of Health.
8. One (1) credit in Fine Arts.
9. One (1) credit in Information Literacy & Technology.
10. One (1) credit in Career Financial Education

The above requirements are minimal standards required of all students. The three (3) credits in mathematics and the two (2) credits in science required for graduation must be completed in full year courses. No combination of courses on a semester basis will be accepted for graduation credit. Of these credits required for graduation, a maximum of four (4) credits in physical education may be applied in fulfilling that requirement. No more than a total of six (6) credits can be applied toward graduation in music and physical education areas combined.

All students must carry at least six (6) credits each year. Appeals may be made to the principal if students want to participate in other academic pursuits like the Connections courses or Career Center Choices. If a seventh class is dropped for a study hall after the third week into a semester, a student will receive a W/F (Withdrawal/Failure) for the nine weeks and the semester, which will be calculated in the GPA (Grade Point Average). Appeals may be made to the principal.

Several courses may be taken multiple times for academic credit. They include the following: band courses, choir courses, Adv. PE, Strength and Conditioning, Applied Ag. I, Yearbook, Big Brothers/Big Sisters, and NASA.

One week will be given to make class changes without penalty at the beginning of each semester.

Grade 9 Required	Grade 10 Required	Grade 11 Required	Grade 12 Required
English 9	English 10	English 11	English 12
Earth and Space Science	World History	U.S. History	Civics
Math	Math	Math	
PE 9- one semester	Biological Science		
Information Literacy & Technology	PE 10-one semester		
	Career Financial Ed.		

Students who plan to attend post-secondary schools are advised to keep in mind the general college entrance requirements and to select a high school program which will prepare them to meet more than the minimum standards. The school counselor or principal should be consulted concerning

specific entrance qualifications and requirements.

No one will be eligible to participate in graduation exercises unless all requirements are met beforehand. In the case of dire circumstances one may seek an administrative exception provided that student has begun his/her eighth semester of coursework and requests special consideration preferably by March 1st of the spring in which the individual seeks to secure a certificate of attendance rather than a diploma. See Board Policy #2333

A foreign exchange student who through an approved CSIET program has completed a successful year of attendance and is a student in good standing may choose to participate in commencement ceremonies where he/she will receive a certificate of attendance.

A student who wishes to graduate early must secure permission and file a plan for early graduation during his/her junior year of study. For details please visit with a counselor or administrator.

GRADING SCALE

The following grading scale will be used in all high school courses.

A= 90-100
B = 80-89
C= 70-79
D = 65-69
F = 64 and below

ACADEMIC LETTER

National Honor Society and Student Council have developed an academic letter which is awarded for achieving honor roll grades on the semester honor roll. The academic letter was developed as not only an award, but an incentive to keep grades up at an honor roll level.

REPORT CARDS AND HONOR ROLL

Report cards are issued during the week following the end of each grading period. These grades are issued to assist the student and the parents/guardians in determining the quality of work accomplished. Students and parents/guardians should study these grades in order to make any changes necessary in receiving the maximum benefits from the educational opportunities.

Those students having a 3.00 average in all academic subjects for any nine week period are listed on the Honor Roll.

This average is computed by using the following formula:

Standard High School Courses

A= 4.00
B = 3.00
C = 2.00
D = 1.00
F = 0.00

Honors and AP Courses

A= 5.00
B = 4.00
C = 3.00
D = 2.00
F = 0.00

All grades are used when figuring the Honor Roll. The school administration office, the guidance office, and the faculty stand ready at all times to discuss and advise needed steps for improvement. We will do our best to keep the parent/guardian informed of the student's status.

CLASS RANK

Students' class rank will be calculated as students' progress through their coursework. Individuals who complete correspondence, Nova Net, or other courses honored by LHS will have the course grades added to their transcript upon the closing of the next semester of study. The GPA from these courses will be reflected in their on-going rank.

Final class rank will be reflective of the student's full course of study and will be posted on the final transcript. Individuals who graduate early will be ranked with the next full graduating class. In other words, a student who completes graduation requirements after a graduation ceremony will be considered a member of the next graduation class and will be ranked accordingly.

Class ranking will reflect weighted grades when used for internal purposes. On occasion institutions and scholarship guidelines will request unweighted transcripts. The counseling department will generate both weighted and unweighted transcripts upon request a student who passes a course of study and elects to repeat that course of study will only be awarded credit once unless that course has been specifically recognized as a course eligible for multiple credits (see section on graduation requirements). Upon completion of the course the second time, a student may petition the counselor and principal for the higher of the two course grades to be calculated in the cumulative GPA. If a student fails a course and retakes the course, both marks stand in the cumulative GPA calculation.

Valedictorian and Salutatorian honors will be based on highest cumulative grade point averages based on full-time attendance and a weighted scale at the conclusion of seven semesters of course study. Students receiving these honors must have been enrolled in an accredited high school, as recognized by the state of Montana, for a minimum of three full academic years.

GRADUATION ATTIRE

Graduation Ceremony Attire: Students are expected to dress business casual or semi-formal for the formal occasion of graduation ceremony including the agreed upon Cap and Gown. Mortar boards may be decorated according to the agreed upon expectations and guidelines. Decorated mortar boards must have administrative approval three days before the ceremony. Students may wear traditional American Indian tribal regalia or objects of cultural significance at public events including but not limited to graduation ceremonies per Policy #2333.

PROGRESS REPORTS AND HOMEWORK ACCESS

Progress reports will be available for each student approximately 4 weeks after the start of each quarter. Student report cards, homework and assignments from each teacher are available on the High School Website at www.laurel.k12.mt.us. Report cards will be shared in the following manner with students, parent/guardians: Mid-Term via Infinite Campus Portal (no paper copies); Quarter via paper copy to student; Semester report card mailed home. Both students and parents are provided with access to student information through the Infinite Campus portal. If you need user ID or password assistance please contact the district administration office.

FAMILY NIGHT

Family Night will be observed in the district on Wednesday every week. The following guidelines are applicable:

- No scheduled activities after 6:00 P.M.
- Homework or tests cannot be assigned on Wednesday due on Thursday
- Homework or tests can be assigned earlier in the week due on Thursday

MEDICAL RELEASE EXCUSES-PHYSICAL EDUCATION POLICY

If a student has a parent/guardian excuse exempting him/her from P.E. because of illness, etc., then he/she will receive an excuse from the school office for one (1) day only. Any excuse beyond this time limit must come from a doctor. It is the parent/guardian responsibility to get this checked and the excuse delivered to the proper personnel at the school.

Any student in grades nine through twelve who has a medical release from a doctor will not participate in any physical education activity until the doctor supplies written permission for him/her to continue in the P.E. activity. It is the parent/guardian responsibility to obtain this written permission. The student will be required to satisfactorily complete written assignments or perform other non-participating activities as required by the teacher to earn a passing grade.

MUSIC

It shall be the policy of this school district to require all students using school-owned instruments to pay a rental fee for the school year, all fees payable in advance. Such fee shall be for a nine (9) month school year, with a lesser fee to be assessed for the summer program. In the case of proven financial hardship, the Band Director and the Superintendent may make arrangements so that no one shall be deprived of an opportunity to participate. Refunds will be made only to students who are transferring to another school; such refunds to be made on a percentage basis depending on the condition of the returned instrument. All funds received from rentals will be used for instrument repairs.

Any student wishing to become a member of the music groups should contact the instructor and arrange for a tryout.

Once a student becomes a member of a music group, he/she is expected to observe the same rules as listed for all classes. He/she is also expected to be available for all outside performances.

POLICY FOR SCHOOL RELATED COLLEGE AND CAREER VISITS

1. Juniors and Seniors are allowed two (2) visitation days per semester
2. Student must fill out an application form prior to leaving
3. When a student applies to visit a school/career site, he/she must meet the eligibility requirements as they apply for extracurricular activities and meet the entrance requirements of the school they are visiting.
4. Homework should be made up as determined by the instructor
5. **Proof of visitation is required (i.e. a letter with college/military/career letterhead with official signature and phone number)**

If a student chooses to abuse these privileges, they will be counted as an absence and all remaining college/career visits will be revoked for the year.

SCHOLARSHIPS AND AWARDS

A number of scholarships and other forms of financial aid are available for your post-secondary education. If you are interested, please check at the guidance office.

HEALTH SERVICES

If a student has health-related problems he/she would like to discuss with the school nurse, she welcomes the opportunity to be of service. The student may make an appointment directly with her at her office or through the secretary or counselor. The nurse's office is located next to the counselor's office. She is at the High School one day a week, usually on Tuesday.

The school nurse informs teachers about students with health needs and how to make

accommodations in the classroom if necessary.

High School students are allowed to bring one dose of a prescription medication to school to be self-administered during the day. Designated school personnel may, only upon written request from parents/guardians and written direction from a physician/dentist, accept and store prescription medicine from students. The school must receive such medicine in a properly labeled container. It is then the student's responsibility to come to the office to take the medicine. A parent medication consent form is available at the office or on the school website. Go to "Departments", then "Student Health" and click on the medication consent form.

Students who receive immunizations should bring documentation to the school nurse so the information can be entered on the individual State of Montana Immunization record. A copy of this immunization record will be sent home for senior students at the beginning of the 2nd semester to be used for post-secondary or job applications.

The school nurse will do vision and blood pressure screening for new students and upon request by students, parents/guardians, or teachers.

Hearing screening is conducted at your child's school. Pure tone screening is mandated for students in grades K, 1, and 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck screening, or does not pass the pure tone screening, they will be referred for a hearing rescreen. The Hearing Conservation Program audiologist will conduct the hearing rescreen and, in addition to the pure tone screening, may also conduct one or both of the following: Optoacoustic Emissions (OAES) Screening, which is a measure of cochlear (inner ear) function that does not require the child to respond and/or Emittance Screening, which measures the movement of the eardrum by putting positive and negative air pressure in to the ear canal.

MEDICATION AT SCHOOL

Designated school personnel may, only upon written request from parents/guardians and written direction from a physician/dentist, accept and store prescription medicine for students. The school must receive such medicine in a properly labeled container. No more than a daily dosage of a prescription drug should be brought to school. Students are responsible for self-administration of medications.

Illness Policy

How Sick is too Sick?

When to Keep Students Home

In most situations the school prefers students come to school and if they become ill at school, the parent/guardian will be notified. However, here are a few guidelines to help parent/guardian in deciding when to keep your child home from school.

Symptom	Student must be at home?
<p>Diarrhea</p> <p style="text-align: right;">frequent,</p> <p>loose or watery stools compared to child's normal pattern: not caused by diet or medication</p>	<p>Yes -If your child looks or acts ill: if the child has diarrhea with a fever and/or vomiting. Make sure your sick child stays well hydrated.</p> <p style="text-align: center;"><i>Student can return when he/she has not had diarrhea during the last 24 hours.</i></p>
<p>Fever</p> <p>Fever is the body's way of destroying the germs making it sick, and it's a common symptom of infections.</p>	<p>Yes - When fever > 100.0 is accompanied by other symptoms of illness, such as rash, sore throat, vomiting, headache, muscle aches, loss of appetite, etc.</p> <p style="text-align: center;"><i>Student can return when fever has been gone for 24 hours without medication and the child's appetite and energy level returned to normal.</i></p>
<p>Flu</p> <p style="text-align: right;">Th</p> <p>e flu can be serious. Symptoms of the flu typically come on suddenly and can include: fever, chills, headache, body aches, sore throat, nausea, vomiting, dry cough</p>	<p>Yes - If your child has a fever > 100.0 or will be unable to participate in class.</p> <p style="text-align: center;"><i>Student can return when fever has been gone for 24 hours without medication and energy level has returned to normal.</i></p>
<p>Coughing</p> <p style="text-align: right;">S</p> <p>evere, uncontrolled coughing or wheezing, rapid or difficulty breathing</p> <p style="text-align: right;"><u>Note:</u></p> <p>Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment</p>	<p>Yes - Medical attention is necessary</p>
<p>Mild Respiratory or Cold Symptoms</p> <p>Stuffy nose with clear drainage, sneezing, mild cough</p>	<p>No - Child may attend school if able to participate in class.</p>

Rash	No - Body rash without fever or other symptoms usually does not require student to remain at home Yes - Seek medical advice for rash with fever, open and weeping wounds, or quickly spreading rash
Vomiting Vomiting is another way for the body to rid itself of the germs making it sick and is usually caused by a stomach virus or infection.	Yes - Keep students home if they have vomited 2 or more times in the last 24 hours. <i>Student can return when he/she has not had vomiting during the last 24 hours.</i>
Illness	Student must be at home ?
Pinkeye (conjunctivitis) Symptoms of pinkeye include eye redness, itchiness, discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning	Yes - If given antibiotics, please keep at home until he/she has taken the antibiotics for at least 24 hours. If your health provider decides not to treat your child, a note is needed.

References: Mayo Clinic Signs and symptoms, Denver Children’s Hospital illness policy, and WebMD.

ELIGIBILITY REQUIREMENTS

All students must meet the eligibility requirements of the Montana High School Association and the local requirements of Laurel High School to compete in extracurricular activities. For participation in extracurricular activities the student needs to be enrolled in at least four (4) periods per day.

In general, students are eligible by meeting the following requirements and the Montana High School Association regulations, the Laurel High School student handbook, and student participation pledge.

- A. Student is in regular attendance and is enrolled in and receiving a passing grade in all but one subject, and he/she is maintaining a 2.0 grade point average at the end of each mid-term and quarter grading period. At the end of the semester grading period, the semester grade will be the determining factor at the high school level. All class grades are computed for eligibility requirements. For incoming freshmen students' 4th quarter grades from Middle School will carry over to determine eligibility.
- B. Student must not have reached his/her nineteenth (19th) birthday on or before midnight August 31 of a given year.
- C. Student must not have been in attendance in any secondary school for more than eight (8) semesters.
- D. Student must enroll before October 15 of the first semester or not later than the eleventh school day of the second semester.
- E. A physical examination is required for each student in order to be considered eligible for participation in an Association Contest. This examination must be certified by a doctor for the current school year. A medical release card must also be signed and on file in the school office. Other rules are found on the Athletic Pledge Form (which must be signed by each athlete and his/her parent/guardian) and in the Montana High School Association Handbook. The pledge form must be signed, or the student will not be eligible to participate in practices or games.

- F. All athletes and cheerleaders must have a signed drug and alcohol pledge form on file in the office for each school year, or they will not be eligible to participate in practices or games. A student will only have to sign one athletic pledge form for the school year.
- G. Students who participate in activities that require performances outside the classroom but are part of a regular academic class will be allowed to participate in performances presented only at the High School. Any student who does not meet the basic eligibility standards as outlined will not be allowed to travel with a group to participate or perform at any in-town or out-of-town activities. This will not jeopardize a student's grade in any academic class where performances are required.
- H. All royalty candidates must meet the academic eligibility requirements.

CLUBS AND ORGANIZATIONS

Listed below are the various clubs and organizations which are a part of the student's high school life. These organizations have a great deal to offer students in interesting activities and in developing the students along academic, social, athletic, musical, and leadership lines. All students should seriously consider taking part in these enrichment activities. Each student is automatically a member of his/her class organization, with all rights, privileges, and responsibilities. **Any student who belongs to a club or activity must have a signed club or activity pledge and a receipt of student handbook form on file in the office for each school year, or he/she will not be eligible to participate in any clubs or organizations, activities, or meetings. A student will only have to sign one pledge form for the school year, regardless of the number of organizations to which one belongs.**

Art/Culture Club	Open to any student interested in art. Must be willing to participate fully in art trips, money making projects, workshops, and other events.
Pep Band	Open to all band students
Business Professionals Of America (BPA)	Open to all students
Choir	Open to all students
Close Up	Open to all students
Drama Club	Open to all students
F.F.A.	(Future Farmers of America) open to students interested in Vocational Agriculture.
FCCLA	(Family, Career & Community Leaders of America) Open to current or previous FACS students.
Interact Club-affiliated with Rotary Club	Open to all Students
Spanish Club	Open to all students
Laurelaires	By audition
Locomotive Express	Open to all students

NASA	Open to students in NASA course or past students of the course
National Honor Society	Honorary group
Outdoor/Ski Club	Open to all students
Poetry Club	Open to all students
Robotics	Open to all students
Sound Additions	By Audition
Speech, Drama, Debate	MHSA requirements and LHS requirements
Stand/Trading Cards	Open to all students
Student Council	Elected Representatives
Western Way of Life	Open to all students

CLASS AND ORGANIZATION FUNDS

This section is designed to govern the gathering, depositing, disbursing and control of the funds of all student organizations, activities, clubs and associations.

All matters listed are considered as integral and legal parts of the general control of the school and shall at all times be the prerogative and the responsibility of the school administration or their delegate. No money making projects, special assessments or disbursements will be made without prior approval of the school administration or their delegate.

Specific rules designed to implement the above are as follows:

1. Levying of class dues will be permitted only if needed and then only with the permission of the principal. Disbursement and activities must be planned to keep within the income derived from accepted money making activities.
2. Money making projects or concessions granted to a particular group will continue only as long as needed to meet the needs of that group.
3. Monies derived from concessions or other approved money making projects are funds belonging to the high school and are not considered the property of individuals or individual groups. Therefore, funds will not be used for the personal gain or pleasure of individuals, but rather funds will be used for the benefit of the school activity or the school itself.
4. All faculty members are employees of the school district, and as part of their contract, are assigned extra duties, such as class or club sponsors, or as coaches, directors, or advisors. In fairness to all and to eliminate competition in giving, no gifts purchased from activity funds will be permitted.
5. No class or organizational funds shall be used for private parties, banquets, or other activities, except of those that may be held on school property and have the prior approval of the school administration.

NATIONAL HONOR SOCIETY

The purpose of the Laurel High School Chapter of the National Honor Society shall be to create an enthusiasm for scholarship, to stimulate a desire to render services, to promote worthy leadership, and to encourage the development of character in students.

- A. Membership is eligible to students having a 3.25 cumulative grade point average. Failure to maintain a 3.00 GPA is cause for dismissal.
- B. All eligible students who desire to join may apply at the announced time.
- C. All participants will be reviewed by a faculty committee appointed by the high school principal. This committee will be composed of teachers, counselors, and administrators. The students will be judged in the areas of scholarship, leadership, character, and service. The students need a majority vote of approval by the committee to be inducted. Students may apply for membership any time after the first semester of their sophomore year.

EXTRACURRICULAR ACTIVITIES

Laurel High School is a member of the South-Eastern Division Class "A" of the Montana High School Association. The sports are listed below. Interested students should contact the athletic department.

There will be a \$50 Activity Fee per student, per activity, up to \$100 per student for the year, for any student who participates in any of the following activities. An activity card is included with this fee.

- Girls Basketball
- Boys Basketball
- Girls Cross Country
- Boys Cross Country
- Girls Volleyball
- Boys Football
- Boys Wrestling
- Girls Softball
- Cheerleading: Fall & Winter
- Girls Track
- Boys Track
- Girls Golf
- Boys Golf
- Girls Soccer
- Boys Soccer
- Speech & Drama
- Pep Band

SPORTSMANSHIP

Laurel High School takes pride in its programs and fans and students alike are asked to project that Locomotive Pride by practicing sportsmanship at all our athletic events whether home or away. Please honor the following guidelines:

1. Know and demonstrate good sportsmanship. Good sportsmanship means always being positive with your response to the contest.
2. Be positive. Cheer for your team rather than against the opposition.
3. Respect and cooperate with the cheerleaders.
4. Respect the property of the school and the authority of the school officials and their designees.
5. Show respect for an injured player and do not heckle or jeer the opposing team.
6. Remember athletic contests and mood altering substances do not mix.
7. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections. Refrain from booing and name calling.
8. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. Racist remarks are never acceptable.
9. Do not advance on the court or field to protest or communicate with officials, coaches or players.
10. Do not direct offensive cheers/chants at opposing cheering sections.
11. Shirts must be worn at all contests.

Spirit Guidelines



SUPPORT ITEMS ALLOWED AT POST SEASON EVENTS

The following sport support items are allowed for the specified sport. **ONLY** those items marked with "YES" are allowed during post season play (district, divisional, and state). It is recommended that schools follow these regulations during regular season play.

SPORT	BB	CC	FB	GO	SB	SO	SW	TE	TR	VB	WR
Banners on wall/stadium	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Confetti/Paper debris	No	No	No	No	No	No	No	No	No	No	No
Air Horns	No	No	No	No	No	No	No	No	No	No	No
Noise makers (horns, cow bells, bells, buzzers, clickers, plastic containers, or any artificial or mechanical noisemakers – including Thundersticks	No	Yes	Yes	No	Yes	Yes	No	No	Yes	No	No
Running flag around the floor, field	No	No	No	No	No	No	No	No	No	No	No
50-50 drawings	No	No	No	No	No	No	No	No	No	No	No
Formation of "rally lines" by spectators, fans, and/or students	No	No	No	No	No	No	No	No	No	No	No
During introductions – players leaving the playing floor or entering spectator section	No	No	No	No	No	No	No	No	No	No	No
Players (or anyone else) throwing objects into spectator section	No	No	No	No	No	No	No	No	No	No	No
Laser Lights	No	No	No	No	No	No	No	No	No	No	No
Pom Poms (shakers)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Spirit Towels											
Balloons	The use of balloons will be determined by each individual facility or site for district and divisional tournaments. <u>Balloons are not allowed at indoor state tournaments.</u> Balloons cannot be used as noisemakers, e.g. popped or squeezed, at any basketball game (regular season or tournament).										

Additional items/activities that are deemed unsafe and/or unsporting or that interfere with competition may be prohibited by tournament management.

Legend: BB--- Basketball SB --- Softball TR --- Track & Field
 CC --- Cross Country SO --- Soccer VB --- Volleyball
 FB--- Football SW--- Swimming WR --- Wrestling
 GO--- Golf TE--- Tennis

CHEERLEADERS

Laurel High School has two (2) sets of cheerleading squads; one for the fall varsity sports and one for winter varsity sports. Each cheerleading squad consists of up to sixteen (16) members chosen in the spring. The fall cheer squad will cheer for boys' football and girls' volleyball. The winter cheer squad will cheer boys' basketball, wrestling, and girls' basketball.

All efforts are made to accommodate cheerleaders who participate in other school activities during the year. Any conflicts will be addressed on an individual basis.

SCHOOL SPIRIT

High School is a time for learning, growing, making good friends and having fun. One way to do this is to get involved in your school in a spirit of caring, sharing and good sportsmanship. Organizations, clubs and sports are here for you to become active in. They offer you not only a chance to make friends and have fun, but to give something of yourself -- your time and your talent to your school. Without you the extracurricular programs at LHS simply won't work. You are an important part of this school. You have something to give! Only with SPIRIT, DEDICATION and ENTHUSIASM can LHS be all it can be. Show your SCHOOL SPIRIT -- GET INVOLVED!!

SCHOOL SONG

Go Laurel High School,
Break right through that line.
With your colors flying,
We will cheer you all the time.
Go! Rah! Rah!
Go Laurel High School,
Fight for victory. - VICTORY!
Fight for the fame of our fair name
And Laurel High School win this game.

- - - Laurel High School Go!
- - - Laurel High School Go!

Go Laurel High School,
Break right through that line.
With your colors flying,
We will cheer you all the time.
Go! Rah! Rah!

Go Laurel High School,
Fight for victory. - VICTORY!
Fight for the fame of our fair name
And Laurel High School win this game

SCHOOL PEPSONG

I've been working on the railroad all the live long day.
I've been working on the railroad just to pass the time away.
Can't you hear the whistle blowing? Rise up so early in the morn'.
Can't you hear the captain shouting, "Diana, blow your horn".

ASSEMBLIES

Various school assemblies of different types will be held throughout the school year for the entertainment and education of the student body. All members should strive to be a "good" audience. To be a "good" audience, students will:

1. Stop all talking and other disturbances just as soon as the program is ready to start.
2. Listen courteously and attentively during the program.
3. Show appreciation by applause without stomping or whistling.
4. Remain seated at the end of the program until dismissed by the person in charge.

Any student not cooperating with the above rules during an assembly will be referred to the administration.

DANCES

A number of school dances are held throughout the school year. These affairs are sponsored by the various school groups. Any group wishing to sponsor a school dance may request permission and acceptable dates from the office. All school dances will be held on either Friday or Saturday night, starting at 9:00 p.m. and ending at 12:00 midnight, unless otherwise approved by the administration. All students are expected to wear appropriate attire for the event. All students entering the building will be required to remain inside the building. Anyone leaving the building will not be permitted to return. It shall be the responsibility of the sponsoring group to lock the doors at 10:00 p.m., unless another time has been established by the administration. No one will be admitted to the dance after that time. Attendance will be confined to only Laurel High School students except where permission is granted to invite outside groups. Students may bring an outside guest under the age of 20 upon administrative approval. The request form needs to be turned in 24 hours prior to the dance. Sponsoring groups are responsible for obtaining proper policing and cleaning of the facility following the dance.

LIBRARY MEDIA CENTER

Services

- Reference and Research Assistance
- Instruction in locating and using library materials/equipment
- Reading Promotion and Guidance
- Automated check-out and card catalog searches

Student Conduct

The library is a learning environment which provides a comfortable climate for students to do research and reading. Students who engage in off-task behavior or who disturb others will be asked to leave the library. Serious or persistent misconduct may result in loss of library privileges. Students using computers will adhere to the District AUP.

Circulation Policy

<u>Item</u>	<u>Time</u>	<u>Number</u>
Books	3 weeks	3
EBooks	3 weeks	3

Full text articles of periodicals are available in print form from our online databases and the Internet.

Fine Policy - Fines will accrue after the three week checkout time at a rate of .10 per day up to the value of the book. Books may be renewed for an additional 3 weeks to avoid overdue fines. Students with lost books will be charged the replacement cost. If the book is found a refund will be issued to the student minus the accrued late fee. Damaged books will be assessed according to its' condition. Students are asked to report lost or damaged books immediately to avoid excessive fines.

Overdue Notices will be issued bi-weekly to students through their STEAM period teacher.

Use of Library

Hours:	7:30 AM to 4:00 PM 7:30 AM to 3:45 PM	Monday-Thursday Friday
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Collections:

Books	8,000 volumes (includes reference and paperbacks)
EBooks	OverDrive (web based) is also available off site.
Library Management Program	Alexandria 6.2 (web based) is also available off site.
Magazines	5 subscriptions, one year of back issues in hard copy. In addition we subscribe to (4) four full text online databases (E-library, Opposing Viewpoints in Context, General One File, and A-Z The World), and an online encyclopedia (World Book). All databases are available off site for home use.
Computers	28 PC (Windows XP) computers with Internet access. Word processing (Microsoft Office 2010).

RESPONSIBLE USE POLICY FOR TECHNOLOGY/INTERNET/ELECTRONIC RESOURCES

Laurel High School strongly believes in the educational value of technology and electronic services and recognizes the potential of such to support our curriculum and student learning. The use of technology and information systems is a privilege not a right.

Responsible Use: Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with the district standards. The use of the Internet and electronic resources must be in support of educational research and the educational goals and objectives of Laurel High School. Network storage areas may be treated like school lockers. Network managers may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should recognize that files stored on district computer systems are NOT private.

Within reason, freedom of speech and access to information will be honored. During school hours, teachers will guide students toward appropriate use of technology resource and the Internet. Outside of school, parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, movies, and other potentially offensive media.

Privileges: The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. Consequences of misuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the appropriate use guidelines.
- Loss of access to District technology resources.
- Notification of parents/guardians and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

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

Unacceptable Use: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violations of copyright or other contracts, or transmitting any material in violation of any United States or Montana law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or reversed;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- Using another user's account or password
- Posting material authored or created by another, without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.
- Online shopping;
- Chatting or using chat lines for other than educational purposes;
- Playing games without teacher approval;
- Printing for other than educational purposes

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language, do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or teachers.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network not to be private property.

No Warranties: The District makes no warranties of any kind, whether expressed or implied, for the services it is providing.

Indemnification: The user agrees to indemnify the District for any losses, costs or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

Security: Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but not limited to, the uploading or creation of viruses.

Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line charges.

Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

- For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted.
- Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published.
- The absence of a copyright notice may not be interpreted as permission to copy the materials.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and the student.

PROGRESSIVE DISCIPLINE PLAN RUBRIC

*Disciplinary measures include but are not limited to those found in the rubric. The rubric is the first point of reference in regards to infractions at LHS.

INFRACTION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Alcohol/illegal substance under influence, possession of distribution	5 days OSS Notify law enforcement possible expulsion	10 days OSS Notify law enforcement possible expulsion	
Tobacco/E-Cigs/Vape devices Possession or consumption	2 days ISS/1 day OSS Notify law enforcement	2-3 days OSS Notify law enforcement	5+ days OSS possible expulsion Notify law enforcement
Weapons District policy 3311~ Possession of weapons other than firearms	5-10 days OSS; Law enforcement notified-possible expulsion		
Inappropriate paraphernalia Lighters, matches, poppers, stink bomb, etc	1-3 days ISS	3-5 days ISS	1-3 days OSS
Theft/possession	1-3 days ISS	3-5 Days OSS	1-5 Days OSS
	Possible notification of law enforcement and/or possible expulsion on all thefts		
Bullying/harassment/intimidation As defined by district policy Call home required on all offenses	Warning-3 days ISS or as decided per administrative discretion	3-5 days OSS or admin. Discretion. Completion of bully packet, behavior contract, possible notify law enforcement, possible expulsion no contact agreement.	5 days OSS or admin. Discretion. Parent conference, notify law enforcement, possible expulsion
Fighting/Inciting Call home required on all offenses	1-3 days OSS	3-5 Days OSS Possible notification of law enforcement	5-10 days OSS Possible expulsion Notify law enforcement
Dishonesty to staff	1-3 days ISS depending on the situation-PARENT CONTACT		
Explosives/fireworks	1-5 days ISS/OSS depending on severity & usage, notify law enforcement, possible expulsion	5+ days ISS/OSS Notify law enforcement Possible expulsion	
False fire alarm/bomb threat/arson	10 days OSS-Notify law enforcement, possible expulsion		
Involved/failure to report	1-5 days OSS possible notification of law enforcement		
Vandalism/destruction of property	1-5 days ISS/OSS	5-10 days ISS/OSS	5-10 days ISS/OSS
	Possible notification of law enforcement and/or possible expulsion on all vandalism/destruction of property		
Cheating/plagiarism	1-3 days detention/ISS	1-3 days ISS	
	Student will receive a zero on the assignment or test. Teachers will notify parent/guardian.		
Threat: Verbal/written against school/staff/students	1-3 days OSS Notify law enforcement Parent contact	3-5 days OSS Notify law enforcement Parent contact Possible expulsion	5+ days OSS Notify law enforcement Parent contact Possible expulsion
Insubordination/disrespect To any school employee written or verbal	1-3 days detention/ISS	3-5 days ISS/OSS Possible behavior contract signed, notify law enforcement	5-10 days ISS/OSS Behavior contract signed, notify law enforcement if appropriate, possible expulsion
Profanity/inappropriate gestures	1-3 days detention/ISS depending on severity	1-3 days detention/ISS depending on severity	1-3 days detention/ISS depending on severity
	Possible notification of law enforcement		
Public display of affection	Warning	1-3 days detention/ISS	3-5 days ISS parent

"Hands off policy"		parent notification	notification
Pornographic material	1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
	Parent contacted on every offense/possible notification of law enforcement		
INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Inappropriate/disruptive behavior	1-3 days detention/ISS	3-5 days detention/ISS	1-5 days ISS/OSS
Electronic device	Warning/1-3 days detention device returned at end of day	1-3 days detention/ISS Device returned to parent	1-3 days ISS Possible device contract, device returned to parents
	Failure to turn device over to staff will result in a minimum of 1 day ISS		
Dress code violations	Warning/corrected	1-3 days detention/ISS/corrected	1 day ISS/corrected
In hallway without a pass	Warning	1-3 detentions	1-2 days ISS
Internet Misuse Pornographic misuse	3 days detention/ISS, Privileges denied	3-5 day detention/ISS, privileges denied	1-3 days OSS, privileges denied, possible notification of law enforcement
Tardies Start over every semester	4 tardies (per class period) detention	5-11 tardies 1-3 days detention/ISS	12+ tardies 3-5 days ISS, parent contact, attendance contract
Truant Being absent from class or school without written approval from a teacher, administrator or parent	Possible consequences: Detention, SS, ISS, OSS, possible notification of law enforcement.		
Attendance process violation Not signing in/out at the office, not getting parent permission to leave before leaving	1-3 days detention	3-5 days detention or 1 day ISS	1-3 days ISS/OSS
Other infractions	Per administrative discretion, Parents contacted on every offense		
*ISS-In School Suspension, OSS-Out of School Suspension, *ALL CONSEQUENCES ARE ADMINISTERED AT THE DISCRETION OF THE LHS DESIGNATED ADMINISTRATOR			

Behavioral Expectations

The Laurel School District believes in a positive approach to supporting students in developing a healthy, well-balanced way of life.

Student Infractions

It is our responsibility to teach students social skills which will allow them to be successful not only as a young person but as an adult. Teachers are expected to use pro-active teaching skills to redirect the student however, if the student does not make the choice to correct their behavior, they will receive an office referral.

If a student's actions require an out-of-school suspension (OSS), parents will be notified in writing. Parents/guardians will have complete custody and jurisdiction of their child during the suspension. Students must complete schoolwork during their suspension. Schoolwork for out-of-school suspensions will be assigned by administration through the office. If students need assistance while completing the work, it is the family's responsibility to contact administration so arrangements can be made to provide assistance.

A student who is suspended cannot be on any Laurel School District property or at any District sponsored activities during the suspension time. If a student is directed by administration to be on school grounds for academic assistance all necessary parties will be notified.

DEFINITIONS: FOLLOWING DEFINITIONS HELP TO EXPLAIN STUDENT

INFRACTIONS

Abusive or Threatening Language	Any communication that includes swearing, name-calling or use of words which immediately creates fear of harm. This is completed without displaying a weapon and without subjecting the victim to actual physical attack.
Arson	Student plans and/or participates in malicious burning of school or personal property. The damage, or attempted damage, is intentional and unlawful. The fire may be started with any type of incendiary device.
Assault	One student intentionally causes or attempts to cause physical bodily harm to another individual (staff or student). These actions differ from fighting in that the second individual does not participate.
Bullying Behaviors	The act of one or more individuals intimidating one or more persons (who have difficulty defending themselves) negatively and over time through verbal, physical, mental, cyber or written interactions.
Disrespect/insubordination/non-compliance	Repeated refusal to follow directions, repeatedly talking back, and/or socially rude interactions. Students who defiantly swear or use profanity at staff members or adults will receive an automatic office referral.
Disruption of Learning Environment	Sustained behavior that causes an interruption in a class or activity. Disruption may include the following: sustained loud talk, yelling, screaming, noise with material, and/or sustained out-of-seat behavior.

Dress Code Violation	The wearing of clothing that does not fit within the dress code guidelines.
Encouraging a Conflict	Behavior encouraging two (2) or more students to engage in physical contact /verbal conflict while not being directly involved in the conflict.
False Fire Alarm/Bomb Threat	Student deliberately triggers the fire alarm or delivers a message/threat of a pending fire. Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Fighting	Actions involving serious physical contact where injury may occur. Students are mutually participating in the conflict. There is no one main offender and no major injury. Examples may include the following: hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc. These actions differ from assault in that both individuals are participants.
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property. This includes signing a person's name without the person's permission.
Gang Affiliation	Any student who: admits being in or affiliated with a gang, frequents place of known gang members, accompanies known gang members, and/or recruits another by intimidation or force.
Harassing Behaviors	Harassment is defined as threatening, insulting, and dehumanizing gestures, use of technology, computer software or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property.
Inappropriate Display of Affection	Student engages in inappropriate (as defined by OSD) verbal and/or physical gestures/contact of a sexual nature with another student. These actions are consensual (without force or threat of force) but are not appropriate to the environment.
Larceny	The unlawful taking of another person's property without threat, violence or bodily harm. This differs from robbery in that larceny does not involve a threat or battery.
Possession or Use of Alcohol	Student is in possession of alcohol or is using alcohol.
Possession or Use of Drugs	Student is in possession of illegal drugs/substances, is using illegal drugs/substances, or is under the influence of illegal drugs/substances. This also includes imitations. The selling, manufacturing, or distributing of illegal drugs/substances is considered being in possession or use of drugs.

Possession or Use of Inhalants	Student is in possession of inhalants or is under the influence of inhalants. This includes "huffing" or inhaling mind-altering substances.
Possession or Use of Weapons	Student is in possession of knives or guns (real or look alike) or other objects designed or converted to cause bodily harm. This also covers a device designed as a weapon capable of threatening or producing great bodily harm or death. A firearm must expel a projectile by the action of an explosive or a propelled object.
Robbery	Taking, or attempting to take, anything of value that is owned by another person or organizations. Items are taken under confrontational circumstances by violence, force, or threat of force. This differs from larceny in that robbery involves threat or battery.
Skipping/Truancy	Student leaves class/school without permission or stays out of class/school without permission.
Technology/Electronic Device Violation	Student engages in inappropriate (as defined by OSD) use of cell phone, pager, music/video players, camera, and/or computer.
Tobacco	Student is in possession of tobacco or is using tobacco. The selling or distribution of tobacco products is considered being in possession of tobacco.
Vandalism	Student participates in an activity that results in substantial destruction, disfigurement, or defacement of school or personal property. This destruction is willful and/or malicious. Tagging is considered to be an act of vandalism.

SEMESTER TEST SCHEDULE

- The school will be considered a "Quiet Zone" during the two (2) day Final Exam Schedule.
- Students who finish testing early must wait until the end of the testing period to leave.
- All teachers will give a final exam that will reflect Montana State Standards and the Essential Learning's for the course.
- If a teacher wants to give a longer exam or a two-part exam, he/she can start the exam the day before Day One.
- Semester finals count no less than 10% and no more than 20% of student's semester grade. Students may not retake exams so they should prepare well and take the tests seriously.
- Second Semester seniors will be notified by their teachers of the date(s) for the Final Exam during the first week of second semester.
- Students should not be in the building during periods in which they are not scheduled to test. Students may use the Study Hall and Library for studying, taking exams, or waiting for bus. Students are not required to report to Study Hall unless directed by a teacher to do so.
- Students who are absent and miss a final can choose to make up the final(s) or to incur a reduction in semester grade (equal to the percentage value of the final).
- The Make-up period may be used by any student for any exam with teacher approval.
- During the Make-up period on Day Two, students will report to the teacher to pick up exam. Teacher can have students' make-up exam in classroom or in the Study Hall.
- Prep periods are for teachers to correct semester exams and enter grades into the computer. Students may also make up exams during this time with teacher approval.
- Text book check-in will occur prior to semester final exams. Books will be available in the classroom for students to use if final exam is open book.

- Students on 504 plans and IEP's will have opportunity to exercise accommodations and modifications for exams in the Title Study Hall and/or the Resource rooms if appropriate (during exam periods and during the Prep period).

SEMESTER TEST EXEMPTION POLICY

Upon teacher discretion, the semester test may be waived if the following criterion applies:

- For each class on a student's schedule: Must have a grade of 90% or above in that particular class, no more than 2 tardies in that class, and no unexcused absences in that class.
- A student cannot have any outstanding detention time for any reason, for any class.
- Those students who have received ISS or OSS, for any reason, in any class, are not exempt.
- For AP classes, those students who choose to take the AP approved exam at a cost as set by the Advanced Placement Board may have the semester exam waived only at the discretion of the AP Instructor.
- Students, at their discretion, may take the exam to raise their grade to a higher percentage if desired.
- **Upon teacher discretion** a student may be exempt if all above criteria applies.

**LOCOMOTIVE STRONG:
BE RESPONSIBLE;
BE RESPECTFUL;
BE A GRADUATE**

ATTENDANCE MATTERS

GRADUATION MATTERS