

## Forward

Welcome to Whitewater Public Schools. The administration and staff hope that your years with us will be educational and enjoyable.

You are expected to attend school regularly, complete all assignments, and behave appropriately. We are committed to helping you with any adjustments you need. The following handbook has been prepared to assist you in having a successful experience at Whitewater Public Schools. Please be sure to read all policies carefully. Students are responsible for knowing the contents of the student handbook.

Success is based on a desire to succeed. Hard work and dedication will determine your success here at WHS and thereafter. Study hard and have fun.

Sincerely,

Mr. Darin Cummings, Superintendent

### **001    INTRODUCTION**

The purpose of the student handbook is to answer questions of parents and students about Whitewater School District #20D. It contains some necessary information about school district requirements, credit regulations, activities and planning for college.

We hope you will take an active interest and participate in the school organizations of your choice. May your days at Whitewater be successful and happy.

There is no possible way to include in this booklet all manners pertaining to school business. In the absence of specific rules, the Superintendent shall assume the authority or perform duties which particular situation, unforeseen and suddenly arising, may demand.

The Board of Trustees of this school district believes that the behavior of pupils attending its schools shall reflect the standards of good citizenship of members of a democratic society.

Every pupil who gives evidence of a sincere desire to remain in school by following school rules and regulations; and to profit by the educational experiences provided by achieving within his ability; will be given opportunity, guidance and assistance to achieve success. Pupil conduct shall reflect consideration for the rights and privileges of others and cooperation with all school personnel.

High personal standards of courtesy, decency, morality, clean language, honesty, loyalty and wholesome relationships with others shall be maintained. Respect for real and personal property shall be expected of all pupils.

All students, regardless of grade enrollment, must submit to the authority of any teacher of this district while in a school building, on school grounds, or while involved in school related activities.

**002 GENERAL INFORMATION**

School Hours	
Open at 7:40 AM	Closed at 3:30 PM
Monday – Friday	
Classes start at 8:00 AM	Classes end at 3:10 PM.

- Kindergarten is held Monday thru Friday for a full day session.
- Preschool is held on Monday and Wednesday from 8:00 to 12:00 PM.
- In the event of bad weather or other such emergencies, KMMR will be used to notify students and parents by 6:30 AM on the morning that school is to be closed, or throughout the day if we must dismiss early.
- In the event of a school emergency where students must leave the building, parents may pick up students at the bus barn.
- Routine parent teacher conferences are held twice a year. Parents are urged to attend these conferences, as they are a vital tool in understanding your child’s progress and individual problems. Special conferences can be held at any time by contacting the teacher or school office.
- Conference Dates:     October 18 from 4:00 PM – 10:00 PM  
                                  March 23 from 4:00 PM – 10:00 PM
- Students should avoid the bus lane when arriving at or departing from school. Unsupervised students are to leave the building by 3:30 PM.

**STUDENT DRIVERS**

Driving of motor vehicles during the school day and at noon hour will be prohibited unless permission is received from the office. When arriving or departing from school, please be careful for our children. Students are to park in the designated parking area.

**TELEPHONE**

A telephone is provided for student use for local calls only next to the office. This phone is to be used before school, between classes, during lunch, or after school only, unless permission is obtained from the office. Classroom phones are for teacher or emergency use only.

## **FAMILY NIGHT**

The Whitewater School District #20D Board has designated Wednesday evenings as Family Night. There will be no school related student activities after 7:00 p.m. on Wednesday. It is further recommended that no activities be scheduled for students in grade K through 7 after 4:00 p.m. on Wednesday.

## **SCHOOL DANCES AND PARTIES**

- All extra-curricular activities shall be scheduled through the sponsor or directors and arrangements must be completed three days before the activity is scheduled. The advisor and at least one other adult must serve as chaperones at the dance or party.
- Students that attend school parties are expected to remain in the building until the close of the activity. Once a student leaves the dance or party he/she will not be permitted to re-enter.
- The school will not sponsor public parties or dances.
- Evening activities will end by 12:00 a.m. Exceptions are the Prom and Homecoming dance, which will close at 1:00 a.m.
- Prom:
  1. The Prom is sponsored by the student council and held during the spring. Formal dress is necessary at this event.
  2. The school will not sanction any activity after the Prom is over.
  3. Decorations for the prom will be kept at a reasonable amount.

## **AWARDS PROGRAM**

Awards program is held in the spring prior to graduation. The event features awarding of honors for scholastic ability, perfect attendance, school service, achievement and athletic awards.

## **MEAL TICKETS**

Meal tickets will be sold for \$1.50 a meal or a lunch ticket of 20 meals may be purchased for \$30.00 in the school office. Breakfast is also available for 50 cents a meal.

## **003 ATTENDANCE**

### **ENTRANCE AGE REQUIREMENTS**

- The public schools of the state of Montana may be open to all children and youth between the ages of 6 and 19 years. Children must have reached their sixth birthday on or before September 10<sup>th</sup> of the current school year before being eligible to enter first grade. Transfer students who have been enrolled in another community who do not meet the above cut-off date will be accepted in our first grade. Students residing in our community and enrolled in another school because of a late cut-off date will not be accepted if they were to transfer to our school after a short period of time. This would be taking a deliberate advantage of our original policy.

- Students entering Kindergarten will be allowed to enter our school if they have reached their 5<sup>th</sup> birthday by September 10<sup>th</sup> of the current year. Kindergarten is offered by board discretion rather than required by state law.
- Students over the age of 19 will be allowed to enter our public school system. Since our district does not receive ANB for students over 19 years of age, a tuition fee is required. One-half the tuition is refundable if the student drops out in the first semester.
- Certified Copy of Birth Certificate and Complete Immunization Record Required
- Under law, all students entering school for the first time are required to present certification from a licensed physician or an authorized representative of the Department of Health or local health department stating that the child has received immunizations against communicable diseases as specified by the department of health. A pupil will be exempt from the above requirement only upon submission of (1) certification from a licensed physician that the physical condition of the child is such that immunizations would endanger the child's life or health; or (2) a statement signed by one parent or guardian that the child is an adherent to a religious belief whose teachings are opposed to immunizations.
- Married students may continue their "basic" education in our school. They may be members of organizations and participate in extra-curricular activities.
- All students between the ages of 7 and 15 must attend school unless excused by Montana law 20-5-102
- Students who enter the school year late or exit early must make up all work to receive credit for that grading period. Those late entering students will also have their attendance for the current year counted toward WHS attendance role.

### **REPORTING ABSENCES**

- Students without a phone must bring a note signed by a parent or guardian stating the specific reason for the absence, a note must be brought on the day of return. Students with phones should have a parent or guardian call by 8:30 a.m. as specified by the Missing Children policy.
- Please do not attend school if you are ill or have been exposed to a contagious illness. Students missing 3 consecutive days for injury or illness may be offered help through the school tutoring services.
- Students absent for 10 consecutive days shall be dropped from the rolls (as per state law).

## **UNEXCUSED ABSENCES**

Absences will be unexcused for the following reasons:

- Truancy (A student who skips or leaves a class without permission after reporting to school is truant. Any student who is absent from school without the knowledge and permission of his/her parents or guardians or school authorities is truant. Absences which are excessive and or which interfere with the student's educational program may be interpreted as truancy.) Truancy may result in legal action by the Board of Education against the truant student or his/her parent or guardians.
- Absences not accompanied by a note from the parent/guardian upon returning.
- All absences not covered under excused absences

The following policies provide specific guidelines regarding student attendance

- Unexcused absences which exceed 10% of any grading period, semester or school year may result in the pupil receiving no grade or credit for the semester or school year.
- Any pupil who is sixteen year of age or older whose unexcused absences exceed 10% of any grading period, semester or school year may be academically dismissed for the balance of the semester or school year. Such pupil may be reentered for the next semester or school year.
- When action must be taken with regard to losing a grade or withdrawing a student, the student and parent will be notified in writing. A decision may be appealed within five working days through the Superintendent.

## **MAKE-UP OPPORTUNITIES**

Purpose: To set forth regulations for permitting students to make up work missed because of absence from school.

Personnel affected: Building level administration and classroom teachers.

- A student who is absent from any given class will be permitted to make up those major tests and major assignments that he/she missed. Any other make up assignments will be at the discretion of the teacher(s). The student must make arrangements with the teacher on his first day back in class for the work that he missed because of his absences.
- Missed assignments required by the teacher will be made up. Required assignments not made up will be graded "0/F"
- A student suspended from school can be given a maximum of 50% for any work that he/she missed during the suspension. The student will have the same amount of time he/she was suspended to make up the assignments. Any student who is truant forfeits his right to make up any work missed and shall not be allowed additional preparation time for required assignments or tests.

## **ADVANCED MAKE-UP PROCEDURE**

### **ASSIGNMENT MAKE-UP SLIPS:**

- Students who know in advance that they will be absent for non-school functions must pick up assignment make-up slips in the office. Completion of the assignment make-up slip does not change the status of the absence. The following procedure must be completed:
  1. Students must pick up the assignment make-up slip from the office.

2. Students must then take the form to their teachers who will assign appropriate work. If a teacher feels that the student should not be absent, the teacher will indicate this on the form and provide the parent/guardian and the student with information regarding possible effects of the absence.
3. The student has the responsibility to return the signed form to the office no later than 3:30 p.m. on the day preceding the absence.
4. Failure to complete and turn in advance make-up sheet to the office will result in the student forfeiting credit for those assignments.
5. Students will be required to make up tests on the day they return if the test was announced in class prior to the absence and the student had all materials needed for the test.

#### **WHEN ADVANCED MAKE-UP SLIPS ARE USED:**

The student will be expected to have all work completed upon returning to school unless previous arrangements have been made with the instructor.

Make-up work due to non-school related activities, i.e. sickness:

Make-up work and completion date will be as follows:

- Students will have the time they were absent plus one day unless previous arrangements have been made with each instructor.
  - For example: if a student is absent for two days he/she will have, after the absence, two days plus one additional day (three total days) to make-up work.
  - Assignments that have an established due date, will remain due on that particular date.

#### **SCHOOL ACTIVITY ATTENDANCE BY NON-PARTICIPANTS**

To attend a district, divisional, or state tournament/track meet the following must be done to obtain permission to attend:

1. Complete the assignment make-up procedure.
  2. A written permission to attend the event by your parent/guardian must be turned into the office by 8:30 a.m. of the event day.
  3. Students must sign up to attend the tournament/track meet in the office one day before the event.
  4. Everyone is expected to be in school on time the day following night games.
    - When the proper procedure is followed, the student may attend the event and the absence will not count toward the ten-day rule.
- You are encouraged to plan ahead; get signed up, get your assignment make-up slips, get your work done and enjoy the event.

## **TARDY POLICY**

Being on time to class is another quality relating to the success of a student. The bell is a signal for the class to begin and students not in the classroom when the bell rings will be considered tardy.

The penalty for being tardy to class will be as follows:

Step One:	Student(s) with 3-5 tardies will be assigned ½ hour of after school detention
Step Two:	Student(s) with 6-8 tardies will be assigned one hour of after school detention.
Step Three:	Student(s) with 9 or more tardies will be assigned four hours of Saturday detention

## **004 CODE OF CONDUCT ALL STUDENTS**

The District's code of conduct and discipline are established to achieve and maintain order in the schools. Persistent or repeated violations of the rules of conduct may result in increasingly serious penalties.

District's Jurisdiction – The District has jurisdiction over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the normal school day, attendance at any school related activity, regardless of time or location, and any school related misconduct, regardless of time and location.

## **WHITEWATER JR./SR. HIGH SCHOOL GENERAL INFORMATION**

A complete list of student policy is found in the Board Policy, a copy of which is in the library.

1. Students participating in any school activity must be present ½ of a school day of the activity if the activity is on a school day.
2. There will be no release form school time for students wanting to work.
3. Homework for ill students will require 24-hour notice before it will be ready to send home.
4. Students withdrawing after 5 school days from the start of a class will receive an "F" for that class.

## **STUDENT DRESS**

Student dress in school – all students are expected to be groomed and to dress appropriately with respect to the following criteria

- Cleanliness – clothing and grooming must be such that they do not constitute a health or safety hazard.
- Clothing – clothing must be adequate to insure a decent appearance.
- Educational distraction – grooming and dress must not be unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of the other students.

- With ever changing styles, additional guidelines are established to help maintain high standards of dress. Standards of dress are provided as not be distracting to the educational process.
  - Shorts, such as walking shorts, Bermuda shorts and other shorts of similar length are acceptable and appropriate.
  - Shirts and tops must be at a minimum waist length.
  - Common courtesy dictates that hats and sunglasses not be worn inside the building.
  - Apparel with slogans which promote activities prohibited by the school district code of conduct is prohibited.
  - Clothing normally worn when participating in a school sponsored extracurricular activity or sports activity may be worn to school when approved by the sponsor or coach. Examples: Cheerleading outfits, drill team and band uniforms, team shirts and the like.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or they will be sent home to correct the situation.

This means that standards of dress will vary for students in different programs and that uniforms or special clothing will be required for shops and certain laboratories.

### **SEXUAL HARRASSMENT**

School District 20D has policy regarding Sexual Harassment and does not condone or allow Harassment in the educational or employment setting. Definition: Sexual Harassment is generally defined as unwelcome sexual advances, request for favors and other verbal and/or visual contact of sexual or gender-directed nature when:

- Submission is made either explicitly or implicitly, a term or condition of an individual's employment or education.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

Prevention, reporting, confidentiality, investigation, notification and redemption policy is available for review in the Whitewater District #20D Board Policy.

### **REPORTING**

Students or employees who believe they may have been harassed or intimidated should contact the counselor (Heidi Cummings), the Title IX Coordinator (Lynn Hill), the Equal Employment Opportunity Officer (Darin Cummings), or the first level supervisor who is not involved in the alleged harassment. Persons who feel they are being harassed or intimidated should take the following steps:

- Inform the individual that his/her behavior is unwelcome, offensive and inappropriate.



- Do not assume or hope that the problem will go away.
- Notify a counselor, the Title IX Coordinator or an administrator right away.
- Early reporting assists in any investigation.
- Request a copy of the district's sexual harassment policy so that reporting processes are clear.
- Keep notes. Keep record of dates, times, places and witnesses and descriptions of each incident. Save all notes or records in a safe place.

Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. Once a report has been filed with an administrator, Title IX Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in board policy.

### **HAZING**

The Whitewater School District #20D Board has enacted this policy to maintain a safe learning environment for students that is free from hazing. The District shall not tolerate any hazing of students and prohibits hazing at all times.

- Hazing means any conduct or method or initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person.
- The school district will discipline or take appropriate action against anyone who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion or remediation.

### **HATE CRIMES AND HARASSMENT AGAINST STUDENTS**

It is the policies of Whitewater School District #20D that hate crimes and harassment shall not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. We shall respond to hate crimes and harassment in a manner that effectively deters from future incidents.

## **005 DISCIPLINARY ACTION**

### **DETENTION**

After school detention will be held every night of the school week except the last school day of the week. Students who receive a detention must serve that day or the following, no exceptions. If the detention is missed, one hour may be added or more severe action may be taken. Students in grades K-6 will serve detention during recess.

1 <sup>st</sup> Detention	3:15 – 4:15 p.m.
2 <sup>nd</sup> Detention	3:15 – 4:15 p.m.
3 <sup>rd</sup> Detention	3:15 – 5:15 p.m.
4 <sup>th</sup> Detention	8:00 a.m. – 12:00 p.m. on Saturday
5 <sup>th</sup> Detention	8:00 a.m. – 4:00 p.m. on Saturday
6 <sup>th</sup> Detention	Possible long-term suspension or expulsion

A complete list of student policy may be found in the Board Policy, a copy of which is in the library. The Superintendent may assign detention to the students for violation of the following:

1. Radios or ghetto blasters are not to be used inside the school building during school hours.
2. Food and drink are to be consumed in designated areas: Cafeteria, Concessions area, and the immediate vicinity of the vending machines. Times allowed are before school, breakfast, lunch and after school.
3. Students will refrain from exuberant attempts of affection towards each other such as kissing, fondling, or any other suggested expression which is embarrassing to other students or staff members.
4. Students are not allowed to throw snowballs on school property.
5. Students are not allowed to roughhouse or run in the corridors.
6. Any activity such as fighting, throwing objects or similar activities that may pose a safety problem.
7. Disrespect towards teachers or any other adult or fellow student.
8. Unexcused absence from class.
9. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
10. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
11. Inappropriate use of school property, including technology.

### **SATURDAY SCHOOL**

Students' assigned Saturday school will be those students who are having academic, discipline and/or attendance problems. Saturday school will be held in the library and will run from 8:00 a.m. to 12:00 p.m. each Saturday of the school year.

1. In order for students to earn credit for attending Saturday School they must be on time and must have assigned work to keep them busy for the full detention.
2. It is the student's responsibility to bring school assignments to work on for the time they are assigned to Saturday School. If the student does not bring assigned work, the Saturday School teacher will give an assignment for the student to do.
3. Students will not be allowed candy, pop, etc. to eat during Saturday School.

4. Students are expected to show respect to the classroom and teacher during Saturday School.
5. A bathroom and drink break will be given at 10:00 a.m. Students will not be allowed to leave the room at any time other than that stated.
6. Only students assigned by the administration will be allowed to attend Saturday school for disciplinary reasons.
7. Students who do not come prepared to work and abide by the rules of Saturday School will have their parents phoned to come and get them. After a meeting with the Saturday School teacher, the student will either be reassigned to Saturday school or suspended from school.
8. Students who do not attend their assigned Saturday School will have their hours served doubled and/or required to meet with the Superintendent.

### **SUSPENSION – POSSIBLE EXPULSION**

Student conduct – The Superintendent may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds or during a school sponsored activity. Compliance with the standards of conduct is mandatory. The Superintendent will impose disciplinary sanctions. A complete list of student policy may be found in the Board Policy, a copy of which is in the library.

Students serving out of school suspension will not be eligible to participate in extra-curricular or co-curricular school activities until the next day they have been admitted back into school. Students missing Friday will not be able to participate in any program until the following Monday. Students on an out of school suspension will not be allowed on the school premise until they have been readmitted to school.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. Commission of any act which is committed by an adult would be robbery or assault as defined by state law. Suspension or expulsion would be mandatory, in accordance with state law.
5. Violation of criminal law.
6. Violation of district building regulations.
7. Violation of district's policy on dangerous weapons in the school. Suspension or expulsion will be mandatory for possession of a deadly weapon, in accordance with state law.
8. Violation of the district's illicit drugs and alcohol policy. Suspension or expulsion will be mandatory for sale or distribution of drugs or alcohol in accordance with state laws.
9. Violation of the district's smoking and use of tobacco policy. Tobacco products or containers are not allowed on school premises. These products should not be kept in lockers or on your person or on the bus.
10. Throwing objects outside of supervised school activities that can cause bodily injury or damage to property.

11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
12. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or insight violence.
13. Committing extortion, coercion or blackmail; i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
14. Lying or giving false information, either verbally or in writing, to a school employee.
15. Unexcused absence from school.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Severe disrespect towards teachers, or any other adults, or fellow students.
18. Inappropriate use of school property, including technology and the Internet.

### **RE-ADMISSION AFTER SUSPENSION**

A re-entry procedure will be in effect that includes a meeting with parent(s)/guardian(s), student and Superintendent upon return from a suspension. Recommendations from the Superintendent may include drug and alcohol counseling and a rehabilitation program.

### **STUDENT CONDUCT OFF SCHOOL GROUNDS**

Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if such misconduct occurs off school property during school-sponsored activities or during the normal school day. The proceeding discipline may result if the incident was initiated in the school building or on school grounds; or if the incident occurred or was imitated off school grounds and on school time, and if after the occurrence, there is a reasonable likelihood that there will be disruptive effect on the school's educational program or a threat to the health, safety or welfare of the students and of school property.

Examples of the type of school property misconduct that may result in such discipline include but is not limited to: use, possession, sale or distribution of dangerous weapons (including knives or guns); use, possession, sale or distribution of controlled substances; and use of inappropriate physical force.

The Board may impose discipline up to and including suspension and/or expulsion, if it is determined that a student's use, possession, or sale of controlled substances in the community has a reasonable likelihood of endangering the safety of students or employees; use of weapons (guns, etc.) or violent conduct in the community has a reasonable likelihood of endangering the safety of students or employees; use of weapons (guns, etc.) or violent conduct in the community has a reasonable likelihood of being continued or repeated in school or bringing retaliation or revenge onto the school scene for such misconduct off school grounds.

### **SEARCHES AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

## **GUN FREE SCHOOL**

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a fire arm 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 recommendation of the district administration.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922(q), students may bring unloaded firearms onto school property for use in an approved program with the prior written permission of the district administration.

Possession and/or use of any dangerous or deadly weapon in any school building on school grounds, in any school vehicle or any school-sponsored activity is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket knife where the blade is carried in a partially opened position.

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 other governmental agencies as required by law.

## **TOBACCO POLICY**

The Whitewater School District #20D, inclusive of all its buildings and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with , or sponsored by, the school. Possession or use of tobacco by students on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited at all times.

### **First Offense**

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program, and/or Saturday detention.

### **Second Offense**

Will result in any or all of the following: confiscate tobacco products, notify parents, parental conference, and notify police, meeting and assessment with substance abuse educator or designated staff, mandatory Tobacco Education Program, and/or Saturday detention/s.

### **Third Offense**

Will result in any or all of the following: confiscate tobacco products, notify parents, and notify police, turn tobacco product over to police, parental conference, meeting with substance abuse educator or designated staff, possible suspension and/or community service.

## **GANG ACTIVITY**

Gangs, which initiate, advocate or promote activities which threaten the safety or well being of person or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or other attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts of violations of school regulations may occur.

The Superintendent will establish procedures and regulations to ensure that any student causing and/or participating in activities which intimidate or affect the attendance of another student, will be subject to disciplinary action.

## **006 STUDENT RULES AND REGULATIONS – SCHOOL BUS**

All rules apply to regular routes or to special trips. School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the Superintendent has designated some other adult to supervise (Coach, Teacher, or Activity Sponsor). If these rules are not observed the student will be refused the privilege of riding the school bus.

Prior to riding the bus:

1. Be on time at the designated bus stop.
2. Stay off the road while waiting for the bus.
3. Do not move toward the bus until it has come to a complete stop.
4. Where it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Wait for a signal from the bus driver permitting you to cross.

While riding the bus:

1. In the event of a road emergency remain in your seat until instructions are given by the bus driver.
2. Students are to remain in their seats until they reach their destination and the bus has come to a full stop.
3. Be absolutely quiet when approaching a railroad crossing stop.
4. Avoid loud talking and laughing or unnecessary confusion.
5. It is not permissible to throw anything within or out of the bus.
6. Keep head and hands inside the bus at all times.
7. Keep all articles out of the aisles.
8. Help with the bus housekeeping; do not throw garbage on the floor.

Exiting the bus – Exit the bus in a quiet and orderly manner.

General Information:

1. The bus driver will stop only at designated stops.
2. No firearms, illegal drugs, alcohol, or tobacco products are allowed on the bus.
3. Observe the same rules on all trips under school sponsorship.

4. Students riding school buses to any school activity will ride and return from that activity on the school bus. The only exception will be if students' parents/guardians present a note of permission to the advisor. Any other arrangement must be made through the Superintendent prior to the trip.
5. Never tamper with the bus and or the equipment.
6. Remember you are a representative of Whitewater Public Schools when riding buses to other communities. Be respectful, courteous and polite to those you see.
7. No drinks allowed on bus unless secured in a container with a screw top lid.

### **GUEST RIDERS**

Students who normally do not ride a school bus will be considered guest riders and may ride if the following conditions are met as such requests aren't on a regular basis. Determination of what is regular basis will be made by the Superintendent.

- Guest riders must provide the Superintendent with a note written and signed by the parent or guardian at least 6 hours before the desired transportation. It will state the specific day and time transportation is requested, the location of the district authorized stopping point, and the name of the person accepting responsibility for receiving the transported student. If the Superintendent signs the note, it will be presented to the bus driver who will determine if seating is available and if behavioral issues have previously been an issue. Upon receiving approval from the driver, the guest rider will be expected to abide by all rules and regulations setup for regular riders. The bus driver will not allow the guest rider to exit the bus unless the specific individual who is named in the note is present to receive the student. If no one is present to assume responsibility for the guest rider, he/she will remain on the bus until it returns to Whitewater School District #20D. Parents are expected to provide an alternative arrangement in the event the child is returned. This last stipulation does not apply if guest rider is riding directly to regular rider's home.

### **007 STUDENT CONDUCT ON SCHOOL BUSES**

The bus driver will have the responsibility to maintain orderly behavior of student on school buses and will report misconduct to the transportation supervisor who will notify the Superintendent ASAP.

The school Superintendent will have the authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

The safety of students during their transportation to and from school is a responsibility which the student and their parents share with the bus driver and school officials. The school wants students to know what is expected of them when they wait for and ride on a school bus. Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year. Students who fail to observe these rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. A student who misbehaves will be reported to the Superintendent by the driver on the same school day, if the

incident occurs in the morning, or on the next morning, if it occurs in the afternoon. The following action will be taken:

- The Superintendent will determine if the offences warrants parent notification.
- These offenses warranting parent notification will result in:

1 <sup>st</sup> Offense	A warning describing the incident will be sent home. The card must be signed by the parent and presented by the student to the driver for signature when the student next boards the bus and must then be returned to the Superintendent
2 <sup>nd</sup> Offense	A card clearly labeled as Offense #2 will necessitate the parents appearing with the child in a meeting with the Superintendent before the student may ride the bus again (15 days lost bus rider-ship may be reduced with a parent/Superintendent meeting.)
3 <sup>rd</sup> Offense	A third offense card (so labeled) will result in a suspension of bus riding privileges for a period of 30 days.

- Any further offense will result in a minimum of 45 days lost rider-ship and a maximum of permanent lost rider-ship.
- Days lost rider-ship during the last month of school will carry from school year to school year.
- Excessively dangerous behavior will result in immediate disciplinary action by the Superintendent

## **008 PLAYGROUND**

The playground area has been established for elementary students. Swings, slides, a jungle gym, a basketball court, and play area will be available.

Adult supervision is provided for each recess and noon break. Students should follow rules their teacher or playground supervisor at all times.

## **009 HEALTH AND WELFARE**

Under law, all students entering school for the first time are required to present certification from a licensed physician or an authorized representative of the Department of Health or local health department stating that the child has received immunizations against communicable diseases as specified by the department of health. A pupil will be exempt from the above requirements only upon submission of:

1. Certification from a licensed physician that the child is such that immunization would endanger the child's life or health.
2. A statement signed by one parent or guardian that the child is an adherent to a religious belief whose teachings are opposed to immunizations.



A copy of a student's immunization record must be submitted to the school prior to student enrollment.

Students who at any time feel ill in school are urged to report to any teacher or the office. Minor first aid equipment is available to students. Minor first aid will be administered to students. Students who have a temperature that exceeds 101 degrees F. will be sent home.

Every effort will be made to contact parents or guardians concerning serious illness or injury. If a parent or guardian cannot be located or is unable to transport students to a medical facility, the school district will see to it that the student is transported.

Conjunctivitis- students who are diagnosed to have this condition must remain at home for no less than 24 hours after beginning medical treatment.

## **010 MEDICATION**

If under exceptional circumstances, a child is required to take oral medication during school hours, and the parent cannot be at school to administer the medication; then the following procedure will be used:

1. Written instructions signed by the parent and physician will be required and will include:
  - a. Child's name
  - b. Name of medication
  - c. Purpose of medication
  - d. Time to administer
  - e. Dosage
  - f. Possible side effects
  - g. Termination date for administering the medication
2. The medication must be brought to the school by the parent or guardian in a labeled container as outline above. It should be taken to and left at the office for proper handling. The parent may bring medications for no more than one week at a time unless special arrangements are made through the office. Each initial daily dose must be administered at home by the parents to avoid adverse reactions from occurring at school. School personnel my assist the student by reminding him/her what time to take medication.
3. The school will:
  - a. Contact the parent to discuss the medication request.
  - b. Inform appropriate school personnel of the medication.
4. The parent of the child must assume responsibility for informing the school of any change in the child's health or change in the medication.
5. School personnel will not administer other oral medication, such as aspirin and cough drops, to children under any circumstances.
6. The school district retains the discretion to reject requests for administrator of medicine.
7. School district personnel will not administer any medication to students except in extreme emergencies.

Due to its contagious nature, any student found to have head lice and/or nits will be removed from class, and parents/guardians will be notified to take their child for treatment. Said students will be checked upon his/her return to school and should be able to offer proof of treatment which would include a total absence of any lice and/or nits. Please note that re-admittance to class will depend upon the success of the treatment rendered.

## **011 INTERNET USE**

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

Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The District does provide filtering software for computers accessing the Internet.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

## **PRIVACY/CONFIDENTIALITY**

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

## **PERSONAL INFORMATION**

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

## **COPYRIGHT**

Users shall not:

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

## **INAPPROPRIATE SITES**

The use of District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or pictured) are off limits to all users.

## **E-MAIL/CHATTING**

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

## **HACKING**

Users shall not infiltrate or "hack" outside computing systems or networks. Examples: the release of viruses, worms or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another's ability to use that system (e.g. by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash). Nor shall users do any of these things to the District computer system.

## **INAPPROPRIATE USE**

Users shall not use the District computer network to:

1. Purchase goods, solicit sales, or conduct business (e.g. by posting an advertisement to a news group).
2. Users shall not set up web pages to advertise or sell a service.
3. Transmit obscene, abusive, sexually explicit, inappropriate or threatening language.

## **012 SCHOOL CLUBS AND ORGANIZATIONS**

School clubs and organizations are school sponsored to further educate the student academically, socially and in principals of government. Each club should have its own constitution and will be under the jurisdiction of the Student Council upon its final development. A copy of each club's constitution will placed on file in the Superintendent's office.

## **ADVISOR**

No organization shall hold any meetings unless its advisor is present. No school organizations meet later than 10:00 p.m. on any evening. Classes may place recommendations for advisors with the Superintendent.

## **ANNUAL STAFF**

This is an organization responsible for the publication and distribution of the yearbook. Membership is open to interested students.

## **LIBRARY ASSISTANTS**

Interested students may apply to aid the librarian with normal library duties. To be eligible for consideration a student must be in good standing and willing to accept responsibility. One quarter of credit will be allowed per year for this work.

## **HONOR SOCIETY**

Whitewater School District #20D is a charter member of the National Honor Society. Students are chosen to belong in the elite organization by members of the faculty. Students are chosen on the qualities of scholarship, character, leadership and service. The number belonging is limited by the charter.

## **PEP CLUB AND CHEERLEADERS**

This club is a wholesome cheering organization for boys and girls not participating in sports. Their duty is to cheer for the team and help cheerleaders with the yells. Rules and regulations regarding the pep club are in the club's constitution. Pep assemblies are restricted to games and tournaments.

Cheerleading is considered a valuable and necessary part of the interscholastic sports program at Whitewater School District #20D. Proper cheerleading promotes good sportsmanship, and good conduct during all games. It also adds to the entertainment since the spectators enjoy watching and listening to organized cheering. Cheerleaders will be selected by the student body and faculty.

Election for cheerleaders will be held in the spring.

Cheerleaders are expected to:

1. Conduct pep assemblies
2. Lead the cheering section
3. Be responsible for the conduct of the cheering section at all games.

Cheerleaders are directly responsible to their advisor and to the cheerleader's constitution, which has been drawn up by the Pep Club, Cheerleaders, Coach and Administration.

## **STUDENT COUNCIL**

The Student Council is formed to encourage better understanding and more cooperation between students and teachers. The student body elects officers in May of each year.

To be elected to the student council you must have a C grade average or above at the time of the election and must maintain this average. Any member that has an F grade on a report card will be withdrawn and a new member selected by a manner prescribed by the officers. If this does not give the class representation, the member may sit on the meetings but may not vote.

The student council is composed of the president, vice president, secretary, treasurer, parliamentarian, and one member for each class grade 6 – 12. The sixth grade representative is a non-voting member.

**BOYS’ AND GIRLS’ STATE**

Local businesses, Women’s Club and P.T.A. will sponsor students to attend Boys’ and Girls’ State, a week of government study and activities at Montana University. Students are selected from the junior class on the basis of scholarship, character, leadership and citizenship.

**013 SCHOOL CURRICULUM**

7:40 AM	Doors open
8:00 – 8:52	1 <sup>st</sup> Hour
8:55 – 9:47	2 <sup>nd</sup> Hour
9:50 – 10:42	3 <sup>rd</sup> Hour
10:45 – 11:37	4 <sup>th</sup> Hour
11:37 – 12:05	Lunch
12:05 – 12:57	5 <sup>th</sup> Hour
1:00 – 1:52	6 <sup>th</sup> Hour
1:55 – 2:47	7 <sup>th</sup> Hour
2:50 – 3:10	8 <sup>th</sup> Hour

**STUDENT LOAD**

A minimum load for a student is four academic or solid subjects for each of their four years. Boys and girls must also take Physical Education for two years along with a minimum load. Normally, students are not allowed to graduate from high school with less than four years enrollment. The Board of Trustees may grant permission under special circumstances.

Students will take five solid subjects per year unless the administration approves otherwise. All students are encouraged to take extra subjects.

**GRADUATION REQUIREMENTS**

- 4 units of English
- 2 units of Mathematics, Algebra I required
- 3 units of Social Science, US History and Government/Economics required
- 3 units of Science, Biology required
- 1 unit of Physical Education – 2 years to complete
- 1 unit of Fine Arts, Music, Foreign Language and Art
- Plus electives to equal 20 total credits

The school district has the option to require additional credits.

### **DROPPING OR CHANGING SUBJECTS**

Students may drop a fifth subject (elective) if they are failing and it is obvious they could make better use of their time on other subjects. The request may come from the teacher, principal, parents or the student. If it comes from the student he must have a written request signed by the parents. Approval for dropping or adding classes must be obtained from the guidance counselor.

A student will not be allowed to drop a subject after the first five school days of a semester and then enroll in another course which he thinks he will like better. A failing grade will be entered on the student's permanent record card if at his request he dropped a subject after the second week of the period has elapsed, unless endorsed by the Superintendent.

### **TRANSFER OR DROPOUT**

In order to transfer or dropout of Whitewater School District #20D a student must:

- Turn in his books to the respective teachers and obtain their signatures.
- Return all library materials and have librarian's signature.
- Request check out from the office.
- Pay all bills or fines due.

### **INCOMPLETE GRADES**

All quarter and semester incomplete grades must be done within 5 school days from the end of the marking period. Only the Superintendent or Counselor may grant exceptions.

### **HEALTH ENHANCEMENT**

Students must have a parent's writing excuse to be excused from Physical Education class for one day and a written excuse from a doctor to be excused for any prolonged period of time. Boys and girls are required to wear gym dress as required by the teacher, and to provide their own shoes and towels. You will be assigned lockers for your gear.

## **014 GRADING SYSTEM**

Students will be informed by teachers during the first weeks of school as to the emphasis that is placed on daily work, tests, etc. in their classes. Listed below is the grading system to be followed by the school this year:

Numerical Grade	Letter Grade	GPA
96 - 100	A	4.00
94 - 95	A-	3.66
92 - 93	B+	3.33
89 - 91	B	3.00
<b>CUTOFF FOR THE HONOR ROLL</b>		
87 - 88	B-	2.66
84 - 86	C+	2.33
81 - 83	C	2.00
<b>ANY GRADE BELOW A C, REGARDLESS OF AVERAGE, WILL BAR A STUDENT FROM HONOR ROLL</b>		
78 - 80	C-	1.66
76 - 77	D+	1.33
72 - 75	D	1.00
70 - 71	D-	.66
69 and Under	F	0

Any incomplete must be made up the following week of the following quarter, unless special arrangements are made. The grade becomes a failure if the work is not completed by this time.

The report cards will be issued on the Wednesday following the close of the 9-week period. Grades are based on a semester average; a failing semester grade will result in no credit for the semester.

Students doing failing or near failing work will be warned at the end of the 5th week of each 9 week period. Parents will also be notified at this time.

An honor roll student must have a B average. Should any student gain honor roll status throughout all grading periods of the year, an award will be presented in the spring. A grade of C- in any subject bars the student from the honor roll.

Honor roll students will be eligible to receive a one-half day off the following quarter if they have no unexcused absences or more than four tardies. They will need the approval of the teachers and the office before they take the periods off.

## **015 VALEDICTORIAN/SALUTATORIAN**

To be eligible for either Valedictorian or Salutatorian awards at Whitewater School District #20D, the student shall have completed the College Preparatory Program and maintained a grade point average of 3.5 through at least seven full semesters of school or providing that no student in the graduation class has maintained a 3.5 average, the student with the highest G.P.A. would then be eligible.

The Valedictorian award will be presented to the student who has the highest average and the Salutatorian award presented to the student who has the second highest average. The academic record will be based on solid subjects.

Valedictorian and Salutatorian must have been in attendance at the Whitewater School District #20D for a period of not less than two full years or four full semesters.

## **016 GUIDANCE**

A wide selection of information on job opportunities, colleges, occupations and special fields of interest are available in the guidance room. This information is kept up to date and revised as needed. It is available for the student's use in wisely selecting his/her lifetime work. A faculty member who is specially trained, the administration and other faculty members are available and willing to aid the students with problems that are of educational, vocational or personal in nature.

## **017 EXTRA CURRICULAR AND CO-CURRICULAR**

### **ENROLLMENT ATTENDANCE**

To be eligible to participate in an Association Contest, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, must be enrolled in and receiving a passing grade in at least twenty periods per week of prepared class work or its equivalent at the school where the student participates.

### **GRADE ELIGIBILITY**

#### **HIGH SCHOOL**

- Any student receiving lower than 2.0 grade point average and/or more than one failing grade in any one grading period shall become academically ineligible to compete in any extra-curricular activities for the next four and one half (4 ½) weeks. These students may again become eligible when the above requirements are met at the end of the next four and one half (4 ½) weeks.
- In some cases a student wishing to participate in an extra-curricular activity may have two full grading periods between activities. If the student fails to achieve the above requirements two grading periods before the activity in which they wish to participate, their performance will be studied by a committee of teachers and the Superintendent to determine if the student is having problems with a class or if the grades are a result of lack of effort by the students.



- If the student is having problems with class material, it will be recommended by a majority decision of the committee that the student be allowed the next grading period to meet the academic requirements.
- In the case of the student showing lack of effort, the student will be declared ineligible, by majority decision of the committee, for the first full grading period in which the student wishes to participate.

### **JUNIOR HIGH**

- Junior high students will follow the same requirements of needing at least a 2.0 G.P.A. and/or no more than one failing grade to be eligible.
- However, Junior High students will be on a two week eligibility list.
- Students may become eligible or be declared ineligible on a two week basis.

Students participating in extra-curricular activities will receive further rules, which must be read and signed prior to participation in any activities. Students must also have a current physical turned into the office each year they participate.

### **018 DIRECTORY INFORMATION RELEASE**

Regarding student records, federal law requires that “directory information” on your child be released by the district to anyone who requests it unless you object in writing to the release of any or all of this information. This objection must be filed prior to the start of school. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation on officially recognized activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, awards received in school, and most recent previous schools attended. You may list any or all of the items of directory information above that you wish the District to withhold about your child. This information is generally for either continuing education, celebration of student accomplishments, or school district, divisional or state programs.

### **019 ADDITIONAL INFORMATION**

- Board Policy – School District #20D Board Policy is available for inspection by the public in the Superintendent’s Office and the school Clerk’s office.
- Student PerDiem – student menu per diem for all school related travel will be a maximum of \$4.00 for breakfast, a maximum of \$6.00 for lunch, and a maximum of \$8.00 for dinner. If students are going to be traveling during two meals, the student will be responsible for the lesser of the two, for example if missing lunch and dinner, the student would be responsible for lunch. If on an overnight trip the school will cover all

meals missed. Early lunch times in Whitewater will be utilized as much as possible to help insure that students do not miss a meal.