

# Staff Directory

| <u>NAME</u>                        | <u>POSITION</u> | <u>EMAIL</u>   | <u>EXT.</u> |
|------------------------------------|-----------------|--|-------------|
| <b><u>ADMINISTRATION</u></b>       |                 |  |             |
| Jared Delaney                      | Principal       | <a href="mailto:idelaney@pcsd5.org">idelaney@pcsd5.org</a>     | 2026        |
| Dan Grabowska                      | Superintendent  | <a href="mailto:dgrabowska@pcsd5.org">dgrabowska@pcsd5.org</a> | 2003        |
| <b><u>SECRETARIAL/CLERICAL</u></b> |                 |  |             |
| Brenda Hatten                      | Secretary       | <a href="mailto:bhatten@pcsd5.org">bhatten@pcsd5.org</a>       | 2001        |
| Sally Froelich                     | Clerk           | <a href="mailto:sfroelich@pcsd5.org">sfroelich@pcsd5.org</a>   | 2002        |

Teachers can be reached via phone or email. The number and email address for each teacher is listed below. The phone system has voice mail 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.

**Park City High School**  
**[www.parkcityschools.org](http://www.parkcityschools.org)**  
**406-633-2350**

|                       |                            |  |      |
|-----------------------|----------------------------|--|------|
| <b><u>FACULTY</u></b> |                            |  |      |
| Mary Chapman          | Library                    | <a href="mailto:mchapman@pcsd5.org">mchapman@pcsd5.org</a>     | 2023 |
| Jessica Delaney       | Science                    | <a href="mailto:jesdelaney@pcsd5.org">jesdelaney@pcsd5.org</a> | 2027 |
| Michael Galt          | JH Language Arts           | <a href="mailto:mgalt@pcsd5.org">mgalt@pcsd5.org</a>           | 2043 |
| Carrie Goe            | Art                        | <a href="mailto:cgoe@pcsd5.org">cgoe@pcsd5.org</a>             | 2028 |
| Kari Hanson           | Vocational Agriculture     | <a href="mailto:khanson@pcsd5.org">khanson@pcsd5.org</a>       | 2037 |
| Tammy Harpster        | Mathematics/Science        | <a href="mailto:tharpster@pcsd5.org">tharpster@pcsd5.org</a>   | 2034 |
| Asa Harris            | Music                      | <a href="mailto:aharris@pcsd5.org">aharris@pcsd5.org</a>       | 2024 |
| Bob Hogemark          | Mathematics                | <a href="mailto:bhogemark@pcsd5.org">bhogemark@pcsd5.org</a>   | 2036 |
| Melissa Horner        | Language Arts              | <a href="mailto:mhorner@pcsd5.org">mhorner@pcsd5.org</a>       | 2044 |
| Jim Martin            | Guidance Counseling        | <a href="mailto:jmartin@pcsd5.org">jmartin@pcsd5.org</a>       | 2021 |
| Samantha Mayes        | Social Sciences            | <a href="mailto:smayes@pcsd5.org">smayes@pcsd5.org</a>         | 2033 |
| Leslie Metzger        | Language Arts              | <a href="mailto:lmetzger@pcsd5.org">lmetzger@pcsd5.org</a>     | 2032 |
| Darci Owens           | JH Academic Assistance     | <a href="mailto:dowens@pcsd5.org">dowens@pcsd5.org</a>         | 2039 |
| Contrella Peterson    | Family & Consumer Sciences | <a href="mailto:cpeterson@pcsd5.org">cpeterson@pcsd5.org</a>   | 2028 |
| Mark Rathbun          | PE                         | <a href="mailto:mrathbun@pcsd5.org">mrathbun@pcsd5.org</a>     | 2027 |
| Amanda Shorten        | Special Education          | <a href="mailto:ashorten@pcsd5.org">ashorten@pcsd5.org</a>     | 2035 |
| David Sutton          | JH Mathematics             | <a href="mailto:dsutton@pcsd5.org">dsutton@pcsd5.org</a>       | 2030 |

# Introduction

## **To Students and Parents:**

The Park City High School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized by article. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

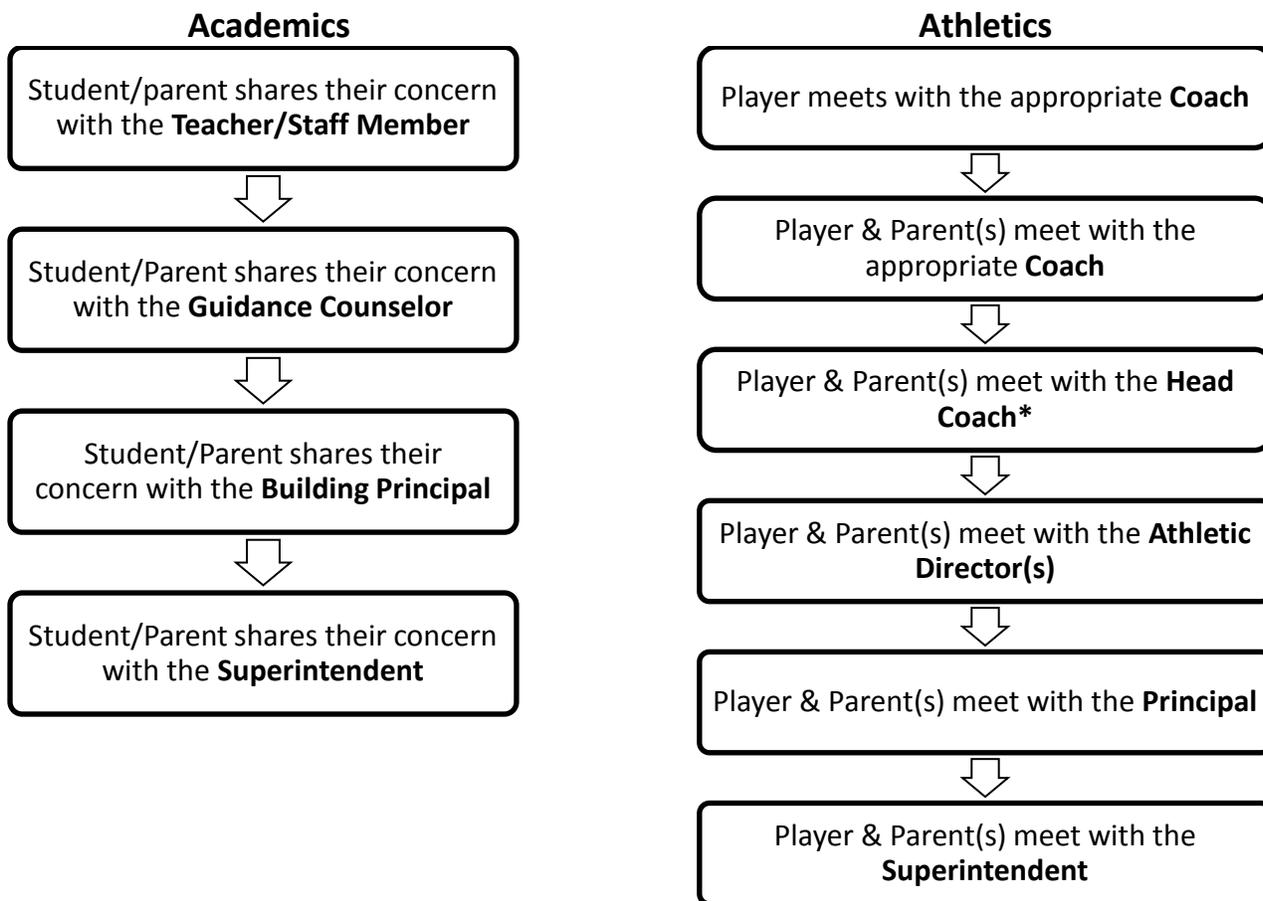
The Student Handbook is designed to be in harmony with board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the district’s policy manual is available in the school office.

|                |                             |
|----------------|-----------------------------|
| Article 1..... | Uniform Complaint Procedure |
| Article 2..... | Legal References            |
| Article 3..... | Student Conduct             |
| Article 4..... | Attendance                  |
| Article 5..... | Academic Progress           |
| Article 6..... | Graduation                  |
| Article 7..... | Discipline                  |
| Article 8..... | Student Activities          |

# ARTICLE ONE—UNIFORM COMPLAINT PROCEDURES

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

## Section 1—CHAIN OF COMMAND



If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

## Section 2—UNIFORM COMPLIANT PROCEDURE

The board establishes this Uniform Complaint Procedure as a means to address complaints arising within the district. This Uniform Complaint Procedure is intended to be used for all complaints except those involving

challenges to educational material and those governed by a collective bargaining agreement, and complaints alleging violations of Title IX or discrimination under Section 504.

Except as noted above, the District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

#### Level 1: Informal

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

#### Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

#### Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other district employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent,

within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

#### Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

#### Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

### **Section 3—TITLE IX GRIEVANCE PROCEDURE**

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual discrimination, including sexual harassment.**

The Park City School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts.

Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities.

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR

Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment.;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or

- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

### **Title IX Coordinator**

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator: Mr. Michael Galt, 406-633-2350 ext. 2043, mgalt@pcsd5.org

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

### **Filing a Complaint**

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

### **Informal Resolution**

An individual alleging sex discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

The informal process, including mediation, will not be available to individuals alleging sexual assault.

### **Formal Complaints**

An individual may make a formal complaint of sex discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute sex discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

### *Investigation*

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether sex discrimination has occurred when it has knowledge of allegations of sex discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from

the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

#### *Notice of Outcome*

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in harassment when that sanction directly relates to the individual. This may include an order that the harasser stay away from the victim.

#### *Time Frames*

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of sex discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

#### *Appeals*

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

#### **Remedies**

The District shall take all reasonable and necessary prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliating against

for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

#### **Section 4—SECTION 504 GRIEVANCE PROCEDURE**

**Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination.**

The District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504). Section 504 prohibits the discrimination against individuals on the basis of disability or handicap.

Section 504 prohibits a school district from excluding an “otherwise qualified individual with a disability” from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to “disability” refer to disability or handicap and encompasses both Section 504.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to the

#### **Section 504 and ADA Coordinator**

Inquiries concerning discrimination under Section 504 may be referred to the building administrator or:

Mr. Jim Martin  
406-633-2350 ext. 2021]  
jmartin@pcsd5.org

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

#### **Filing a Complaint**

An individual believing that he or she has been the victim of disability discrimination should file a complaint with the building administrator or the Section 504 Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

#### **Informal Resolution**

An individual alleging disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

### **Formal Complaints**

An individual may make a formal complaint of disability discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute disability discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

### *Investigation*

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether disability discrimination has occurred when it has knowledge of allegations of disability discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that disability discrimination occurred).

Parties (the alleged victim and alleged perpetrator(s)) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the alleged victim and alleged perpetrator to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

### *Notice of Outcome*

Both the alleged victim and alleged perpetrator shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in discrimination or harassment when that sanction directly relates to the individual. This may include an order that the perpetrator stay away from the victim.

### *Time Frames*

The District shall complete its investigation within 60 days of receipt of the complaint or knowledge of allegations of disability discrimination. With the consent of the parties and the Superintendent, the investigation may be extended for an additional 15 days in extenuating circumstances. The investigator shall contact both parties once it appears that the investigation will require a longer period of time. The Notice of the Outcome of the investigation will be sent within that 60-day period, unless extended as described herein.

### *Appeals*

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the nonappealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the nonappealing party may present argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the nonappealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

If either party is not satisfied with the Superintendent's written decision, that party may submit a written appeal to the Board of Trustees within ten (10) days of receipt of the Superintendent's decision. The Board shall hold a hearing to determine whether the Superintendent's decision shall be affirmed or rejected. Depending on the unique circumstances of the complaint, the Board may arrange for alternative means of participation for one of the parties. The Board shall issue a written decision within thirty (30) days of the hearing affirming or rejecting the Superintendent's decision.

### **Remedies**

The District shall take all reasonable and necessary prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a disability discrimination investigation shall notify the building administrator or Section 504 Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

## **ARTICLE TWO—LEGAL REFERENCES**

### **Section 1—EQUAL EDUCATION, NONDISCRIMINATION & GENDER EQUITY**

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator, Mr. Michael Galt. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

The district will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

## **Section 2—SEXUAL HARASSMENT**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or Mr. Michael Galt, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3225 for additional information regarding the District's prohibition against discrimination and harassment.

## **Section 3—LOCKERS & LOCKER SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. Searches may include the use of canines.

### **Students' Personal Effects**

School officials may search a student and/or the student's personal effects (e.g., purses, backpacks, coats, etc.) when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's rules. The search must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. School officials may cut locks in order to conduct a search. Searches of desks or lockers, including items or containers contained therein, may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See Policy 3040. The parent will be notified if any prohibited items are found in the student's desk or locker.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

### **Seizure of Property**

Evidence produced by a search that reveals that a student has violated or is violating the law or District rules may be seized and impounded by school officials. When appropriate, such evidence may be transferred to law enforcement authorities. Evidence produced by a search may be used in a disciplinary proceeding against the student.

### **Section 4—SCHOOL BOARD POLICIES**

Only a limited selection of school board policies are outlined in this student handbook. However, each student is required to follow all policies adopted by the Board of Trustees. Upon request, a complete policy book is available for review from the district office during regular office hours.

### **Section 5—TOBACCO-FREE SCHOOLS**

The district maintains tobacco-free buildings and grounds. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco and any other tobacco innovation.

Use of tobacco by students, school staff, parents, and visitors is prohibited in all public school buildings or public school property and at school-sponsored functions, whether on or off campus. Exceptions to this policy include school sanctioned events in which tobacco products are allowed as exhibits to demonstrate the risks of tobacco use or in connection with American Indian cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of children that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, sidewalks, and school buses.

Tobacco advertising and the acceptance of tobacco industry sponsorship or promotional products are prohibited on the school campus, in school publications, and at all school-sponsored functions.

The Board supports classroom-based instruction on tobacco use prevention, including training for teachers whose instructional duties include tobacco use prevention content. Information about nicotine addiction services and referrals to tobacco cessation programs will be provided to students and staff who have violated school policy.

Violation of the policy by students and staff will be subject to actions outlined in district discipline policies. Visitors who violate the policy will be asked to discontinue use of the tobacco product or leave the premises.

## **ARTICLE THREE—STUDENT CONDUCT**

### **SECTION 1—ACADEMIC MISCONDUCT**

#### **Part 1—Definition**

Includes cheating, plagiarism, forgery, falsification, facilitation or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, computer programs, or animals without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means.

- a) Cheating - giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information.
- b) Falsification / fabrication - the invention or unauthorized alteration of any information or citation in an academic exercise.
- c) Tampering - interfering with, altering or attempting to alter university records, grades, assignments, laboratory experiments or other documents without authorization.
- d) Plagiarism - presenting the work of another as one's own without proper acknowledgment.
- e) Facilitating academic misconduct - giving assistance or attempting to assist another in the commitment of academic misconduct.
- f) Other Academic Misconduct - Examples of academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; or collaborating on work with the knowledge that the collaboration is not authorized or will not be reported.

### **Part 2—Notification**

The instructor should personally and privately advise the student that there is reason to believe that the student has committed an act that constitutes academic misconduct. The student should be allowed a reasonable opportunity to respond or explain. If, after hearing the student's response (if any is provided), the instructor continues to believe the student engaged in academic misconduct, he or she will inform the student of his or her determination and of any intended sanction (s)

### **Part 3—Sanctions**

The teacher will notify the parent/guardian and principal of each incident. In addition to an oral and written reprimand, the teacher at their discretion may impose one of the following consequences:

- a) an assignment to repeat the work or an alternate assignment,
- b) a lower or failing grade on the particular assignment or test.

### **SECTION 2—ACCEPTABLE USE OF ELECTRONIC NETWORKS**

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Authorization for Electronic Access Agreement* prior to being authorized to use the District's computer resources. *See Appendix A for the form.* For additional information, see Policy 3612.

### **SECTION 3—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.
5. Any student not cooperating with the above rules during an assembly will be referred to the administration.

#### **SECTION 4—BAND INSTRUMENTS**

The rental fee on Park City School's band equipment is \$20.00/semester or \$40.00/year. This amount must be paid before the student can take the instrument for use. Students will be required to pay all repair fees incurred by instrument abuse, neglect, etc. above and beyond the normal expected wear. In some cases, the student may be requested to play a special instrument for a particular concert. If the student plays an assigned instrument for the complete semester/year, there will be a \$5.00/semester, or \$10.00/year fee charged. The instructor will give a list of the students who are renting equipment to the office. The office will in turn inform the instructor when the student pays the fee. If the student who is renting the equipment quits school or band at or during the semester, there will be no refund of the rental fee.

#### **SECTION 5—BUS BEHAVIOR**

Pupil transportation is privilege, not a right provided for the student population. Misbehavior will result in the privilege being revoked following administrative review. The school bus driver and the administration have the responsibility and authority to maintain discipline on the school bus.

##### **Part 1—Bus Rules**

- A. Be seated when bus is in motion.
- B. Speak in normal tones.
- C. No arms, legs, or heads outside bus windows.
- D. Do not distract the driver.
- E. Follow the drivers direction the first time given.
- F. Classroom behavior rules are in force while on the bus.
- G. Keep hands, feet and objects to yourself and out of traffic walkway.
- H. To leave your bus at a stop other than your own, you must have a note from the school or your parent.
- I. Exit the bus from the front door only.
- J. As per school policy, no contraband will be allowed on any school transportation.
- K. No sunflower seeds on the bus.
- L. Do not harass, intimidate, or use violence toward others.
- M. Do not destroy or vandalize school or other people's property.

#### **SECTION 6—BULLYING**

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. For additional information, please see Policy 3225.

#### **SECTION 7—CELL PHONES & ELECTRONIC DEVICES [PERSONAL USE OF]**

The use of, or ringing, beeping, buzzing or texting of/on cell phones, pagers, or other electronic signaling devices is prohibited inside the school buildings, or during any classroom time period (without the consent of the principal) during the school day. **Moreover, the use of a cell phone in a locker room or bathroom is expressly denied.**

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 not allowed during school time and will be viewed as a violation of this policy.

These devices can be used in the school buildings before and after school and at lunch. If a student is caught using an electronic device at an improper time, or if the device disrupts a class by making sounds, a staff member will take the electronic device away and the student will receive a one hour detention.

Failure to submit an electronic device to a staff member will result in a minimum of a day in in-school suspension. If the student refuses to turn the electronic device over to the administration the student will be suspended from school for up to 10 days.

Other infractions of this rule will bring about further consequences which could include suspensions in school and out of school. The administration reserves the right to deny the use of any electronic device deemed inappropriate.

## **SECTION 8—CODE OF CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

### **Part 1—Expectations**

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner and exercise self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

### **Part 2—Applicability of School Rules and Discipline**

To achieve the best possible learning environment for all our students, the Park City School District's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally affects the climate or efficient operations of the school.

### **Part 3—Violation of Student Code of Conduct**

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.

- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Hazing, harassment, intimidation, or bullying, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

**SECTION 9—COMMUNICABLE DISEASES**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

|                    |                       |                                 |
|--------------------|-----------------------|---------------------------------|
| Amebiasis          | Influenza             | Rubella (German Measles)        |
| Campylobacteriosis | Measles (Rubeola)     | Scabies                         |
| Chickenpox         | Meningitis            | Shigellosis                     |
| Diphtheria         | Mumps                 | Streptococcal disease, invasive |
| Gastroenteritis    | Pinkeye               | Tuberculosis                    |
| Hepatitis          | Ringworm of the scalp | Whooping Cough (Pertussis)      |

**SECTION 10—DANCES**

Two faculty advisors and two sets of parent-chaperones must be present at each event.

- Only Park City High School students will be allowed unless special permission is granted by the principal for others to attend.
- The trustees have banned public dances in the school. All proms and interschool invitational dances must have a law enforcement officer in attendance. The officer costs will be paid by the sponsoring organization.
- The organization sponsoring an event is responsible for cleaning the premises.
- Any student entering a school function and then leaving without prior administrative approval will not be allowed to return under any circumstances.
- There shall always be adequate lighting in the area of the school for proper supervision. There shall be no dark unsupervised areas.
- There shall be no school functions after 12:00 a.m. without administrative approval. Prom hours will be 8:00 p.m. to 12:00 a.m. Doors will be locked at 9:00 p.m. No one will be admitted after 9:00 p.m.
- No one shall ever be admitted to school functions if he/she has been drinking alcoholic beverages or has used other mind-altering stimulants or depressants. Any student in this situation will be subject to the provisions of the Park City Schools drug and alcohol policy contained herein.

## **SECTION 11—DIRECTORY INFORMATION, RELEASE OF**

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school.

## **SECTION 12—DISTRIBUTION OF MATERIALS**

### **School Materials**

All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

### **Non-School Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to the principal at least one week prior to the requested distribution.

## **SECTION 13—DRESS CODE**

Clothing is to reflect respect for the district policies regarding intimidation, and safety, as well as school position and philosophy promoting an atmosphere of tolerance. Attending school is a right, but standards of good grooming are necessary to maintain an appropriate atmosphere. To this end the following regulations are adopted:

- A. Students are not to have school supplies or wear clothing, jewelry, or tattoos that may create material or substantial disruption of the educational process; be destructive to persons or property; represent or encourage gang activity; advertise or make reference to alcohol, tobacco, or drugs; contain sexual connotations; contain spikes or chains; exhibit offensive or suggestive language or graphics; or be considered offensively revealing or distasteful.
  - a. The following clothing brands, among others as deem inappropriate by the administration, are explicitly prohibited: Deer Nuts, Camp Morning Wood, Hooters, Big Johnson, Co-Ed Naked.
- B. Bare midriff, belly shirts, 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. "Muscle Shirts" (for either boys or girls), tube tops, tops with straps that do not cover the bra strap are not appropriate, as in "spaghetti straps." Strapless, low-cut, deep scoop neck, and see-through mesh clothing will not be allowed.

- a. Tops and bottoms must overlap when standing and being worn in their normally worn position.
- C. Dresses/shorts/skirts/skort/skulottes must be at least fingertip length (including slits).
- D. 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/shoes, etc. Pants will be worn in the proper position and monitored by the staff and administration. Slippers and pajama pants with button flies are not allowed.
- E. Headgear in the school building is prohibited. i.e.: (caps, head covers, bandanas, sunglasses, etc). Exceptions may be granted in the case of religious practice.
- F. 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.
  - a. Tank tops and sleeveless shirts may be considered acceptable in PE classes only, if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole.
- G. The administration reserves the right to determine if clothing not addressed by these guidelines is disruptive to the educational process or offensive in nature.
- H. Student dress will be neat and clean at all times. A student may be sent home to shower and/or change upon the discretion of the administration.
- I. The hair of both boys and girls must be kept clean at all times.
- J. Coaches or extracurricular directors will have the discretion of establishing hair and dress codes for a particular activity in excess of these requirements.
- K. The dress and hair code is to be supervised by the administrative staff and the faculty.

#### **SECTION 14—E-CIGARETTES**

Regardless of age, any students discovered possessing, giving, selling or using a vaporizing device or associated/alternative liquid nicotine products or tobacco in any form whatever, will face disciplinary action equivalent to tobacco related infractions.

#### **SECTION 15—EVENTS**

Organizations wishing to schedule activities must first fill out the activity application, get the approval of the faculty advisor and get the approval of the principal.

#### **SECTION 16—FAMILY NIGHT**

The Board of Trustees recognizes the importance of the family as the core unit of society. To that end, the Board seeks to set aside one night of the school week to enable families to schedule activities with little conflict with the school schedule. Family night will be observed in the district on Wednesday every week. The following are applicable:

- A) All school related activities will be finished by 6:15 P.M. and all students will be out of the school buildings by 6:30 P.M. At 6:30 P.M. the school building will be closed to all activities.
- B) It is also the desire of the Board that teachers will not assign homework on Wednesday nights.

### **SECTION 17—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; 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.

### **SECTION 18—FOOD, DRINK & VENDING MACHINES**

Students are to use the vending machines in such a manner that it does not disrupt the educational process. If money is lost in the machine, notify the office. Place wrappers, cans, and bottles in the proper waste containers. Clean up all spills or messes. No sunflower seeds allowed in buildings or on buses. Unauthorized food and beverages in the classroom will be confiscated by the teacher.

### **SECTION 19—FOOD SERVICES**

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Visit the district office to apply.

### **SECTION 20—FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 14 days before the event. Except as approved by the principal, fund-raising by non-school groups is not permitted on school property.

### **SECTION 21—GUESTS**

Students are not allowed to bring student guests to school. Student interested in enrolling should contact the guidance office for an appointment and tour.

### **SECTION 22—LAW ENFORCEMENT**

#### **Questioning of Students**

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Service of Process**

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

### **SECTION 23—LEAVING SCHOOL, SIGN OUT PROCEDURE**

Due to legal considerations, a student at no time is to leave school grounds during the school day without having parental/guardian permission and signing out in the office, unless the student is of the age of majority. 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. 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.

3. 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.
4. Students failing to follow this sign out procedure may be disciplined.

#### **SECTION 24—LIBRARY**

At mid-quarter and quarter a list of students with overdue books will be posted at the library and office and the students will be notified. There will be a \$.05/day fine per book for every day the books are overdue.

**Absolutely no books will be checked out to these individuals until overdue books are returned, and the fine is paid.**

#### **SECTION 25—LOCKERS**

Each student is provided with a locker at the beginning of the school year. In regards to,

1. items are not to be stored on top of or in front of the lockers;
2. backpacks are to remain in lockers or hung on an appropriate hook, not taken into the classroom.

#### **SECTION 26—OUT OF SCHOOL MISCONDUCT**

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

#### **SECTION 27—MEDICATION AT SCHOOL**

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

#### **SECTION 28—PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection (PDA) are prohibited. The school recognizes that genuine feelings of affection may exist between two individuals; however, students are to refrain from inappropriate intimate behaviors on campus or at school related events. Examples of inappropriate behavior associated with PDA include: holding hands, kissing, touching, fondling, passionate embraces, sitting on laps, and other over displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting.

### **SECTION 29—PROFANITY**

Profanity is unacceptable. Any student cursing or voicing obscenities at school or at any school activity will face disciplinary action.

### **SECTION 30—PROPERTY**

Students shall be financially responsible, with his/her parent or guardian, for willful damage or destruction of any school property (desks, textbooks, equipment, the building, etc.). Damage to school property, either before, during, or after school hours will result in the offender(s) paying for or replacing damaged or destroyed property, in addition to any other punishment the administration and/or board may deem fit.

### **SECTION 31—STUDY HALL**

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. Students may be allowed to speak to another individual providing they have secured permission from the study hall supervisor. Conversations should pertain to subject matters only. There may be a limit on the number of students conferring at the same time. Students will not be allowed to check out of the study hall the last ten (10) minutes of the period. Sleeping in study hall is not allowed as that is not the purpose of study hall.

### **SECTION 32—STUDY SESSION**

Students with missing assignments will be assigned to Study Session. Failure to attend Study Session will result in disciplinary action. Attendance during this intervention is not optional.

### **SECTION 33—TEXT BOOKS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book. **Students will not receive their grades, transcripts, and/or diploma until all fines are satisfied.**

### **SECTION 34—TRIPS**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent requests that the student be permitted to ride with the parent, or the parent provides—before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent.

Throughout the school year, students may have the opportunity to attend events off campus. During participation, students will be transported by bus and/or other district owned/leased/rented vehicles. In some cases, students may be transported by other school districts. Parents will be notified of scheduled trips.

### **SECTION 35—VEHICLE USE**

Student use of motor vehicles during the school day is restricted to the lunch break except with specific parental/guardian permission which has been supplied to the front office for appointments and school connected errands when permission is granted by the administration. No students are to be in the parking lot or vehicles during or between classes. 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. Junior High students shall not drive or ride in any vehicle during the lunch break.

### **SECTION 36—VIDEOTAPING OF STUDENTS**

The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District 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. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students that video surveillance cameras are in use. VIDEO RECORDINGS ON ALL SCHOOL BUSES INCLUDE THE COLLECTION OF AUDIO.

### **SECTION 37—WEAPONS & GUN FREE SCHOOL**

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.

# **ARTICLE FOUR—ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual.

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District’s Attendance Officer may request a meeting with the truant student’s parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student’s parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student’s absence if no excuse has been offered. See Policy 3122.

## **SECTION 1—ABSENCES**

### **Part 1—School contact**

When a student is absent from school, the parent/guardian must call the school [633-2350] any time after 7:30 a.m. to notify the school of the absence. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

### **Part 2—Class work 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. Homework is due upon returning to the class. If you are absent on the day of a test or quiz, you will have until 3:45 pm of the day you return to make it up.

### **Part 3—10 day rule**

The academic standards of Park City High School require that a student may miss no more than ten (10) excused/unexcused absences per class period, per semester to receive full credit in that class.

### **Part 3—Absences which DO count:**

#### **a. Excused Absences (EA)**

- i. Are defined as an absence with the knowledge of parents. An excused absence means that the student can make up all work missed without docking of grade.

#### **b. Unexcused Absence (UA)**

- i. An absence such as this is truancy. An absence from school without the knowledge of a parent will be unexcused and a zero grade will be issued in each class period missed.
- ii. These absences DO count toward the ten (10) allowed absences each semester.
- iii. Each period of truancy will equate to two hours of detention.

- iv. In-school or out-of-school suspension will be assigned for truancy in three periods or more upon the discretion of the administration.

#### **Part 4—Absences that DO NOT count**

- c. **Medical Absence (MA)**
  - i. Require a signed medical note from a licensed physician (MD, PA, DO, DC, etc.).
- d. **School Related Absence (SA)**
  - i. Extracurricular, co-curricular school sponsored trips, college visits.
- e. **Personal Absence (PA)**
  - i. Delays or failure of school buses, weather related absences, court ordered appearances, bereavement, extended family trips\*, senior pictures.
  - ii. ***\*Students participating in family trips must visit with the administration, at least one week PRIOR to their departure in order to have the absences not count towards the ten (10) allowable absences.***

#### **Part 4—Notification**

1. A letter will be sent at midterm and/or quarter after five (5) absences from school/class have been recorded indicating the school policy and the number of days missed.
2. A letter will be sent at midterm and/or quarter after ten (10) absences from school/class have been recorded indicating the school policy and a notice for the student and parent/guardian to contact school officials and meet with school administration and other relevant individuals as necessary to discuss the severity of the situation. Interventions and assistance will be offered.

#### **Part 5—Credit**

Students who successfully complete a course with a passing grade, but exceed the allotted number of allowable absences, will receive Passing credit only.

### **SECTION 2—TARDIES**

A student is not tardy if prior arrangements are made with a teacher. Students tardy to school in the morning or afternoon must obtain a slip from the district office before they will be admitted to class. Students entering the room after the final bell and during the first fifteen minutes of class will be considered tardy. Students entering the room after fifteen minutes have passed will be considered absent.

#### **Part 1—Rules**

1. Each tardy shall count as an absence in that class.
2. Regardless of time served, three unexcused tardies to the same class will be counted as an absence in that class.
3. It is up to the discretion of the principal to reward students who show compliance by having an extended period of time of no tardies.
4. The classroom teacher may refer excessive tardies from the classroom to the building administration for additional punishment(s).
5. Tardies to first period and sixth period when students have study halls will be disciplined as follows:
  - a. 3<sup>rd</sup> tardy – warning
  - b. 4<sup>th</sup> & 5<sup>th</sup> tardy – detention
  - c. 6<sup>th</sup> + tardy – Saturday school

## **Part 2—Tardy Cancellation:**

- a. Any student wishing to cancel out a tardy(s) from any class may do so by signing up for Saturday detention with the office. The amount of time to be served to cancel a tardy will be determined by the high school administration.

## **SECTION 3—LEAVING**

**Once a student enters school for the school day, he/she is not to leave the school grounds without first securing permission from the office.** Permission from the parent is necessary before asking the administrative staff. This parental permission may not be necessary if a student is leaving school grounds to run a short errand for school staff or parents within the community of Park City. **Permission in all cases must be given through the ADMINISTRATIVE OFFICE no matter what the errand may be.** Exceptions to this rule shall be emergencies such as an accident, etc. Non-compliance will result in a zero grade for each class period missed and detention for double the time absent from classes will be issued. Each period of truancy will result in 2 hours of detention. Upon a 2nd occurrence, Saturday school will be assigned. **In all cases, if a student leaves school grounds without permission for 3 or more periods, he or she will be assigned in-school or out-of-school suspension upon administrative discretion.**

# **ARTICLE FIVE—ACADEMIC PROGRESS**

## **SECTION 1—ADULT EDUCATION**

The trustees will enroll students whose birthday occurs on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child is to enroll but is not yet 19 years of age. The trustees may at their discretion assign and admit an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

## **SECTION 2—CREDITS**

Students who do not successfully complete a required class will repeat that specific class as space allows. The administration may make exceptions only if a scheduling conflict occurs. Acceptance of credit for classes not completed at Park City Schools will be determined by the administration on an individual basis. . No independent study classes will be accepted for the purpose of recovering credit from a required class.

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend and the Superintendent approve minor deviation from the graduation requirements.

## **SECTION 3—COURSE SELECTION**

Student and/or parent requests for selected staff members, as opposed to assigned, will not be honored.

## **SECTION 4—DIGITAL ACADEMY COURSES**

Students will be required to enroll in matching classes offered on campus, through the district. Students who have failed a course in the previous quarter or semester will not be allowed to enroll; unless the course serves as a credit recovery opportunity. Students must have at least a cumulative 3.00 GPA prior to enrollment. All online courses taken by the students will be approved by the administration in advance of enrollment. The district will allow a student to enroll in a maximum of three (3) MTDA course per semester.

### **SECTION 5—DROP/ADD**

There will be a one week period (5 Pupil Instruction Days) after each semester begins for dropping or adding classes. No course changes are permitted after the 1<sup>st</sup> week of the semester unless recommended by the teacher or parent/guardian, and administratively approved.

### **SECTION 6—GRADES**

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following chart:

|    |    |     |
|----|----|-----|
| A  | 94 | 100 |
| A- | 90 | 93  |
| B+ | 87 | 89  |
| B  | 83 | 86  |
| B- | 80 | 82  |
| C+ | 77 | 79  |
| C  | 73 | 76  |
| C- | 70 | 72  |
| D+ | 67 | 69  |
| D  | 63 | 66  |
| D- | 60 | 62  |
| F  | 0  | 59  |

### **SECTION 7—HONOR ROLL**

A student must have a minimum grade-point average of 3.00 to be placed on the regular honor roll.

### **SECTION 8—JUNIOR HIGH RETENTION**

The determination of whether or not a student will be retained at the end of each year in junior high will be based upon the following. Each activity class passed will be given a point value of one (1) for each semester, and each non-activity class passed will be given a point value of two (2) for each semester. Each class that meets for only a nine weeks period will be given a point value of one half (1/2). The two semester point values will be added together to get a year point total. The maximum year point total is 26. This figure will then be multiplied by a factor of .63, since below 63% is the failing % on our grading system.

The point value for passing to the next grade will be equal to or above  $(.63) \cdot (26) = 16.38$  for the year. If a student fails to have a point value equal to or greater than 16.38, he/she will be retained in that grade of junior high.

**Activity Classes:** Art, PE, FCS, Vo-Ag, Chorus, Band, Life Skills, Study Skills, Keyboarding & Leadership

**Non-Activity Classes:** English, Science, Math, Reading, Social Studies & Foreign Language.

If a student turns fifteen (15) years of age during his/her junior high years, that student will be considered for placement into the next higher grade for the following year, disregarding the retention policy.

### **SECTION 9—INDEPENDENT STUDY**

Independent study courses are available to Juniors and Seniors provided they meet the program requirements.

### **Part 1—Approval**

1. Teacher, guidance counselor, and principal approval is obtained.
2. The student's cumulative GPA must be a minimum of 2.00.
3. Passing marks were earned in each class of the previous semester.
4. Students must be enrolled in a minimum of 6 classes, which may not include a study hall, work release/school to work, or serving as a teacher's aide.

### **Part 2—Credit**

1. Only pass/fail credit will be issued.

## **SECTION 10—PROGRESS REPORTS**

Progress reports during each nine week grading period shall be made as follows:

1. At mid-quarter, report cards will be mailed to the parents/guardians.
2. At the end of each quarter, report cards will be mailed to the parents or guardians.

## **SECTION 11—SCHOOL-TO-WORK & WORK RELEASE**

The school-to-work and work release programs are available to upperclassmen provided they meet the program requirements. Such requirements are as follows:

1. the student must be classified as a Junior or Senior for the current academic year;
  - a. exceptions may be made for special needs students as determined by the IEP and special education instructor and high school principal;
2. the student's cumulative GPA must be a minimum of 2.00;
3. the student must not have any failing marks for the last quarter grading period;
4. the student must be enrolled in a minimum of 6 classes, which may not include a study hall, serving as a teacher's aide, or independent study;
5. the student must maintain academic eligibility as spelled out in the student handbook;

The administration reserves the right and obligation to withdraw any student from the program at any time. Should student become disqualify themselves from further participation they will enroll in a regular education course.

## **SECTION 12—TEACHER'S AIDES**

Juniors and Seniors may apply to serve as a teacher's aide under the following conditions.

### **Part 1—Approval**

1. Passing marks were earned in each class of the previous quarter.
2. Teacher, guidance counselor, and principal approval is obtained.
3. The student is not under a tobacco/alcohol/drug suspension.
4. Student's cumulative GPA is 2.50 or better.

### **Part 2—Credit**

2. Only pass/fail will be issued for serving as a teacher's aide.
  - a. No credit will be issued.
3. "Aide" will be listed on the student's transcript.

### **Part 3—Rules**

1. A student aide must work under the direct supervision of a teacher/staff member at all times.
2. A student aide cannot act as a "substitute" teacher or be responsible for the supervision of students.
3. Student aides shall not correct other student's classwork.

4. Students must be enrolled in a minimum of 6 classes, which may not include a study hall, work release/school to work, or serving as a teacher’s aide.

## **ARTICLE SIX—GRADUATION**

### **SECTION 1—EARLY GRADUATION**

The Board hereby authorizes the high school principal to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7th) semester.

### **SECTION 2—PARTICIPATION AT COMMENCEMENT**

Only students who meet 1) district graduation requirements or 2) the course of study as outlined in their Individualized Education Plan, will be allowed to participate in commencement exercises. Each student must successfully complete and earn a passing mark in each second semester required course to participate in the commencement exercises.

### **SECTION 3—GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation. Promotion to the next grade level is based on successful completion of the curriculum, attendance, performance based on standardized testing, or other testing administered.

| <u>Credits Earned</u> | <u>Grade Placement</u> |
|-----------------------|------------------------|
| 6                     | 10                     |
| 12                    | 11                     |
| 18                    | 12                     |

### **SECTION 4—COURSE SCHEDULE**

| GRADE 9                  | GRADE 10                 | GRADE 11                 | GRADE 12                 |
|--------------------------|--------------------------|--------------------------|--------------------------|
| English 9                | English 10               | English 11               | English 12               |
| <i>History Elective*</i> | <i>History Elective*</i> | U.S. History             | American Government      |
| Earth Science            | Biology                  | <i>Science Elective*</i> | <i>Science Elective*</i> |
| Math                     | Math                     | <i>Math Elective *</i>   |                          |
|                          |                          |                          |                          |
| PE 9                     | PE 10                    |                          |                          |

\*Course may be taken in a year of student’s choosing.

### **SECTION 5—DISTRICT GRADUATION REQUIREMENTS**

1. Graduation from high school is based on a minimum of 24 credits. Every high school student will carry six (6) period classes each semester with exceptions made only on approval through the administration. All graduates must meet the requirements of the state Board of Education in specific subjects.
2. The requirements for graduation will include the following:
 

|  |  |
|--|--|
| <ol style="list-style-type: none"> <li>a. 4 units of English;</li> <li>b. 3 units of mathematics;</li> <li>c. 3 units of social studies;               <ol style="list-style-type: none"> <li>i. 1 unit of American History</li> <li>ii. 1 unit of American Govt.</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>d. 3 units of science;</li> <li>e. 2 units of health enhancement;</li> <li>f. 1 unit of fine arts;</li> <li>g. 1 unit of vocational/technical education;</li> </ol> |
|--|--|

iii. ½ unit of technology application;

h. ½ unit of speech.

### **SECTION 6—COLLEGE PREP**

There are two tracks of college prep courses, the minimum core established in 1992 and the rigorous core passed in 2002. Additional information can be found at [www.mus.edu](http://www.mus.edu)

| Course         | Minimum Core   | Years | Rigorous Core   | Years |
|----------------|--|-------|---|-------|
| Mathematics    | Algebra I, II, and Geometry (or the sequential content equivalent)   | 3     | Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, or course equivalent). All grades C or better.              | 4     |
| English        | Written and oral communication skills and literature   | 4     | Written and oral communication skills, literature, and a designated college-prep composition or research-writing course   | 4     |
| Science        | 2 lab sciences: one year must be earth science, biology, chemistry or physics  | 2     | Lab sciences: Earth science; biology; chemistry, physics, and/or other lab sciences.  | 3     |
| Social Studies | Global studies (world history, world geography), American history, and government. Economic, American Indian history or other-third course | 3     | Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course. Recommendation of ½ year of other courses such as psychology, humanities. | 3     |
| Electives      | World language (2 yrs), and/or computer science, visual and performing arts, or vocational education                                       | 2     | Recommendation: 2 years of a second language, music, fine arts, speech/debate, career and technical education (such as information technology, computer science).   | 3     |

### **SECTION 7—COLLEGE ADMISSION REQUIREMENTS**

In order to be admitted to a 4-year university in the MUS, entering high school graduates are required to meet the following standards:

1. Completion of college preparatory core classes: mathematics (3 years), English (4 years), science (2 years), social studies (3 years), electives (2 years) – includes languages, computer science, visual/performing arts, speech, or vocational education. AND
2. Achieve one of the following requirements:
  - a. 2.5 high school GPA or higher; or
  - b. Ranked in the top half of the school’s graduating class; or
  - c. Composite ACT score of 22 or higher, or SAT of 1540 or higher(except at MSU-Northern which requires ACT score of 20, SAT score of 1440)
3. **Note:** Two-year campuses in the MUS abide by a non-competitive open enrollment policy that does not require applicants meet the Regents’ four-year admissions criteria. The only requirement is that applicants must have obtained a high school degree or successfully completed a GED.

| Coursework         | Admissions Standards<br>For Four Year Campuses    |  |  |   | ACT<br>Core |
|--------------------|---|--|--|---|-------------|
|                    | PCHS<br>Graduation<br>Requirements                | Regent's<br>Preparatory<br>Program   | Rigorous<br>Core   |   |             |
| English            | 4 units   | 4 units  | 4  | 4 |             |
| Mathematics        | 3 units   | 3 units  | 4  | 3 |             |
| Science            | 3 units   | 2 units  | 3  | 3 |             |
| Social<br>Studies  | 3 units   | 3 units  | 3  | 3 |             |
| Vocational         | 3 units   | *  | *  |   |             |
| Arts               | 1 units   | *  | *  |   |             |
| PE/Health          | 2 units   | 1  | 1  |   |             |
| World<br>Languages |   | *  | *  |   |             |
| Electives          | <i>Note: A unit is<br/>two (2)<br/>semesters.</i> | 2 units, chosen<br>from *s above,<br>including<br>computer<br>science;<br>recommending<br>2 units of<br>language | 3 units, chosen<br>from *s above;<br>recommending<br>2 units of<br>language,<br>speech, arts<br>and<br>information<br>technology |   |             |

### **SECTION 8—VALEDICTORIAN/SALUTATORIAN DETERMINATION**

The chart below lists all courses and the difficulty factor assigned to each class. This chart will be used only in the determination of valedictorian and salutatorian, by total points achieved in high school. It works as follows: grade values: A=4, B=3, C=2, D=1, F=0. The difficulty factor is multiplied by the grade value. This will give the total points received each semester, except for the senior year, where the third quarter grades will be utilized as the second semester grades. The senior with the highest total points will receive the valedictorian honor. The senior with the second highest total points will receive the salutatorian honor. Students must have been in attendance at Park City School their junior and senior year to be eligible for valedictorian, salutatorian, and/or honor scholarship awards.

#### **VALEDICTORIAN / SALUTATORIAN POINTS GRID**

| <b>1</b>            | <b>1.5</b>           | <b>2</b>              | <b>2.5</b>           | <b>3</b>           |
|---------------------|----------------------|-----------------------|----------------------|--------------------|
| REQUIRED<br>CLASSES | Adv. Weight Training | Accounting I          | Accounting II        | Advanced Biology   |
|                     | Advanced P.E.        | Adv. Health & Fitness | Accounting III       | Advanced Chemistry |
|                     | Art                  | Ag-Education          | Astronomy            | Calculus           |
|                     | Band                 | Computer Electives    | Anatomy & Physiology | College Courses    |
|                     | Chorus               | Contemp. U.S. History | Business Law         | Chemistry          |
|                     | Current Events       | Crafts                | Economics            | Integrated Math IV |
|                     | Desktop Publishing   | Creative Writing      | Environment Science  | Physics            |
|                     | Office Practice      | Drama/Theater         | Forensic Science     | Biotechnology      |
|                     | P.E. 11-12           | English Electives     | Integrated Math III  |                    |
|                     | Fam. & Cons. Science | Psychology            |                      |                    |

|          |            |                     |                      |          |
|----------|------------|---------------------|----------------------|----------|
|          |            | History Electives   | Spanish I, II, III   |          |
|          |            | Intro To Business   | Spanish – Adv. Conv. |          |
|          |            | Microsoft Office    |                      |          |
|          |            | School Publications |                      |          |
|          |            | Web Design          |                      |          |
|          |            | World Literature    |                      |          |
| <b>1</b> | <b>1.5</b> | <b>2</b>            | <b>2.5</b>           | <b>3</b> |

## **SECTION 9—GRADUATION ATTIRE**

The responsibility of the Park City School District, upon the student’s completion of the requirements for graduation, is to issue a proper diploma to each graduate. Participation in the actual graduation ceremony is not a requirement but a privilege extended to students. The Board of Trustees may deny a student the right to participate. . Graduation ceremonies will be conducted in the following manner:

1. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration with a recommendation from the class advisors and officers.
2. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisors.
3. Students who participate will be expected to use good taste in their choice of accessories for their attire. Graduates are required to wear appropriate attire under their gowns. Attire and appearance that is interpreted as offensive will not be tolerated.
4. Students who participate will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
5. The senior class must all wear the same color and style of caps and gowns as approved by the class officers, advisors, and the school administration. The only exception to this is if the class wishes that each gender wear their own color different than that of the other gender. This exception must also meet with approval by the school administration.
6. The honor of wearing cords or stoles in addition to the traditional caps and gowns is only granted to students who meet a 3.25 cumulative minimum grade point average and other specific criteria. The following criteria besides the 3.25 minimum GPA requirement will be followed:
  - a. All students who meet the 3.25 minimum cumulative grade point average will be given a set of black and red honor cords to wear signifying their scholastic achievement as an honor student.
  - b. Stoles will be allowed to be worn by students who have been requested by an approved Park City High School organization to be recognized for a specific honor that the student received as a member in good standing. The only school organizations that are allowed this privilege are those that possess a national charter and whose organizational purpose is in line with scholastic or academic achievement. Current organizations in Park City High School that are in line with these guidelines are: BPA, FFA, FCCLA, National Honor Society, and Student Council. In recognizing the tradition of Park City High School graduations, the color gold for cords and stoles is only approved for the National Honor Society organization.
  - c. Students who have been recognized as the Valedictorian or Salutatorian of their graduating class can be given a stole that signifies this achievement.

# **ARTICLE SEVEN—DISCIPLINE & DUE PROCESS**

## **SECTION 1—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. If this fails to resolve the problem, the teacher should contact the principal for advice and help to work out the conflict as much as possible. Teachers have the authority to:

1. Deny certain classroom privileges.
2. Assign specific tasks to assist the resolution of the problem.
3. 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.
4. Remove a student temporarily from the classroom.
5. Recommend suspension of a student from school.

## **SECTION 2—THE PRINCIPAL’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 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 has 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 expulsion of students.

## **SECTION 3—DISCIPLINE POLICY**

### **Part 1—Philosophy**

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

### **Part 2—Behavior Management**

**The degree of severity of the offense or the chronic nature of the student's behavior will determine what level of discipline will be initiated.** The administration reserves the right to impose disciplinary sanctions depending on the nature of the offense. The main components of this policy are as follows. Each component may operate individually and the severity of the offense will determine which component(s) will be implemented.

1. **PARENT NOTIFICATION SLIP** - Parent Notification Slips are issued by teachers to notify administration and parents of inappropriate student behavior. Parent notification slips will be handled in the following manner:
  - a. **First slip**...a one-on-one discussion with the offending student. Teacher will fill out a notification slip and student may sign it, indicating the discussion occurred. Continue to monitor student behavior and apply classroom/school rules and consequences. A phone call to the parent will be made by the teacher.
  - b. **Second slip from same teacher**...on or before the second slip, a phone call by the teacher will be made to the parent in the event student misconduct continues. Continue application of consequences. Document conversation and consequences applied to student. Continue normal monitoring of behavior and adherence to rules. Document any misconduct and corrective measures applied.
  - c. **Third slip from same teacher**...a meeting with the teacher/administrator/parent will be asked for, if usual procedures for dealing with student misconduct and conversation with parent(s) proves ineffective. Continue monitoring of behavior and adherence to rule. Document any misconduct and corrective measures applied.

2. Telephone calls are not made to the parent concerning some infractions of classroom and/or school policy. Examples of these infractions are gum chewing and tardies.

A record of all Parent Notification Slips received by a student throughout his/her attendance is kept in order to help identify and deal with chronic behavioral problems. The degree of severity of offense or the chronic nature of the student's behavioral problems will determine what level of discipline will be initiated. The following forms of discipline will be applied as determined by the administrator without regard to the number of Parent Notification Slips issued.

### **Part 3—Types of Discipline**

1. **DETENTION** - is to be used as a study hall. Detention may be assigned when it is deemed appropriate and is not dependent upon the Parent Notification Slip. Forms of detention are:
  - a. **One (1) hour detention** - will be served on a day and time determined by the administration.
    - i. If the detention is not served on the assigned date, Saturday detention will be assigned.
    - ii. The principal will assign Saturday detention if previous steps prove to be ineffective. Saturday detention will be a three (3) hour block of time from 7:00 A.M. to 10:00 A.M.
    - iii. Detention will be served the Saturday assigned by the principal.
    - iv. **Failure to serve Saturday detention will automatically earn the student in-school or out-of-school suspension**, the length of time to be set by the principal.
    - v. Only the principal will be able to allow a student to miss and makeup a missed Saturday detention and only if the student confers with the principal prior to the day the detention is to be served.
    - vi. Further, the missed Saturday detention will be reassigned for the next Saturday. If there is a religious conflict, other arrangements will be made by the principal. Saturday detention will have an effect upon the students' participation in athletics/activities, as outlined in the athletic/activities portion of the student handbook.
2. **SUSPENSION** - An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

#### **a. IN-SCHOOL SUSPENSION**

- i. Students will receive credit for homework completed and turned in at the appropriate time.

- ii. In-school suspension will have an effect upon the student's participation in athletics/activities, as outlined in the athletic/activities portion of the student handbook.

**b. OUT-OF-SCHOOL SUSPENSION**

- i. Students will be able to make up assignments, quizzes, exams, projects, etc. that were missed as a result of out-of-school suspension at half the value of the assignment. It is the responsibility of the student to remain current with all missed information upon return to the classroom.
  - 1. School work that was due on the day the student was suspended can be turned in for credit. School work due on the student's return to the class will receive a grade deduction or no credit.
- ii. Students who are repeatedly assigned out-of-school suspension will not be able to make up coursework for any value.
- iii. Out-of-school suspension will result in the loss of privileges to participate in or attend any co-curricular or extracurricular activity for the duration of the suspension.
- iv. A student on out-of school suspension is prohibited from being on school grounds during the duration of the suspension.

v.

3. **EXPULSION** - Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

4. **STUDENTS WITH DISABILITIES** - Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

- a. Expulsion may occur without regard to the number of Parent Notification Slips issued.

**5. OTHER**

- a. A student sent to the office from a class may be assigned any one of the above discipline forms determined by the administrator. When deciding the consequence, the administration will minimally consider the following:
  - i. Severity of the action
  - ii. Frequency of the action
  - iii. Students' discipline history
  - iv. Potential for further inappropriate action
- b. In the event the principal is unavailable, the superintendent will assume the duties.
- c. Misbehavior in substitute teacher's classes may result in higher levels of disciplinary action including but not limited to Saturday School.
- d. Detention not completed before the academic school year ends will result in in-school or out-of-school suspension, the length of time and dates to be set by the principal.

- e. Any situation not specifically mentioned in this handbook will be dealt with on an individual basis by the administration.
- f. Supervised community service may be used a form of discipline.
- g. The administration has the right to reduce or increase punishment based on the severity and circumstances of the situation.

## **ARTICLE EIGHT—STUDENT ACTIVITIES**

The Park City School District recognizes that student activities programs are an integral part of school life. As such, programs should contribute to the intellectual, physical, social, and emotional growth of students. The district is committed toward operating all programs in a manner that not only teaches the techniques, fundamentals and strategies of the activity but also enhances the social and emotional development of the participants. To this end the following procedures are adopted.

### **Rules**

#### **SECTION 1—ALCOHOL, TOBACCO, DRUGS & OTHER MISDEMEANORS**

In order to promote personal health and safety, the Park City Schools disallows substance abuse by students participating in extracurricular, cocurricular, and other school sponsored activities. Participants are required to abstain from chemical use including but not limited to tobacco, nicotine, alcohol, illegal drugs, and misuse of prescription medications.

##### **Part 1—Rule**

Students participating in school sponsored activities shall not use, possess, distribute, purchase, or sell alcohol, tobacco, e-cigarettes or other similar products, drug paraphernalia, illegal drugs, controlled substances , or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2.

These rules are in effect twenty-four (24) hours a day.

##### **Part 2—Attendance Restrictions**

Students involved in activities are forbidden from knowingly being present at a function or gathering at which a prohibited substance is being used. Presence is defined as longer than the time necessary for a reasonable and prudent person to leave a location where any substance, illegal to the student's possession or use, is present and/or taking place.

##### **Part 3—Policy Duration**

This policy is in effect each school year from the date of the first practice for fall activities and continues until the last day of school or activities, whichever is later. Violations are cumulative, throughout the student's period of attendance in middle or high school, but violations do not carry over from middle school to high school.

If a violation occurs at the end of a season, the suspension shall carry into the next athletic season the student successfully completes. The sequence of penalties shall be lateral.

**Part 4—Interscholastic Athletics**

Events sanctioned by the Montana High School Association cooperatively organized or otherwise sponsored by the school district, including cheer, shall adhere to the following schedule.

**Attendance**

- 1. First Violation—the student shall be suspended for one (1) week of competition.
- 2. Second Violation—the student shall be suspended for two (2) weeks of competition.
- 3. Third Violation—the student shall be suspended for four (4) weeks of competition and must complete an approved substance abuse course at the student’s expense before further participation.

**Possession/Consumption**

- 1. First Violation—the student shall be suspended for two (2) weeks of competition.
- 2. Second Violation—the student shall be suspended for four (4) weeks of competition and must complete an approved substance abuse course at the student’s expense.
- 3. Third Violation—the student shall lose eligibility for the current season and the next two, not dependent on participation, and be required to complete a chemical dependency assessment by a licensed addiction counselor at the student’s expense before further participation.

**1 Week Consequences**

|                 |           |                |         |
|-----------------|-----------|----------------|---------|
| Volleyball..... | 2 matches | Track.....     | 1 meet  |
| Football .....  | 1 game    | Softball ..... | 2 games |
| Basketball..... | 2 games   | Golf.....      | 1 meet  |

**2 Week Consequences**

|                 |           |                |         |
|-----------------|-----------|----------------|---------|
| Volleyball..... | 4 matches | Track.....     | 3 meets |
| Football .....  | 2 games   | Softball ..... | 4 games |
| Basketball..... | 4 games   | Golf.....      | 3 meets |

Violations of this policy by cheerleaders shall result in the concurrent suspension of the corresponding season(s) they are currently participating in.

During suspension, students are allowed to participate in team practices but excluded from competitions. Students are expected to be present at each *home* event, appropriately dressed, and seated with their teammates throughout the entire contest. Competitions during suspension will only count if the student would otherwise be able to eligible to participate.

Any suspension will result in the loss of eligibility for conference awards, varsity letters, honors, etc. earned during the athletic season the offense occurred.

**Part 5—Music**

Suspension from Pep Band/MHSA Music will be applied in calendar weeks being on the date sentencing. Students will be allowed to play at home games, but will not travel with the band during their suspension.

**Part 6—Cocurricular Activities & Student Organizations**

During the school year for any violation occurring of this rule, the student must serve 15 hours of community service above and beyond the normal community service adopted by the organization. The advisor and principal will determine and approve the type of community service. A student in more than one organization will do a maximum of 15 hours. Upon approval of the principal, the student may choose in lieu of the community service to enter an approved 12 hour substance abuse/counseling program at the student’s expense.

Failure to complete the required hours will result in forfeiture of membership within the student organizations.

### **Part 7—Consent**

Through their participation, each student and his or her parent(s)/guardian(s) hereby consents and agrees that the School Resource Officer or any other law enforcement personnel may disclose to the district administration any involvement that the student has with substances or activities prohibited by this policy. Awareness of an infraction of this policy in relation to participant suspension is not limited to law enforcement reporting.

### **Part 8—Other**

- Any student violating this rule while on a school related activity will not be allowed to participate in any school sponsored activity requiring bus transportation such as club activities, field trips, senior trip and class ski trips. Where applicable, alternative assignments will be provided.
- If a violation occurs on a school related activity during the summer, the consequence would be assessed the next school year.

### **Part 9—Due Process**

The chain of command, expressly outlined in Article One of the student handbook and Board Policy 1700, will be strictly followed to address all grievances related to this policy.

## **SECTION 2—ATTITUDE SUSPENSION**

Whenever a coach finds a member of the Panther extracurricular program is not living up to the responsibility and privilege of being on the team, the coach may issue an attitude suspension to that team member.

1. **1st Offense:** Your privilege to be a member of this program is suspended for the next day of competition.
2. **2nd Offense:** You will be suspended until a meeting with your parents, you, and the coaching staff is completed. A minimum of a two-day suspension of competition will be assigned.
3. **3rd Offense:** Recommended permanent suspension for the remainder of the season made to the Board of Trustees.

### **What kinds of things result in an Attitude Suspension?**

- A) Unduly criticizing, nagging or razzing teammates.
- B) Not accepting decisions by the coaching staff.
- C) Not putting forth maximum effort in practice and games.
- D) Missing practice or a game.
- E) Not living up to your responsibility as a student. This includes attitude in the classroom.
- F) Excessive sulking after criticism.
- G) When a student is issued a 2nd Parent Notification Slip for inappropriate behavior this will result in a first offense attitude suspension. Each subsequent slip will move the student to the next level of attitude suspension.

## **SECTION 3—EXTRACURRICULAR PARTICIPATION**

### **Part 1—Enrolled Students**

Students must be full-time enrolled students at Park City Schools in order to participate in any extracurricular activity. A full-time enrolled student is defined as one who is enrolled and in attendance for the entire school day at Park City Schools.

### **Part 2—Philosophy**

Any activity not listed in the course schedule is deemed to be a co-curricular or extracurricular activity. The activity that starts first takes preference over any other activity. The activity whose competition

requires securing a place in order to advance to further competition takes preference over other conflicting activities.

### **Part 3—Participation**

Participation in a co-curricular and extracurricular activity is a privilege, not a right. Students representing Park City High School in activities are expected to set a standard of excellence above that which is considered to be minimal.

## **SECTION 4—CURFEW**

### **Part 1—Rules**

1. Athletes will be at home by 10:00 p.m. on the night prior to a game and weekdays (Sunday-Thursday); or home within one (1) hour after a school activity,
2. Friday and Saturday nights; home by 12:00 a.m.
3. Coaches of the respective sport will set hours for holidays and other special occasions that may be exceptions to the above hours with administrative approval.

### **Part 2—Penalties for violation of hours**

1. **FIRST OFFENSE:** player or participant will be placed on a one week suspension as outlined in Article 8.1.4.
2. **SECOND OFFENSE:** a recommendation to the Board of Trustees will be made requesting that the player or participant be suspended for the remainder of the season for that sport/event, and will lose his/her letter for that sport/event.

## **Regulations**

### **SECTION 5—ACADEMICS**

To be eligible to participate in an association contest, a student must have received a passing grade in at least twenty (20) periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance.

#### **Part 1—Additional minimum Park City School requirements:**

Students will be passing in all enrolled classes and will not have a cumulative "D" grade in *more than* three (3) of those classes. Eligibility will be determined on a weekly cumulative (Monday-Sunday) basis. A student whose name appears on the ineligibility list for three (3) consecutive weeks will be dropped from the activity for the remainder of that season. A student whose name appears on the ineligibility list will not travel with the team or suit up for home events. The student starts over with a warning if they are eligible one week.

#### **Part 2—Co-curricular activities**

The seasons for BPA, FCCLA, and FFA activities shall be in nine (9) week segments coinciding with the nine (9) week grading periods and will run from August 1st through July 31st of the following year. Eligibility to participate from the last day of school to July 31<sup>st</sup> of that year will be determined by eligibility at the end of the fourth quarter.

#### **Part 3—Eligibility List**

By Friday of each week, faculty members will notify the principal by the use of a weekly eligibility list of any athlete, cheerleader, mascot, manager, or participant of any extracurricular activity who is failing.

**Part 4—Discipline**

Suspension from playing/participating in athletics/activity for in-school disciplinary reasons will be as follows:

- a. Saturday detention (not tardies or riding in autos); suspended for one game/event as determined by the administrator
- b. In-school suspension; suspended for one week
- c. Out-of-school suspension; suspended for two weeks

**Part 5—Definitions:**

A two week suspension will be as follows:

- Activities.....Next participating event
- Basketball.....4 games
- Football .....2 games
- Golf.....2 meets
- Track.....2 meets
- Speech.....2 meets
- Volleyball.....4 matches

**Part 6—Coaches rule**

When a student is issued a 2<sup>nd</sup> parent notification slip for inappropriate behavior this will result in a first offense attitude suspension. Each subsequent slip will move the student to the next level of attitude suspension.

**Part 7—Other rules**

- 1. Student athletes will display good sportsmanship at all events. Athletes displaying a poor team attitude will be subject to the same penalties as for violation of hours.
- 2. Coaches for all sports will have a parent meeting prior to season completion. Parents are required to attend one meeting per year on the date scheduled. Parents must attend a meeting prior to their child participating in any event. Attendance will be verified via parent signature, which will be kept on file by the high school principal. If attendance is prohibitive on the date scheduled, the coaches and parents will meet at school on a date and time convenient to both parties. Students will not be allowed to participate in scheduled events until the coach and parent meeting has been completed.
- 3. A coach/sponsor may elect to have additional rules/regulations for their sport/group, beyond those addressed in the handbook, in which case a list of the specific rules/regulations requested by the coach/sponsor will be distributed to the participants involved within the first week of scheduled practices and will be on file in the activity director’s and principal’s offices.

**SECTION 6—CONCUSSIONS**

Because of the passage of the Dylan Steigers’ Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury.

Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete’s parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or

game shall be removed from play at the time of injury and may not return to play until cleared by an appropriate health-care professional.

### **SECTION 7—DRESS CODE**

Those responsible for any performance groups such as coach, director, advisor, etc., are hereby authorized and encouraged to develop for each group exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole, or help build a constructive "esprit de corps" within the group. Such standards, and/or practices, must be of a reasonable nature, appropriate to the group's activity, and reflect positively on the image of the group and the school. Students are not allowed to wear blue jeans or t-shirts to interscholastic competitive events. Moreover, sweatpants, sweatsuits, and other casual clothing is strictly prohibited. Female students may but shall not be required to wear skirts or dresses. Caps, hats, and other head coverings [exceptions may be granted in the case of religious practice] are not to be worn in public places.

### **SECTION 8—DRUG TESTING**

Although the Board of Trustees, administration, and staff desire that every student in the Park City School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, this policy governs only illegal drug use by students participating in certain extracurricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities.

Participation in school-sponsored interscholastic extracurricular activities at the Park City Public Schools is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship and training which includes avoiding the use or possession of illegal drugs.

#### **Part 1—Activities**

|                |            |               |                    |
|----------------|------------|---------------|--------------------|
| Basketball     | Golf       | Track & Field | FFA                |
| Cheerleading   | Honor Band | Pep Band      | FCCLA              |
| Speech & Drama | Pep Club   | Softball      | Student Council    |
| Football       | Volleyball | BPA           | Nat. Honor Society |

#### **Part 2—Procedures**

- a. Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form", which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to practice or participate in any extracurricular activities.
- b. This consent requires the activity student to provide a saliva or urine sample
  - a. annually before participation in extracurricular activities;
  - b. when the activity student is selected by the random selection basis to provide a sample; and
  - c. at any time when there is reasonable suspicion to test for illegal drugs and the student is participating in any of the aforementioned school activities.

#### **Part 3—Policy**

No student shall be allowed to practice or participate in any extracurricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form". Questions, concerns, or copies of the policy in its entire can be requested from the athletic directors or administration.

## SECTION 9—INJURY

Each student has the responsibility to report to their coach or club sponsor any and all injuries that take place during practice, competition, or any other related times of activity. Any student who has an injury will be unable to play or practice without a physician's note.

## SECTION 10—LETTERING REQUIREMENTS

- **Basketball:** The team members who participate in 18 varsity quarters. If a player makes the tournament team and doesn't complete 18 varsity quarters, lettering is up to the discretion of the coach.
- **Football:** Participate in eight varsity quarters.
- **Volleyball:** The team members who participate in 18 varsity matches. If a player makes the tournament team and doesn't complete 18 varsity matches, lettering is up to the discretion of the coach.
- **Track:** Qualify for divisional in an individual or relay event, and/or score a minimum of fifteen (15) points in varsity meets.
- **Golf:** Qualify and participate in four meets (the five lowest scores of the week of a meet will qualify), or qualify for the state golf meet (to qualify: boys - 100 strokes; girls - 120 strokes; for 18 holes or meet MHSA State Qualifications)
- **Speech:** Qualify for state and/or become a finalist at divisional; accumulate 15 points during the season.
- **Cheerleaders/Mascots:** Cheer at all scheduled events. Written excuses for absence must be received and approved by the cheerleading advisor or principal prior to the event.

## SECTION 11—PHYSICALS

Athletes, regardless of grade level, reporting for interscholastic athletic activities shall have a physical exam before they are allowed to participate/practice, no exceptions. The MHSA official physical exam form will be used. The examination must be completed after May 1 for upcoming school year. Furthermore, this examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. The district does not recognize a doctor of chiropractor sciences to be a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1<sup>st</sup> is not valid for participation for the following school year.

## SECTION 12—PRACTICE ATTENDANCE

The only time an individual will be excused from practice is when the parents or student have properly notified the coach before that practice begins.

1. The first unexcused absence from practice will result in missing a week of participation in that sport.
2. The second unexcused absence from practice will result in dismissal from the team.
3. Students **not attending a full school day** on the day of the game or organization activity **WILL NOT** be allowed to participate in the next practice, organization activity, or game. A student's action of attending morning practice, but failing to report to class without prior approval by the administration shall be treated the same as an unexcused absence from practice.
  - a. Unavoidable absences such as medical/dental appointments, court mandated absence, and funerals will be excluded. The principal may approve any other extenuating circumstance.
  - b. If a student misses a Saturday morning Speech & Drama meet, he/she cannot play that night in an athletic competition. If a student misses Saturday detention, he/she cannot play Saturday night.

## **SECTION 13—TRANSPORTATION**

### **Part 1—Team Travel**

Participating students will be required to ride school provided transportation to and from school activities. This will apply to any student who is a member of a school sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus. The only exception will be a request by the parents for their student to ride with them or others *from* the activity. The parents must see the coach or sponsor and sign a release at this time. Student requests to transport themselves to and from events may be granted on a limited basis with administrative approval only.

### **Part 2—Discipline**

If a student misses a bus departure for extracurricular activities due to school disciplinary action (detention, Saturday School, etc.), that student will not be eligible for participation in that activity. The student will remain ineligible even if they travel to that activity by another means.

## **Behaviors**

### **SECTION 14—CODE OF CONDUCT**

This following list has been prepared for the convenience and safety of all students who may choose to be a part of any or all of extracurricular activities.

1. Students shall be prompt and prepared for all activities. Eligibility will be determined by each organizations based on the school handbook and the organization bylaws. Only those students who have upheld and followed the school handbook, have worked, and been deserving of the participation will be allowed to attend/participate.
2. Students shall keep their coach/school representative informed of their activities and whereabouts at all times.
3. Students shall not deface public property or litter the premises. The individual or club responsible shall pay any damages to property or furnishings.
4. Students from out of town shall spend the night or nights at assigned hotel, in assigned rooms. Students are to remain on the activity premises unless permission to leave has been authorized by a coach/school representative.
5. Students shall not be permitted in sleeping rooms of members of the opposite gender, except when a coach is present and/or the door is open when in the room. Violators will receive a minimum one-week suspension.
6. Students shall be in their respective rooms and quiet at curfew. (Motels/hotels often specify such quiet times and students must abide by them.) This means that the lights will be out and no television.
7. Students shall be prohibited from having or using alcoholic beverages, tobacco, e-cigarettes and other nicotine innovations, drugs, or any illegal substance form. If another student finds or has knowledge of any items before mentioned, they are to notify the coach/school representative. With cause, a coach/school representative may search a student's belongings and legal authorities will be called.
8. Students will be sent home at their own expense for violating any of these rules of conduct. Parents will be notified and will be responsible to pick up the delegate within 12 hours of infraction, at their own expense. At any competitions, the students' parents would be notified, the student would be removed from all participation, and the parents and student would be responsible for FULL reimbursement to the organization and/or school.
9. Students shall not incur additional room extra charges, i.e. telephone charges, video games, etc.

10. Students will adhere to the dress code of their respective organization during appropriate functions. (Blue jeans, T-shirts, and grubby shoes will not be considered appropriate dress at any time). Exceptions to the dress code can only be made by the coach/school representative.
11. Students violating any of the rules of conduct may subject their entire team to disqualification.
12. Standard rules that apply to school activities shall be in effect during the contest. The term "student" applies to all registered conference participants.
13. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
14. Electronic messaging devices will be secured by the advisor/coach nightly.
15. Students will be required to pay \$25.00 for state competition and \$100.00 for National competition when applicable. These fees shall be paid at the designated times before STATE and before NATIONALS.
16. Furthermore, each student must earn or personally pay for any other expenses before attending STATE and/or NATIONALS.
17. All accidents, injuries or illnesses should be reported to the coach/school representative immediately.
18. The coach/school representative will call the administration for direction on student discipline.

### **SECTION 15—SPORTSMANSHIP**

Park City High School takes pride in its programs and fans and students alike are asked to project that Panther 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. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections. Refrain from booing and name calling.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. Do not direct offensive cheers/chants at opposing cheering sections.
10. Shirts must be worn at all contests.

### **SECTION 16—UNSPORTING BEHAVIORS**

The Park City Schools Board of Trustees desires all students involved in co-curricular and extracurricular activities to demonstrate good sportsmanship at all times. We believe, whatever activity engaged in, student education continues for the student as participants or spectators. In order to encourage good sportsman-like behavior in all students, the Board adopts the following policies:

1. Any student who receives a foul/penalty for unsportsmanlike conduct, as defined by the rules adopted by the Montana High School Association for the particular activity, shall be subject to the following disciplinary actions:
  - a. First offense: the student shall be prohibited from participating for the remainder of the contest.
  - b. Second offense: the student shall be prohibited from participating for the remainder of the contest and will become ineligible to participate in the next regularly scheduled contest/meet.

- c. Third offense: the student shall be prohibited from participating for the remainder of the contest and a recommendation will be made to the Board of Trustees that the student be suspended from the team for the remainder of the season.
2. Any student who is ejected from any contest/meet (grades 6-12) by contest/meet officials/administrators for unsportsmanlike conduct shall be subject to the following MHSA sanctions:
  - a. First offense: the student participant will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition. A student cannot be in uniform while suspended.
  - b. Second offense: will result in a four-competition suspension by the offending student. If penalties are imposed at the end of the sport season and no contests remain, the penalty is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next MHSA sponsored sport or activity.
  - c. Third offense: A third violation will result in the student being suspended for the remainder of that sport season and for an additional ninety (90) P.I. days from the date of the championship event of that classification.
3. Appeal: The president of the conference may appoint a hearing officer/board to hear any appeals, within 48 hours of the receipt of a complete report the incident. Appeals may not deal with decisions made by contest officials.

## Information

### **SECTION 17—CHEERLEADING POLICY AND RULES**

#### **Part 1—Squads**

The Park City Schools will have two cheerleading squads a fall squad and a winter squad.

1. The fall squad will be responsible for cheering at girls volleyball & boys football home events.
2. The winter squad will be responsible for cheering at boys and girls basketball home events.

#### **Part 2—Games**

1. The cheerleading squads will cheer at home games only. There will be cheerleaders at post-season contests (girls basketball, boys basketball).
2. The cheerleading schedules will be adjusted by the athletic director to satisfy the applicable equity requirements of equal number of appearances for the girl's events as for the boy's events.
3. The first unexcused absence from a game will result in suspension for two weeks [as outlined in Article 8.1.4] from cheering for that sport.
4. The cheerleader coach is to be notified in advance when a cheerleader is unable to attend a practice or a game. The coach must give approval in order for the absence to be excused.
5. Cheerleaders will travel to and from the game site on the pep bus or the team bus, if a pep bus is not available, or other school vehicle.
6. If a varsity cheerleader is ineligible, a junior varsity squad cheerleader may be brought up to fill the position for the period of time the varsity cheerleader is ineligible.

#### **Part 3—Uniforms**

The school will try to purchase one set of cheerleader uniforms per year. Each cheerleader will be responsible for her/his own shoes, socks, emblems, etc.

#### **Part 4—Practice**

1. The cheerleading coach will develop a practice schedule to be turned in to the athletic director.

2. The first unexcused absence from practice will result in missing the following one-week of cheering for that sport. The second unexcused absence from practice will result in dismissal from the team.
3. The senior cheerleader with the most votes will be the head cheerleader. Head cheerleader will work closely with the coach on items that pertain to practice, messages, etc.
4. Persons involved in cheerleading will not be allowed to participate in another sport during that cheerleading season.

**Part 5—Prohibited cheers**

1. Only pyramid cheers approved by the MHSA will be allowed.
2. There will be no use of the mini-tramp.
3. Tumbling/stunting routines need to be pre-approved by the cheerleading coach, the principal and athletic director.

**Part 6—Cheerleading Tryouts**

**Requirements:**

1. Tryouts will take place in the spring prior to the next school year, if possible.
2. Permission slips to try out signed by parent and student are required.
3. One cheer and one dance will be taught to the prospective cheerleader by the senior cheerleaders or cheer advisor and one cheer the prospective cheerleader makes up.
4. Three selected jumps and kicks.
5. Each candidate will try out individually as well as cheer in a group situation.

**Judging:**

The cheerleading coach and a judging panel, which has been selected by the cheerleading coach, will make the selection of the cheerleaders. The panel will consist of teachers and students. The coach in the event of ties will make the final decision.

**SECTION 17—NCAA ELIGIBILITY**

In order for athletes to be eligible for Division I/II collegiate scholarships, students must meet the minimum academic requirements as established by the NCAA. Students are required to earn 16 core credits in the prescribed categories with a cumulative GPA of at least 2.0. Not all classes you take to meet high school graduation requirements may be used as core courses. Visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) to view qualifying courses offered at PCHS. Additionally, ACT/SAT scores must meet a requirement. Ensure your ACT scores are sent to the NCAA (code 9999) when you register. Scores are not accepted from transcripts.

| <b>DIVISION I</b><br>16 Core Course Rule  |
|---|
| <b>4</b> years of English.  |
| <b>3</b> years of mathematics (Algebra I or higher).  |
| <b>2</b> years of natural/physical science (1 year of lab).   |
| <b>1</b> year of additional English, math, or science.  |
| <b>2</b> years of social sciences.  |
| <b>4</b> years of additional courses from above, foreign language, or nondoctrinal religion/philosophy. |

| <b>DIVISION II</b><br>16 Core Course Rule   |
|---|
| <b>3</b> years of English   |
| <b>2</b> years of mathematics (Algebra I or higher).  |
| <b>2</b> years of natural/physical science (1 year of lab).   |
| <b>3</b> years of additional English, math, or science.   |
| <b>2</b> years of social sciences.  |
| <b>4</b> years of additional courses from above, foreign language, or nondoctrinal religion/philosophy. |

**SECTION 18—PROM CANDIDATES**

Each candidate must not be under a substance abuse violation/or misdemeanor or felony conviction the current or previous year.

**SECTION 19—STUDENT ACTIVITIES**

The reoccurring activities outlined and assigned to each club/organization are as follows

- Grade 12.....50/50
- Grade 11.....Concessions
- FFA.....Fruit Baskets
- NHS..... Muffins
- Student Council..... Pop Shot
- FCCLA ..... Valentine’s Day Sales

# **BELL SCHEDULE**

| <b><u>Period</u></b>  | <b><u>Starts</u></b> | <b><u>Ends</u></b> |
|-----------------------|----------------------|--------------------|
| <b>1<sup>st</sup></b> | <b>8:00</b>          | <b>8:50</b>        |
| <b>2<sup>nd</sup></b> | <b>8:53</b>          | <b>9:43</b>        |
| <b>3<sup>rd</sup></b> | <b>9:46</b>          | <b>10:36</b>       |
| <b>4<sup>th</sup></b> | <b>10:39</b>         | <b>11:29</b>       |
| <b>Study Session</b>  | <b>11:29</b>         | <b>11:59</b>       |
| <b>Lunch</b>          | <b>11:59</b>         | <b>12:24</b>       |
| <b>5<sup>th</sup></b> | <b>12:24</b>         | <b>1:14</b>        |
| <b>6<sup>th</sup></b> | <b>1:17</b>          | <b>2:07</b>        |
| <b>7<sup>th</sup></b> | <b>2:10</b>          | <b>3:00</b>        |

## FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

The District is providing you notice of these rights, as outlined below:

The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent’s Office or from the Principal’s Office of each school within the District.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **RECEIPT OF HANDBOOK & ACKNOWLEDGEMENT OF RIGHTS**

I have received a copy of the Park City 7-12 Student Handbook for 2016-2017 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal by September 01 of this school year.

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Name of Student

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Signature of Student

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Signature of Parent

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Date

**PARK CITY SCHOOLS  
MEDICAL CONSENT FORM**

Student Name: \_\_\_\_\_ [PRINTED]

Permission is hereby granted to the attending physician to proceed with emergency medical treatment for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named student may be given.

In the event that an emergency arises during a practice session, an effort will be made to contact the parents or guardians as soon as possible. Permission is also granted to the coach and/or athletic trainer to provide the needed emergency treatment to the athlete prior to his/her admission to the medical facilities and to call an ambulance service.

**NOTICE:** In emergencies arising from *severe* allergic reactions (anaphylaxis) the administration of epinephrine, prescribed to the School District as provided by state law, maybe administered to students in addition to the notification and request for emergency medical attention.

No member of the Board of Trustees, Park City Public School or employee thereof, will, under any circumstances, be held liable for accident, illness, fatality or medical bills incurred as a result of participation in the athletic program or associated trips.

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In case of illness or serious injury, I give medical authorities permission to treat my son/daughter.

**PARENT PERMISSION**

|  |  |       |
|--|--|-------|
| Parent/Guardian Signature                            | Date   |       |
| Primary Phone<br><i>Circle: Home--Cellular--Work</i> | Secondary Phone<br><i>Circle: Home--Cellular--Work</i> | Other |

**EMERGENCY CONTACT INFORMATION**

|      |  |  |
|------|--|--|
| Name | Primary Phone<br><i>Circle: Home--Cellular--Work</i> | Secondary Phone<br><i>Circle: Home--Cellular--Work</i> |
|------|--|--|

**FAMILY PHYSICIAN INFORMATION**

|      |               |
|------|---------------|
| Name | Primary Phone |
|------|---------------|

**PARK CITY SCHOOLS  
HOLD HARMLESS AGREEMENT  
for ATHLETES**

Student Name: \_\_\_\_\_

Warning, agreement, to obey instruction, release assumption or risk, and agreement to hold harmless

Sport (check the applicable box or boxes);

Basketball    Football    Volleyball    Track  
 Golf    Cheerleading    Mascot    Softball

Student:

I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury. I understand the dangers and risks of playing or practicing to play/participate in the above sport(s) include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of my body, general health and well being. I understand that the dangers and risks of playing or practicing to play/participate in the above sport(s) may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

Because of the dangers of participating in the above sport(s), I recognize the importance of following coach's instructions regarding playing techniques, training, and other team rules, etc., and to agree to obey such instructions.

In consideration of the Park City School district permitting me to try out for athletics and to engage in all activities related to the teams including, but not limited to, trying out, practicing and participating in that sport(s), I hereby assume all the risks associated with participation.

Student Signature

Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# AUTHORIZATION FOR ELECTRONIC ACCESS

*Parents and Students:*

Please read together and after signing, return this document to the school.

## **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

## **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not damage, change, tamper or interfere with the hardware, software, settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass in or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or District policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication<sup>1</sup> to harass, intimidate or bully anyone while at school.
10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

## **Use of New Web Tools**

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

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<sup>1</sup> "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
2. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to use web-based tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_