



TERRY PUBLIC SCHOOLS, TERRY, MONTANA



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# PARENT STUDENT HANDBOOK

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2019-2020

**Grades 7 – 12**

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

406-635-5533

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## WELCOME

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### WELCOME TO TERRY HIGH SCHOOL

#### MESSAGE FROM THE PRINCIPAL

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On behalf of the staff and the Board of Trustees, I would like to welcome you to Terry High School. This handbook is to serve as a guideline for policy and procedure for all students. It is essential that you and your parents take time to read this handbook. This is our contract with you, the students, for the upcoming school year. If there is something in the handbook that you do not understand or if you need more information, please contact a teacher, the counselor or myself.

Sincerely,

*Joe Krause*

Mr. Joe Krause

Superintendent/K-12 Principal

#### **Terry Public School Mission:**

*The mission of Terry School District #5, in cooperation with families and community, is to empower students within an emotionally supportive and physically safe environment with the academic, social, physical and technological skills to achieve success as responsible, self-disciplined citizens.*

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*Empower students to achieve lifelong success.*

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Your years here are an important transition period in your life. This handbook and the rules contained herein are for the smooth operation of Terry High School and to teach students responsibility and behavior. **Your handbook signoff form must be handed in at the high school office no later than the first week of school.** This form requires signature by the parents and the students.

**PLEASE READ THIS HANDBOOK CAREFULLY.**

## **Release of "Directory Information"**

*"Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs and dates of attendance, awards received in school, and most recent previous school attended. This information needs to be consistent with Policy 3600P, 3600F1 and 3600F2.*

*In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.*

## **Rights Concerning a Student's School Records**

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student records proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request for information to not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

## Time Schedule

### Monday – Thursday

1 <sup>st</sup> Period	8:12 – 9:12
2 <sup>nd</sup> Period	9:16 – 10:09
3 <sup>rd</sup> Period	10:13 – 11:08
4 <sup>th</sup> Period	11:12 – 12:07
LUNCH BREAK	12:07 – 12:37
5 <sup>th</sup> Period	12:37 – 1:32
6 <sup>th</sup> Period	1:36 – 2:31
7 <sup>th</sup> Period	2:35 – 3:33

### Friday

1 <sup>st</sup> Period	8:12 – 9:02
2 <sup>nd</sup> Period	9:06 – 9:59
3 <sup>rd</sup> Period	10:03 – 10:50
4 <sup>th</sup> Period	10:54 – 11:41
LUNCH BREAK	11:41 – 12:11
5 <sup>th</sup> Period	12:11 – 12:54
6 <sup>th</sup> Period	12:58 – 1:41
7 <sup>th</sup> Period	1:45 – 2:33

## Terry High School Staff Directory

NAME	SUBJECTS TAUGHT
Joe Krause <a href="mailto:joekrause@terryschoools.com">joekrause@terryschoools.com</a>	Superintendent, K – 12 Principal
Cathy Kalmbach <a href="mailto:cathyk@terryschoools.com">cathyk@terryschoools.com</a>	Business Manager, District Clerk & Transportation Supervisor
Ezaria Rickett <a href="mailto:ezariar@terryschoools.com">ezariar@terryschoools.com</a>	Administrative Secretary
Sam McCrone <a href="mailto:samm@terryschoools.com">samm@terryschoools.com</a>	Athletic Director, 6 – 12 P.E., Librarian, Drivers Education
Brooke Gierke <a href="mailto:brookeg@terryschoools.com">brookeg@terryschoools.com</a>	After School Program Teacher, Grandey Library, Paraprofessional
Dora Huckins <a href="mailto:dorah@terryschoools.com">dorah@terryschoools.com</a>	Resource
Lisa Chaska <a href="mailto:lisac@terryschoools.com">lisac@terryschoools.com</a>	Business, Computers
David Chalmers <a href="mailto:davidc@terryschoools.com">davidc@terryschoools.com</a>	Science
Linda Bruski <a href="mailto:lindab@terryschoools.com">lindab@terryschoools.com</a>	Resource, Paraprofessional
Nancy Pehl <a href="mailto:nancyp@terryschoools.com">nancyp@terryschoools.com</a>	Advanced Math, Calculus, Pre – Algebra, Algebra I, Algebra II, Geometry
Paige Ingram <a href="mailto:palgei@terryschoools.com">palgei@terryschoools.com</a>	All Band, Choir, Music Appreciation, Theory and Cultures
Paula Rein <a href="mailto:paular@terryschoools.com">paular@terryschoools.com</a>	7 – 12 History/Government, Psychology, Economics
Christine Krause <a href="mailto:christinek@terryschoools.com">christinek@terryschoools.com</a>	English
Vicky Tusler <a href="mailto:vicky@terryschoools.com">vicky@terryschoools.com</a>	Fiber Arts, Culinary, 7 – 8 FCS, Art, Digital Graphics

Board of Trustees

Cindy Tusler– Board Chair

Brock Tibbetts – Kathy Meidinger– Laura Fuhrman – Tyson Browning

## ACCIDENT REPORTS

### Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained at the Office. Form 3431F

## ACTIVITIES

A member of the faculty must supervise all activities sponsored by an organization of the school. A faculty member must be present when the student group uses the school facilities. The sponsor is responsible for student conduct and the school facilities. A faculty member or adult **MUST** be present when a student enters the school building after school hours. School organizations are not permitted to sponsor public dances. Eligibility rules apply to ALL extracurricular activities. Student organizations will not schedule events or activities for Wednesday after 6:00 pm (church night) or on Sunday.

## ACTIVITY TICKETS

Activity tickets will entitle a student to attend all home athletic events including track, volleyball and basketball games. All students attending any of the above activities are required to have a pass, including participants. Activity ticket fee is \$30.00. ***Students in grades 7 – 12 that participate in school activities such as sports, pep band, FCCLA etc., are required to purchase an activity pass.***

## ANNOUNCEMENTS

School announcements are read each day at the beginning of first period. Announcements will be posted on the school website around 9:00 each morning. Go to [www.terry.k12.mt.us](http://www.terry.k12.mt.us) and click on the daily bulletin for the most up to date school information regarding game times, departure times, school activities, etc.



## ARTICLES PROHIBITED IN SCHOOL

Many problems arise because students bring articles and play things, which are hazards to safety or distractions to other students. No toy guns, squirt guns, sling shots, fireworks, peashooter, etc., will be permitted in school. Cell phones will be used only before school, during lunch (HS) and after school. They should be turned off and stored out of sight at all other times. See cell phones usage for more information.

## ATHLETICS

A variety of athletics are offered on an interscholastic basis and all students are encouraged to participate. Boys' sports offered on a varsity level are football, basketball, cross country and track. The girl's athletic program consists of volleyball, basketball, cross country and track. An important reminder here is that participation is not a constitutional right or a mandate... it is a volunteer activity for students. The player should notify the coach personally when practice is missed. The coach will determine whether a missed practice is excused. A player too ill to attend school will be considered too ill to play or practice.

Students may participate in these sports if they meet all eligibility rules of the Montana High School Association, of Terry High School, and have a signed permission waiver slip from their parents. Also, participants must have satisfactorily passed a doctor's examination. Copies of these must be on file in the High School office before the student can participate in any athletic contest.

### Parent Consent, Physical Examinations, Insurance

- A. Article II, Section (4) of the MGSA Handbook reads as follows: Physical examination is required for each student in order to be considered eligible for participation in a Montana High School Association Contest. Physical examinations must be completed prior to the first practice session. A doctor for the current school year must certify this examination.
- B. The physical examination is to be completed by a doctor or physician's assistant of the participant's choice. The participant must be declared physically fit by the doctor and present documentation of this to the school office prior to participation in any practice session.
- C. Cost of Physical – The expense of this physical examination shall be the responsibility of the participant and/or parent or guardian.
- D. Parent Consent forms – A parental consent form to participate shall also be required for each participant.
- E. Insurance – The School Board has approved the purchase of accident insurance coverage for the entire student body. This accident policy is intended to pay for medical costs, according to a contract schedule and is in excess of coverage provided by the respective family policies. Parents should be aware that this insurance is not intended to replace the normal family coverage, nor is it intended that all costs be assumed by the school. Supplemental insurance is available for a fee.

### Eligibility Standards

Students representing Terry High School in interscholastic activities and those participating in special activities are expected to maintain high level of performance. Terry High School will comply with eligibility standards set forth by the Montana High School Association handbook. The following eligibility standards will be adhered to for the current school year:

1. To be eligible for an Association contest a student must be:
  - a. Regularly enrolled in school
  - b. In regular attendance from the enrollment date.
  - c. Enrolled and receiving a passing grade in at least four subjects and must have received passing grades in four subjects for the previous semester.
2. A student is not eligible to participate in an Association contest that is nineteen years old on or before midnight, August 31<sup>st</sup> of a given year.
3. No student shall be eligible to participate in an Association contest that has been in attendance in any secondary school more than eight (8) semesters.
4. No student who has ever participated in athletics in an institution of learning higher than secondary rank shall be eligible to play under the rules of this Association.
5. No student shall be eligible to participate in an Association contest during more than four seasons in any one sport.
6. No student shall be eligible to participate in an Association contest that has been out of school one or more semesters, if during said non-enrollment they have been a member of a professional team. If during such non-enrollment said student takes part in semi-professional athletics, they shall not become eligible again until they have been in attendance two (2) full semesters.
7. All awards presented to a student, or accepted by a student, shall be symbolic in nature with no intrinsic value.
  - a. The acceptance of a sweater, jersey, watch or any personal merchandise or cash shall cause the student to become ineligible in the MHSA sponsored sport or activity for which the student received the award.
  - b. No symbolic award exceeding fifteen (\$15.00) dollars in value shall be given each year in any sport or interscholastic activity by any member, school or other person or organization to a student in recognition of a student's achievement or participation in any interscholastic activity.

This award rule shall not be interpreted to prohibit the acceptance of symbolic medals, trophies or other individual awards given as tokens of athletic achievement to participants in athletic meets or tournaments which are limited to high school students or to participants in non-interscholastic contests open to high school students and other contestants on equal teams, provided that in either case the award must be made by the organization conducting the meet or tournament.

#### **THS EXTRACURRICULAR SCHOLASTIC ELIGIBILITY REQUIREMENTS**

In addition to the standards of the Montana High School Association the following rules will be in effect:

1. All instructors will evaluate student's grades each week.
2. Each Friday a list will be compiled of those students determined to be ineligible for the week. This list will consist of all students determined to be failing one or more courses at the conclusion of the previous week.
3. A class grade shall be interpreted as the accumulation of grades in a particular class for a nine – week period; however, students receiving an "F" on their report card for a nine (9) week grading period shall be ineligible for the week after the quarter ends, if they appeared on the ineligible list the previous week.
4. Names to be included on the list must be turned into the office by noon each Friday.
5. Students on the ineligible list in only one subject will be given a grace week (one week) to achieve a passing status before classified as ineligible for extracurricular activities. If a student is ineligible in the same subject two (2) consecutive weeks in a row, they will not be allowed a grace week and will be considered ineligible to participate in extracurricular activities.

6. This grace week will be used to notify parents and students. Students should also seek additional help.
7. If a student appears on the ineligible list for a second consecutive week in the same subject, they shall be declared ineligible for extracurricular activities.
8. Students will remain ineligible each week thereafter until the instructor takes them off from the list.
9. No eligibility list will be made Monday following the first week of school. This will allow an accumulation of two (2) weeks' grades before eligibility is determined. A student is eligible for that two (2) week period. Poor work during a prior grading period can cause ineligibility for the first week of the new grading period.
10. If a student is on the ineligible list in any two subjects during the same week, they will not be allowed a grace week and be ineligible for extracurricular activities from Monday to Monday of the following week.
11. Practice may be attended by ineligible students outside the school day at the discretion of the coach or advisor. Games in which the ineligible student would be required to leave school early *may not* attend. Games may be attended outside the school day only.
12. This policy will apply for all extracurricular activities which include, but are not limited to: athletics (including managers, statisticians, video recording personnel, cheerleaders, etc.) extracurricular music programs (not band/chorus concerts) plays, school paper, annual, school photographer, FFA, FCCLA and school dances.
13. No student shall participate in an activity unless they have been in school for the entire day of or preceding the activity unless excused for medical reasons supported by documentation from a medical facility, bereavement or administrative discretion.

## ACTIVITY (EXTRA – CURRICULAR) TRAINING RULES

- A. Sponsors shall cover training rules with all activity members in a careful and concise manner prior to the first event of the season. Copies of the rules will be given to the participant for signatures by the participant and his/her parent/guardian. Throughout the season, members shall be reminded that the training rules are important and in effect.
- B. Sponsors (person in charge of activity) are responsible for insuring that training is maintained throughout the season.
- C. These rules apply to all students who participate in extra – curricular activities. To include, but not limited to, students who are cheerleaders, athletes, band or choir members, FCCLA members, FFA members, speech team, drill team, student council, school plays, managers, statisticians, video personnel and all who have a function in these activities:
  1. Hours: The following are curfew times. Students must be in their homes by:
    - a. Sunday – Friday 10:00 pm
    - b. Saturday 12:00 am
    - c. Special hours may be granted on an individual basis by the coach for special school or family functions
    - d. The sponsor may at his/her discretion declare the hours to be earlier on Saturday.

### Penalty

- First offense – The next football game or track meet, or the next two (2) basketball games or volleyball matches, and invitational tournament counts as one (1) match. The next non-athletic activity.

- Second offense – The next two (2) football games or track meets, or the next four (4) basketball games or volleyball matches. The next two (2) non-athletic activities.
  - Further violations will result in dismissal from the activity.
2. Mood altering chemicals or tobacco use:
- a. The term "mood altering chemical" includes, but is not limited to, alcohol, marijuana or any other substance defined by law as a dangerous drug.
  - b. Participants will not use, have any in their possession, buy, sell or give away mood altering chemicals or tobacco.
  - c. Participants may be in possession of and/or use a drug specifically prescribed for the student's own use by the student's physician when used in the prescribed manner and dosage.

**Penalty – POSSESSION RULE:** If school authorities have conclusive evidence that a participant has used, had in their possession, brought, sold or gave away any mood altering chemical or tobacco, the penalty will be:

- First offense:
    - The next two (2) football games or track meets
    - The next four (4) basketball games or volleyball matches, an invitational tournament counts as one (1) match
    - The next non-athletic activity.
  - Second offense will result in dismissal from the team for the remainder of the year.
  - MINOR IN POSSESSION – Any participant who receives a Minor in Possession ticket (MIP) will be assumed to have possessed alcohol. The penalty will fall under the possession rule.
3. This policy, and any penalties for violations, is for the year or the subsequent activity. If penalties cannot be fulfilled during the current activity, penalties will be served during the subsequent activity. If the subsequent activity is during the next school year, the penalty will be served at this time. A student does not start over each sport or activity. (For example, a first offense in the fall would still be in effect for subsequent activities. The next violation of that rule, even though later in the year, would constitute a second offense and/or further violation.)
  4. Training rules are in effect in the first day of practice through the last day of competition for that activity.
  5. Individual sponsors may set rules pertaining to practice, player's code of conduct, etc. Additional rules will be approved by the Administration. These will be announced at the first group meeting and a copy of the rules will be given to the participant for signatures by the participant and a parent.

## ALCOHOL, TOBACCO, AND DRUGS

Students are not to use or have in their possession tobacco of any form (including electronic or vapor pens), alcohol or drugs while in the school building, on school property, on the way to classes, between buildings, during school hours, after or before school, or at any school activity. Any students in violation of the alcohol or drug policy at school or activities will be disciplined. Repeated violations will constitute a hearing before the Board of Trustees to consider expulsion.

## 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.

State law requires:

- 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.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and 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. See Policy 3122, and 3123.

Parent or guardians are to call the morning of the absence to the High School office at (406) 635-5533. If you do not contact the school, you will be receiving a phone call in reference to the absence.

When students enter school, they signify that it is their intention to attend regularly. To assure such attendance, students are not to be absent from a class period more than nine (9) times per semester. Students must attend each class at least 90% of the time per semester to receive class credit.

Each student will be allowed to be absent (9) days per semester (no more than five (5) days the first quarter of each semester). When students miss more than five (5) days in the first quarter of the semester, they may be penalized two (2) percentage points on their quarter grade for each absence beyond the fifth day. If the student has missed five (5) days from a class during the quarter, the parents will be contacted. If the student has missed nine (9) days during the second quarter of the semester, they may be penalized two (2) percentage points on their semester grade for each absence beyond the ninth day and a meeting will be held with the parent(s), the student, and the Superintendent. At this time an attendance plan will be written. The superintendents can request a student to go before the board at any time regarding an attendance issue.

Absences that may be excused and not count toward the (9) days are medical/dental appointments and illness verified with a doctor's note.

Extenuating circumstances will be considered by the Superintendent.

A student who is tardy to class by more than fifteen (15) minutes into the class period will be assigned an absence for that period. Repeated instances of tardiness will result in more severe disciplinary action.

## AWARDS

At the end of the school year, an awards assembly will be held. At this time, various awards are presented to students who excel in various areas such as academics, athletics, music, etc.

## BICYCLES

Bicycle stands are provided for bicycles at the school. Once a student reaches school grounds, they must dismount and walk the bike across the playground to the bike stand. Bicycles are to remain in the racks during school hours. We encourage parents to stress proper bicycle operation and safety.

## BULLETIN BOARDS

Signs and posters are not to be put on bulletin boards or walls unless they are approved by the superintendent.

If you have a notice you would like to post or have included in the bulletin, have it approved by your teacher, sponsor or by the superintendent and then take it to the office by 4:00 p.m. to be placed in the daily bulletin for the next day. The bulletin will be read daily to each class at the beginning of 1<sup>st</sup> period. It can also be viewed on the school website: [www.terry.k12.mt.us](http://www.terry.k12.mt.us)

## BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

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. [See Policy 3226]

## BUS TRANSPORTATION

District school bus transportation is a privilege that may be withdrawn for inappropriate behavior. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver and posted rules.

### School Bus Expectations

- All riders on the school bus **MUST** be seated at all times. This means facing forward and sitting on their bottoms while the bus is moving.
- All riders are to use an inside voice that is not distracting to the driver. All conversations must be appropriate and no profanity will be allowed.
- All riders are to treat everyone with the utmost respect, keep hands to themselves and absolutely no fighting, name calling, etc.

- Other rules as deemed necessary and appropriate within district parameter, by the bus driver, to ensure safety of all passengers.

### **Consequences**

- **First Offense:** Verbal warning and reported to the Superintendent. Parent/guardian contacted.
- **Second Offense:** Loss of bus privileges for one (1) week. Superintendent and parent/guardian contacted.
- **Third Offense:** Student will lose their bus privileges for the rest of the school year. Parent/guardian will have the right to appeal the decision to the School Board at the regularly scheduled meeting. The Board of Trustees will make the decision whether or not to allow the student the privilege of riding the bus.

\*The bus driver can skip to a stricter consequence at any time if the behavior warrants it. For example, if a student demonstrates violence towards another student, then they will automatically be removed from the bus. \*

## **CELL PHONES**

Terry Public Schools are committed to educating and enriching all the students under our care. We take pride in being able to offer state-of-the-art technology and high-speed Internet access to our students to benefit their education experience and prepare them for life after graduation.

**Student use of cellular phones, iPods, pagers and other electronic signaling devices on school grounds, at school sponsored activities and while under the supervision and control of school district employees is a privilege, which shall be permitted only under the circumstances described herein.**

**At no time shall any student operate a cell phone or other electronic device with video/picture capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another person.**

Students may carry their cell phones/electronic devices with them during the school day. Unless authorized by the teacher for use in a classroom, the phones/devices should remain OFF during class time and out of sight. Students are not permitted to make/receive calls or texts during class time. Students may use their cell phones/electronic devices before and after school and between classes. ***Students may NOT use cell phones while in the Bolin cafeteria.***

Unauthorized use of such devices has the potential to disrupt the instructional program and may distract from the learning environment. Therefore, unauthorized use is grounds for the **loss of this privilege, and potential confiscation of the device by school employees.**

**Refusal to follow staff instructions is insubordination.**

Building-level administrators may grant permission for individual students or classes to use and/or possess cellular phones.

Consequences for multiple cell phone/electronic device infractions will incrementally become more severe and begin with the loss of privilege and range as high as a recommendation for expulsion from Terry Public Schools.

**IN CASES OF EMERGENCY:** The school has a phone in the office in case of emergencies during class periods. You may use this phone. It is important that the main office be notified that you are having an emergency. If we are aware of an emergency we can potentially help. The main office should also be aware that your family members might need us to contact them. Parents and family members who need to contact students for home emergencies will need to call the school phone and the secretary will notify the student as soon as possible.

## CHEATING

A student shall not use materials or notes in taking an examination except those permitted by the teacher, nor offer another's work as his or her own.

- **First Offense:** Students will receive a "0" grade on any assignment or test on which there is conclusive evidence that they cheated. See: National Honor Society section.
- **Second Offense:** Students will receive a "0" grade on any assignment or test on which there is conclusive evidence that they cheated. Students found guilty of cheating on a second occurrence during their four (4) years of high school will be considered an ineligible candidate for valedictorian or salutatorian.

## CLASSROOM VISITS

Visits from school age friends or relatives of students, will not be allowed unless permission has been granted by administration.

## CLOSED CAMPUS POLICY

Student's grades 7th – 8th have closed campus over lunch/noon hour. These students shall not leave school grounds during school hours, including noon hour without written permission from parent/guardian or permission from administrator. Violation of the policy will result in detention. Students in 9<sup>th</sup> -12<sup>th</sup> grades are not allowed to leave campus during class time without verbal or written permission from a parent or administrator. Seniors in good standing may be granted privileges from administration for work study. **All students must sign in/out at the office.**

## COLLEGE COURSES

In an effort to offer our students as many opportunities as possible, we will work with local area colleges to offer opportunities and facilitate students enrolling in classes for college credit. Some of our regular classes may qualify for dual enrollment (high school and college credit). A class period within the day will be scheduled (when possible) for a student to complete the coursework and will be facilitated by a staff member.

When a student desires to take a correspondence or online course from an accredited institution for college credit:

- Correspondence course tuition, books and fees are the responsibility of the student.
- Only juniors and seniors will be allowed to enroll in college credit classes and complete coursework during a designated period.
- Sophomores may be able to enroll in the dual credit classes if they meet necessary criteria
- The student must have above a C+ average (2.5 GPA) AND have accumulated 14 or more credits prior to entering junior year or 21 or more credits prior to entering senior year.
- The student will not receive high school credit for the hour and attendance will be taken. If a student is absent, it will still be counted against their total hours out of school.



## COMPLAINTS BY STUDENTS/PARENTS

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 at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter 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 the designated Board policy, 1700, available on the website and Superintendent's office.

## COUNSELING PROGRAM/COUNSELING OFFICE

The Counselor's office at Terry Schools is located in the High School office. Guidance services are available for every student to help with educational, vocational and personal concerns. The counselor is a "pupil helper." Services provided include guidance, counseling and testing to help the student better understand him/herself in regard to his/her own interests, abilities and aptitudes. The counselor will guide students with educational planning and will interpret test scores to students and parents.

All scholarship, financial aid, testing information (ACT, PSAT, ASVAB, etc.) and college information will be provided to parent/guardian and students. The counselor will provide assistance with scholarships, college applications, etc. They will coordinate college recruiters to come to Terry Schools and visit with senior students. The counselor will also coordinate college fair visits for juniors and seniors on an annual basis.

Each class K – 12 will be part of a counseling program. For grades K – 6, the counselor will schedule with the regular classroom teachers and provide class counseling on a rotational basis. Counseling sessions for grades 7 – 12 will be scheduled with each individual grade during non-instructional time.

Students who have a need, or if the need is felt to be warranted by a classroom teacher or administration, such as prescribed in the discipline procedure, to meet with the counselor, will collaborate to establish an appropriate meeting time that will not interfere with classroom instruction.

Students entering Terry Public Schools begin this process with the Guidance Counselor. A parent/guardian must accompany students to register. Students planning to withdraw from Terry Schools should come with a parent/guardian to the Principal's Office.

## CROSSWALKS

All students are to use the marked crosswalks between the Grandey and Bolin Schools. Students will be required to walk in an orderly manner staying in the crosswalks. Students will walk their bike across the streets in the crosswalk and on the sidewalks.

## DETENTION

Detention will be held by the teacher that granted the detention and scheduled accordingly. Detention can be scheduled to include lunchtime, before school or after school. Excessive detention may result in suspension from school. If a student received detention, the parents will be notified by mail that their child will be serving detention, the reason for detention and also the date and length of time the detention will be served. Also, see Suspension.

## DISCIPLINE (SEE PAW PRIDE)

Misbehavior is an opportunity to learn and practice the behavior that is acceptable and appropriate. Unfortunately, there are times when students are unwilling to cooperate. It then becomes necessary to use other means to protect the integrity of the classroom.

Schoolwide expectations are that students will be safe, respectable and responsible in all school settings. Listed below are the possible consequences for violating the Terry High School – wide expectations. The staff or administrator may choose from the options listed. The staff or administrator has the responsibility to determine the best way to bring about the desired change in student behavior, and may, in special cases, select an option not listed. 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.

Built into each level is an understood "severe clause" whereby all steps may be skipped and the student may be removed from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere.

Teachers who assign detention for violations of classroom rules will determine when and where the student will be serving detention.

	Level 1	Level 2 – Minor	Level 3 – Major	Level 4 – Illegal
	Breaking lunchroom rules	<i>Third Level 1 Offenses</i>	<i>Third Level 2 Offenses</i>	Arson
	Disruptive behavior	Blatant disrespect	Direct, inappropriate language/gestures	Assault/threats
	Hats on in the buildings*	Cell phone/technology use without permission*	Failure to serve detention/repeated detentions	Blackmail
	Horseplay/Roughhousing	Failure to use proper checkout procedures*	Fighting/physical aggression	Bomb threats
	Inappropriate behavior in the bathroom	Inappropriate behavior in hallways*	Forgery/plagiarism*	Combustibles
	Insubordination	Inappropriate dress*	Harassment/bullying*	Drug/alcohol use/possession*
	Loud voices/yelling	Indirect, inappropriate language/gestures	Indecent Exposure	Extreme property damage/vandalism
	Missing homework	Littering	Overt defiance/blatant disrespect	Gambling
	Name calling			Parking/driving
	Off-task behavior			

	Out of seat Running Throwing objects Other	Lying/cheating* Public displays of affection Spitting Tardiness* Unsportsmanlike conduct at school events Violation of bus Rules Other	Property destruction/misuse Possession of pornography Reference in conversation, writing or picture to weapons or acts of violence Theft Trespassing Technology/internet misuse/cyberbullying Willful disregard for the health and safety of others Other	violation Pulling a fire alarm falsely Stolen property use/possession Theft Tobacco/e-cigarette/vape product use/possession* Truancy* Weapon use/possession* Other
Addressing the Behavior	Teacher addresses the behavior using classroom management strategies	Teacher addresses the behavior using logical consequences. Upon third offense, office is notified	Student is sent to the office where an administrator will address the behavior.	Student is sent to the office where an administrator will contact local law enforcement and address the behavior.
Possible Consequences	Parent contacted	Verbal warning with corrective action Office/counselor referral* Parent contacted Detention* Zeros on work	Office/counselor referral* Parent meeting Detention* ISS/OSS Zeros for work Possible behavior plan/contract Activities suspension Reverse detention	Office referral Law enforcement contacted Parent meeting Recommended expulsion School Board conference Restitution for damage done Behavior plan/contract

\*Denotes further information on item in Handbook.

## DRESS CODE

The control of student grooming is a parental matter; however, it is essential that some school rules should exist so that the learning atmosphere will not be disrupted by student dress, and the health and safety of students shall not be jeopardized:

- Students clothing must be clean, neat and in good repair, comfortable and in good taste.
- Clothing must be tailored and hemmed.
- Mid-thigh length shorts and sleeveless shirts, for the girls, will be acceptable attire.
- Gym shorts, short shorts, baggy sweatpants, pajamas or spaghetti strap/racerback tank tops will not be acceptable.
- Clothing must be modest and not offensive or embarrassing to any teacher to whom the student owes responsibility, and in no way shall the clothing take away from the educational environment.
- Clothing advertising alcoholic beverages and/or tobacco products and containing inappropriate language and/or messages will not be worn.
- Student's hair must be neat and clean.
- No student will wear a coat or jacket to class unless the jacket is part of an outfit or if the teacher feels the climate in the classroom warrants additional clothing.
- Students will not wear hats, caps or any other head covering inside the buildings during regular school hours (8:00 a.m. – 4:00 p.m. Monday through Thursdays and 8:00 a.m. – 3:00 p.m. on Fridays).

Sponsors, teachers or coaches of the student activity shall have the right to prescribe and enforce certain rules of dress. Such rules may be stricter than the general school dress code for the purpose of safety, improving the image projected to the community or for purposes of school spirit. Clothing, shoes and hair should also provide for the safety of the student. Track and field athletes will be allowed to wear school issued sweats the day of a track meet.

Violation of student attire rules will result in the students being sent to the office and/or asked to change. Additional violations will result in detention.

## DROPPING AND/OR ADDING CLASSES

The changing of courses at any time is discouraged. Considerable forethought should be given to the selection of courses in the spring prior to the construction of a school schedule that reflects the interest of students.

All changes must be made through the office by obtaining a drop/add slip and having it signed by the teacher whose class you wish to drop and the teacher whose class you wish to add. A student has until the fifth (5<sup>th</sup>) day of the semester to add or drop a class. The principal/superintendent will have the final determination in changing classes.

## EMERGENCY DISMISSAL

Please note Terry Public Schools policy concerning the bus travel on bad weather days: Busses will only run at regularly scheduled times. A bus will never be sent early due to bad weather without notification. If the weather at the end of the day is too bad for travel, the busses will not run and students will remain in town. Such information may be broadcast on the radio, a message will be sent on School Messenger and notice placed on social

media. Students will stay in housing as arranged by parents for bad weather. Please notify the school of your student's emergency housing plan. If you have further questions, please contact the route bus drivers:

## **FAMILIES AND STUDENTS IN HOUSING TRANSITION**

If a family or youth is experiencing an unsettled housing environment, they may be entitled to services under Title X of Elementary/Secondary Education Act (ESEA).

*Some examples of homeless are:*

- Lack of a fixed, adequate or regular nighttime residence
- Staying in a public or private temporary shelter (domestic violence, transitional housing, family shelter, youth shelter etc.)
- Living with another family because you cannot afford your own housing
- Living in a hotel/motel because you cannot afford your own housing
- Camping out in a tent or RV
- Children awaiting permanent foster care placement or a family reunification
- Living in a car, park, public place, abandoned building, bus station or similar location
- Living in substandard housing (no electricity or running water)
- Unaccompanied youth (a youth not in the physical custody of a parent or guardian)
  - Runaways
  - Children/youth denied housing by their families
  - School aged unwed mothers living in housing for unwed mothers

*Students who are experiencing any of the above descriptions may be entitled to the following services under Title X of the ESEA:*

- Students will be guaranteed the right to immediate enrollment while all records are obtained
- Students qualify for free breakfast/lunch
- Students may receive free transportation services from their temporary residence to the school in which they are enrolled.
- Students may remain enrolled in school for the remainder of the school year, even if living situations change, as long as it is in the best interest of the child
- Students are eligible to receive additional tutoring through Title I
- Students are guaranteed equal access to all programs including, but not limited to; Gifted Education, Indian Education, Title I and Special Education
- Students are guaranteed equal access to extra – curricular activities including, but not limited to; student government, honor societies, clubs, band, choir and athletics

Determination of homeless will be made on a case-by-case basis. Please contact Angie Williams, Superintendent, for further information or assistance. \*Note Terry Board Policy # 3125\*

## **FEE, FINES AND OUTSTANDING BILLS**

Part of your responsibility as students is to make sure that you do not owe the school money for whatever the reason. Keep your account with THS in the black so that you will receive full credit for your work done here. Transcripts and report cards can be withheld until fees are paid.

## **FIREARMS AND WEAPONS**

It is the policy of the Terry School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

For the purposes of the firearms, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

### **Possession of Weapons other than Firearms**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

Refer to Policy 3311

## **FIRE DRILLS**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of an emergency alarm. Observe the following fire drill rules:

1. Do not talk as directions may have to be given in case of blocked stairways, etc.
2. Do not get excited or confused. Move quickly, but not hurriedly – NEVER RUN.
3. NEVER PUSH those ahead of you
4. The object is to see how efficiently the building can be evacuated in an orderly fashion, in a reasonable amount of time.
5. Calm anyone who becomes frightened or hysterical.

6. Should a student faint, the nearest two (2) students should assist the student to the proper exit with the least possible confusion.
7. Students should never go to a locker; stay with the group.
8. Students should leave their books in the classroom.
9. Those who exit the building first should get far enough away from the building to allow others to exit (all students go to the street).
10. Maintain as much order when re-entering the building.
11. When the fire alarm is heard, **EVERYONE** is to leave the building.

The electric fire alarm signal boxes are located near the middle of each hallway. If a student smells smoke or senses something which leads them to believe a fire exists, it should be brought to the attention of the teacher or supervisor right away or notify the office. The teacher who turns on the signal is responsible for calling the fire department and informing the Principal at once. Egress charts are posted in each classroom.

## FOOD AND BEVERAGE POLICY

Terry Public Schools recognizes the importance of its students maintaining and demonstrating a healthy lifestyle. Students will be allowed to bring only beverages purchased from the Student Council vending machine in the High School lobby into the classroom with the teacher's approval. Vending machines may only be used between classes and not during instructional time. Water will be allowed as long as it is in a clear bottle. Beverages outside of the school vending machines will be allowed during the lunch period and/or only for special occasions as long as it is approved by administration. Food such as chips, candy, baked goods, etc., will not be allowed into the classrooms for any reason unless approved by administration.

**\*\*This policy is not valid for Junior High students. Junior High students will be able to bring only water in a clear bottle into the classroom.**

Food in lockers will not be permitted unless it is required for medical reasons or placed there after FCS with intent to remove at the end of the day.

## GRADING SYSTEM

The marking system in our school uses the letters A, B, C, D, F and I. The "F" indicates a failing grade and an "I" indicates incomplete.

Each semester, two (2) nine week grades will appear on the report card. These grades will be used to compute the semester grade. The letters will have the following weight:

A = 4	B = 3	C+ = 2.5	C = 2	C- = 1.5	D = 1	F = 0
100 – 92% = A	91 – 84% = B	83-74% = C	73 – 65% = D	64% below = F		

Incompletes are given if work has not been completed or if an exam was missed. An "I" will appear in pencil on the report card. If an incomplete is not made up by the end of the next grading period, this incomplete automatically

becomes a failing grade. In cases of extended illness, this plan may be modified if approved by the teacher and the principal.

## GRADUATING EARLY

The Board of Trustees may grant early graduation from High School under the following conditions:

1. The parent(s)/guardian(s) of the student make a written application for early graduation on form(s) to be provided by the guidance office, at least one (1) semester in advance of graduation date, i.e. a student wishing to graduate in January of their senior year must apply and obtain approval before the Board of Trustee meeting scheduled in May of their junior year.
2. The student files a program of future plans and indicates whether they will be attending spring graduation ceremonies.
3. The student shall meet the minimum number of credits and required courses for graduation by the date requested for early graduation.
4. The student shall have a minimum of a 2.0 weighted GPA on a 4.0 scale at the time of the request and shall have a minimum of a 2.0 weighted GPA at the date set for early graduation.
5. The student shall have attended a minimum of seven (7) semesters of school at an accredited High School by the date set for early graduation.
6. The request shall be referred to the Board of Trustees for their approval.
7. Students must obtain approval to use college or MTDA course(s), deemed sufficient for completing coursework requirements, to fulfill English or Social Studies requirements.

\*\* If a request for early graduation is approved, the student forfeits the right to participate in any activities after semester seven (7) is completed, other than graduation exercises.

\*\* The student may still serve as the graduating class valedictorian or salutatorian, if all other requirements are met (see Senior Honors).

### National Honor Society

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f. If a student is caught cheating, breaking training rules, or is required to serve in school suspension(s) (ISS) or out of school suspension(s) (OSS) because of school behavior, the student will be automatically dismissed from the National Honor Society. This organization is for good, positive leaders and the kind of behavior will not be tolerated in our organization.

### Senior Honors - Valedictorian/Salutatorian

1. To be eligible, students must have been enrolled for a minimum of two (2) school calendar years at Terry High School before their date of graduation, i.e. a student must be enrolled by the first day of school their junior year in order to serve as either valedictorian or salutatorian in May their senior year. The grade average earned while at Terry High School must be equal the grade average the student earned at other school(s).

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6. Both the salutatorian and the valedictorian must have above a 3.0 weighted GPA.

## GRADUATION REQUIREMENTS

All students will be enrolled in seven (7) classes worth a minimum of six (6) credits. Students must have earned the following credits to graduate:

Class/Subject	Years	Credits
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Computer Literacy	0.5	0.5
Electives (Must include one (1) credit of Career Technical Education)	4	8.5
English	4	4
Fine Art	1	1
Math (Must include Algebra & Geometry)	3	3
Physical Education/Health (0.5 credits per year)	2	1
Science (Must include Biology)	3	3
Social Studies (Must include Government & U.S. History)	3	3
<b>Necessary for Graduation</b>	<b>24 Credits</b>	

When a student desires to take a correspondence or online course that is not offered at Terry High School to apply toward graduation credits:

1. Approval is needed from the Guidance Counselor and Principal to ensure the course is from an accredited institution.
2. Correspondence course tuition, books and fees are the responsibility of the student. When the course is completed and credit is granted by the institution, Terry High School will reimburse the student for tuition costs only, if the course is not currently offered by Terry High School or a scheduling conflict mandates the necessity of the class(es).
3. No more than two (2) credits of correspondence courses will be counted toward graduation at Terry High School unless approved by administration.
4. When correspondence course credits toward graduation have been approved, proof of credit must be presented to the Principal by the scheduled date for graduation practice in order to allow the student to participate in the graduation ceremony.
5. The Montana Digital Academy (MTDA) is a free online service provided by the State of Montana for high school students. These classes are available to students that are required to take classes that are not available at Terry High School. Note: Only students that are National Honor Society members will be allowed to take advanced placement classes through MTDA.
6. The guidance counselor is the MTDA and correspondence coordinator/advisor.

In order to improve student's preparation for college – level work, the Board of Regents of Higher Education requires the following College Preparatory program for students who wish to enter a unit of the Montana University System:

1. Four (4) years of English: In each year the content of the courses should have an emphasis upon the development of written and oral communication skills and literature.
2. Three (3) years of Mathematics: This shall include Algebra I, Geometry and Algebra II (or the sequential counter equivalent of these courses). Students are encouraged to take a math course in their senior year.
3. Three (3) years of Social Studies: This shall include Global Studies (such as World History or World Geography); U.S. History and Government, Economics, Indian History or other third year courses.
4. Two (2) years of Laboratory Science: One (1) year must be Earth Science, Biology, Chemistry or Physics; the other year can be one (1) of those Sciences or another college preparatory Laboratory Science.
5. Two (2) years chosen from the following: Foreign Language (preferably two (2) years), Computer Science- Visual and Performing Arts or Vocational Educational Units (which meet the Office of Public Instruction guidelines.)

## GUIDELINES FOR STUDENTS

Each student is expected to take full advantage of his/her educational opportunities and to do well in all areas of school life. Each student has the right to an education in an orderly, safe and sanitary atmosphere and is expected to contribute to his/her environment by meeting the PAW PRIDE requirements.

### PAW PRIDE = RESPECTFUL, RESPONSIBLE AND SAFE

- P Perform at your best. Give more than expected.
- A Always follow directions. Follow all School Rules.
- W Wear a smile. Share your smile.
  
- P Present a Paws-i-tive attitude. Show courtesy to all.
- R Respect others and property. Treat others the way you want to be treated.
- i Involve yourself. Participate in extracurricular activities.
- d Demonstrate Safety. Contribute to a safe and healthy learning environment.
- e Encourage everyone.

### HALL RULES (SEE PAW PRIDE)

1. In the morning and at noon, place your jackets/coats in your locker and report to your classroom.
2. Disturbances of any kind are not allowed in the halls or in any part of the building.
3. Walk; do not run, through the halls or on the stairs. Stay to the right side and walk with a purpose.
4. Sunflower seeds are not permitted in the building or adjoining walkways.
5. Keep halls and lockers neat and clean. If you make a mess, clean it up.
6. Students are not allowed in the halls during the class periods without a pass.
7. No food in lockers at any time.
8. No shouting or horseplay, only use an inside voice.
9. Violators will be given detention or other disciplinary measures.

### HEALTH AND WELFARE

1. Emergency Care: Whenever a student becomes sick or injured at school, the school authorities shall attempt to notify the home to tell the parent/guardian the nature of the sickness or injury.

2. Students normally will not be sent home when ill unless parent/guardian contact has been made. Students will be sent to the sick room until such contact is made.
3. If the injury is apparently serious in nature, the student shall be referred to the nearest medical personnel for attention and parent notified thereof as soon as possible.

## **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

## **HONOR ROLL**

Any student may be placed on the honor roll by having a "B" average for the grading period. Only grades in academic courses will be used in computing the honor roll and grades will be given the following values:

A – 4, B – 3, C+ – 2.5, C – 2, C- – 1.5, D – 1 and F – 0

A grade below C- automatically disqualifies a student from the honor roll. In order to be on the honor roll, a student must have at least a 3.0 average and carry out four (4) ACADEMIC classes. Courses that are activity in nature count toward graduation but not for honor roll or class standing. Courses that do not count toward honor roll or class standing include: Physical Education, Weights, Educational Support Personnel or Teachers Assistant.

## **HOW TO STUDY**

1. Attitude is important. Think positively, work independently, seek help only when you have exhausted your own resources then ask questions and use library resources. Make sure you understand the assignment.
2. Learning requires concentration. Keep your mind on what you are doing, as it will take less time.
3. At home have a definite, well lighted, quiet place to study (away from distractions.) Gather all necessary books, papers and materials available.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand the content, details, explanations and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier and you will do a better job.
6. Keep a list of assignments in a notebook and take home all necessary materials. Give yourself adequate time each night for homework.

## HOW TO TAKE A TEST

1. Relax and forget other people.
2. Read directions carefully and then follow them.
3. Apportion your time according to test length, skim over the complete test first.
4. Read each question carefully (twice if time permits).
5. Think before you write.
6. Answer questions fully and only with the information asked for.
7. Check your paper for spelling and grammar, making sure your name is properly indicated.

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubella (measles), mumps, rubella, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious domination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate letter signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy 3413]

## INSURANCE

Students are covered by a school accident policy. The insurance is a secondary policy with the parent/guardian policy being the primary. Accident reports must be filed within 24 hours with the principal/clerk's office. Details of the policy and benefits are available from the clerk. Medical treatment for any school related injury should commence within 30 days from the date of the accident. Supplemental insurance pamphlets are also available from the clerk.

## LOCKERS (SEE SEARCH )

A locker is assigned to a student at the time of registration. Lockers are school property and are provided for student use. Students are responsible for the proper care and the contents of their locker. The school assumes no

responsibility for articles lost or stolen from lockers. Students are discouraged from keeping personal valuables, music/listening devices, calculators and money in the lockers. Bring valuables to the office for safe keeping or do not bring into the building. Locks will be provided upon request, only school locks are allowed on a locker.

Students are expected to keep their books, supplies and coats/jackets inside their lockers, keep their lockers closed, keep their locker neat/clean and free from illegal contraband. Lockers are subject to inspection at any time (see search and seizure). Students are not to change lockers without permission, or at any time be in any locker other than the one assigned to their use. Students may place posters inside of their locker, provided the posters are appropriate. Posters advertising alcohol, tobacco or any other drugs or scantily dressed bodies are all inappropriate.

Locker decorations may be placed on the outside of the lockers at the discretion of the superintendent. School spirit is a vital part of Terry Schools and many times posters and decorations are placed on the lockers for this purpose. We encourage school spirit, but we must have limits. Locker decorations must be tasteful and non-offensive. At the completion of each sports season, all materials on the outside of the lockers must be removed. If the outside of the lockers are not cleaned, the school will remove any or all items.

## LOST AND FOUND

Take care of your personal property by labeling each item with your name. If you lose something, please report it to your teacher and the office. Those who find articles should turn them in to the Principal's office. Do not leave your clothes, valuables or money in the restrooms or locker rooms. Turn money or valuables in to your teacher or coach during an activity that requires such. Unauthorized borrowing is discouraged. All items turned in to Lost and Found can be picked up at the main office. Any unclaimed items will be donated or discarded at the end of the school year.

## LUNCH/BREAKFAST PROGRAM

This program allows students to purchase breakfast and hot lunch at a very nominal cost. Food is served at this low cost as the program is subsidized by an appropriation from Congress and a large volume is served.

Student breakfast is \$1.25 and lunches are \$2.50 per meal. The fee for extra milk is .35¢. Money for breakfast/lunch can be paid at the High School office.

If you bring your lunch from home, you may eat in the cafeteria lunchroom, where you may supplement your lunch with milk, which will be on sale.

Fourth (4<sup>th</sup>) period instructors (5<sup>th</sup> period on Friday's) will handle lunch release and students will walk to the lunchroom in the Bolin building if eating at school. Upon completion of lunch, all high school students are to exit the Bolin building using the west exit only. Behavior to, during and from lunch is expected to be appropriate. Violations will lead to disciplinary action.

Soft drink containers are not allowed in the cafeteria during lunch. Students are to leave their place of eating neat and dispose of garbage appropriately while returning your tray. Students are not allowed to take food outside of the cafeteria. Please abide by lunchroom rules.

School District No. 5 has entered into a lunch agreement to participate in the National School Lunch Program to provide free and reduced priced meals as per special procedures and special income schedules that are adopted annually. The number of families enrolled in the program determines grant monies. We encourage all families to look at the qualifications and apply if you qualify. Applications are available at the High School office.

A student is allowed to charge no more than \$25.00. After the \$25.00 has been reached, the parent must send money to pay the charges or send meals from home with your child. If there are no available funds in the student's account, he/she will be given a breakfast or lunch on account. A regular meal will be served until the account is balanced or if the student has money in hand for the current meal. Deposit request letters will go out once per week via USPS, as well as a notification sent home with the student. If there are financial problems, please contact the school and we will implement a payment program (See policy 8205).

## MAKE – UP WORK

When students miss a class for any reason, they are expected to make up the class work. Students will have the same number of days to make up the work as the length of the absence up to three(3) days. Students have the responsibility for acquiring work missed due to student activity absences. Students need to be aware that some in class activity/assignment grades cannot be made up.

## MEDICINES

No more than a daily dosage of prescription drug should be brought to school. *No drug or medicine may be provided or administered by an employee of the district.* A Montana Authorization to Carry and Self-Administer Medication form will be sent home with students and copies are available in the office. If you would like your child to administer medication, this form must be completed, signed by a parent/guardian and a physician and turned in to the office.

## NATIONAL HONOR SOCIETY

### 1. Membership

- a. Membership in this chapter is an honor bestowed upon a student. Selection for this is through High School faculty and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- b. Candidates shall have spent at least two (2) semesters in Terry High School and shall be members of the sophomore or junior class. Candidates eligible for election to the chapter must have a scholarship average of a 3.5 grade point average on a 4.0 scale. This scholastic level of achievement shall remain fixed and shall be for this chapter the required scholarship, excluding seniors, to or above such standard level shall be admitted to candidacy for election to membership.

### 2. Honor Society Member Selection and Dismissal Procedure

- a. To be eligible for membership in the National Honor Society, the candidate must be a member of the sophomore or junior class, and have been in attendance at the school the equivalent of two (2) semesters. Some candidates may be ineligible for induction because of semester ruling. Many students, including students of military parents, are required to move with parents/guardians that have transferred in their work. In this case, the school principal shall seek a recommendation from the previous school principal, pursuant to the candidates' election. Based on the recommendation of the previous principal, the high school faculty, with a 90% majority vote, may waive the semester regulation.
- b. Candidates must have a cumulative scholastic average of at least 3.5 GPA on a 4.0 scale. Candidates shall then be evaluated on the basis of service, leadership and character.
- c. The selection of each member shall be by a 90% majority of all high school faculty members.
- d. Any member that falls below the standards, which was the basis of election to the society, will have his/her case passed on to the high school faculty. A National Honor Society member must maintain the standards for membership in order to retain their membership. A member will be allowed only one (1) warning period. Once a member is dismissed from membership, he/she will never again be eligible for membership into the National Honor Society.
- e. When a member is dismissed, he/she must be notified in writing and his/her emblem and membership card returned to the advisor or principal. Notice of dismissal must be indicated on the annual report submitted to the National Secretary at the end of the school year.
- f. If a student is caught cheating, breaking training rules or is required to serve in school suspension(s) (ISS) or out of school suspension(s) (OSS) because of school behavior, the student will be automatically dismissed from the National Honor Society. This organization is for good, positive leaders and this kind of behavior will not be tolerated in our organization.

## ORGANIZATIONS AND ACTIVITIES

1. **Band** – Band is one of Terry's outstanding groups. This smartly costumed group contributes much to the school spirit and provides wholesome entertainment for many special occasions. The band is the musically elite group of the High School. It is an honor to belong to this group as well as earn credit while contributing to the spirit of High School life.
2. **Pep Band** – The pep band consists of a selected number of students who are not occupied as athletes, to provide music for pep assemblies and athletic contests.
3. **Chorus** – This musical group is open to all male and female students interested in music. The purpose of this organization is to improve voice quality and provide musical talent for special occasions.
4. **FCCLA** – The Future Community Career Leaders of America is a national organization for High School students in Home Economics classes. The main objective of this group is working for a better and happier home environment for everyone.
5. **Honor Society** – To be selected to the Honor Society, a student must qualify with a high scholastic rating and also show outstanding characteristics in leadership, service and Character. The membership of this

organization is highly regarded by all, but you must start early in your school career to establish the qualifications required for membership. (See National Honor Society)

6. **Homecoming** – Each year we sponsor a homecoming day. A king and a queen are elected and each year the Student Council organizes the festivities including the decisions of who, where and how Royalty will be crowned. (See: Student Council)
7. **Prom** – The prom is held in the spring. All High School students and their dates are invited to attend. It is a formal dance held by Terry High School each year. Prom is a very special event and all are encouraged to attend; but come in correct attire so that you may participate. If you do not desire to dance, please be seated in the spectator section. As is customary, the community is invited to come and see the decorations and to watch the Grand March.
8. **Class Meetings** – No President of any class shall call a meeting without first consulting with the sponsor of the class. Class Treasurers are responsible for the collection of class dues if any are imposed. All class meetings will be during Study Hall.
9. **Student Council** – The Student Council is an organization through which the students may express their opinions, assist in the administration of school activities and assist in the management of school enterprises. The purpose of the Student Council is to promote leadership and participation in school activities. The Student council is comprised of elected student body officers and class officers. Student Council and class officers are only open to current class members, not ones without enough credits. All class officers, including Student Council Representatives, must have at least a “C” average to be eligible for any office. This includes student body candidates for President, Vice-President, Secretary and Treasurer. Any other representative on the Student Council from other group must also carry at least a “C” average.
10. **Close – Up** – The Close – Up program informs, inspires and empowers young people to exercise the rights and accept the responsibilities of citizens in a democracy.

## PHYSICAL EDUCATION

An extra pair of tennis shoes for P.E. class is required and recommended to be left at school.

## REPORT CARD/PROGRESS REPORT

Report cards are handed out every quarter and will be mailed home to parents/guardians. Any questions that may arise from grades or suggestions on the report card will gladly be discussed with the parent/guardian and/or the student. Midterm reports will be mailed out. Parents/guardians will be urged to visit the school to discuss the problem(s) and/or concerns. Student's grades can be viewed on Infinite Campus. Contact the office for sign-on information.

## SCHOLARSHIPS

Many colleges and organizations throughout Montana and the United States offer various scholarships to high scholar students who are graduating. Scholarships are announced and specifics may be obtained from the counseling center.



There are several local scholarships that are available to Terry students. Applications for the scholarships must be made by announced deadlines from the guidance office. The recipients will be announced at the awards assembly. Contact the counselor for a complete list of scholarships offered and proper application forms and procedures.

## SCHOOL DANCES

1. A maximum of four (4) dances will be allowed per school year (this includes the High School prom). Only two (2) dances per year for Junior High
2. No student shall be admitted to a dance later than one (1) hour after the beginning of a dance.
3. For JH, no student shall be admitted later than one half ( $\frac{1}{2}$ ) hour after the beginning of an after-game dance and one (1) hour after the beginning of a formal type dance.
4. A student leaving a dance will not be re-admitted to the dance.
5. No Junior High student or persons 21 years or older may attend a High School dance as a guest.
6. No High School student or student that drives an auto to the event is allowed to attend Junior High dances.
7. Students from other schools must fill out appropriate form for permission to attend dances.
8. Dances will end no later than 12:00 a.m. for HS and 10:00 p.m. for JH.
9. The sponsor(s) of the group giving the dance must be present along with two (2) sets of parents. Sponsors are also expected to supervise the planning and decorating of the dance.
10. Student clean-up committee will restore the room to its original condition that night, with the exception of prom which the sophomores will clean up the following morning.
11. Any student who has used or is using mood altering chemicals or tobacco will not be permitted to attend the dance. Parents/guardians will be called to pick up the student.
12. Appropriate dress (school dress for most dances) will be worn to school events.
13. Sponsors will be the people in authority at the dance. All chaperones will only assist in student supervision as directed by the sponsor.
14. Students should respect the work of the decorating committees and not pull down decorations. The committee selected for this purpose will remove decorations.

## SCHOOL SONG (ON WISCONSIN)

Onward Terriers, Onward Terriers, raise your spirit now,  
Take it on throughout the game and we will show them how: Rah, Rah, Rah.  
Onward Terriers, Onward Terriers, show that is your fame,  
Fight team – fight, fight, fight to win this game.

Onward Terriers, Onward Terriers, raise your spirit now,  
Take it on throughout the game and we will show them how.  
T-E-R-R-I-E-R-S Terriers, FIGHT, SCORE, WIN, HEY!!

## SCHOOL SPIRIT (SEE PAW PRIDE)

School spirit may be divided into these classes:

1. **Courtesy** – toward teachers, fellow students and the officials of school activities and athletic contests.
2. **Pride** – in everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship** – the ability to win and lose gracefully. Perform to the best of your ability in all areas of extracurricular activities. School spirit means loyalty to all functions of the school. A loyal student not only supports activities of the school, but also does his/her best in the areas of scholastic achievement.

Let's work together (students and adults alike) to improve our relations with one another and to further promote the ideals of good sportsmanship and fair play.

Good sportsmanship is conduct, which imposes a type of self-control involving healthy rivalry, courteous relations and graceful acceptance of results. When good sportsmanship takes place, things are more enjoyable. It does not necessarily have to take place between the lines of a field or a court.

Remember two things... respect and the golden rule. They are as applicable to the sporting world as they are in everyday life. In the long run, we all win! Interscholastic events are an extension of the classroom and lessons are best learned when the proper respect is accorded to all. With the privilege of attending comes responsibility to conduct oneself in a manner where the game is enjoyable for other fans and participants.

## SCHOOL SPONSORED TRIPS

1. General rules of conduct for students on school sponsored trips:
2. All students must at least dress according to the school dress code; however, it is suggested that the students dress better than the school dress code requires.
3. The time students are to be in bed will be specified.
4. There will be check points during the day at which time the sponsor, or designated chaperone, will meet with students so the responsible people are aware of where the students are and the manner of their conduct.
5. There is to be NO use of, or association with, tobacco, alcohol or drugs on the school bus or in motel rooms of students.
6. The sponsor will check the bus after each unloading of students.
7. The students are to put all paper, cans, etc. (debris) in waste cans or boxes.

When riding on a moving school bus, students are to be seated at all times. There shall be no throwing of objects, loud, boisterous conduct, or any other activity which may prove distracting to the bus driver. The bus driver shall have the right to request the sponsor to ask that the students follow the rules. Furthermore, the bus driver shall have the right to stop the bus and refuse to progress until all distracting activities have ceased. Disruptive students will be seated at the front of the bus by themselves and will be requested to face forward.

All serious deviations at any phase of a trip will be reported to the principal. The school administration reserves the right to bar students from further bus trips and take other disciplinary action as deemed necessary.

Students are to use good judgement in regard to their conduct at all times while on a school trip and to represent themselves so as to bring praise to their school and community.

## **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.

### **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. Searches of desks or lockers 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 3231. 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.

### **Drug Detection Dogs**

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the school counselor to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

## **SENIOR HONORS – VALEDICTORIAN/SALUTATORIAN**

In the interest of encouraging and recognizing academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. To be eligible, students must have been enrolled for a minimum of two (2) school calendar years at Terry High School before their date of graduation, i.e. a student must be enrolled by the first day of their junior year in order to serve as either valedictorian or salutatorian in May of their senior year. The grade average earned while at Terry High School must equal the grade average the student earned at other school(s).
2. The class standing will be calculated from the semester grades of required courses, less Physical Education and Electives.
3. If a tie exists the grades for all electives will be used to calculate the candidates GPA. For this calculation, the grades from Physics, Chemistry, Calculus and Advanced Mathematics will be weighted four thirds (4/3).
4. This average will be computed at the end to the first semester of the senior year.
5. Approved credits shall be any course completed for credit at an accredited High School or course completed via correspondence or independent study for which approval was granted by an accredited school prior to enrollment.
6. Both the salutatorian and valedictorian must have above a 3.0 weighted GPA.

The designated valedictorian and salutatorian for the graduating senior class are required to give a speech at graduation. The speeches must be presented and approved by the High School Principal three (3) days before the graduation date.

## SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

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, or Angela Williams, 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.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. For more information about the District's complaint procedure, see Policy 1700.

## STUDENT BEHAVIOR

Students should behave in a manner that will be a credit to our school. Certain human actions show that a person is unable to cope with a particular problem or condition and resorts to expressing him/herself in an immature way. As young adults, you are well aware of what you should or should not do or what is appropriate or inappropriate. Therefore, the school expects you to conduct yourself in an acceptable and responsible manner at all times.

1. All school class parties are to be cleared by the office before scheduling.
2. Couples must conduct themselves properly at all times. While the school recognizes that relationships are normal and natural, a proper school atmosphere must be maintained.
3. Absolutely NO PDA is allowed.
4. No gambling is allowed.

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This is not intended to be all-inclusive. Students may be disciplined or suspended for any of the following:

1. The possession, transmission and/or use of tobacco, drugs or alcohol. Students holding a cigarette will be presumed to be smoking;
2. Insolence, disrespect, insubordination or defiance;
3. The use of improper language. Students are expected to conduct themselves in a mature manner. Profanity or obscene/offensive language is not appropriate for school and will not be tolerated;
4. Fighting;
5. No public displays of affection (PDA);
6. Rowdy behavior such as running, pushing, shoving, yelling, whistling and horseplay;
7. Leaving a classroom or leaving school without permission;
8. Class tardiness or truancy;
9. Vandalizing, damaging or stealing school or private property;
10. Threatening, intimidation or causing bodily harm to any person;
11. Cheating or plagiarizing;
12. Disrupting classroom or school activities, disrupting assembly;
13. Weapon possession, extortion, use or possession of explosives;
14. Littering;
15. Pornography;
16. Possess drink in the hallways;
17. Throwing objects such as snowballs;
18. Trespassing, theft, bomb threats, arson or blackmail;
19. Unlawful interference with school authorities, unlawful intimidation of school authorities or other unlawful acts.

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

Students are expected to have respect for school property and to take good care of books, desks and other furniture and equipment. By exhibiting a great deal of respect for yourself and others, you will make it easy for others to respect you.

## STUDENT VEHICLE REGISTRATION

Students are encouraged not to drive to school unless absolutely necessary. **Vehicles are to be parked in an orderly fashion.** Students are encouraged to stay away from the bus loading/unloading area. **Authorities will be notified if students are not driving in a safe and prudent manner.** Students are not to drive to classes at the shop unless permission is given. Students are reminded that state law stipulates that **maximum driving speed** on or adjacent to school property is **15 mph.** The parking area directly in front of the high school building from the east sidewalk to the west sidewalk is reserved for faculty members, visitors and handicapped parking. Students who drive their vehicles to school should keep the cars parked during school hours. Permission to drive, for special reasons, may be obtained from the school administration.

## SUSPENSION, EXPULSION, DETENTION, TRUANCY

At the discretion of the administration, suspension may take any form.

First, a student may be suspended for a specified and limited period of time and not be allowed to attend school. In suspension, the student will not be allowed to participate in, or attend any school sponsored functions.

The teacher giving a detention will determine detention time for first offenses or minor chronic offenses. Times will be for half ( $\frac{1}{2}$ ) hour, one (1) hour or more. Failure to attend detention sessions as scheduled will result in the assignment of additional time or may result in suspension.

In more serious cases, a student may be suspended until the next scheduled school board meeting. Permanent removal of a student (expulsion) is the responsibility of the Board of Trustees. Suspension and expulsion are both highly serious measures and should not be taken lightly by any other student or teacher.

## TARDINESS

You are allowed two (2) tardies each QUARTER for each period. Tardies will be excused or unexcused. When you are tardy for a class, you will be sent to the office for an admittance slip. Each teacher will keep track of your tardies. After three (3) unexcused tardies, a student will be required to serve detention for one-half ( $\frac{1}{2}$ ) hour after school. For each subsequent tardy, the student will make up one-half ( $\frac{1}{2}$ ) hour. A student failing to show up for detention will have the time assigned doubled on a weekly basis.

If a student comes to class and is tardy more than fifteen (15) minutes late for that period, it will count as an absence.

If a student is tardy to school, the student must report to the OFFICE. Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy violates state and local attendance laws and will be considered a serious offense. Continued truancy may result in legal action or expulsion from school.

If a student is late to class because a teacher has detained the student, that teacher will give the student a pass to their next class. If this is NOT the case, the student must obtain a pass from the office.

A little late is TOO late. Students are expected to be in their seats and ready for class by the time the tardy bell rings.

## TELEPHONE

When a student receives a phone message during the school day, the office personnel will take the call. Students will not be called from class unless it is an emergency. Students will then receive a note concerning the call. If the message is to return the call, do this during a study hall, noon or after school.

## TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly used and safeguarded. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost books must be paid for and replaced immediately. All fines and bills are to be paid to Cathy Kalmbach, Clerk.

## TITLE IX MODEL EQUAL EDUCATION AND EMPLOYMENT POLICY

As provided in the constitution of the State of Montana, the Terry Public School District is committed to equality of educational opportunity. This district is also committed to equal employment opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offering, graduation requirements, athletics, counseling, employment assistance, extracurricular and other school related activities.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Ms. Angela Williams, Title IX Section 504 Coordinator, P.O. Box 187, Terry, MT 59349, (406) 635-5533. Optional – to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, MT 59620, (406) 444-2884 or Director, Office of Civil Rights, Federal Office Building, Denver, CO 80294, (303) 844-5695.

Legal Reference: Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d), Title VII of the Civil Rights Act of 1964 as amended (42 USC Section 200e). Title IX of the Education Amendments of 1972 (20 USC Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), the Constitution of the State of Montana, 1972 (Article

49, Chapter 2, MCA), the Montana Governmental Code of Fair Practices (Title 49, Chapter 3, MCA) and the implementing federal and state rules and regulations. (10/29/84)

## VALUABLES

It is recommended that students not bring items of value to school including unnecessary amount of money. If it is necessary to bring money or valuables, they should be given to the office or homeroom teacher to place in a safe place. Students should mark coats and personal belongings brought to school. It is most difficult to recover personal belongings that are not already marked.

## WINTER DRESS REQUIREMENTS

During the winter months, we can receive a fair amount of snow and bitter cold temperatures. We ask that all students dress appropriately for the weather.

Students who do not dress appropriately may be given a jacket, hat or gloves to use, and parents contacted. Safety and well – being of the students is a priority.

When snow is present, students will not be allowed off of the sidewalks and blacktop without proper winter boots during recreational times.