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Whitefish High School
600 East Second Street
Whitefish, Montana 59937
(406) 862-8600

For additional information on school policies, activities and events, please visit our website at:
http://whs.wsd44.org/

The Mission of Whitefish High School is to equip students to be lifelong learners; academically and socially well-rounded citizens; independent, critical thinkers; and active participants in a global community and changing workforce.

WELCOME
Welcome to the Whitefish High School Team! We are prepared to support and assist our students as they navigate toward a career path that we hope will bring them genuine gratification and fulfillment. There will be challenges along the way but know that we take great pride in being available to help our students when they need us. Our students are valued members of our organization and we appreciate and respect the diversity and uniqueness each student brings to our school. We are excited about the opportunity to deliver a curriculum and educational experience to students that includes subject matter that aligns with some of their personal interests and a level of rigor that will prepare them to be successful after high school. We believe that high standards and expectations lead directly to personal and professional success. We are committed to the preservation of a school climate that prioritizes the character traits of Integrity, Scholarship, Compassion and Respect. We believe these are the guiding principles that promote a school culture that appreciates all people and their contributions and will maintain a safe, comfortable and productive learning environment. We feel strongly that if our students exemplify these behaviors daily, they will succeed at WHS and in life.

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

It is the responsibility of each WHS student to read and comply with the policies listed in this handbook. Please direct any questions or concerns to any WHS administrator or counselor.

NOTICE OF NON-DISCRIMINATION
The Whitefish School District does not discriminate on the basis of race, color, national origin, sex, or disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dave Means
Whitefish School District #44
600 E. Second Street
Whitefish, MT 59937
(406) 862-8640 ext. 507
Whitefish School District Board of Trustees

**Nick Polumbus, Chairperson**  
303 Stumptown Loop  
Whitefish, MT 59937  
406-862-1955 (w)  
Term Expires: 5/2019  
polumbusn@whitefishschools.org

**Darcy Schellinger**  
436 7th Street West  
Whitefish, MT 59937  
406-212-7503 (c)  
Term Expires: 5/2022  
schellingerd@whitefishschools.org

**Ruth Harrison**  
1585 East Edgewood Drive  
Whitefish, MT 59937  
406-862-2657 (h)  
Term Expires: 5/2018  
harrisonr@whitefishschools.org

**Heather Vrentas**  
345 Shady River Lane  
Whitefish, MT 59937  
406-862-7627 (w)  
Term Expires: 5/2020  
vrentash@whitefishschools.org

**Shannon Hanson**  
421 Bear Trail  
Whitefish, MT 59937  
406-862-4455 (h)  
Term Expires: 5/2020  
hansons@whitefishschools.org

**Katie Clarke**  
5017 Flatwater Drive  
Whitefish, MT 59937  
406-730-1655 (h)  
Term Expires: 5/2020  
clarkek@whitefishschools.org

**Ruth Harrison**  
573 Somers Avenue  
Whitefish, MT 59937  
406-260-2627 (c)  
Term Expires: 5/2021  
kohnstammb@whitefishschools.org

**Andrew Brozek, Student Representative**  
Senior at Whitefish High School  
Whitefish, MT 59937  
862-8600 (WHS)  
Term Expires 5/2020
Administration:
Mr. Kerry Drown, Principal, Mr. Jeff Peck, Assistant Principal, Mr. Aric Harris, Activities Director

Staff:

Art
Tim Bonds-Pottery
Jonathan Wirth-B135

English
Kelliann Blackburn-A209
Kelly Haverlandt-A121
Nikki Reed-A213
Chris Schwaderer-C237
Kyle Fedderly-C236
Al Hammel-A210
Kristen Pulser A2 Teacher’s Workroom

Science
Chad Ross-C239
Eric Sawtelle-CSE, 2nd Fl
Todd Spangler-B223
Tait Rocksund-A214
Damian Estrada-B225

Music
Mark McCrady-Band
Jananne Solberg-Orchestra
Skyberg Thoreson-Choir

Librarian/Digital Learning Facilitator
Chani Craig- B201

Foreign Language
Dana Lacey-A124
Jennifer Vilar-A126
Naomi Delaloye-A124

Family and Consumer Science
C007

Special Services
Adrienne Johnson-A119
Sarah Scott-A206
Christian Bitterauf-A127
Mac Roche-A127

Support Staff
Bonnie Kuehne-Special Service Aide
Tim Bissell-Custodian
Vanessa Smith -Custodian
Janet Bridges-Custodian
Marty Quigley Custodian
Velma Luke-Special Service Aide

Business
Willie Roche-B133
Dustin Herbert-B218

Mathematics
Mark Casazza-A208
Nicole Bronken-C232
Tim Neff-C234
Renae Tintzman-A122
Beth Darnick-C232

Social Studies
Kelly Haverlandt-A121
Amy Muhfeld-C235
Wesley Webb-A123
Jacqueline Gaertner-A211
Jennifer Vilar-A126

Health and Physical Education
Megan Judd-Gym 154
Scott Smith-Gym 148
Aric Harris-Gym
Kim Schneider-A210

Librarian/Digital Learning Facilitator
Chani Craig- B201

Speech Pathologist
Patricia Johnson-A128

Industrial Technology
Ryan Boyle-C002/006

Whitefish Independent School
Al Hammel Karen Cordi
Jill Weigand Damian Estrada

Guidance Counselors
Tina Corwin-B219
Barb Mansfield-B221

Whitefish Independent School
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Jill Weigand Damian Estrada

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Barb Mansfield-B221

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Barb Mansfield-B221

Whitefish Independent School
Al Hammel Karen Cordi
Jill Weigand Damian Estrad
Whitefish High School
2019-2020

JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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- PIR/PD Days - no school for students
- Vacation Days
- 11:30 EARLY RELEASE
- END OF QUARTER

WHS Open House: Sept 24
WIHS Graduation: June 4
WHS Graduation: June 6

Revised 8/14/2019
WHITEFISH HIGH SCHOOL

STUDENT COUNCIL
2019 – 2020

Student Body:

President: Grace Benkelman
President-Elect: Chaz Gillette
Vice Presidents: Kyle To and Bode Wold
Secretaries: Danika Tintzman and Sophia Beers
Treasurer: Grayson Butler

Senior Class:

President: Samantha Bee
Vice President: Casey Schneider
Secretary: Sam Menicke
Representatives:

Junior Class:

President: Cameron Kahle
Vice President: Maddie Sramek
Secretary: Mia Mendoza

Sophomore Class:

President: Tanner Harmon
Vice President: Niko Hunter
Secretary: Emma Barton

Freshman Class:

President: TBA
Vice President: TBA
Secretary: TBA

School Board Representative: Andrew Brozek

WHITEFISH HIGH SCHOOL FIGHT SONG

We're loyal to you, Whitefish High
To your colors we're true, Whitefish High
We'll back you to stand
You're the best in the land,
For we're loyal to you, Whitefish High, Rah! Rah!
Go smash that blockade, Whitefish High
Go crashing ahead, Whitefish High
Our team's a fame protector
On teams for we expect, a victory from you, Whitefish High
Bulldogs Fight, Bulldogs Fight
Bulldogs, Bulldogs, Fight, Fight, Fight.

BELL SCHEDULES
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<th>PLC Day</th>
<th>C Day</th>
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<td>1&lt;sup&gt;st&lt;/sup&gt; Period 8:25-9:07</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period 8:25-9:16</td>
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<td>Flex 2 9:14-9:58</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Period 9:21-10:12</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Period 10:03-11:36</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period 9:59-10:41</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period 10:17-11:08</td>
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<td>4&lt;sup&gt;th&lt;/sup&gt; Period 12:21-1:54</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period 12:13-12:55</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period 12:04-12:44</td>
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<td>6&lt;sup&gt;th&lt;/sup&gt; Period 1:59-3:32</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; Period 1:47-2:29</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period 1:45-2:36</td>
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Revised 8/14/2019
ACCDIENTS
It is important that every accident in the school building, on the school grounds, at practice sessions or at any extra-curricular event sponsored by the school must be reported immediately to the person in charge and to the school office.

ADVERTISING
All advertising materials must be approved by the Principal before they can be presented to the students in any manner (announcements, posters, flyers, etc.)

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

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

When a student is absent from school, the parent/guardian must call the school at 862-8600 ext. 402 any time after 7:30 a.m. to notify the school of the absence. If the parent/guardian does not call, the attendance secretary will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have two school calendar days to bring a note or the absence will be unexcused. A student who is absent for any reason other than an unexcused absence has two school calendar days for each day missed to make up specific assignments missed and/or complete additional in-depth student projects assigned by the teacher. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment.

Students will be permitted a maximum of 6 absences in any class during a semester as long as these absences have had parental/guardian approval and/or medical documentation. School related absences are not included in the 6 absences. The building administration has the authority to grant extensions beyond 6 absences when the reasons for the 7th and subsequent absences are documented by a medical note or extended trip approval, or reflect extraordinary circumstances.

Note: On the 7th and subsequent absences, the teachers will not give makeup work. This does not apply to school-related absences, verified medical absences, or extraordinary circumstances as determined by building administration.

Extraordinary circumstances must be cleared with the assistant principal two weeks in advance. Please call or email peckj@whitefishschools.org with the details of the situation.

Note: In order to participate in an extra-curricular activity, including practice, the student must be in school for all periods following lunch on the day of the event, or if the activity falls on a non-school day, all class periods following lunch the day of the last school day prior to the activity. Exceptions may be made in advance by contacting the activities director. If he is unavailable, please let the principal/assistant principal know.
MAKE UP WORK PROCEDURES

<table>
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<th>SCHOOL SPONSORED</th>
<th>EXCUSED</th>
<th>UNEXCUSED</th>
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<tr>
<td>● Any absences required for a school sponsored activity.</td>
<td>● Any absence that has been verified by parent/guardian.</td>
<td>● Any absence that has not been approved by parent or guardian either previous to or within 2 school calendar days following the absence(s). Students will not receive credit for makeup work, including quizzes, tests, and projects, for absences beyond 6 days or for unexcused absences.</td>
</tr>
<tr>
<td>● Student must notify the teacher before the absence.</td>
<td>● Work can be made up at full credit.</td>
<td>● Work received and/or work made up from an absence that remains unexcused after 2 school calendar days will not receive credit.</td>
</tr>
<tr>
<td>● Teacher may require make-up work before the absence.</td>
<td>● Students have 2 school calendar days to make up work for each day missed.</td>
<td>● Unexcused absence will result in Saturday Detention consequences.</td>
</tr>
<tr>
<td>● If work isn’t made up before the absence, the student will have 2 school calendar days to make up work for each day missed.</td>
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Appeals
Students, parents/guardians may appeal the 6-day policy for medical, legal or family related reasons. Appeals must be submitted in writing along with date, specific supporting evidence to the school before the absences(s) takes place or within five days of receiving the 7-day letter.

College Visitations
Juniors and seniors are allowed either two college visits or a total of five (5) school days during the course of the year. Attendance at college fairs counts toward these totals. All students are to pick up college visitation forms and clear these visits with the attendance office prior to taking the trip. These forms need to be completed and returned to the WHS Attendance office upon the student’s return. Juniors and seniors may not make these visits during semester testing blocks.

Checkout Privileges
Checkout privileges during the day are reserved for doctor/dental appointments and legal matters. Parent notification by phone or in writing is also required in such circumstances. Students are required to sign out and check out with the attendance office for permission to leave the building, along with having a parent talk to a secretary. Failure to do so constitutes an unexcused absence which will result in two hours of Saturday detention for each class period that is unexcused.

Tardiness
Students are expected to be to class on time. The passing time will be five minutes before school, after lunch and between classes. Teachers will take roll within the first five minutes of class, and they are responsible for recording all student tardies. Students entering the room after the final bell and during the first five minutes of class will be coded tardy. An accumulation of three (3) tardies per class will equal one (1) hour of Saturday detention, morning detention or after school detention. Refusal to arrive for scheduled detention will result in an in-school suspension.
**AWARDS AND HONORS**

**Honor Roll:**
Two levels of honor roll are recognized at Whitefish High School:
- Green Honor Roll – GPA from 3.000 to 3.49
- Gold Honor Roll – GPA from 3.500 to 4.000

**Honor Society:**
A student who earns a GPA of 3.85 by the third, fourth, fifth or sixth semester is eligible for Honor Society membership. Once eligible a student is granted membership when he/she:
- Fills out and hands in the Honor Society application by a specified date
- Receives at least a 3.5 average score out of 5.0 on teacher evaluations
- Is recommended by the Faculty Council, which is made up of four faculty members and the guidance counselor

**BASE CAMP**
A specialized Flex 1 period that provides students with practical skills that will enable them to feel confident and supported at WHS. A dedicated time for teachers to check in on student progress and develop trustworthy relationships while discussing relevant content topics that support students academically, socially and emotionally.

**BULLYING/HARASSMENT/INTIMIDATION/HAZING**
WHS is committed to providing all students with a safe educational environment in which all members of the school community are treated with dignity and respect and free from bullying, harassment, intimidation or hazing. Any form of bullying, harassment, intimidation or hazing of students by students, school employees, volunteers and visitors is strictly prohibited. This policy is in effect during the school day, while students are on property within the jurisdiction of the District; going to or coming from school, on school-owned or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the order, efficient management and welfare of the District.

The Board recognizes that some acts of bullying, harassment, intimidation or hazing may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that require a response either at the classroom, building, or District levels or by law officials. Consequences and appropriate remedial actions for a student who engage in prohibited behavior may range from behavioral intervention and education up to and including suspension or expulsion.

**Bullying** is defined as any harassment, intimidation, hazing or threatening, insulting or demeaning gesture or physical contact, including any intentional written, verbal or electronic communication or threat directed against a student that is persistent, severe or repeated and that causes a student physical harm, damages a student’s property or places a student in reasonable fear of harm to the student or the student’s property; creates a hostile environment by interfering with or denying a student’s access to an educational opportunity or benefit; or substantially and materially disrupts the orderly operation of school.

**Responding to Bullying Complaints:**
The assistant principal is responsible for investigating all reports of bullying. Consequences for a student who commits an act of bullying shall be appropriate according to:
- The nature of the behavior
- The developmental age of the student
- The student's history of problem behaviors and performance
- The nature of the incident
- The results of the investigation

**Staff Responsibilities:**
WHS staff will create an environment where students understand that bullying is unacceptable and will not be tolerated by:
- Discussing with all students all aspects of the bullying/harassment policy and strategies to prevent bullying.
- Learning to recognize the indicators of bullying behavior.
- Intervening immediately and take corrective action when bullying is observed.
- Encourage students to report bullying incidents.

**Student Expectations:**
Students are expected to take responsibility for helping create a safe school environment by:
- Not engaging in or contributing to bullying behaviors, actions, or words.
- Reporting all incidents of teasing, bullying harassment, intimidation, or other physical or verbal abuse.
- Never engaging in retaliatory behavior, ask of, encourage, or consent to anyone’s taking retaliatory actions on one's behalf.
- Treating everyone with respect and being sensitive to how others might perceive their actions or words.

There will be serious consequences for students who commit acts of bullying, including but not limited to suspension.

**BYOD (BRING YOUR OWN DEVICE)**
Students may bring laptops (Windows, Apple, Linux), iPads, Android-based tablets, Kindle Fire, Smart phones, and other devices as they become available. Students need to pick up a form at the front office to fill out to have their devices MAC address registered for access on the school district’s network.

Students may use their devices **before school, during lunch and after school** in the **cafeteria area** or **gym foyer** for personal or educational purposes. Students are reminded that all use of electronics on school property is expected to be appropriate at all times. In the library and during academic flex, devices may be used for educational purposes only. Use of headphones for audio is required. **Devices may be used in the classroom at the discretion of the teacher for educational purposes only.**

As with all technology use, personal or school-owned, students may use technology for educational purposes with the permission of the teacher or an administrator. Students using a personally-owned device must abide by the District Acceptable Use Policy. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device used, while in a public school. Even though students own the device, the Guest Network belongs to the school, so Internet access will be filtered. Students must have permission of the teacher in order to record a video and post it on YouTube or to take pictures of other students during class and send them electronically to friends. At no time may a cell phone be used in a locker room/restroom.

When you, the student, use your device, all Acceptable Use Policy rules apply to your device as a part of the consequences stated in the AUP. The acceptable use policy pertains to both your own device and the network. If you lose your privilege on one, you lose your privilege on both for the same amount of time, based on school policy. In other words, if you lose your privilege by an AUP violation you cannot use your own device OR the school network for the same specified time. Students bring personal devices to school at their own risk, just like any other personal items. The district will not be held responsible for lost, stolen, or misplaced devices or items. Some devices have a device locator; parents and/or students may want to enable this feature if possible.

**Campus Door Security**
For the security of our students and staff, all exterior doors will remain locked during the school day at Whitefish High School except for the main entrance. Any other exterior doors must remain locked for the entirety of the school day. If a student makes a willful decision to intentionally “prop open” a door by putting an object in it, or willingly opens a door to a stranger jeopardizing the safety of the entire school, disciplinary consequences will be assigned by building administration.
CELL PHONES
The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege.

- Students may use their cell phones for personal reasons before school, during lunch and after school in two authorized areas: the cafeteria or gym foyer. All other personal use of a cell phone during the school day is strictly prohibited.
- In the hallways during passing times and while school is in session, cell phones must be silenced and kept out of sight in the student’s pocket, purse, or backpack.
- Students whose cell phones are seen, heard in the classroom or used in an unauthorized area at an unauthorized time will be asked to respectfully turn the phone over to a staff member and will be subject to the following disciplinary consequences:
  - **First Violation:** 1-hour detention assigned; student will get the phone back at end of the day.
  - **Second Violation:** 4-hour Saturday detention assigned; phone will only be returned to parent/guardian.
  - **Third Violation:** 1-Day In-School-Suspension assigned; phone will only be returned to parent/guardian.
- Any further cell phone violations will result in a mandatory parent/student/administration conference to determine course of action.
- **Helpful Hint:** To make a phone call home, students can get permission to either go to the office to use the office telephone or get staff permission to use classroom telephones. Also, parents can leave messages for students with secretaries in the front office.

Under no circumstances will cell phone usage be permitted in bathrooms or locker room areas at any time.

WHS Headphone/Earbud policy
Students can use headphones/ear buds before school, at lunch or after school in the cafeteria or gym foyer area while they use their cell phone/device for personal reasons. Headphones/earbuds are not to be seen in the hallways during passing time in between classes.

CLOSED CAMPUS FOR FRESHMAN AND SOPHOMORES
Whitefish High School maintains a closed campus for the safety and security of students and staff. All students are expected to remain in school from the time that first period begins until the last class is dismissed in the afternoon. For juniors and seniors, Whitefish High School will have off-campus lunch privileges, unless the parent/guardian submits written notice to the office stating they do not wish for their students to hold this privilege. This may be reviewed at the end of each semester.

On a special occasion, students who do not have a processed, open campus application on file may leave school at lunchtime with their own parent(s)/guardian(s) only. The parent(s)/guardians(s) must come into the school and meet their student at the office before leaving the building. Students will not be allowed to enter or to eat at any local merchant’s place of business unless accompanied by their own parent. Students may be granted permission to go to lunch with another student’s parent only on special occasions with prior approval from the principal and both sets of parents involved. A student who will be leaving the campus during noon break must have a Permit to Leave Building from the office and must return on time for afternoon classes.
All students will be provided a Whitefish High School Student Identification Card. Students are reminded to carry these student identification cards with them at all times. School personnel will be checking them upon dismissal at lunch and throughout the lunch period. These ID cards will verify a student’s open campus privilege. Any closed campus student who is discovered off campus during lunch period will be subject to disciplinary action:

1st Offense: 4 hours Saturday detention, unexcused absence
2nd Offense: 8 hours Saturday detention, unexcused absence
3rd Offense: 1-3 days In-School-Suspension

The parking lots are considered off campus, but on school property. Being off campus with students not eligible for open campus lunch will result in the loss of open campus privilege.

**SOPHOMORE OPEN CAMPUS INCENTIVE PROGRAM**

Sophomore students will have the opportunity to earn off campus privileges for quarters 3 & 4, by achieving the following criteria during first semester.

1. Minimum 3.0 GPA
2. No unexcused absences
3. Maximum of 3 excused absences in a class
4. Maximum of 2 total tardies in a class
5. No discipline referrals.

Sophomores who accomplish these goals by the end of first semester may apply for an off-campus pass for the second semester.

**COMMUNICABLE DISEASES**

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

These diseases include, but are not limited to:

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

**COMPLAINTS BY STUDENTS AND 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 for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

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

Some complaints require different procedures. Any building office or the Superintendent’s office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal’s and Superintendent’s offices.
Students shall use the Title IX/504/ADA Grievance Procedure to address complaints/concerns about sexual discrimination, including sexual harassment, and disability discrimination.

Title IX/504/ADA Grievance Procedures
The Whitefish School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX) and under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act.

Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities. All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee’s employment status; OR
Has the purpose or effect of:
- substantially interfering with a student's educational environment or employee’s work environment;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

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

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

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

Inquiries concerning the application of Title IX/504/ADA may be referred to the District’s Coordinator:

Dave Means
Whitefish School District
600 E. Second Street
Whitefish, MT  59937
(406) 862-8640 ext. 507

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.
**Filing a Complaint**
An individual believing that he or she has been the victim of sex or disability discrimination should file a complaint with the Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

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

**Informal Resolution**
The decision to invoke the informal resolution process is voluntary. The District may determine that the matter is not appropriate for informal resolution. If determined to be appropriate, both the individual alleging discrimination by an employee, student or third party and the individual(s) who is(are) the subject of the allegation(s) must agree to informal resolution.

If appropriate and both parties are in agreement, a school representative will be available to assist. Either individual may also request mediation with a designated mediator present to assist them to reach a resolution if appropriate for informal resolution. Either individual has the right to end the informal resolution process at any time and may request the commencement of the formal complaint process at any time.

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

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

Parties (the individual making the complaint and the individual(s) who is(are) the subject of the complaint) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the complaining and responding individuals to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law. Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

During the pendency of any investigation, the District may take appropriate interim measures that are individualized based upon the circumstances present. Interim measures may include, but are not limited to, counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of certain areas on a school campus, or other similar accommodations.

**Notice of Outcome**
Both the complaining and responding individuals shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in discrimination when that sanction directly relates to the individual.

**Time Frames**
The District shall complete its investigation within a timely manner upon receipt of the complaint or knowledge of allegations of sex discrimination.
**Appeals**

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

**Remedies**

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

**Computer Resources: Acceptable Use Policy**

Computer resources, including the District’s electronic networks, are an integral part of the District’s instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District’s electronic networks or the District’s computers.

Internet access is available to students through WSD’s computer network. Users have access to information ranging from different cultures, science-related issues, music, politics, and access to many university library catalogs. Students utilizing District-provided Internet access must have the permission of parents, must be supervised by the District’s professional staff and are responsible for good behavior online just as they are in a classroom or other areas of the school. The District will provide filtering software to computers accessing the Internet. To remain eligible as users, student use must be in support of and consistent with the educational objectives of the District.

**Privacy/Confidentiality:**

All files residing on the District’s equipment are the property of the District. The school computer network system operator, or school employees, may at any time, review the subject, content, and appropriateness of electronic communications or computer files, and remove them if warranted. Any violation of District rules will be reported to school administrators.

**Personal Information:**

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

**Copyright:**

Users shall not:

- Copy and forward;
- Copy and download; or,
- Copy and upload

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

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

_E-mail/Chatting:_
Students at WHS may use their school issued email account for school business only. All other email correspondence is prohibited during school hours.

_Hacking:_
Users shall not infiltrate or “hack” computing systems or networks within or outside of the District. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another’s ability to use that system (e.g., by sending “e-mail bombs” that cause a disk to fill up, a network to bog down, or a software application to crash).

_Inappropriate Use:_
Users shall not use the District computer network to:
1. Purchase goods, solicit sales or conduct business (e.g., by posting an advertisement to a news group). Users shall not set up web pages to advertise or sell a service.
2. Search for, visit, receive or transmit obscene, abusive, sexually explicit, inappropriate or threatening language or images. Student users will follow all lab/classroom rules.

_Discipline:_
Violation of District policy and rules will result in loss of access to the District computer system.

_Gaggle:_ An internet safety management program designed to reinforce appropriate digital citizenship habits and use of the district’s computer network. Gaggle will aid in preserving a school climate and culture that is safe and respectful and values all students. It will alert on words associated with profane or vulgar language, drug and alcohol use, intentions of violence, sexual content, self harm, hate speech and pornography. A student who uses the school’s computer network in an unsafe or inappropriate manner will lose the privilege of full internet access and will have their account reconfigured to only allow them to work on sites essential to completion of their coursework. Additional disciplinary action may be determined at the building level in keeping with existing procedures and/or severity of the infraction. When and where applicable, law enforcement agencies may be involved.

**CODE OF CONDUCT (INTEGRITY, SCHOLARSHIP, COMPASSION, RESPECT)**
In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

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

**Applicability of School Rules and Discipline**
To achieve the best possible learning environment for all our students, the District’s rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.
**Violation of Student Code of Conduct**
A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products such as Juuls/Juul Pods (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment, or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

**MINOR DISCIPLINE INFRACTIONS**
Minor infractions include, but are not limited to:

- Class disruption
- Running in halls
- Unprepared for class
- Profanity
- Student altercation (verbal/non-verbal)
- Public display of affection beyond holding hands.
- Forging/Falsification
- Throwing Snowballs
- Extreme numbers of unexcused absences/tardies

**Minor Infractions Penalty**
Consequences can result in a verbal warning, before/after school detention or suspension. All offenses have a progression commensurate to the action and will be treated on a case-by-case basis.

The faculty and administration retain the right to assign detention at any time.
MAJOR DISCIPLINE INFRACTIONS
The following disciplinary infractions are classified major offenses due to the severity and/or legal ramifications of the actions. There may be other situations not listed that could be considered by the administration as major offenses. Major infractions are computed annually.

NOTE: THESE VIOLATIONS ARE CUMULATIVE DURING A STUDENT'S ENTIRE HIGH SCHOOL CAREER.

Academic Dishonesty/Cheating /Plagiarism
Academic integrity is a matter that is taken very seriously at Whitefish High School. Cheating, plagiarism, or other violations of intentionally misrepresented academic work will result in severe disciplinary consequences. Cheating includes giving and receiving information/projects; plagiarism includes the copying of another’s ideas or words and turning it in as one’s own. Plagiarism is defined as: “the practice of taking someone else’s work or ideas and passing them off as one's own”; or “the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.” If a student turns in work that is not 100% the student’s own, the student will be subject to the following progressive disciplinary model.

1st Offense: Conference with student and teacher, letter sent home with student (to be signed and returned to teacher. “0” grade given).
2nd Offense: 1-3 day suspension/parent conference/probationary contract (“0” grade given).
3rd Offense: Meet with District Superintendent of Schools (“0” grade given). expulsion, and/or notification of police.

Fighting
The student provoking the fight may have the more serious penalty. Fight participants may be turned over to the police (administrative discretion).

1st Offense: 1-3 day (OSS) suspension based on circumstances
   • Law Enforcement may be notified.
2nd Offense: 3-5 day (OSS) suspension based on circumstances
   • Law Enforcement may be notified.
3rd Offense: Student will be suspended pending the outcome of School Board action on a recommendation for expulsion.

Insubordination
Refusing to follow teacher/staff/guest teacher requests.

1st Offense: 1-3 day suspension based on circumstances
2nd Offense: 3-5 day suspension based on circumstances
3rd Offense: Meet with District Superintendent of Schools

Vandalism
Vandalism is any willful damage, destruction or defacing of school property or major disruption to the educational climate. This includes but is not limited to firecrackers, stink bombs, smoke damage to school property, etc.

1st Offense: Parent Conference. Depending upon severity, penalty may range from detention to a 3-day suspension. In severe cases, expulsion may be recommended and charges may be filed with law enforcement. The student will be responsible for restitution of any incurred costs.
2nd Offense: Student will be suspended pending the outcome of School Board action on a recommendation for expulsion. The student will be responsible for restitution of any incurred costs.
Verbal Abuse of Teacher/Staff/Substitute:
Penalties will range from Saturday detention to multiple day suspensions depending upon the severity of the abuse. Repeated incidents will carry greater penalties. In extreme circumstances, a recommendation for expulsion will be made to the School Board.

Physical Abuse or Assault of A Teacher/Staff/Substitute Or Student
Student will be suspended pending the outcome of school board action on a recommendation for expulsion.

Theft (Includes Receiving and Possession of Stolen Property)

1\textsuperscript{st} Offense: 1-3 day suspension based on circumstances
\begin{itemize}
\item Law Enforcement may be notified
\end{itemize}

2\textsuperscript{nd} Offense: 3-5 day suspension based on circumstances
\begin{itemize}
\item Law Enforcement may be notified
\end{itemize}

3\textsuperscript{rd} Offense: Student will be suspended pending the outcome of School Board action on a recommendation for expulsion.
\begin{itemize}
\item Law Enforcement may be notified
\end{itemize}

NOTE: Students are encouraged not to bring large amounts of money or valuables to school. Every year many of these items disappear and are never found. If an item is missing, the student should immediately notify a teacher, administrator, or the school resource officer. The school does not accept responsibility for personal property.

Threats of Imminent Danger
Immediate suspension, charges filed with police. Student will be suspended pending the outcome of School Board action on a recommendation for expulsion.

Weapons
Unauthorized possession of objects (including knives and other weapons besides firearms) dangerous to persons or property will result in penalties ranging from minor discipline to pending School Board action on a recommendation for expulsion.

Firearms
In accordance with the provisions of the Gun-Free Schools Act (20USC3351), possession of firearms on school grounds, including within personal vehicles, is a violation of policy resulting in indefinite suspension pending the outcome of School Board action on a recommendation of expulsion for up to one school year. Gun-Free Schools: The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

Emergency Devices
Tampering with “911" abuse, fire extinguishers, fire alarms, etc.
1. First Offense: Three (3) day suspension. Notification of law enforcement; any incurred costs will be paid by the student (e.g., false alarm fees payable to the City).
2. Second Offense: Student will be suspended pending the outcome of School Board action on a recommendation for expulsion. Any incurred costs will be paid by the student (e.g., false alarm fees payable to the City).

Gangs and Gang Activity
Philosophy Statement: Whitefish Public Schools and its Board of Trustees are committed to ensuring a safe and orderly environment where learning and teaching may occur, void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and
obstructive to the process of education and school activities. Groups of individuals, who meet the definition of “gangs” defined below, shall be restricted from school grounds or school activities.

**Definition**
A gang is any group of two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

- One or more criminal acts, or
- Acts which threaten the safety or well being of property or persons including, but not limited to, harassment or intimidation.

**Students on school property or at any school-sponsored activity shall not**
Wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or are representative of any gang; or engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or that is representative of any gang; or engaging in any act furthering the interests of any gang or gang activity including, but not limited to:

- Soliciting membership in or affiliation with any gang.
- Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
- Painting, writing, or inscribing gang-related graffiti, messages, symbols, or signs on school property.
- Engaging in violence, extortion, or any other illegal act or other violation of school policy.

Violation(s) of this policy shall result in disciplinary action, up to and including suspension.

**Student Demonstration Policy**
The recommended procedure to be utilized by Whitefish High School administration in case of student demonstration, sit-in or other such event that will interrupt the normal operation of the school is as follows:

- The school librarian will arrange to video the event, paying special attention to film the individuals involved.
- All students not participating will remain in the classroom until the passing bell rings. Teachers will close the door, making note of students entering late and will conduct regular classroom activities.
- School administrators will address the demonstrators and clearly explain to all assembled:
  - They are in conflict with School Board policy, State and Federal law;
  - Details of the School District #44 policy for the expression of grievances;
  - Responsibilities of school officials to adhere to School Board policies, State and Federal law.
  - Montana State Law, Section 45-8-101 (Disorderly Conduct) lists the consequences of participating in disruptive behavior at a public institution:
    - Participation in a student demonstration constitutes a misdemeanor punishable by city court or youth court.
    - Reasonable time will be allowed for demonstrators to return to the classroom.
    - Students choosing not to return to the classroom must leave the school grounds. They will be given zeros for all classes missed and suspended for three days.
    - Students identified as leaders or instigators of the demonstration will be suspended and recommended to the School Board for expulsion.
    - Whitefish police will be called in when necessary to deal with all uncooperative demonstrators.
    - This procedure is a onetime only option, and any further disturbances will be directly referred to the police.

**CORPORAL PUNISHMENT**
No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.
COUNSELING

Academic Counseling
Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. See Graduation Requirements on page 30.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about state colleges and universities, financial aid, housing, and scholarships. In addition, the District offers Naviance to its high school students. Naviance is a college and career readiness platform that helps connect academic achievement to post-secondary goals. This comprehensive college and career readiness solution empowers students and families to connect learning and life while providing us with the information we need to help students prepare for life after high school. It also allows students to create a plan for their futures by helping them discover their individual strengths, interests and learning styles. Students and families can explore college and career options based on their results. All students will have an account that will become their personal platform and electronic portfolio throughout their high school years.

Personal Counseling
School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact Ms. Tina Corwin in B219 or Ms. Barb Mansfield in B221.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless required by state or federal law for special education purposes. Please see school psychologist to coordinate these services.

Flathead Valley CARE
Flathead Valley CARE is a non-profit organization designed to work with students, staff, and parents on issues such as drugs, tobacco, alcohol and violence, along with other topics. CARE is funded by a Federal Safe and Drug Free grant. Our mission statement is “To promote a safe and drug free school environment and a community network through education, intervention, and prevention that will support continued healthy lifestyles for youth.

Student Assistance Program – Sap
The Student Assistance Program (SAP) is a peer support group designed to educate, identify, assess, refer, and support students with issues impacting their lives that could be interfering with their education and life development. The goals of SAP groups are to improve students’ self-esteem, decision making and life skills, communication skills, and problem solving strategies. It is our belief that in building these personal skills our students will be better equipped to effectively cope with peer pressure, school related stress and other issues of concern. Groups meet weekly, led by trained facilitators. Participation is confidential.

CSCT Program (Comprehensive School Community Treatment)
Kalispell Regional Behavioral Health offers a professional mental health counseling program on-site at Whitefish High School to serve students and their families. Students and families who qualify for the program, receive group, individual, and family counseling, as well as support as needed throughout the day in the school environment. Students enrolled in daily CSCT group receive credit toward graduation. Counseling is provided by a professional team consisting of, a Licensed Clinical Professional Counselor and Mental Health Worker. Crisis response is available during the day on-site and through a 24-hour crisis care line after hours, on weekends and holidays, for students and families enrolled in the program. CSCT staff provides care coordination with other agencies such as case management services, medical psychiatric services, and access to acute care and residential treatment resources. To enroll in the program, contact Lindsey Jordan at Whitefish High School 862-8600 ext 437.
**DAILY BULLETIN**

In order to facilitate communications within the school, a daily bulletin will be available via email or the Whitefish High School website. The student section of the bulletin will be read to students at the beginning of their first class each day. Information for the bulletin must be given to the secretary by 3:30 p.m. if it is to appear in the bulletin the next day. Sponsor approval is required before student announcements will be put in the bulletin. Class or club meetings or other such assemblies of students must be arranged through the appropriate activities sponsor. If you would like to be on the email list to receive this bulletin please feel free to subscribe on the home page of our website.

**DANCES**

Whitefish High School dances are exclusively for the pleasure and benefit of high school students. Non-students are allowed to attend dances but are required to complete the WHS guest dance form and return it to the main office one week prior to the dance. They must also be enrolled in another high school or recently have graduated from high school and be under the age of twenty-one. All the rules and regulations of WHS apply to both you and your guest. For security purposes, doors will be locked one (1) hour after the dance begins and no one will be admitted after that time. Once students choose to leave the dance, under no circumstances will they be allowed to return and they must vacate the campus. Use of cameras inside dances will be strictly prohibited. Sexually suggestive dancing will not be allowed.

*Only Whitefish High students will be allowed to attend the Homecoming Dance.*

**DIGITAL LEARNING**

Digital learning at Whitefish High School currently includes Virtual High School, Montana Digital Academy, Compass, Brigham Young University Online and American School. These online vendors offer students a way to enrich their high school experience or make up courses to fulfill graduation requirements. Online learning requires a lot of determination on the part of the student to succeed in a digital computer environment. It takes dedication and personal accountability to complete the work.

1. The first priority is for the student to work on their Digital Learning in class. Most digital learning classes require 5 to 8 hours per week to meet course requirements. Currently, we only have 3 ¾ hours of class time per week to complete online work.
2. The instructor will generally check in with the student once per period to visit with the student about their progress.
3. The student must be present in the library while they work on their digital learning curriculum. If the student fails to comply with attendance expectations, they will lose digital learning privileges.

**DISCIPLINE AND DUE PROCESS**

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

**Saturday Detention**

The Saturday detention program is designed as an alternative to short-term out of school suspension and as a positive approach to dealing with students who do not comply with school policies. The program is held in a supervised classroom at WHS. No instruction is involved; however, it is the student’s responsibility to arrive with appropriate materials to be productive and academically engaged. Detention increments are in one to four-hour time periods as assigned by the assistant principal.

Program objectives:
- To help keep at-risk students in school.
- To decrease the incidences of tardies, unexcused absences, dress code or checkout procedure violations.
- To provide an alternative to out-of-school suspension for non-academic and academic violations.
Students are expected to be on time and to remain for the duration of the assigned detention. Food or drink is not allowed in the classroom. The student should bring homework or acceptable reading material. Sleeping will not be tolerated. Supervisors will assign each student a seat and full cooperation is expected for the entire detention period. If a student fails to meet these obligations, he/she will be sent home and Saturday detention will be reassigned, doubled, or suspension may occur.

**Suspension**

Suspensions are can be either in or out of school. The administrator has the authority to suspend a student out of school for up to ten (10) school consecutive days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

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

**Expulsion**

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

**Students with Disabilities**

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

**DISTRIBUTION OF MATERIAL**

**School Materials**

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

**Non-School Materials**

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

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

**DRESS AND GROOMING**

The Whitefish High School Administration strives to keep lines of communication open between the student body, administration, faculty/staff and community with regard to dress or other issues that impact the school climate. The matter of dress is very individual, however some standards of dress are necessary to promote an appropriate learning environment and provide for safety. Students are expected to maintain an appearance that is conducive to a positive and respectful educational environment that is not disruptive to others. All clothing must be neat, clean and appropriate for the educational environment. The school staff reserves the right to determine whether a student's dress or grooming is disruptive to the educational process, or if it creates a health or safety hazard for the students or others.

The following general guidelines are provided to help you better understand what is expected:

- Shoes must be worn at all times inside the school building.
- Hats, traditional bandanas, full head coverings, buffs and sunglasses are not to be worn inside the building. Hair straps or thin head bands less than 3 inches in width may be worn when used for the purpose of keeping hair from a student’s face or eyes and for safety and comfort reasons.
- Inappropriately sheer, lace, tight, short, or low-cut clothing that bare or expose private parts of the body including, but not limited to, the stomach, shoulders, buttocks, upper thigh, back and breasts shall not be worn.
- Undergarments may not be visible at any time or worn as outer garments.
  - (i.e.: boxers, bra straps, sports bras… etc.)
- Tank tops/muscle shirts/shirts with excessively large armholes may not be worn.
- Pajama type pants and tops or bedroom slippers may not be worn during school.
- “Sagging” one’s pants or showing one’s underwear is not permitted.
- Shorts/skirts must be at or extend below fingertip length. Clothing deemed to be too short will not be permitted.
- Jewelry, clothing or school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products or having sexual or vulgar connotations are not allowed.
- Any attire that by virtue of color, arrangement, trademark, or other attribute advocates gang affiliation or promotes drug use or violent behavior is not permitted in school.

A final note about dress code

Development of a dress code is an ongoing process, and is subject to modifications, additions, or deletions at any time during the school year. Dress that is not specifically forbidden is not necessarily acceptable. The principal or designee reserves the right to determine the appropriateness of student’s attire. If in doubt, check with the building administration beforehand. Students who violate the dress code will be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. Repeated dress code violations may be considered insubordination and result in disciplinary consequences.
DROP/ADD PROCEDURE

- Student must obtain a petition to drop a class from the Guidance Office.
- Student must return the completed petition to Guidance Office for review by counselors.
- Counselors will
- Review the request. If the change is approved, the counselor will make the necessary change to the student’s schedule and notify the student. If the change is not approved, the form is returned to the student with an explanation.
- Classes cannot be dropped after the first week.
- A student requesting a drop when a class has been in progress for more than one week will receive a “W” or “WF” on his/her transcript.
- Change-of-teacher requests will not be granted without approval of the principal.
- Student must present the schedule printout to the new teacher as proof that the change has been approved.

ENROLLMENT ELIGIBILITY

No pupil may be enrolled in the District if that pupil has reached his or her 19th birthday on or before September 10 of the school year in which the child registers to enter school. A student may request a waiver of the age limitation, which must be approved by the Superintendent.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students’ development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations. Please refer to the Student Activity Handbook.

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

Club Day: (TBA) a designated day when students will be able to meet club leaders/membership and find out more about what clubs may align with their own personal interests.

Anime Club
Anime/Gamers Club explores Japanese culture, anime, manga, gaming and creative interests of its members.

Big Dawg Club
This friendship club is for anyone wanting to help raise awareness of students with disabilities’ valuable contribution to the student body at Whitefish High. We work two concession events, volunteer for numerous events in our community and help promote community service and school spirit. We encourage you to join us and have fun!

Chess Club
This organized club will be playing chess and holding competitive contests. Members will not only be able to interact with one another through learning how to play the game, but will be able to coach each other on how to become a more strategic chess player. If you have an interest in playing chess, this club is for you!
**DECA**
DECA is organized around an ambitious goal: to improve education and career opportunities for students interested in careers in marketing, management and entrepreneurship. When you become a member of DECA you are able to experience traveling opportunities that include, Laguna Beach, and Orlando, New York City and more, all while learning the basic marketing tools that you will use for a lifetime.

**Drama Club**
Drama Club is for students interested in any aspect of theatre. We put on two public shows a year and club members also have an opportunity to compete at the Montana Thespian Festival in Missoula, join the International Thespian Society where they have the opportunity to earn college scholarships, and earn a WHS Varsity letter. A trip to New York is also planned for every other year if the interest is there.

**Foreign Exchange**
This informational group invites students interested in studying abroad or hosting a foreign student. This also functions as a meeting group for foreign students currently attending WHS.

**Freeflow**
Project FREEFLOW is an advanced field science program. It provides students with an opportunity to acquire and analyze water quality and habitat assessment data, to develop an understanding of natural resource management, and to study current land use issues. Students involved participate in field studies, process and upload data, listen to professional presentations, perform technical writing, present research to the public, and compete in the Montana State Envirothon competition. In addition, club members facilitate the school recycling program and promote environmental awareness and activism through school and community projects.

**French Club**
Students meet to explore French culture through food, music, movies, language, etc.

**GSA**
The WHS Gay Straight Alliance is dedicated to ending homophobia and creating a positive and non-judgmental environment where all students can come together and be comfortable being who they are.

**Honor Society**
The Whitefish High School chapter of the National Honor Society promotes character, leadership, scholarship and service. Students are chosen after their third semester at WHS by qualifying with a 3.85 GPA. Once admitted, students are required to fulfill 16 hours of school and community service per school year.

**HOSA**
Future Healthcare Professionals: HOSA is a state and national student organization to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary and collegiate students enrolled interested in Health Care Careers.

**Leo Club (Lions International)**
Leo Club is a Lion’s Club International-based organization that does volunteer community service within the school and out in the community.

**Poetry Underground**
The Poetry Underground gathers to discuss poetry with an edge.

**Prom Committee**
The Junior Class hosts the Junior-Senior Prom each year. All juniors are invited to be a part of the planning committee.
**Readers Club**
Reader’s Club meets on the last Monday of the month for book discussion and pizza. The books we read and discuss are selected by the students in the club. The books are generously donated to the students of the club by the Soroptimist Club in Whitefish.

**Senior Resident Club**
Through the Senior Resident Club students will have the opportunity to visit senior residents at the local senior home. The senior residents will have someone to keep them company and to share their stories, and students will be able to gain more wisdom as they make new friends.

**STAND**
STAND is a student-led organization dedicated to promoting awareness and advocating relief efforts for various conflicts and crimes against humanity occurring around the world.

**Student Council**
Student Council is an elected group of 19 students representing our four classes and the student body at large. We also have a School Board Representative who attends school board meetings and provides input on behalf of our students. We sponsor the Talent Show, Veterans Day Assembly and paint the Dawg Paws from Zip Trip to the school as some of our major projects. We undertake various fundraising projects as needs arise throughout the school year.

**Youth Alive**
A student led Christian organization that meets on campus one day a week during lunch. Join us for games, devotional, and occasionally free food!

### ACTIVITIES AT WHITEFISH HIGH SCHOOL

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<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Football</td>
<td>Boys/Girls Basketball</td>
<td>Boys/Girls Track</td>
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<tr>
<td>Boys/Girls X-Country</td>
<td>Wrestling</td>
<td>Boys/Girls Tennis</td>
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<tr>
<td>Girls Volleyball</td>
<td>Speech/Debate</td>
<td>Girls Softball</td>
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<tr>
<td>Boys/Girls Golf</td>
<td>Boys/Girls Swimming</td>
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<tr>
<td>Boys/Girls Soccer</td>
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<tr>
<td>Band/Chorus/Orchestra</td>
<td>Band/Chorus/Orchestra</td>
<td>Band/Chorus/Orchestra</td>
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<td>Drum Line/Pep Band</td>
<td>Drum Line/Pep Band</td>
<td>Drum Line/Pep Band</td>
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<tr>
<td>Cheerleading</td>
<td>Cheerleading</td>
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<tr>
<td>Student Council</td>
<td>Student Council</td>
<td>Student Council</td>
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<tr>
<td>Drama</td>
<td>Drama</td>
<td>Drama</td>
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<tr>
<td>National Honor Society</td>
<td>National Honor Society</td>
<td>National Honor Society</td>
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</table>

**FEES**
Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Personal supply of clay for usage in pottery course.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument/percussion rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
• Parking fees and student identification cards.
• Fees for lost, damaged, or overdue library books.
• Fees for driver training courses, if offered.
• Fees for optional courses offered for credit that require use of facilities not available on District premises.
• Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the District Business Office.

**FLEX PERIOD**

Academic Flex block is divided into two consecutive, 43-minute periods referred to as “Flex 1” and “Flex 2.” Academic Flex meets on “B” days. This is a period of time dedicated to support and enhance student learning. Students will receive a pass/fail grade for Academic Flex each term. One-quarter credit will be issued at the end of the year based on attendance and citizenship. Students must report to their assigned flex class for attendance prior to going to another classroom for academic support. Students must have a pass from the teacher that they are going to receive academic support from in order to get permission from the assigned flex class teacher to leave the classroom.

*On Flex 1 on Friday’s student will be assigned to a Base Camp teacher.*

**Student Expectations for Academic Flex:**

Attendance is mandatory and all students will be assigned to a specific teacher for Academic Flex. Students will have the opportunity to access other teachers as needed for Flex 1, Flex 2 or the entire flex block, based upon the student’s needs and interests. Students should use Academic Flex for the following:

- Access teachers to strengthen academic understanding
- Consult with teachers to clarify content or directions for assignments
- Attend Student Assistance Program (S.A.P.) sessions
- Attend Music classes for daily contact, practice and performance
- Work on group projects
- Make up assignments, labs, quizzes and tests
- Participate in enrichment activities (as offered by the teacher) e.g.: AP Prep, SAT/ACT Prep, resume writing
- Meet with counselors, college reps, community members

**FOOD SERVICES**

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

**FOREIGN-EXCHANGE STUDENTS**

WHS students who go on a foreign exchange **MUST** complete the appropriate paperwork with the counselor BEFORE leaving. Failure to complete the paperwork and make an academic plan before the foreign exchange could result in a credit deficiency and delayed graduation.

**FULL-TIME STUDENT**

The term “full-time student” is defined as a student taking at least six (6) credits’ worth of courses, grades 9-12. Students are encouraged to enroll in more classes on a “space available basis”. A waiver from the Principal is required if a student is to enroll in fewer than six solid classes. Waivers by the Principal will only be considered in extreme situations.

**FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the building principal at least 15 days before the event.
Except as approved by the building principal, fundraising by non-school groups is not permitted on school property.

**Grading Guidelines**

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

WHS uses a 4.0 grading scale. Grades will be recorded on report cards and transcripts as letters, allowing for variations with the use of pluses and minuses. All A’s will be counted 4 points, B’s as 3 points, C’s as 2 points, D’s as 1 point and F’s as 0 points for GPA calculations.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89.999</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79.999</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69.999</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>59.999 or below</td>
<td>Unsatisfactory</td>
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<tr>
<td>D-ME</td>
<td></td>
<td>Maximum Effort/Passing</td>
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<tr>
<td>W/F</td>
<td></td>
<td>Withdrew From the Course</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**Curricular or Grade Modifications**

Curricular or grade modifications may be requested for a student in extenuating circumstances such as medical needs, emotional trauma, learning disability, or a need for a more challenging and/or accelerated program. An administrator, parent/guardian, teacher or counselor may submit an application for review. The application should outline the reason for the request and proposed modification. Such modifications may include a Pass/Fail grade and a decreased or increased workload as related to the circumstances. The appropriate committee will review each request for approval or disapproval. When a grade is based on a “modified curriculum” or “individual learner objectives”, that grade will be posted on the student’s report card and transcript as an MC or ILO class. Modifications will be determined for individual classes only, on a class-by-class basis, each semester.

**Incomplete Grades**

Incomplete (I) grades must be changed to a letter grade within two weeks following the end of the quarter. Incompletes (I) not changed to a letter grade within that time frame will automatically become F’s. (Incompletes from other institutions, such as FVCC and correspondence schools, will be subject to the same procedure.)

**Failures and Retakes**

All classes attempted at Whitefish High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit will be awarded only once regardless of repetition of the course.

**Academic Flex**

Academic Flex block is divided into two consecutive, 43-minute periods referred to as “Flex 1” and “Flex 2.” Academic Flex meets on “B” days. This is a period of time dedicated to support and enhance student learning. Students will receive a pass/fail grade for Academic Flex each term. One-quarter credit will be issued at the end of the year based on attendance and citizenship. Students must report to their assigned flex class for attendance prior to going to another classroom for academic support. Students must have a pass from the teacher that they are going to receive academic support from in order to get permission from the assigned flex class teacher to leave the classroom.

**Student Expectations for Academic Flex**

Attendance is mandatory and all students will be assigned to a specific teacher for Academic Flex. Students will have the opportunity to access other teachers as needed for Flex 1, Flex 2 or the entire flex block, based upon the student’s needs and interests. Students should use Academic Flex for the following:

- Access teachers to strengthen academic understanding
• Consult with teachers to clarify content or directions for assignments
• Attend Student Assistance Program (S.A.P.) sessions
• Attend Music classes for daily contact, practice and performance
• Work on group projects
• Make up assignments, labs, quizzes and tests
• Participate in enrichment activities (as offered by the teacher) e.g.: AP Prep, SAT/ACT Prep, resume writing
• Meet with counselors, college reps, community members

**GRADUATION**

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony. Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercise may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony.

**Requirements for a Diploma**

One half (.5) credit per semester will be granted for each class a student completes with a passing grade unless indicated in the specific course description.

<table>
<thead>
<tr>
<th>Curriculum Area</th>
<th>Credits Required</th>
<th>Additional Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 Credits</td>
<td>English 9, 10,11,12 years</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2 Credits</td>
<td>Minimum through Algebra 1 content</td>
</tr>
<tr>
<td>Science</td>
<td>2 Credits</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>1 Credit</td>
<td>9th/10th Grade</td>
</tr>
<tr>
<td>American History</td>
<td>1 Credit</td>
<td>11th Grade</td>
</tr>
<tr>
<td>American Gov’t</td>
<td>1 Credits</td>
<td>12th Grade</td>
</tr>
<tr>
<td>Health Education</td>
<td>.5 Credit</td>
<td>Health 9th Grade</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5 Credits</td>
<td>PE 9 + PE 10, Weight Training, Fitness, or Athletic Conditioning</td>
</tr>
<tr>
<td>NEW-College and Career Readiness</td>
<td>.5 Credit</td>
<td>Requirement for classes 2019 and beyond</td>
</tr>
<tr>
<td>Technology Application</td>
<td>.5 Credit</td>
<td>Intro to Comp Science, Digital Design or Multimedia Production</td>
</tr>
<tr>
<td>Career &amp; Tech. Ed.</td>
<td>1 Credit</td>
<td>e.g. Family &amp; Cons Sci., Indust. Arts, Business</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 Credit</td>
<td>e.g. Art, Music, Theater</td>
</tr>
<tr>
<td>Elective Credits</td>
<td>6 Credits</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>22 Credits</td>
<td>Minimum needed to graduate</td>
</tr>
</tbody>
</table>

**Graduation Exercises**

The graduation exercise is a privilege, not a right. It is an extra-curricular activity; therefore, participation is earned. The administration reserves the right to exclude from graduation exercises any student who violates set procedures and expectations.
The expectations are for each graduate to:

- Successfully complete all coursework/correspondence classes with posted grades.
- Be free from drugs and alcohol.
- Have the appropriate dress, which includes for girls, a dress or pants and blouse and shoes; for boys, a collared shirt, pants, shoes and socks.
- To wear graduation cap and gown in the same condition they are purchased.
- To follow the established graduation procedures.

Graduation with High Honors

Honor students will be recognized at the graduation ceremony.

To be eligible for honors recognition, the student must:

- Have a 3.5 or greater G.P.A. (G.P.A. computations are never rounded).
- Have received no “F’s” during their senior year.

Early Graduation

A goal-motivated student who demonstrates a high degree of ability, maturity and responsibility and can show need may petition for early graduation from Whitefish High School.

All early graduation applicants must meet the following requirements:

- Apply for early graduation by the last day of the third quarter of the junior year. Any applications received after this date will be processed at the beginning of the following school year.
- Successfully complete seven semesters of high school.
- Complete all graduation requirements of School District #44 by the end of the first semester of the senior year.
- Maintain a cumulative grade point average of 3.00 through six semesters.
- Provide a justification for early graduation.
- Arrange and complete all required coursework. College and correspondence classes must be approved by the principal, prior to enrollment. Students will be responsible for the cost of their college or correspondence classes.

Note: Permission to graduate early may be revoked if the above requirements are not met. The student seeking early graduation must first discuss his/her plan with the appropriate school counselor. The counselor will meet with the student and the student’s parents to complete the “Petition for Early Graduation.” The completed form with student and parent signatures will be submitted to the principal. Upon receiving the completed “Petition for Early Graduation”, the principal will form a committee to consider the petition. The committee will be comprised of the principal, assistant principal, the appropriate school counselor and two teachers who have had the student in class within the past year for at least one semester. The student and the student’s parent(s) or a designee of the parent(s) will meet with the committee to discuss the petition. The student will bear the responsibility of convincing the committee that his/her time will be used appropriately if the early graduation is granted. Following the meeting the committee will recommend approval or denial of the petition.

A student with disabilities eligible under the Individuals with Disabilities Education Act may satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP may serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a principal may recommend that the Superintendent approve a minor deviation from the graduation requirements.

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.

**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), rubella, mumps, poliomyelitis, varicella and tetanus. Hemophilus 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 religious tenets and practices of the parents and student. This certificate will be maintained as part of the student’s immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor’s opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student’s immunization records.

**INCLEMENT WEATHER**

In case of inclement weather, parents and students are asked to listen to local radio stations for announcements concerning bus delays or closures. Information is also posted on the school web page and phone calls will be made using our ALERTNOW system.

**INSURANCE**

The Board of Trustees of School District No. 44 encourages and strongly recommends that all students participate in the voluntary insurance plan for pupils available each year. Participants in athletic activities MUST have insurance coverage or they will not be allowed to participate. Whitefish High School is not and cannot be held responsible for personal injury that results from horseplay or accidents on school grounds or at school activities. It is recommended that all students carry personal insurance to cover such situations.

**LAW ENFORCEMENT**

*Questioning of Students*

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

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

**Students Taken into Custody**
State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.
The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

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

**LIBRARY**
Your library is an awesome facility and we need your help to keep it that way. Libraries are shared spaces with shared resources which means they rely on integrity, scholarship, compassion, and respect to ensure all students and staff feel welcome to utilize the space as their needs require.
Here are a few things to keep in mind:
PERIODS: Any student may come to the library during their assigned class time with a note indicating their teacher’s permission. Please note that digital learning students take courses in our library during periods 1, 2, 3, 6 and 7. Please respect their right to work in a quiet manner. Also please be advised the library may be closed periods 4 and 5 unless you have made prior arrangements.
FLEX: The library hosts FLEX students both periods. To request a pass please check in with the librarian before the period starts. There will be a limit of 20 FLEX passes checked out to students each day on a first come/first serve basis.
HOURS: Library hours are from 8:15am to 4:00pm. If you need more time please make arrangements with the librarian. From October to February, our library hosts speech and debate after school. If you are not in Speech and Debate, please plan on finishing your library work by 4:00pm.
CHECKOUT: Please check out materials properly and respect others’ rights to reading by returning your materials before the due date. You will be contacted if your materials are overdue. If you have library materials overdue for four weeks a letter will be sent home; at six weeks, you will be contacted by the assistant principal. If you have materials out from the previous school year or over the summer you will need to return those and clear up any fines before you are cleared for the new school year.
ELECTRONIC RESOURCES: In addition to print materials many electronic resources are available for use in our library and/or can be accessed remotely or checked out. These resources include:
- Online databases such as Gale, Rosen and World Book
- Electronic Books from Overdrive and Follett Shelf

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- NoodleTools Bibliographic, Outlining and Notetaking subscription service
- Kindles
- Chromebooks (can be checked out for classroom use and returned by the end of the school day)
- iPad minis
- Digital Cameras
- Networked lab stations with black and white and color printing (ask librarian for assistance for color printing)
- Headphones and recording devices
- NOTE: Your own devices may be used in the library as long as they comply with the BYOD parameters and are used for educational purposes ONLY.

LUNCHES: If you wish to use the library during lunch you may bring your lunch on Tuesdays and Thursdays (provided you pick up after yourself of course). Generally, Readers’ Club meets once a month on Mondays and Anime Club meets on Tuesdays and Thursdays (utilizing the conference room). Honor Society meets monthly as determined by the advisors. If you are in the library when clubs are meeting please ensure your activities do not detract from their proceedings.

DECK: The deck may be used during lunch by juniors and seniors ONLY.

We hope you have an enjoyable experience using your WHS library. Feel free to ask the librarian at any time for assistance.

**LOCKERS**
The office will assign lockers. Students will use only the locker officially assigned to them for the current year. Do not leave valuables in your locker. Keep your locker neat and clean. Fines will be assessed in cases where lockers are written upon or otherwise defaced. Your locker's appearance is your responsibility. Indecent pinups and other such nuisances are not allowed (e.g. alcohol advertisements). The administration reserves the right to inspect all lockers at any/all times. If you provide your own lock you must supply the office with a key or the combination. It is suggested that you obtain a lock and keep your locker secured at all times. Never bring unusually large sums of cash to school. Whitefish High School is not and cannot be held responsible for personal property or school property that has been checked out to students. Such property is the responsibility of the student involved. Therefore, students should not leave such property unattended/unsecured in their lockers or elsewhere in the school. It is suggested that individual insurance be obtained to cover the possible damage/disappearance of such property.

**LOST AND FOUND**
Students who find lost articles are asked to take them to the office where the owner can claim them. Items not claimed in a timely fashion will be disposed of appropriately.

**LUNCH**
For your convenience, a hot lunch program is operated at Whitefish High School. Snacks and beverages may be purchased in the commons area located on the first floor. All lunches must be eaten in the, commons area, gym foyer, or outside. No lunches are to be eaten elsewhere in the school building, including the hallways or pods. Exceptions for group meetings should be prearranged with the appropriate advisor and the supervisor must be present at all times with the students.

**MEdICINE AT SCHOOL**
A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.
A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

**NUT ALLERGY INFORMATION**

Because there are students in the Whitefish School District who have severe, potentially life-threatening allergies to nuts, we would like to ask students, parents and guardians to refrain from bringing classroom snacks or food to be shared at school that contains peanuts, tree nuts or any nut by-products. Allergic reactions can appear immediately after ingestion or exposure to the allergen and students at the highest risk for a severe reaction are those that have a peanut or tree nut allergy. We hope that with your cooperation and our monitoring, we can continue to enhance the safety of our students.

**OUT-OF-SCHOOL MISCONDUCT**

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

**PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student’s parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the building principal or assistant principal.
- Become familiar with all of the child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Monitor the child’s academic progress and contact teachers as needed. Parents have the right to review their child’s education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
PARKING LOT REGULATIONS

The student parking lot is for student convenience. The following parking and driving regulations are in effect and will be enforced:

- Parking your vehicle in a safe manner requires you to park frontwards into any and all parking stalls.
- Illegally parked vehicles may receive a warning first, followed by a parking citation for further illegal parking violations. Warnings are not guaranteed, so use good judgment to avoid a citation.
- Vehicles that are parked and blocking normal traffic flow and vehicles parked in fire and/or emergency zones will be cited immediately and/or towed away at owner’s expense.
- State law stipulates the maximum driving speed on or adjacent to school property is 15 mph when school is in session. Drive slowly and carefully observing all posted traffic signs.
- Dispose of trash in proper receptacles, not the parking lot.
- Firearms and all other weapons are not allowed on school property or within vehicles.

PROTECTION OF STUDENT RIGHTS

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child’s educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student’s family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student’s parent/guardian.
- Income, except when the information will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher’s permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student’s parent. When in doubt as to custodial rights, the District will rely on the most recent information.
available in the student’s records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

**Religious Practices**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system. Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum.

**Report Cards, Progress Reports, and Conferences**

Written reports of absences and student grades or performance in each class or subject are issued to parents every nine (9) weeks.

**Safety**

**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.

**Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

**Drills: Fire, Earthquake, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

**School Grounds**

The school grounds are bordered on the west by Pine Avenue and on the north by 4th street. School grounds extend south to 7th Street and east beyond the track/recreational area. School grounds include the south parking lot and the north parking lot. During football season the Memorial Field area is included as school property. Smoking is not allowed on school grounds or in your car when it is on school grounds. Camping and other such unauthorized assemblage on school grounds shall be considered trespassing and handled accordingly. The area directly to the west of WHS is public and private property. Students are not to loiter on public property nor trespass on private property.
**SCHOOL RESOURCE OFFICER**

Whitefish School District will have a full-time school resource officer who will assist the school by serving as a safety expert and law enforcer, a problem solver and liaison to community resources, and an educator.

**SEARCHES AND SEIZURES**

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District’s responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

**Students and their Personal Effects**

School officials may search a student, the student’s personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District’s policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

**Vehicles Parked on School Property**

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on District property shall sign the authorization form contained in Appendix B. Students who park on District property without signing the authorization form may be subject to discipline.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student’s vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

**School Property**

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.
Seizure of Property
If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Evidence produced by a search may be used in a disciplinary proceeding against the student.

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, principal or Jackie Fuller or Dave Means, who serve as the District’s Title IX coordinators for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.
A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Complaints may be submitted via the District’s Title IX Grievance Procedure.

SICK ROOM
If a student becomes ill or does not feel well during school hours, there is a sick room to isolate the student from others. A school official or the school nurse will inform a parent or guardian as soon as possible about the illness and request the parent or guardian to pick up the student or provide consent for the student to leave school. If necessary, the parent or guardian will provide a number for an emergency contact to pick up the student in their place.

SPORTSMANSHIP
Students will exhibit good sportsmanship and good conduct at all school activities at all times. Students who fail to display good sportsmanship will be asked to leave the activity and appropriate disciplinary action will be taken. Respectful behavior by spectators is expected and will be enforced by administration and local law enforcement representatives at all times at all events.

STUDENTS EIGHTEEN YEARS OR OLDER
All school policies, rules and regulations of Whitefish High School will be followed by all students, including those who are 18 years of age or older.

STUDENT EXPRESSION
Students may enjoy the right of expression as provided in state and federal law. Students may not, by speech, conduct, or writings disrupt class work or educational programs, or cause substantial disorder or invasion of the rights of others, or substantially interfere with the requirements of appropriate discipline, educational programs or other school activities in the operation of the school. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the school district. Students are encouraged to bring concerns and grievances before the student council, which will, in turn, meet with the administration.

STUDENT PURCHASES
Students are never permitted to charge anything, at any place, to WHS or the school district.
STUDENT RECORDS

Access by Parents and Student
A student’s school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student’s permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student’s records. “School officials with legitimate educational interests” include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

Access by Other Individuals and Entities
Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student’s school records without notice to or consent of the student’s parent.

The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.

The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The District forwards a student’s records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

**Challenging Content of Records**

Students over 18, and parents of minor students may inspect the student’s records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student’s grade in a course or references to expulsion and out-of-school suspensions through this process.

**Directory Information**

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

**Maintenance of Records**

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

**Rights Under FERPA**

Specific parental and eligible student rights are Appendix A in this Handbook.

**Privacy Matters – Photographs and Social Media**

Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child’s photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent
others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

**Telephone use (Main office)**
The office phone may be used only to call a parent or guardian regarding school business; please ask an office secretary before using this line. If it is necessary to call during or between classes, you must get staff permission to use the telephone in your classroom.

**Textbooks**
Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

**Transportation**

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

*Buses and Other School Vehicles*
The District makes school bus transportation available to all students living one (1) or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Rocky Mountain Transportation at (406) 863-1200.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver’s directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver’s signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

**Trespassing**
Persons coming on campus that the administration deems to have no legitimate school business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

**Videotaping of Students**
The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.
Video recordings may become a part of a student’s educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

VISITORS
Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must be checked in by front office personnel and issued a visitor’s ID permit to gain admittance to the school premise. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. Students wishing to check out the school to see what it’s like need to schedule an appointment with the guidance department for a tour; they will not be allowed to accompany friends to classrooms.

WITHDRAWALS AND TRANSFERS
A student who is going to withdraw from school must first see the counselor, who will then get permission from the parent and will give the student a withdrawal form. The librarian, teachers, and main office representative must sign this form to indicate that the student has checked out of classes, textbooks and materials have been returned and all fines paid. This process must be completed prior to leaving Whitefish High School.

When a student drops a class, grading will be handled in the following manner:
1. A grade of “W” will be given for a class dropped within ten days of enrollment.
2. After ten days of enrollment, a “W” or “WF” will be given. (at the discretion of the teacher and counselor)

WORK PERMITS
Work permits are available to qualifying students through the assistant principal's office. Once granted, a work permit remains in active status as long as the student has the job, providing he/she maintains the academic and behavioral standards specified on the work permit form. Work permits are granted/checked quarterly.
RECEIPT OF HANDBOOK AND ACKNOWLEDGEMENT OF RIGHTS

I have received a copy of Whitefish High School Student Handbook for 2018-2019 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to my child’s principal by October 1 of this school year.

________________________________________
Name of Student

________________________________________
Signature of Student

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

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

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

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

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

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

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

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent’s Office or from the Principal’s Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
APPENDIX B
HIGH SCHOOL STUDENT AUTHORIZATION TO PARK ON DISTRICT PROPERTY

Parents and Students:

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

By exercising the privilege of parking on District property, including school parking lots, I acknowledge that I do not have any expectation of privacy in the odors emanating from my vehicle which may alert a human or a canine to the presence of alcohol, illegal drugs, drug paraphernalia or weapons. I acknowledge that I have received notice from the District that it may use trained dogs to sweep for the presence of alcohol, illegal drugs, drug paraphernalia or weapons.

By exercising the privilege of parking on District property, including school parking lots, I consent to the District’s unannounced deployment of trained dogs around my vehicle while parked on District property, including school parking lots.

Student Name (print) __________________________________________________________

Student Signature ____________________________________________________________

Grade-level ____________  Date Signed _________________________________

For students under the age of 18:

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

Parent/Guardian Name (print) _________________________________________________

Parent/Guardian Signature ____________________________________________________

Date Signed ________________________________________________________________