**

**Red Lodge High School**

***“Providing Mountains of Opportunity”***

**Celebrating 108 Years**

**1906 - 2014**

***“Our mission is to support and challenge all students to reach their maximum potential through a rigorous curriculum in a safe, nurturing, and orderly environment.***

***We are committed to building positive relationships between students, staff, administration, and community in order to provide effective student achievement through high expectation and frequent assessment.”***

**STUDENT HANDBOOK 2014-2015**

**Available online at**

**www.redlodge.k12.mt.us or redlodgeschoolwires.com**

**RED LODGE HIGH SCHOOL**

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**~ Welcome to Red Lodge High School ~**

Red Lodge High School welcomes you as a member of its student body. This new high school belongs to you, to your parents, and to this community. We have a valuable and important history here at Red Lodge High School. We look forward to having a vital and positive future. We want you to be a contributing part of that future.



We are here to help you, to motivate you, to support you, and to inform you. Those are also the purposes of this student handbook. A USB flash drive wristband will be provided to all students during the first day of instruction. The student flash drive will contain a complete copy of the RLHS Student Handbook along with many important documents, schedules, tips for success, activity handbooks and required parent/student consent agreement forms. Since it is difficult to cover all areas adequately in these pages, we have limited comments to the more common rules and regulations and briefly touched on programs and opportunities for student participation. Students and parents are urged to discuss any questions or suggestions about policies and opportunities with the staff and administration. To further assist our students and parents, all information provided on the student flash drive as well the RLHS Student Handbook and District Activities Handbook will be available on our district-wide website at redlodgeschoolwires.com.

Red Lodge High School is a school for all students. We believe that this is a learning place. We also believe that we can be positive and constructive as we learn to be the very best we can be. We encourage you to take advantage of the academic and extracurricular opportunities that are available at RLHS. Your success in school will be directly proportional to your efforts. Have fun, get involved, and have a great year!

Sincerely

Rex Ternan, Principal

Red Lodge High School

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**Equal Education Opportunities**

It will be the policy of the Administration that the School District will provide equal educational opportunities for all students. No student will be denied the benefits of any education program or activity on the basis of race, color, disability, ability, creed, national origin, age or sex. All programs offered by schools within the School District will be open to all students consistent with statutory and judicial requirements. Admission of students to special and advanced programs or activities will be based on the performance of each student. Students who believe they have been the subjects of discrimination should meet with the Principal as soon as possible

**Notification to Parents and Students of Rights Concerning a Student’s School Records**

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

1. The right to inspect and copy the student's education records.

2. The right to request amendment of any records believed to be inaccurate, misleading, irrelevant or improper.

3. The right to permit disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.

4. The right to a copy of any school record proposed to be destroyed or deleted.

5. The right to prohibit release of directory information.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

**Protection of Student Rights**

No student will be required to participate without parental consent in any survey, analysis, or evaluation-funded in whole or in part by the U.S. Department of Education-that concerns:

Political affiliations.

Mental and psychological problems potentially embarrassing to the student or family.

Sexual behavior and attitudes.

Illegal, antisocial, self-incriminating, and demeaning behavior.

Criticism of other individuals with whom the student or the student's family has close family relationship.

**Communicable Diseases/Conditions**

To protect students 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 attendance secretary so that other students who may have been exposed to the disease can be alerted.

**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.

**Emergency Drills**

Directions for emergency drills are posted in every classroom. Students are to move quietly, quickly and calmly, leaving all books behind. Students should keep a safe distance away from the building until instructed by their classroom teacher. Students must not stand in the street. Students are to remain with their classroom teacher after exiting the building for roll call during the drill. Lock down drills will also be practiced.

**Distribution of Material**

Non-school materials (written materials, hand bills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials) may not be /posted, sold, circulated, or distributed on any school campus by a student or a non-student without prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

**Guidance and Counseling**

The RLHS Counselor is available to assist students with their educational needs. Students and parents are encouraged to meet with a counselor for academic and personal assistance. Students who need to see the counselor should sign up at the RLHS office between class periods. The counselor will send for the student at the appropriate time. Note on Confidentiality: most information that a student tells a counselor is held in confidence. However, if a student shares information about a situation that could be harmful to the student, to other students, or to property, the counselor is required to contact the student's parents and/or other appropriate officials. Examples of information that must be shared with a parent are pregnancy of a minor, serious illness, drug abuse, talk of suicide, etc.

**Special Education**

Red Lodge High School supports and encourages the education of exceptional children. An individual education plan (I.E.P.) designed to provide the least restrictive learning environment is developed for each special education student.

**Health Services and Dispensing of Medications**

It will be the responsibility of school personnel to notify the parent immediately when a student becomes ill or injured. Other than giving emergency first aid when it is required, school personnel will not give any medication, including aspirin or other “over-the-counter” medications. **When the taking of medication is necessary for a student to be able to attend school, a parent MUST request school personnel to give prescribed medicine based upon written instructions from the physician. The parent will make this request in writing. Such medication will be taken to school in a properly labeled container, which shows the student's name, name of medication, the prescribed dosage, the child's doctor and any potential side effects or precautions. All medication MUST be kept in the main office. School personnel may administer medication only after the parent and physician have filed a completed administration of medication form. Dispensing of prescription medication by a student to another student will be considered distribution of dangerous drugs.**

**Section I RLHS Academics**

Red Lodge High School is a comprehensive high school; we are fortunate to be able to offer you a variety of courses and support activities. We challenge you to take the toughest courses that you feel you can handle. We believe - and we want you to believe - that academics are very important. Your official transcript will become a permanent “track record” of your attendance, volunteer/community service hours, the classes that you take and the grades that you earn during your years at RLHS. With the new Infinite Campus Student Record Management System all students and parents can access current grades, attendance, and assignments. It is the responsibility of the student and parent/guardians to frequently access this information.

**A. New Student Registration**

We welcome new students to Red Lodge High School. We hope you will enjoy your education here. The counselor, teachers, principal and staff stand ready to assist you in any way. You will need the following documents to enroll at Red Lodge High School:

**1.** Immunization Record (In the state of Montana, to attend school, you **must have** a second dose of MMR (measles, mumps, rubella) **AFTER** your 13th birthday).

**2.**  Copy of transcript, or latest report card.

**3.** Proof of legal guardianship (if the student is not living with his/her parent(s)).

**4.**  Attendance records from prior school (if the transfer was made during a semester).

**5.**  Proof of residence within the Red Lodge School District. If a student resides outside of the Red Lodge School District, he/she may apply for enrollment by making an application to the Principal's office.

**B. Course Credit Requirements for RLHS Diploma**

Graduation from RLHS is based on the following requirements:

**27-credit requirement:**

**4 -English \*1 -Career and Tech. Ed (CTE) 2 -Health Enhancement**

**3 -Social science 3- Math 1- Practical Arts**

**1 -Fine Art 3-Science 1 -Computer Literacy**

**\*A minimum of 8 additional elective credits**

**C. Course Schedule Changes**

We understand that the courses taken by a student will have a dramatic effect on the future opportunities available to that student. The RLHS Guidance/Counseling department will handle all class schedule changes. We strongly encourage students to drop/add courses within the first 1-2 days or earlier to avoid missing valuable time/information provided in the class.

The following policy is designed to insure that course changes are made for sound educational purposes only:

1. The student academic plan will be a major focus of registration. The student will register for courses selected in his/her four-year plan.

2. A student may not drop or add a class after registration or, after the 3-day drop/add policy, after the start of the second semester, without the permission of the parent, the counselor, the administrator and both teachers involved in the transfer.

3. Students will not be allowed to move from a small class to a larger one.

4. Students are not allowed to drop a class for convenience or to avoid a low grade. A student who drops a class after the first “10” class sessions of the semester will receive an “F” in that class and may be assigned to a tutorial study hall or to the conference-responsibility room.

\*Students are required to choose one Career and Technical Education (CTE) component from the following Course offerings: 1) Agriculture Education/Careers 2). Computer Application/Careers

3). Trades and Industry-Industrial Arts/Careers or 4). Prostart Culunary/Family and Consumer Science/Careers

**D. Graduation-Commencement Policy**

1. Senior and early-out students who wish to go through the graduation-commencement ceremony must be present for graduation-commencement practice (exception may be granted if a student(s) are involved in a school activity or sanctioned competition). Any senior who does not wish to participate in graduation-commencement must have a letter signed by his/her parents submitted to the superintendent by the first of May.

2. Caps and gowns will not be decorated for the graduation-commencement ceremony.

3. Only seniors who are legitimately graduating will be allowed to participate in the graduation-commencement ceremony. No certificates of attendance will be given unless specified by legal requirements.

4. Red Lodge High School recognizes students who achieve commencement honors.

(Additional Information may be Referenced under the District Policy Handbook available at the high school office)

**E. Community Service/Volunteer Requirement**

Continuing this year with the incoming freshmen class and the current sophomore class, community service will be part of their graduation requirement (\*not required for 2014-15 grades 11-12). Along with the 27-credit requirement outlined in the student handbook, the incoming freshmen and sophomores will be required to reflect minimum of 20 hours of community service. It is highly recommended that students obtain a minimum of 5 hours per year to avoid jeopardizing graduation requirements. Official documentation of community service can be obtained through three local sources and will be recorded annually on the student’s high school transcript.

**1). Future of Montana Volunteer Corp with the Red Lodge Area Community Foundation.** The Future of Montana: Volunteer Corps was started by the Red Lodge Area Community Foundation to engage high school students as volunteers in the community and already has helped match students with opportunities that interest them.  Future of Montana tracks the services rendered by students and their hours for potential school credit, job opportunity, letters of recommendation, and an extensive incentive program.

**2). Red Lodge High School Interact Club.** The Red Lodge High School Interact Club is a service leadership organization for high school students. The objectives of Interact Club are the development of initiative, leadership ability, and good citizenship practices. Interact Club exists as a student-led organization on the club level, on a district level, and on an International level. RLHS Interact Club Vision: To develop competent, capable, and caring leaders through the vehicle of service.

**3). Through a Red Lodge High School teacher, coach and/or advisor** as documented through the high school guidance department.

**F. Other Course Requirements**

Health Enhancement will be required of all freshman and sophomores. Health Enhancement will be counted as a solid credit. Athletic participation will not substitute for Health Enhancement.

**G. Course Load Requirements**

1. All students must carry a minimum of six (5) classes per semester. Exceptions must be pre approved by the Principal.

2. Seniors must maintain passing grades, or the privilege of cooperative education/college course programs, and work-study arrangements may be subject to reconsideration.

**H. Attendance**

The Red Lodge School Board of Trustees believes that regular attendance is a shared responsibility of the student, the parent/guardian and the school. In accordance, the following policies and procedures have been developed to insure continued academic progress. Every student enrolled in this school is subject to all the school’s policies, procedures and rules, no matter his/her age.

1. The administration asks that parents/guardians please call the Red Lodge High School Office at (446-1903) to notify the school when the student is absent between 7:45 am and 9:00 a.m. In compliance with the Missing Children Information Act the school must make a reasonable effort to notify the parent/guardian by telephone of a student’s absence as soon as the absence is noted or by 10:00 a.m. if the school has not already been notified by the parent/guardian. This will allow authorities to get an earlier start on tracking missing children.

2. The student must bring a WRITTEN note signed by parent/guardian, if the RLHS Office has not been notified stating the reason for the absence upon returning to school. Failure to comply will result in the absence being counted as unexcused. The school reserves the right to rule on the validity of each excuse, subject to the guidelines set forth in this policy.

3. All students must go to the office before returning to class following an absence to obtain an admit slip. The students are expected to make up any work they missed during that absence.

4. Students whose parents/guardian fail to contact the school or send a written excuse for an absence will be given an UNEXCUSED absence.

5. Students must not leave the school grounds (during the school day) unless they have reported to the office and received permission to leave. Failure to comply with notification may result in the absence being counted as unexcused. It is requested that parents/guardians contact the RLHS Office or send a note with the student if he/she is leaving the school grounds during the school day.

6. A student who is too ill to participate in or remain in class is to report to the office. If necessary, parents/guardians will be called and the student sent home.

Medications will not be dispensed by anyone in the school without written direction and permission from the parent. Prescription medications are not to be carried around the school by any student.

7. An advance absentee slip from the office is required when a student will be absent from school for reasons other than illness. Procedure:

a. The student will provide a WRITTEN excuse from his/her parent/guardian stating the reason and dates for the absence, if the RLHS Office has not been contacted.

b. If excuse is approved, the student receives an advance absentee slip.

c. Student will take absentee slip to teachers for assignments in classes he/she will miss.

d. Assignments are to be completed and given to the teacher before the absence begins,

e. The teacher will verify, on the advance planned absence form, that the work is completed before participating in the activity.

f. Students must return signed advanced absentee slips to the office before being absent from school.

8. School sponsored absences procedure is as follows:

a. The teacher/advisor/coach responsible for the activity, for which the absence will occur, will give the office a list of students who will miss school.

b. Teachers will assign the makeup work so students can make up the work before they leave for the activity.

c. Teachers must verify that the work is completed.

d. Students must return signed slips to the coach before participating in the activity.

e. Any student who fails to follow the above procedures will forfeit his/her right to participate in his/her next scheduled activity.

9. Shopping, visiting friends, hunting, haircuts, work (not family related), are NOT excused absences. Make up work is the responsibility of the student, not the teacher. Students must complete make up work within two (2) school days for each day absent. Tests and quizzes announced before the absence will be taken on the day that the student returns to school. Students are highly encouraged to check the district website for assignment updates, deadlines and specific course assignment information during the absence period.

10. **It is the responsibility of the school office to determine if an absence is excused, unexcused or truant. Parents and teachers provide information, but do not determine the type of absence.** Montana Law does not allow parents to excuse students from school except for the reasons listed in the “Excused Absence” section of this handbook.

**Loss of Credit Due to Absences**

1. Any student absent ten (10) or more days per semester in any class will earn no credit for that class for that semester. ***A failing "F" grade will also be reflected on the student's official transcript.*** Parents/guardians will be notified by mail when a student has accumulated five (5) absences, eight (8) absences, and ten (10) absences.

2. Three (3) unexcused tardies in the same class will count the same as one (1) day’s unexcused absence in calculating class attendance. Tardies are defined as a student arriving late for school or class. The student is to report directly to the class to be admitted. If the student is late, the student is to be counted absent. Students tardy to period 1st through 5th period will be sent to the office to obtain an admit slip, otherwise the student will be noted as absent.

3. The following absences will not count towards the total absences considered for the loss of credit

**a. Participation in school activities**

**b. Family emergency**

**c. Acts of Nature**

**d. Students who receive a medical waiver from the principal for an extended or chronic illness**

**e. Bereavement**

4. The principal along with members of the RLHS Attendance Committee will review all student absences before the end of each semester to determine a list of "at-risk" students who may lose credit. All absences, excused and unexcused may be reviewed if the committee so chooses.

5. A student may appeal loss of credit, by making a written appeal, within five (5) days of notification of loss of credit. If loss of credit for that class is under appeal, the student will be expected to continue attending the class until completion, regardless of the outcome of the appeal.

6. A student may not appeal loss of credit if within the ten days of absence the student has three or more unexcused absences.

7. Written appeals to the above provisions may be made to the RLHS Attendance Committee. The committee shall review all previous absences and academic records during the semester.

The written appeal must be submitted to the principal. A hearing will be conducted within five (5) school days of notification of that written appeal. The student has the right to continue the appeals process as outlined on the APPEALS FORM. (Reference: in Red Lodge District Policy Handbook)

**Credit Loss and Appeal**

In order to graduate from Red Lodge High School, a student must complete 27 credits. Completion of a course at Red Lodge High School will be defined as 60 percent mastery of the material and attendance to include not more than 10 absences per semester. This attendance criteria is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

1. A high school student will be allowed 10 absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.
2. The ONLY absences that WILL NOT be used in calculating the attendance record are:
   1. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA, BPA, FCCLA, Skills USA trips, Closeup, International Club trips, academic field trips, and others deemed co-curricular.
   2. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother, or immediate relatives). Any extended bereavement may be reviewed by the Attendance Board;
   3. Subpoenas to appear as a witness in court; or court-ordered, out-of-district placements for special services; and
   4. Illness or hospitalization verified by a doctor’s statement.
3. Absences which will be counted in the 10-day high school limit and will include such areas as: family trips, work days, vacations, visiting friends or relatives, watching tournaments when not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.
4. After five absences from school/class, a letter will be sent to the student’s home, indicating the school policy and the number of days missed. After eight and ten absences, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.

1. After going over the tenth absence for high school students. The student may have credit withheld. That student, with parental accompaniment, must appear before the RLHS Attendance Committee, consisting of the corresponding Principal, the guidance counselor, and those teachers whose classes the student has exceeded the allowable number of absences.
2. This Attendance Committee will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface.
3. The Attendance Committee can, after hearing a student’s/parent’s appeal for retention of credit, deny credit or put certain stipulations on a student whose credit or grade advancement will be dependent upon an agreement reached with the student and parents concerning attendance for the rest of the semester.
4. Any decision to withhold credit can be appealed to the Superintendent and/or to the School Board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided.
5. If the appeal is not granted, the student will be required to remain in that particular class period/course for the remainder of the semester. If disciplinary problems occur in that subject, the student will be suspended from school.
6. If the appeal is granted, the student will return to class/course with the Attendance Committee’s stipulations. If the stipulations are violated, a loss of credit or grade advancement will result.
7. The Attendance Committee may also decide to make decisions regarding the student’s participation in extracurricular activities.

**\*Types of Student Absences:**

**Note: Absence Type 1-7 Are NOT Considered Absences Toward the Attendance Policy.**

**1. EXCUSED ABSENCE (EA)**: An absence for: 1) illness, 2) legal quarantine, 3) bereavement, 4) emergency conditions approved by the administration, 5) medical or dental appointments. (All excused absences must be cleared within 24 hours of the absence. Absences cleared after this time may be considered UNEXCUSED or TRUANT.)

**2. PREARRANGED/PLANNED ABSENCE (PA)**: The Pre-Arranged Absence Form is the proper way for students to miss school for any reason other than those listed as excused. The prearranged absence allows the student to get their assignments in advance. A prearranged absence form can be obtained from the Attendance office **by presenting a note** from the parent/guardian. The student’s teachers and Principal 2 DAYS PRIOR TO THE ABSENCE must approve prearranged absence forms. For example, if a student is going to miss Friday, the signed pre-arranged form needs to be returned to the office by the previous Wednesday at 3:30 P.M.

***\*PLEASE NOTE: Vacations*** Students and their parents are encouraged to plan vacations and other absences outside of the school calendar but if necessary planned not to coincide with the end of grading periods. Principal permission must be obtained in advance along with a written description of the vacation, length of time the student will be absent from school, as well as a Planned Absence approved and signed by the Principal and all Teachers before credit will be granted. In instances when this is not possible, exams scheduled will be taken upon the student’s return except by previous arrangement with the Principal.

**3. SCHOOL RELATED PLANNED ABSENCE (SPA)**: A School Sponsored Absence is when the student is absent when involved in school sponsored extra- or co-curricular activities. A coach or sponsor will supply each teacher with a list of those students who are excused to attend. It is the **STUDENT'S RESPONSIBILITY** to check with each teacher and make sure his/her work is made up to the teacher's satisfaction.

**4. COUNSELOR ABSENCE (CA)**: Counselor Absence is when the student is involved in school counseling activities. Normally, the counselor will clear this absence in advance with the student's teacher (NOTE: Unless there is a serious emergency, waiting in the counselor's office IS NOT a counselor absence.)

**5. COURT ABSENCE (CT)**: A mandatory court appearance that is verified by a note from the judge or lawyer.

**6. IN-SCHOOL SUSPENSION (IS)**: When a student is assigned to in-school suspension, they are considered in attendance at school.

**7. MEDICAL APPOINTMENT (ME)**: When a student is less than thirty (30) minutes absent to class coming from or leaving for a medical appointment (will not affect perfect attendance).

**\*\*Note: Absence Types 8-9 are Considered Absences Toward the Attendance Policy**

**8. UNEXCUSED ABSENCE (UA)**: An absence that is considered avoidable by the school even though it may be approved by the parent, or an absence that hasn't been properly cleared through the Attendance office. Examples would include: a hair appointment, shopping trip, senior “Skip Day” are considered unexcused absences. Make-up work following an unexcused absence is at the discretion of the teacher involved.

**9. OUT OF SCHOOL SUSPENSION (OS)**: An out of school suspension is when the student is suspended from school off school grounds. The student is not to be on any Red lodge School property for any reason whatsoever until 8:00 A.M. the day after the suspension is completed, including all school activities. Students who violate the rule will be subject to additional discipline action by school administration. Students who are suspended out-of-school are strongly encouraged to make up their assignments missed during the suspension, on their own time, make arrangements to makeup any missed assignments and/or tests. Student will receive “O/zero” credit for work/assignments missed during the out-of-school suspension period.

**I. Advance Make-Up Work**

Students who know in advance that they will be absent are required to obtain a planned absence slip from the office and present the slip to each teacher for their assignments. After each teacher has assigned work or commented on the anticipated absence, the slip must be signed by a parent or guardian and must be turned into the office before leaving. ***\*(All Family Vacations Require Principal Approval in Advance).***

**J. Make-Up Work Following an Absence**

For Excused Absences: students will be allowed two days for each day missed to makeup their assignments, unless other arrangements have been made with the teacher. Teachers may set definite due dates for long-term assignments and projects. Long-term assignments due during an absence must be turned in on the day the student returns to school even if the class is not meeting that day. For Pre-Arranged and/or School Sponsored Absence: All work is due the day the student leaves, unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments and schedule make-up exams **BEFORE** he/she leaves.

**K. Tardy Policy/Procedures**

Red Lodge High School believes that there is a direct relationship between school attendance and student achievement. The fewer school days missed during the year, the more successful students are in the classroom. ***The primary responsibility for good attendance for students rests with the parents****.* Parents are required under § 20-5-103, MCA, to assure that their children attend school regularly. Red Lodge High School is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. School also provides a foundation for the work environment that follows. Excessive absenteeism is not allowed in the work environment. Therefore, the good habit of attending work every day must begin at school. Learning that is lost due to absence can never be adequately replaced.

With our district web-based Infinite Campus Student Record System, RLHS students are responsible for checking their own Infinite Campus Grade/Attendance Portal. Continuing this school year, there will not be a differentiation between excused and/or unexcused tardies (late arrival to class). Students who have a medical excuse must present documentation to the office detailing the appointment time/location that is signed by the medical provider. This is the only documentation the RLHS Office will accept as proof that the student was unable to attend class at the designated time.

Specifically a student who makes getting to class (on-time attendance) a priority will now be rewarded accordingly. A student who limits their tardy violations to less than 2 times per course will be rewarded an Attendance Incentive Bonus equal to a 2% percentage increase which will be added to the student’s final course grade.

After a student’s third tardy per course, the student’s final grade will reflect a Tardy-Attendance Deficit. The Tardy-Attendance deficit will be calculated as a percent deduction equivalent to 1% per tardy thereafter. Example a total of 5 tardy violations = 2% deduction from the student’s final course grade. \*\***In addition, please note that (3) unexcused tardies in the same class will now count the as one (1) day’s unexcused absence in calculating attendance. Remember tardies are defined as a student arriving late for school or class.**

Upon the student’s 3rd tardy—the attendance committee will convene, meeting with the student regarding his or her tardy record and discuss options that may assist the student’s attendance. A notice of the meeting and specific attendance/tardy documentation per course will be sent to the student’s parent/guardian. Continued tardy violations will require the parent/guardian to attend a meeting with the Attendance Committee along with their son/daughter to develop a Plan of Action Agreement to address the tardy violations and the affect on the student’s course grade.

**L. Checking Out of School/Permit to Leave the Building**

If it becomes necessary for a student to leave school, he/she must check out through the RLHS office **with parental permission BEFORE** leaving school grounds. Failure to check out will be truancy. A student will not be allowed to leave the building unless parent contact is made prior to their departure. It is important that the administration knows when a student leaves school grounds because of legal requirements. If you must leave the building during school hours, follow the procedure below:

1. Present an excuse from your parent or guardian to the office before school begins in the morning. You will receive a slip, which allows you to leave class.

2. Present the slip to the teacher in whose class you are attending when you are ready to leave.

**M. Work Study Release / Classroom Student Aide**

Admittance into these two programs will be limited to senior students. The prerequisite requirement to participate in the Work Study Program and/or Classroom Student Aide will be successful completion of a CTE (Career and Tech Education) Course which can be obtained through one of the following programs: Ag Ed/Careers, Computer Application/Business/Careers, Family and Consumer Science/Careers and/or Trades/Industry-Industrial Arts programs.

**N. Tutorial Study Hall Period**

The schedule allows for a Tutorial Study Hall for students who qualify under Title I support. Qualified students will be required to remain on campus within the Tutorial Study Hall classroom and attendance will be monitored. Pass/Fail credit is offered.

**O. Commencement Honors**

The Commencement Honors Committee will be made up of one representative from each core subject. While recognizing that all RLHS courses are academically challenging, the following courses

are considered by staff, students and the Honor’s Committee to be especially challenging:

*Anatomy Calculus/Advanced Calculus Advanced Biology AP Literature/AP Language*

*College Physics Trigonometry/Pre-Calculus Chemistry College Spanish/Spanish 3*

*EMT Certification Departmental Distinction Award Astronomy Scientific Exploration Lab*

*\*Online College Courses not offered at RLHS, including Montana Digital Academy Advanced Placement courses which must be taken on the RLHS Campus.*

\*On-line College courses must be approved by Northwest Association of Colleges and Universities or one of its equivalent accreditation associations.

Determination of an honors level course is indicated by the amount of “academic challenge” the course requires. Approximately 1/3 additional work is required above a typical RLHS course expectation. The instructor of each academically challenging course will be required to submit a course syllabus, curriculum, assessment information and the alignment with state standards and any project, research, or community service work that may be a part of the course.

**A.** A student must successfully complete six (6) of the official academically challenging courses, with one course selected from the RLHS campus in language arts, mathematics and science. The three remaining additional credits are the student’s choice from the official course listing.

**B.** To be considered for the commencement honors distinction, (including valedictorian or salutatorian) a student must maintain at least a 3.5 cumulative GPA and comply with all guidelines established for commencement honors distinction.

**C.** Should a tie exist between Valedictorian and Salutatorian, ACT score standings will determine the top honors.

It is the student’s responsibility at the beginning of his/her high school career to work with the guidance counselor and his/her parents, to plan course work, to meet District and State graduation requirements, as well as to work towards Commencement Honors designation if so desired. Determination for commencement honors will be made at the completion of the 7th semester.

A Commencement Honors Graduate would be awarded a special designation (yoke) to wear along with the commencement robe and receive recognition during the graduation ceremony, as well as an invitation to a Commencement Honors Banquet hosted by the Red Lodge Board of Trustees.

R. **ACADEMIC ASSISTANCE PROGRAM/SCHEDULE –** Required for all students who are failing required subject areas. The student will be required to participate one day per week (currently scheduled on Mondays) from 3:15-3:45 with the teacher(s)/courses with whom the student may be currently receiving a D or F grade. This designated time may also may also be utilized by any student desiring additional assistance, making up exams, planned absence preparation/etc.   Student grades will be generated weekly on Friday by the RLHS Office to determine students who may qualify for the Academic Assistance Program requirement. **An Early Release Incentive will be offered to students who maintain A, B and C grades -** rewarding qualified students who have achieved satisfactory grades in **their required course subjects**. These students will be released at 3:15 every Monday throughout the school term.

**Section II RLHS Behavior Expectations,**

**Student Conduct Code and Discipline Procedures**

Red Lodge High School believes in handling every discipline case on an individual basis. Each discipline problem/situation will be treated as fairly as possible; however, each situation will be handled on its own merits. Each classroom teacher will make known to the students their expectations for classroom behavior. Individual classroom teachers may develop additional rules for students, provided that such rules relate clearly to the school-wide behavior expectations.

To achieve the best possible learning environment for all of our students, Red Lodge High School rules and discipline will apply:

 On or within sight of, school grounds, before, during or after school hours (including lunch time) or at any other time when a school group is using the school;

Off all school district 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;

Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

**<SCHOOL-WIDE EXPECTATIONS> 1. \*BE SAFE 2. \*BE RESPONSIBLE 3. \*BE RESPECTFUL**

**A. Student Conduct Code**

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

****Attend all classes regularly and on time. Tardiness and/or truancy will not be tolerated and may affect the student’s final course grade.

****Remain on campus, except at lunch or during approved leave times as per Open Campus Requirements.

****Prepare for each class; take appropriate materials and assignments to class.

****Demonstrate ethical behavior by refraining from such acts as cheating or plagiarism.

****Respect the rights and privileges of other students, teachers, other school staff, and substitutes.

****Refrain from disrupting a class or the school, and refrain from possessing or using items which may cause a disruption including, but not limited to: tobacco products including e-cigarette and/or related products, lighters, alcohol, drugs, drug paraphernalia, weapons, pocket knives, laser pointers, fireworks, explosives, mace, pepper spray, obscene material, water balloons, squirt guns, snowballs, headphones, video games, entertainment devices, etc.

****Respect the property of others including district property and facilities. Vandalism and theft will not be tolerated.

****Meet school standards for grooming and dress.

****Cooperate with or assist the school staff in maintaining safety, order, and discipline.

****Use appropriate language. Avoid the use of profanity, derogatory comments regarding race, religion, sexual orientation, etc.

****Refrain from public displays of affection.

****Refrain from indecent exposure and/or activities that are sexual in nature.

****Refrain from fighting, harassment, threatening, or hateful acts.

****Refrain from gang activities of any kind.

****Drive and park at school in a safe and prudent manner.

****Obey all local, state, and federal laws.

****Refrain from bringing food or drink into classrooms.

****Refrain from wearing hats in the building and adhere to the RLHS dress code policy.

**B. Student Suspension**

In accordance with Montana law, the Principal or Superintendent is authorized to suspend a student from regular school attendance when deemed necessary to maintain good order and discipline and to protect the educational rights of all students. Two types of suspension may be used:

**In-School Suspension:** The student will serve suspension in the office. Credit will be given for all completed assignments.

**Out-of-School Suspension**: Credit will not be given for work missed while suspended from school, even though students are encouraged to complete the work so not to fall behind.

The following are examples of student behavior, which are of sufficient seriousness to warrant in school or out-of-school suspension:

**1.** **Vandalism**—Students who maliciously destroy or deface school property or other student’s property.

**2.** **Defiance of Authority**—Open defiance to school personnel. This includes using obscene gestures and/or language.

**3**. **Inflicting Bodily Harm**--This is defined as an incident when kicks or punches are thrown.

**4.**  **Possession or use of illegal substances, tobacco products (including e-cigarette and/or related products), or alcohol** in the building, on school grounds or at any school-sanctioned activities.

**5.** **Use of Profanity**

**6.** **Hazing, Intimidation/Bullying, or Sexual Harassment**

**C. Bicycles and Skateboards**

Students are not permitted to use other students’ bikes. Red Lodge City ordinance prohibits bikes from being ridden on the sidewalks. This also applies to skateboards. Skateboards are not to be ridden inside the school. Skateboards may be used before school and after school. Between 8:00 a.m. to 4:00 p.m. skateboards are not to be used on school grounds. Before 8:00 a.m. and after 4:00 p.m. skateboards may be used with respect to school property at all times. Skateboards may not be used on steps, any type of railings and must be kept on the sidewalk/designated areas only.

**D. Harassment/Intimidation/Bullying/Hazing**

The Red Lodge High School is committed to a positive and productive working and learning environment free from sexual harassment, intimidation, and/or bullying of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The District will take prompt, effective and remedial action on complaints, grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) that may come to the attention of the District. Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal and/or visual contact of a sexual or gender-directed nature; any intimidating hostile or offensive educational environment in which unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable or any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, directed toward an individual based on their sex. Other conduct of a sexual nature that is prohibited according to Montana or United States law is also prohibited.

**\*A first offense may be subject to the maximum number of out-of-school suspension days outlined by school policy.  All further violations may be reported to the RL Police Department.  It is the responsibility of our RLHS student body to keep our campus climate healthy, safe, and productive for all students.**

**It is also the student body's responsibility to encourage students to solve their problems in a safe, mature manner.**

This policy applies to individuals attending any events on District property, whether or not District sponsored, and to any school events, regardless of location.

Students who believe that they many have been harassed or intimidated should contact a school staff member, counselor or the principal. All students have a responsibility to maintain a positive

Learning environment by reporting all incidents or rumors of harassment or intimidation/hazing involving themselves or others.

To get help if you are concerned about sexual harassment, follow these reporting procedures:

1. Talk to a teacher/coach or advisor.

2. Contact the school counselor (Ms. Walsh).

3. Contact the school principal (Mr. Ternan).

4. Follow up with any trusted adult.

**E. Search and Seizure**

To maintain order and security in the schools and on school grounds/property, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the schools (such as lockers, desks, and parking lots) as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. The administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, drug paraphernalia, weapons or other illegal substances or material, including searches conducted through the use of specially trained dogs. School authorities may search a student and/or the student’s personal effects in the student’s possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law, or the District’s student conduct rules.

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.

**F. Canine Contraband Search Procedure**

During a canine contraband search, teachers will be asked to keep their students in their classrooms; should the dog “alert” on a student's locker, car or other belongings, the student will be called out of class, informed of the items that the dog has alerted on, and be present for the search. Should an illegal substance be found, the student will be subject to regular school discipline procedures and law enforcement will be contacted. Parents may be notified when their child is involved in a search pending the outcome of the search should illegal substances be found.

(Periodic searches will be conducted utilizing Interquest K-9 Detection Services. A minimum of 4 random searches per school year will be conducted. All areas of the school campus may be subject to search including but not limited to student lockers, classrooms, restrooms and vehicles parked on school campus/property.)

**G. Abuse of Teachers and Staff**

According to Montana law, any parent, guardian, or other person who shall insult or abuse a teacher or staff member anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than twenty-five dollars ($25.00) nor more than five hundred dollars ($500.00).

**H. Plagiarism & Cheating-Academic Integrity**

Plagiarism is defined as the unauthorized use of someone else’s material, which is presented as the result of the plagiarist’s own primary research, creative impulse, or insight. Copying or paraphrasing material/text from the work of another student, from published sources, and/or from the internet without proper documentation, constitutes academic theft. Plagiarism is unacceptable and against federal law ad school policy. In fact, it constitutes intellectual theft.

•1st Offense: Zeros on test, homework, etc.

•2nd Offense in the same class: may result in a loss of credit for that semester

**Plagiarism can be any of the following**:

* directly copying a paper or portion of one without proper attribution.
* taking the ideas of another person without proper attribution. Changing the wording of another document does not avoid the problem of plagiarism. Plagiarism is as much about the theft of ideas as it is words.
* turning in someone else’s work as one’s own.
* citing works that the student did not consult in the writing of the paper.

**Cheating** means a student is acting dishonestly in carrying out any assignments. This may include, but is not limited to, copying assignments, using unauthorized crib sheets for tests, looking at someone else’s test, plagiarizing, copying published works, or permitting another person to perform the assignment. Cheating involves taking information from another source or individual and using it without giving credit to the source. Examples of cheating include the following:

* taking answers from another student or source for a test, homework, or quiz
* collaboration on assignments without a teacher’s permission

sharing information for homework, a test, or a quiz that includes theft, talking, gestures, copying, and electronic transmission

>>>**Turnitin.com/Originality Website**

To prevent plagiarism and assist Red Lodge High School Students, many of our core teachers including English/Language Arts, Science, History and Technical/Elective Course teachers may now require that students submit their own papers to Turnitin.

We recognize, however, that Turnitin may be unfamiliar to many of you, so the following information describes the service itself, how it is used in courses, and how it fits with the Red Lodge High School policy on academic integrity and misconduct.

Turnitin is a web site that checks for the originality of material. Turnitin shows how much of the student's paper matches content from our databases so instructors can quickly understand how much of the paper is unoriginal.

Turnitin improves the student writing cycle by preventing plagiarism and providing rich feedback to the student. The site is used in many high schools, colleges, and throughout the U.S. Red Lodge High School has subscribed to the service for the past year now, and since the subscription began many student writings submitted in Red Lodge High School courses, have been liable to screening by Turnitin.

Turnitin works as follows:

* Students upload the text of their paper to the Turnitin website
* Turnitin software scans the paper and reports on originality on a scale from 1 to 5. Using a variety of algorithms, the program compares the paper to material on the Web and in its databases. It will detect copying even if a student replaces up to 50% of the words in a paragraph. Instances of copying are flagged in a report.
* Teachers may use their course code to sign on to the website (and may provide their students with their course code) and review the reports for their students. This involves scanning down a screen where a thumbnail report for each paper appears in 2-3 lines, with a color-coded graph. More detailed reports for papers with low originality scores can then be studied, including the sources of any passages of text that are flagged as matching the student’s paper. RLHS Teachers can then identify whether material used in a student’s paper is properly cited or not.

**What does it check?**

This service scans papers submitted by students for:

* material copied from public websites
* papers purchased from paper mills
* essays/assignments previously or concurrently submitted to Turnitin
* some published works, e.g. journals

**Why does Red Lodge High School subscribe to this service?**

Turnitin reinforces academic integrity as a core value of Red Lodge High School and responds to a growing concern about a "level playing field" for all students. The primary purpose of the service is to discourage plagiarism to lessen its frequency rather than to produce more cases of disciplinary action.

**Can "false positives" be flagged; that is, could my original paper be falsely flagged by the program as potentially problematic?**

This is extremely unlikely. Turnitin does register textual overlap , so almost anything--even a student’s reference list--will trigger an indication. But Turnitin does not dispose of a case by itself. If a paper seems problematic, the teacher is required to follow policy/procedures for plagiarism (outlined above under cheating/plagiarism).

**What happens if a paper is flagged as potentially of concern?**

Turnitin is only a tool, although a formidably efficient one, for teachers and student to identify originality or its absence. *Low originality scores from Turnitin alone are not sufficient evidence of plagiarism for the purposes of disciplinary procedures.* The teacher who encounters low summary scores will check the detailed record for the paper. In most cases, the paper will show that copied material is properly referenced. If the detailed record indicates that plagiarism has occurred, then the teacher will follow standard procedures, outlined above.

**What happens to the student’s assignment when It is have submitted to Turnitin?**

Once submitted to Turnitin, assignments are simply *not* accessible to the public. The student, as the author, retain ownership of the original material. The student’s work will be added to Turnitin's archive for comparison against subsequently submitted material, thus ensuring that the work is not plagiarised. From this point of view, Turnitin is actually a protection for the student.

**I. Extracurricular and Co-Curricular Chemical Use Policy (\*New Policy Changes for 2014-15)**

**Red Lodge School District is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Red Lodge School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.**

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, distribute, or associate in the presence of alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extra- or co-curricular seasons. These rules are in effect 24 hours a day, 7 days a week. If a student receives an MIP, or is seen using tobacco, alcohol, or illicit drugs, or reasonably knows that such are present and being used and chooses not to immediately leave so as to not violate this policy, the student will forfeit the privilege of participation in accordance with the activities and student handbooks.

# ACTIVITY STUDENT DRUG TESTING POLICY

The Red Lodge Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal drug use and abuse, thereby setting an example for all other students of the Red Lodge Public School District, has adopted the following policy for drug testing of Activity Students.

POLICY DURATION

This policy is in effect throughout the calendar year. Selection to all-star, all-state, or other post-season activities, as representatives of the Red Lodge School District extends, this policy until the total completion of these activities. A student may not give up their affiliation with the District as a way to circumvent violations that have occurred under this policy. Violations are cumulative through the student's period of attendance in middle or high school. Violations do not carry over from the middle to high school.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Red Lodge School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, this policy governs only illegal drug use by students participating in extra-curricular activities. The consequences imposed for violations of this policy will be limited solely upon the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy unless the student participant violates the drug free school policy. This policy supplements and complements all other policies, rules, and regulations of the Red Lodge School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities inthe Red Lodge School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

**THE PURPOSE OF THIS POLICY ARE FIVE-FOLD:**

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal drug use.
5. To offer students practices, competition and school activities free of the effects of illegal drug use.

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Red Lodge School District. For the safety, health and well being of students in extra-curricular activities the Red Lodge School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 5-12. \*The administration may adopt regulations to implement this policy.

**I. DEFINITIONS**

"Activity Student" means a member of any 5-12th grade Red Lodge School District sponsored extra-curricular organization that participates in interscholastic competition. This includes any student that represents Red Lodge Schools in any extra-curricular activity in interscholastic competition. These activities are listed in the Activities Handbook.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in a person's saliva and/or urine analysis.

"Random Selection Basis" means a mechanism for selecting a minimum of 20 activity students for drug testing that:

A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal drugs" means any substance that an individual may not sell, possess, use, distribute or purchase under either Federal or Montana law. "Illegal drugs" includes, but is not limited to, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal drug use by an activity student supplied to school officials by other students, staff members, or patrons.

“*Sample” means* a sample of saliva and/or urine analysis collected for the purpose of analysis for the presence of illegal substances.

**II. PROCEDURES**

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form", which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent form requires all activity students in Grades 9-12 to submit a saliva sample for testing purposes at a point in time during the first three weeks of the activity. In addition, the consent requires the Activity Student to provide a saliva sample (Grades 5-8) and urine analysis (Grades 9-12): (a) when the activity student is selected by the random selection basis to provide a sample; and**/**or (b) at any time when there is reasonable suspicion to test for illegal drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each activity student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each activity student shall receive a copy of the Activity Student Drug Testing Policy. The head coach, sponsor, Activities Director, and/or principal shall be responsible for explaining the Policy to all prospective activity students.

A student who moves into the district after the school year begins will be subject to drug testing pending participation in extracurricular activities.

Drug use testing for activity students will also be chosen on a random selection basis from a list of all Activity Students who are involved in off-season or in-season activities. The Red Lodge School District will determine a by-season (Fall, Winter, Spring) list of student names in which a minimum of 20 names will be drawn at random to provide a urine analysis for drug use testing for illegal drugs.

In addition to the drug tests required above, any activity student may be required at any time to submit to a saliva and/or urine analysis test for illegal, or the metabolites thereof when an administrator, staff, coach, or sponsor has reasonable suspicion of illegal drug use by that particular student.

Saliva Test

Saliva-based drug use tests will be administered by a proper representative of the Red Lodge School District. When required for testing confirmation, a professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

Urine Analysis – (UA)

Urine analysis drug use tests will be administered by a professional third party testing organization. When required for testing confirmation, a professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the collection of saliva and urine specimens, will be conducted so as to safeguard the personal and privacy rights of the activity student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The chosen laboratory shall preserve the unused portion of a specimen that tested positive for a period of three (3) months or the end of the school year; whichever is shorter. Student records will be retained until the end of the school year.

**III. CONFIDENTIALITY**

The laboratory will notify the Superintendent of any positive test. To keep the positive test results confidential, the superintendent will only notify the principal, activities director or designee, the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/activities director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/activities director or to the lab. The Red Lodge School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

**IV. APPEAL**

An activity student who has been determined by the principal/activities director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain ineligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable.

**V. CONSEQUENCES**

Any activity student who tests positive in a drug test under this policy shall be subject to the following restrictions:

SELF-REPORTING TRAINING RULE VIOLATIONS

SELF-REPORTING: The purpose of this provision is to encourage a student/athlete to seek help. The student may not use this voluntary admission, reported within twenty-four (24) hours of the infraction, if the authorities already know the training infraction or at the discretion of the building administrator. This provision may be used only one time by a student while enrolled in grades 5-8, and used only one time while enrolled in grades 9-12 and will be documented by the activities director. To be treated as a self-referral, this must be the first knowledge that the school official has of a violation. A self-referral carries a 7-day suspension from competition, but the student will continue to practice.

REPORTING: A school staff member can be made aware of the violation of this alcohol/drugs/tobacco policy by any source (such as police, school personnel, counselors, coaches, advisors, community members, parents and other students, but anonymous telephone calls or reports made by people not willing to confront the violator will not be acted upon.)

# PENALTIES FOR FAILURE TO FOLLOW ACTIVITY POLICIES

* **First Offense**: Suspension from 15 instructional days of event(s). Students who report their own violation will face suspension from events for 7 instructional days. First offense only. The Activity student must complete an insight program provided by the school district. The activity student will need to submit a clean drug test results (urine analysis) at the activity student’s expense in order to be reinstated back to the activity.
* **Second Offense**: Suspension from the team or activity for the remainder of the season or 45 days, whichever is longer.
* **Third Offense**: Suspension from all activities for the remainder of the year or 90 days, whichever is longer. Must appeal before an Advisory Committee to request reinstatement for the next year.
* **Fourth Offense**: Denied extra-curricular participation for remainder of high school years.

\*\*\*If a student has multiple occurrences (After Second Offense) within a calendar year, the activity student will be required to attend counseling services at the activity student’s expense and provide verification of those counseling services. In addition, the activity student will need to submit a clean drug test (urine analysis) at the activity student’s expense in order to be reinstated back to the activity.

**\*Offenses are accumulated throughout a student’s high school career. Offenses are monitored and documented throughout the calendar year. If a student is not in an activity when the infraction occurs, the consequence will be instituted at the beginning of the next activity season.**

Special Education students will be considered in accordance with their IEP, with the IEP team.

STUDENT AND PARENT DUE PROCESS

If determination is made that a student has violated this policy, the student, parents and/or guardians shall be notified of the violation by telephone where possible. The student, parents and/or guardians shall be notified of the discipline consequences to be administered.

**VI. REFUSAL TO SUBMIT TO DRUG USE TEST**

An activity student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

DRUG/ALCOHOL/TOBACCO POLICY

No individuals participating in any of the extracurricular activities at Red Lodge Schools will be allowed to use, distribute, or be in the possession of alcohol, drugs, tobacco, or e-cigarettes. Being present where minors are in the possession of using alcohol, tobacco, e-cigarettes, or drugs shall also result in disciplinary action. This policy is in effect 24-hours a day, throughout the season or activity period and is cumulative for the entire middle school or high school tenure. Penalties may extend from one school year to the next (Third Offense) and throughout the duration of middle school or high school (Fourth Offense). Please refer to penalties for Failure to Follow Activity Policies listed above for a detailed description of penalties associated with this policy. The participants and their parents/legal guardians must sign and turn in this Drug/Alcohol/Tobacco Agreement to the activity director to be eligible to participate in any extracurricular activity at Red Lodge Public Schools. (Refer to extracurricular rules and regulations contract included).

\*The suspension period begins on the date of the conference with that offender and the extracurricular coach/advisor. The student may practice during the suspension period.

\*After the first offense the student willbe required to participate in the RLHS Insight program or provide proof of an equivalent prevention, awareness and education program.  This program offered through our RLHS guidance/counseling department.

\*Any conviction or adjudication resulting from the possession of alcohol, tobacco, or illegal drugs, whether resulting from school activity or not, is subject to the terms of this Agreement.

\*\*The student will be allowed to practice with the team during the suspension; however, the student will not sit with the team during competition or travel with the team for a competition. The student will also be ineligible to receive a letter, all conference/all state nomination, any team award for that activity, and attend any dances or parades during the quarter of violation.

\*\*\*If a student has multiple occurrences (After Second Offense) within a calendar year, the activity student will be required to attend counseling services at the activity student’s expense and provide verification of those counseling services. In addition, the activity student will need to submit a clean drug test (urine analysis) at the activity student’s expense in order to be reinstated back to the activity.

RULES AND REGULATIONS

1. A coach/sponsor may elect to have additional rules/regulations for their sport/group, beyond those addressed in the activity handbook, in which case a list of the specific rules/regulations requested by the coach/sponsor will be distributed to the participants involved within the first week of scheduled practices and will be on file in the Activity Directors and Principals Offices.

2. The administration, in special cases, may permit an individual student to participate in an activity.

3. At any time an activity student is suspended for any part of the regular school day or are in violation of the District Discipline Policy, he/she will not be allowed to practice or participate in the extracurricular activities they are involved in, either practice or a scheduled activity.

4. Any activity student who has an unexcused absence, as described in the student handbook, for any portion of the day of an activity may not participate in that activity, including practice. If the unexcused absence occurs on Friday, the student will not participate on Friday or Saturday. Extenuating circumstances will be considered by the administration.

5. The discipline policy for both Roosevelt Middle School and Red Lodge High School will be in effect for all extracurricular activities. The discipline policy is listed in the student handbooks.

TEAM MANAGERS

Most teams are in need of managers to assist in record keeping, taking care of equipment and supplies and assist the coaches and players. The following guidelines will apply to the selection and responsibilities of all student managers.

1. All students interested in working with the teams in a particular sport, as a manager must apply to the head coach of that sport for a manager position. (\*The head coach will make selection.)

2. All managers must maintain the same eligibility requirements as that of the athletes.

3. All managers must maintain the same dress code requirements as that of the athletes.

4. All managers must abide by all of the rules and regulations of the Red Lodge School District outlined in the extra-curricular agreement.

**J. Use and/or Possession/Transfer of Alcohol, Weapons, Illegal Substances, Paraphernalia or Tobacco Including E-Cigarette and/or Related Products.**

Students are not allowed to possess, use, or transfer any drug at school, on the way to or from school, or at any school-sponsored activity. This includes ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, OVER-THE-COUNTER MEDICATIONS (other than aspirin, ibuprofen, etc.), and PRESCRIPTION DRUGS prescribed to the student.

**POSSESSION DEFINED:** A student is in possession of a prohibited item if the student can access the item while at school (including lunch time) or at a school activity. This includes, but is not limited to, on the student's person, clothing, book bags, locker, or automobiles parked on or off the school grounds.

**USE DEFINED:** A student either consumes the prohibited substance or is under the influence of the prohibited substance.

**TRANSFER DEFINED:** A student sells, gives, offers to sell or give a prohibited substance, or what is purporting to be a prohibited substance, to another person.

Violation may result in the following:

1. Every attempt will be made to notify a student’s parents/guardians in a timely fashion.

2. Local law enforcement officials may be immediately notified.

3. The student may be immediately removed from class, activity, or event.

4. After a conference with parents/guardians, the student, and the principal, the student may then be suspended from school for a maximum of 10 days.

5. The student may be referred to the school board for expulsion.

Montana law states that it is unlawful for a person under 18 years of age to possess, use, or buy any tobacco product. Use or possession of tobacco, (e-cigarette and/or related products) on school property or at school-related activities is unlawful. Violation may result in the following:

1. Local law enforcement officials may be notified and may issue a citation to the student or students in violation.

2. The student may serve an out-of-school suspension with each occurrence carrying a more severe penalty.

3. The student may be required to participate in the RLHS Insight Program or provide proof of an equivalent drug/alcohol prevention, awareness and education program. This program is offered through the RLHS Guidance/Counseling department.

4. Any student who has violated school policy relating to the use of possession of alcohol, weapons, (this also includes pellet guns, brass knuckles, or other related weapons and/or devices) illegal drugs or tobacco or being present where minors are in possession of or using alcohol, drugs or tobacco including e- cigarettes and/or related products will be ineligible to participate and/or attend school sponsored dance events that may fall within the same semester in which the infraction occurred.

**K. Public Display of Affection (PDA)**

The inappropriate public display of affection can be embarrassing to adults and students. Students are expected to exercise self-control and respect for each other. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy will be subject to disciplinary action.

**L. Theft/Stealing**

Any student caught stealing may be immediately suspended, and the parents/guardians and law enforcement officials will be notified. The student may also be referred to the Red Lodge Board with a recommendation for expulsion.

**M. School Dress Regulations** (compiled by RLHS Student Council and Red Lodge Board of Trustees)

Dress and Appearance: Because a definite correlation exists between dress, attitude, and achievement, student’s dress should be neat, clean, properly fitting and meet the common standards of decency at all times. Students are expected to practice good hygiene daily. Facial hair must be well groomed. Make-up or hair color/style that is a disruption to the educational process will not be permissible.

The personal dress and appearance of students is left to the good taste and discretion of each student and his/her parents/guardians, with the following guidelines:

\*\***Under No Circumstances Should Undergarments be visible**\*\*

1. All attire shall be neat, clean and un-torn. Low cut collars and armholes are not acceptable. Midriff exposing tops are not allowed. Clothing shall be modest in fashion and suitable for a work-like environment. Shirts shall cover the shoulder. Alternative clothing will be provided for violators.

2. Clothing that advertises alcoholic beverages or drugs, or contains obscene, immoral, or suggestive

slogans is not acceptable. Alternative clothing will be provided for violators.

3. Headwear will not be worn in the buildings during school hours.

4. Shoes are mandatory. Shorts may be worn year round. “Cut-offs”, short shorts and biker shorts are

not allowed. In general, shorts and skirts can be no more than 4 inches above the knee with the measurement starting at the crease above the knee.

5. Hair and facial hair shall be kept clean and well groomed.

6. No chains or spiked or studded clothing or accessories are allowed.

**The Following Clothing and Accessories Are Not Acceptable**:

**Accessories**

Hats/distracting headgear or do-rags for either gender

Spikes /Spiked Hair

Sunglasses

Distracting accessories (bells, musical patches, etc.)

Cell phones or personal electronic/communication devices

Teachers have discretion on personal electronic music devices/head phones, I-phones, etc.

Footwear is required (no open toes in science and shop lab classes)

**Clothing**

Implied or directly stated references to profanity, drugs, alcohol, or violence

Cutouts or slashes in provocative areas

Underwear showing (male or female)

See-through clothing or low neckline/cleavage

Midriff showing

Gaping armholes

Backless shirts or dresses

All skirts/shorts etc. can be no more than 4" above the knee with the measurement starting at the crease above the knee.

Shirts with less than a “1” strap

*Leggings, Spandex, Tights or Yoga-type leggings may only be worn with skirt/appropriate shorts, or a longer tailed shirt that meet the above criteria.*

*Clothing that is transparent/sheer and/or revealing undergarments will not be acceptable.*

\*During spirit weeks, school administrators shall have discretion to allow certain attire. The administration also reserves the right to define what is excessive or disruptive to the “educational environment” or the “educational process” and to require the student to change clothes or face possible suspension or disciplinary action.

VIOLATION OF THESE GUIDELINES MAY RESULT IN THE STUDENT BEING DETAINED IN THE OFFICE UNTIL SUITABLE CLOTHING IS OBTAINED AND APPROPRIATE DISCIPLINARY ACTION IS TAKEN. The administration reserves the right to determine if clothing not addressed by these guidelines is disruptive to the educational process or offensive in nature.

**N. Open Campus Requirements**

Red Lodge High School has a 35 (forty) minute open campus lunch period. This is a PRIVILEGE for students who maintain minimum requirements (as outlined below). Failure to meet minimum requirements will result in restriction to school grounds during the lunch period until those requirements are re-established. Students on campus restriction are required to remain on school grounds and may utilize the south patio area. Students must use the main commons lobby south entrance/exit during the lunch break. Failure to remain on campus may result in loss of open campus privileges for the remainder of the year.

**1). Students will be required adhere to all RLHS Handbook Policies/Guidelines.** Students who violate any major policies (as described in the handbook) will be ineligible for open campus for the year that the infraction occurs.

**2). Maintain a minimum 2.5 GPA Posted Quarterly.** If at mid-term a students receives a progress report with a failing grade they will no longer be eligible for open campus privileges. Administrative approval may be granted in special circumstances.

**3). Sign an Open Campus Contract that specifies the requirements/eligibility/guidelines, which must be endorsed by the parent and student agreeing to the open campus terms**. ***(\*Parents and Students must sign and return the Open Campus Student Consent Agreement by August 27, 2014 in order to be Eligible for Open Campus)***

**On Campus Lunch Guidelines:**

**BE SAFE**: demonstrate appropriate physical behavior, use chairs and tables appropriately, and report safety issues and spills-take responsibility to clean up.

**BE RESPONSIBLE**: clean up after lunch, leave area in good condition, and finish food in the cafeteria or outside.

**BE RESPECTFUL**: use manners, keep noise level reasonable, and push chairs in.

**O. Visitors**

Students wishing to bring visitors to RLHS must have the visitation approved in advance by their classroom teachers and the Principal or High School Secretary. We will authorize up to one day for a guest/student visitation.

**P. Student Parking**

Students choosing to drive to school must use the student parking lot provided by Red Lodge High School. **All students must obey all parking and driving laws, including, but not limited to, parking within the designated spaces. \*\*Failure to comply with parking and/or driving regulations may result in school sanctions, such as fines and/or loss of driving privileges.**

Careless driving on and around school property will be considered a major discipline violation. Contraband dogs may search vehicles in the parking lot at any time.

\*\*Parking permits are required from 8:00 A.M.- 4:00 P.M. Permits are linked to the person, not the vehicle. If you drive a vehicle other than the one usually brought to school, take the permit from one vehicle and place it in the other vehicle or purchase an additional permit from the RLHS Office.

\*\*Students must complete an application that includes their driver's license number, proof of insurance, proof of registration, and license plate number of the car usually brought to school. Information provided will be reviewed and enforced by the administration and the RLHS office. Students have the first (3) days of school to secure their parking permits but encouraged to complete the application and obtain the parking permit during fall registration. Permits and information/applications are available at the RLHS office. Parking permits are $2.00 Failure to have a parking permit will result in school consequences such as fines and up to loss of parking privileges. Students must park in the student parking lot and may not park in visitor, staff, or unauthorized spots.

**Q. Library Rules and Regulations**

1. The library is a place for research, reading, and browsing.

2. Rules governing checking out books, fines, etc., will be made by the librarian.

3. Serious misuse of the library privilege will result in appropriate restriction from the facility.

**R. Cell Phone/Electronic Devices:** The use/visibility of cellular phones (text messaging, video phones, and all other personal technologies. is prohibited during school hours. **AT NO TIME WILL ANY STUDENT OPERATE ANY ELECTRONIC DEVICE WITH VIDEO OR IMAGING CAPABILITIES IN A LOCKER ROOM, BATHROOM, OR OTHER LOCATION WHERE SUCH OPERATION MAY VIOLATE THE PRIVACY RIGHT OF ANOTHER PERSON. USING SUCH A DEVICE IN A LOCKER ROOM WILL RESULT IN SERIOUS CONSEQUENCES UP TO AND INCLUDING EXPULSION.**

Generally speaking, if phones are seen or heard they are considered in use. Video phones are considered a violation of personal rights and should not be used in the school at any time! Personal media devices (including, but not limited to I-pods, MP-3, cell phones, head phones CD players and internet streaming) are not allowed during the school day. This pertains to headphones and internet access also. Teacher implementation of electronic media into the classroom must be planned, productive and documented in lesson plans. Misuse/abuse of internet access via personal technologies and/or bypass mechanisms will be considered inappropriate circumvention of the district’s security system and a violation of the acceptable use policy. Loss of internet privileges will result. Violation of this policy will result in the confiscation of the device for a period of time dependant on the frequency of its occurrence*.* Under no circumstances will the student be allowed to pick up his/her phone. A teacher, paraprofessional, coach/advisor or administrator can confiscate any device that causes disruption to the overall educational climate or safety of the school. Confiscated cell phones (electronic devices) can be picked up at the RLHS office by parents/guardians. *\*If administration establishes reasonable suspicion of policy/guidelines violations cell contents/information may be subject to search.*

**S. Bulletin Board Posting**

The RLHS Commons Area/bulletin boards are for posting notices of interest to all students. Postings require office and/or advisor/coach approval.

**T. Copy Machine**

Students are not allowed to use the school copy machines. A copy machine may be available for student use in the library at 25 cents a copy pending availability.

**U. Vending Machine**s

Our local vender will maintain vending machines. Any problems or misuse pertaining to these machines may result in their removal at any time.

**V. Food and Beverage**

Food and beverage will be restricted to the lower school building commons area and/or the front entrance patio area. Food and beverages will no longer be allowed in carpeted/hallway areas. Abuse of this privilege may result in further restrictions with food/beverage consumption areas.

**W. Insurance**

The Red Lodge School District does not insure students.

Insurance is the responsibility of the parents, and this responsibility extends to insurance of athletics and extracurricular participation. Insurance information will be made available at the beginning of each school year.

**X. Parent Contact**

The staff of RLHS believes in keeping parents informed. We do this formally through newsletters, our website, and informally through calls, emails, notes, and letters when appropriate. Of course, communication is a two-way street, and we welcome comments and calls from parents.

**Y. Fire and Emergency Procedures Drill**

At the sound of the fire alarm windows in all rooms are to be closed. Students will follow the exit or lock down plan in a serious and orderly manner. When all students have exited the building or are secured within the building, doors will remain closed/locked until the appropriate signal is given.

**Z. School Lunch Program**

A hot lunch is provided at the school cafeteria for $2.50 for 9-12 grades. An electronic system is used to pay for lunches, and students may bring lunch money for a week, a month, or a semester, and deposit the money in their account. Each time they eat lunch, they may use their personal lunch account ID number, and the cost will be deducted from their account. Of course, cash is accepted as well, but for most students this debit system seems to work best. Reduced price and free lunches are also available to families who qualify, and the school provides information on this program. ($50.00 is the maximum charge limit/student)

**AA. Student Lockers, Backpacks, Books, and Equipment**

Each student will be assigned a locker. Lockers are to be used for the storage of backpacks, books and school-related equipment. Students are responsible for the proper care of lockers and locks. Lockers are not to be defaced in any manner including, but not limited to, scratching, writing on or attaching of adhesive stickers. Any item to be placed on the outside of the locker must first be approved by the administration or it will be removed. Lockers are the property of Red Lodge Schools and are subject to inspection by authorized personnel. The school is not responsible for items that have been stolen.

**For security of items in your locker, do not disclose your locker combination.**

**1.** All school equipment is purchased with school district funds.

**2.** Equipment, books, etc., that are lost or damaged excessively must be paid for by the student.

**3.** Lockers will be assigned at the time student’s register. Locker assignments are not to be changed unless the Principal/Office approves.

**4.** Lockers will be considered an extension of the school’s property. Lockers do not belong to the student; they are provided as a convenience for the student. The proper school administrator may inspect lockers at any time.

**5.** Students are responsible for the care and upkeep of the locker assigned to them at the beginning of the school year. Stickers, decals, etc., will not be allowed on the outside of lockers.

**6.** Any vandalism or abuse of lockers by students may result in the loss of locker privileges.

**BB. Care of School Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or do damage to school property or equipment will be required to pay for the damage done or to replace the item. If damage is considered to have been done intentionally, the action will be considered vandalism and is punishable. Student grades will be withheld until all costs from damages have been paid. When the student and parent/guardian are unable to pay for damages, a program of voluntary work for the student will be provided in lieu of monetary payment.

**CC. Musical Instrument Rental**

The RLHS music department will set up rental charges for school-owned instruments. Payment will be made in advance of checking out an instrument.

**DD. Payment of Debts**

The school retains the right to place deadlines on students for various payments due in the normal course of the year. Students are to be prompt in payment of their debts to the school.

The withholding of grades/transcripts, awards, honors, and denial of participation in extracurricular activities are other possible consequences of nonpayment.

**EE. Checking Out of School**

At the end of the school year, at the time of transferring to another school, or dropping out of school, the student must check out with the office before any fees will be reimbursed or transcripts will be forwarded.

**FF. Students’ Grievance Procedure**

A grievance may be defined as any complaint, problem, or dispute based upon the conditions or circumstance, which are experienced within the school system. Three levels of action are available for remedy.

*Level 1*. A student with a grievance shall first discuss it with the building principal directly or through the respective student council representatives with the object of resolving the matter informally. Disposition of his/her grievance at Level 1 or if no decision has been rendered within five school days after the presentation of the grievance, he/she may file the grievance in writing to the Superintendent of Schools.

*Level 2.* If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 2, or if no decision has been reached within 10 days after the Superintendent of Schools has heard the grievance, he may within 5 school days after the grievance was delivered to the Superintendent, present in writing his/her grievance to the Clerk of the School Board or the Board Chairperson

*(Level 3)*. The Clerk or Chairperson will then present the grievance to the Board of Education.

**Section III RLHS Extracurricular Activity Guidelines**

***(\*Refer to the District Activity Handbook for current revisions 2013-14)***

**A. General Rules Governing Extracurricular Activities**

Red Lodge High School offers a comprehensive co-curricular and extracurricular activities program designed to provide opportunities for academic and social growth. Through participation in co-curricular activities, students develop an appreciation for teamwork, sportsmanship, competition, self-discipline and citizenship. Co-curricular activities increase a student's personal development and self-esteem. Students should examine the available organizations, clubs, teams and select activities, which are of interest to them. Students are also encouraged to support the co-curricular activities, scholastic competitions, dramatic and musical performances and other scheduled events.

Extra-curricular and co-curricular activities are a privilege, not a given. Students must earn the right to participate by:

**1.** Demonstrating acceptable behavior and attitudes in representing Red Lodge High School;

**2.** **Having good academic habits; all work is due the day the student leaves unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments from the teacher before he/she leaves.**

**3.** Being a “team participant;”

**4.** Accepting the responsibility of being a role model for youth in the community;

**5.** Displaying good sportsmanship at all times.

\***A physical exam is needed before participation in any sport**.

Each coach/advisor will review their own expectations and provide each student with the district’s Student Activity Handbook which includes the “Extracurricular Rules and Regulations Contract” requiring a parent’s signature. Any student who feels that participation in extracurricular activities is detrimental to their academic achievement should drop the extracurricular activity, not use the activity as an excuse for poor grades.

For the purpose of training rules, academic classes must be separated from extracurricular classes where the two overlap (e.g. band from pep band, drama class from drama production, etc.)

**B. Standards of Conduct**

All students participating in extracurricular activities are expected to exemplify the highest standards of conduct and “sportsmanship” at all times. Standards of conduct, sportsmanship and mode of dress shall be established by advisors/coaches of each activity/sport, the administration and / or the Montana High School Association (MHSA) rules and regulations. Refer to District Activity Handbook.

**C. Academic Eligibility for Extracurricular Activities**

Red Lodge High School subscribes to the standards and regulations of the Montana High School Association (MHSA). Students must maintain a quarterly Grade Point Average (GPA) of 2.00 (C average) and **can** **not have a failing grade in any course in order to maintain academic eligibility.**

1. Red Lodge School District Academic Requirements

**a. Students must maintain a quarterly Grade Point Average (GPA) of 2.00 (C average) and must not be failing any classes. Student grades will be checked every three weeks throughout the school year to detect failing grades.**

b. If a student is failing any classes, he/she will be ineligible. The purpose and intent of the extracurricular program at Red Lodge Schools is to provide students with experiences designed to encourage good sportsmanship, responsibility, reliability and good moral character. Participants in these activities are expected to reflect these attitudes. Any action by a participant in any extracurricular program, which detracts from the achievement of these goals will be considered a violation of training rules and will be dealt with accordingly.

c. A grade of "incomplete" is the same as a failing grade: however, if the incomplete results from absence due to illness, an arrangement can be made with the teacher(s) of the class(s) and the administration for making up the work.

d. These academic eligibility requirements do not apply to students assigned to activities as a part of their Special Education Individual Education Plan (I.E.P.).

**IMPORTANT PLEASE NOTE: Offenses are accumulated throughout a student’s high school career. Offenses are monitored and documented throughout the calendar year. If a student is not in an activity when the infraction occurs, the consequence will be instituted at the beginning of the next activity season.**

**1st Offense** - Consequences for violation(s) of extracurricular rules and regulations will be determined by the Principal and could include removal from any or all activities. A student participant will not be allowed to begin competition until he/she is enrolled and actively pursuing completion of the RLHS Insight program or provide proof of an equivalent prevention/education program. The Principal will determine when/if the student participant is eligible to resume competition. In addition, any student who has violated school policy relating to the use or possession of alcohol, weapons illegal drugs or tobacco or being present where minors are in possession of or using alcohol (in association with), drugs or tobacco will be ineligible to participate and/or attend school sponsored dance events that may fall within the same semester in which the infraction occurred.

**2nd Offense** - Ineligible for the remainder of the season or forty-five (45) school days, whichever is longer. The student may have up to twenty (20) school days of suspension from activities waived

by the Principal, if he/she spends an appropriate amount of time with a drug/alcohol counselor.

**3rd Offense** - Termination of eligibility to participate in extracurricular activities for ninety (90) school days. The Principal, with approval of the Red Lodge Board of Trustees, may add or

delete days of suspension according to the severity of the situation and the student’s willingness to seek professional assistance. All disciplinary actions may carry over from one school year to the next and will commence with the first contest of the next activity in which the student chooses to be involved.

All suspected or reported violations of these training rules shall be properly investigated by school personnel. Coaches/Advisors will require a signed statement from parents supporting actions for violation of rules. Nonsupport of the training rules by parents or guardians of the student will be grounds for non-participation and possibly dismissal from the activity. The purpose and intent of the extracurricular program at RLHS is to provide students with experiences designed to encourage good sportsmanship, responsibility, reliability, and good moral character. Participants in these activities are expected to reflect these attitudes. Any action by a participant in any extracurricular program, which detracts from the achievement of these goals, will be considered a violation of training rules and be dealt with accordingly. Training rules will be enforced throughout the school year. Students convicted of any offense involving drugs or alcohol during the school year will be held accountable under the school policy. Any student who violates training rules will be subject to disciplinary action and possible dismissal from the activity. The use or possession of alcohol or illegal drugs shall result in disciplinary action being present where minors are in possession of or using alcohol or drugs shall result in disciplinary action (\*Refer to the district activity handbook for current revisions)

**D. Participation in Extracurricular Activities Following an Absence**

A student absent from school for reasons other than unavoidable medical or dental appointments will not be allowed to participate in any extracurricular practices or events until they have returned to school for at least one half day of instruction. The Principal may make exceptions.

**E. Transportation**

Students shall ride school-provided means of transportation to and from all activities. Students shall not transport themselves to or from any activity in which they are participating. Parents are required to make arrangements in advance and in writing with activity supervisor(s) and the Principal if they wish to transport their children to or from a scheduled activity. \*\***Parents or legal guardians may transport only their child.**

**F. Meals**

Refer to District Activity Handbook.

**G. Rooms**

The Activities Director shall make the room arrangements for the teams, the cheerleaders and the band if applicable.

**H. District Financial Support of Extracurricular Trips**

A school organization, which has “club” status, will be financially supported by the district when possible through the payment of per diem expenses and transportation for the advisor/coach and transportation of the group.

As an incentive for extracurricular participation and as a means to establish fairness and consistency for all such groups, the students involved are strongly encouraged to raise funds for their food and lodging expenses.

**I. Scheduling of Extracurricular Activities /School Dance Regulations**

Every effort will be made to insure that students may enjoy school dances in a safe environment. The following regulations will be enforced at RLHS dances:

**1.** All RLHS students are invited unless he/she was suspended during the quarter that the dance/event is scheduled.

**2.** Students may bring a date who is not enrolled in Red Lodge High School if a visitor's pass has been issued by the RLHS Office **three (3)** days prior to the dance. (Students who have graduated more than one year prior to the event or who are below 9th grade will not be allowed to attend.)

**3.** All music selections will be approved by the sponsors prior to the dance.

**4.** Ticket sales and admission to the dance will end 1 hour minutes after the dance starts.

**5.** All school rules will be in effect during the dance.

**6.** Any student who uses, possesses, or is under the influence of drugs or alcohol will be sent home with a law enforcement officer and will be subject to the school discipline policy.

**7.** If a student leaves the dance, he/she will not be readmitted.

An organization wishing to schedule an activity must first receive the approval of the faculty advisor, then have it approved by the student council, and finally receive the approval of the Principal.

**The Following Rules/Guidelines are Mandatory for RLHS dances**:

**1**. All dances must have at least (4) adult chaperons, two (2) of whom must be teachers or school administrators

**2.** All Red Lodge High School dances are open to Red Lodge Students and their registered guests only.

**3.** The organization sponsoring the dance must be responsible for cleaning.

**4.** Dances will be held from 8-9 P.M. to 11-12 P.M. Extensions may be granted by the building Principal if warranted by special circumstances. Once a student or guest enters the dance, he/she is expected to stay in the dance or leave permanently.

**5.** There will be **NO use and or possession of alcohol, weapons, illegal drugs, or tobacco (including ecigarette and/or related products) on school grounds and/or dances hosted off campus/school grounds.**

**6.** There will be two (2) student council members present at every dance, and they will be responsible for helping maintain order.

**7.** If damage occurs for which an individual cannot be held responsible, the organization sponsoring the dance will be responsible for the damages.

**8.**  Guests may attend the dance if they have been registered as a guest by a Red Lodge student at the office before 1 P.M. on the last day of school before the dance. An RLHS Guest Pass Approval application must be filled out in advance and signed by an administrator of the guest’s school before permission will be granted. The person signing for a guest will be responsible for the guest’s behavior. The guest must remain with their host, abide by the school’s Code of Conduct and obey specific rules controlling the activity.

**9.** The school will allow a maximum of 12 out-of-district student age guests. Student guests must be age 19/or high school age and may be asked for proof of age. Anyone over the age of 20 will not be permitted to attend.

**10.** Any student who has violated school policy relating to the use or possession of alcohol, weapons illegal drugs or tobacco or being present where minors are in possession of or using alcohol, drugs or tobacco will be ineligible to participate and/or attend school sponsored dance events that may fall within the same semester in which the infraction occurred.

**J. Ticket Pricing and Student Financial Obligations**

Any student involved in an activity must pay a $60.00 participation fee. Pass and ticket prices will be determined at the beginning of each school year/season and available for purchase at the Red Lodge High School office.

**K. Spectators-Out of Town Games**

Students attending out of town MHSA or school-sponsored events will adhere to the same rules and regulations as for home events or games.

**L. Student Council**

The RLHS Student Council is the student representative body elected by student members. The council promotes the general welfare of the school, stimulation of school spirit and loyalty, good community/school citizenship, and encourages high standards of personal student conduct. Students who have constructive criticisms or suggestions about school activities, curriculum, facilities, or school policy should contact a student council representative from their grade. That representative will bring the items of concern to the council’s attention for positive action.

***\*\* All Student Handbook Policies, Policy Revisions, Important Documents, Parent/Student Contract and Consent Forms, as well as Important Notices, Highlight Information and Periodic Newsletters/Updates will be Available on our District Website at redlodgeschoolwires.com. Search under Red Lodge High School\*\****

# Red Lodge Schools 2014-2015

## August 18 First day of Fall Activities

August 22,25~26 PIR #1, PIR #2 & PIR #3

**August 27** **First Day of School**

### September 1 NO SCHOOL ~ Labor Day

**September 10 K ~ 12 Open House**

### September 22 NO SCHOOL ~ PIR #4

**October 16~17 NO SCHOOL ~ MEA CONFERENCES** ~ PIR #5 & #6

**October 29 No School PIR #7**

October 31 End of 1st Quarter

## November 11~12 K ~ 8 Book Fair

November 12 K ~ 12 Parent/Teacher Conferences 1:00 Dismissal PIR #8

**November 26~28 NO SCHOOL** ~ Thanksgiving Break

**Dec. 22~Jan. 2 NO SCHOOL** ~ Christmas Break

January 5 School Resumes

January 20 End of 2nd Quarter - 1st Semester

**January 21 NO SCHOOL ~ PIR #9**

**February 19 NO SCHOOL ~ PIR #10**

**February 20 NO SCHOOL**

March 9 1st day of Spring Sports

March 11 K-5 Parent/Teacher Conferences 2:30-8:30 PM ~ Early Out

March 27 End of 3rd Quarter

**March 30~April 3 NO SCHOOL ~ Spring Break**

April 8 6-12 Parent/Teacher Conferences 2:30-8:30

**April 15 NO SCHOOL ~ PIR #12**

**May 25 NO SCHOOL** ~ Memorial Day

May 31 RLHS Graduation 4:00 PM

June 4 8th Grade Graduation

June 5 **Last Day of School! ~ Noon Dismissal**