

**St. Regis School
2008-09**

Student Handbook

Administration:

Mrs. Patty Kero – Superintendent

Don Almquist-Principal

Phone: 649-2311



Website: stregisschool.org

“PROUD TO BE A TIGER!”

**Revised
6/17/08**

Table of Contents

<u>Topic</u>	<u>Page</u>
<u>Behavior Expectations</u>	5
Tiger Pride	5
Student Dress	5
Public Display of Affection	5
Hazing/Harassment, Intimidation, Bullying/meaning	5
Closed Campus	5
Automobiles	5
Respect for Property	5
Trespassing	5
School Bus Behavior	5-6
Weapons, Alcohol, Drugs, Tobacco	6
Locker and Backpack Searches	6
Attendance and Tardies	6
Removal of Students During the School Day	6
Attendance Policy	6-7
Truancy	7
<u>Discipline Policy and Discipline Statement</u>	7-8
<u>Bus Behavior</u>	8
Driver Contact	8
Warning	8
Study Table	8
Suspension	8
Saturday School	8
Expulsion Hearing	9
Police Contact	9
Student Grievance Procedure	9
<u>Academic Expectations</u>	9
Semester Test	9
Class Definitions	9
Retention/Advancement	9
High School Graduation Requirements	5
Running Start	9
Teacher Assistance	9
Homework Policy	10
Letter Grading Policy	10
Honor Roll	10
Graduation and Promotion	10
Credit Retrieval	10
Credit Waiver and Transfer Students	10
Early Graduation	10
Valedictorian/Salutatorian	10

School Day and Work Release	11
Out of District Students	11
<u>Extracurricular Activities</u>	11
Academic requirements	11
Planning and scheduling	11
Dance Regulations	11-12
Homecoming	12
Junior/Senior Prom	11-12
Athletics	12
Field Trips/Camps	12
<u>Miscellaneous Information</u>	12
Withdrawals	12
Drop/Add Class	12
Student Use of the Building	12
Health Services	12
Beverage/Snack Machines	12
Telephone Calls	12
Electronic Gadgets	13
Sex Offenders	13
Computer Use	13
School Closure	13
PARENT SIGNATURE PAGE	14
(Please sign and return to Mr. Almquist)	

PROUD TO BE A TIGER!!



At St. Regis Schools we like to do those things that make us *Proud to be Tigers.* The Proud to be a Tiger Pledge encompasses all those things that I will strive to do to make me the best student I can be and make St. Regis the best school it can be. This means that I will act and behave in the following ways. I am proud to be a:

Team player: who will play by the rules and work together with others for the good of all. I am proud to be an:

Individual: capable of making my own choices and decisions, who knows right from wrong, who is learning who "I" am and wants to be the best person I can be. I pledge to:

Give: 100% in the classroom and in all other activities so that I continually strive for

Excellence: in all that I do. Finally, I pledge to be

Respectful: of learning, of the rights of others, of property and others feelings.

I am Proud to be a Tiger!

BEHAVIOR EXPECTATIONS

TIGER PRIDE

It is an honor and privilege to attend our school, and we want students to appreciate that. Students will be expected to show Tiger Pride at St. Regis and when visiting other schools. This means they will be respectful to others and the building. They will exhibit good team spirit and sportsmanlike behavior.

As a part of Tiger Pride, students will show proper respect to all staff members as well as any adult who visits the building.

STUDENT DRESS

Clothing is a reflection of our school and educational purpose. Students will be expected to dress appropriately at all times. This means that they will not wear clothing that has drug, tobacco, or alcohol labels, pictures that represent sexual behavior or are obscene. Students may not wear clothing that may be disruptive to the educational process such as revealing clothing or pants or shirts that could be a safety issue in certain educational settings. Hats are not to be worn indoors and skirts and shorts must be at least fingertip length. If an adult staff member deems clothing to be inappropriate, students will be asked to change immediately. Failure to do so will constitute insubordination.

Administration has the right to send students home if students demonstrate insubordination. *Tops revealing cleavage or midriff will not be allowed.*

PUBLIC DISPLAYS OF AFFECTION

Students are expected to act appropriately toward each other, while at school. This means that they may hold hands, but not exhibit any other personal behavior that may cause discomfort to others. This includes close hugging, touching or kissing.

HAZING/HARASSMENT, INTIMIDATION, BULLYING/MENACING

Students will be respectful to each other and to the adults in the building. They will not engage in any behavior or language that creates a hostile environment for another student, students or any staff member.

St. Regis School District Policies 3225 and 3226 prohibit harassment, intimidation or bullying. Attached is the reporting form. If a student feels he/she is continually being harassed, he or she must fill out the attached form and give to the building principal.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation. “Harassment” includes, or is not limited to any act which subjects an individual to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of age, race, religion, color, creed national origin, sex, ancestry, disability or marital status.

CLOSED CAMPUS

Students in grades K-8 are not allowed to be off campus during the school day unless administration receives a written request from parents allowing them leave. Students who have permission must sign out, at the office. Students in grades 9-12 may walk downtown during lunch break.

AUTOMOBILES

Because of the problems we have had with other students leaving with seniors, no students will be allowed to drive during the school day.

RESPECT FOR PROPERTY

Students will exhibit respect for property. This means no littering, writing on walls, no spitting on floors, no gum under tables and anything that can be described as vandalism.

TRESPASSING

Students are not allowed in the building, or in any room, unless they are under the direct supervision of an adult.

SCHOOL BUS BEHAVIOR

A fair, consistent and firm discipline policy is of great importance in maintaining a safe and secure atmosphere for all passengers on a school bus. It is the drivers' responsibility to follow written district policy on discipline and to instruct their passengers on the rewards or punishments of this policy. Control of the students on the bus will be the responsibility of the driver. Student behavior must be such that it does not endanger the safety of the driver or other passengers.

A driver cannot remove a passenger from the bus at any stop other than the regularly scheduled stop for that student. If a student is transported to school via the bus, it is the school's responsibility to transport that student home. (Emergencies or criminal behavior excluded)

Students may not depart from bus at other than normal bus stop. A note or phone call from the parent or guardian to the office is required for a student to be dropped at a different location. Students who are not bussed may not ride unless there is a note or phone call expressly giving permission from parent or guardian.

WEAPONS, ALCOHOL, DRUGS, TOBACCO

Students may not have in their possession or be under the influence of drugs or alcohol and may not use or have tobacco on campus. In addition, they may not carry any thing that can be dangerous and considered a weapon and may not have a firearm in the building. "Weapon" means for example but not limited to: any type of firearm, any knife, a sword, straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles. For further information, please refer to board policy 3310.

LOCKER AND BACKPACK SEARCHES

St. Regis School District Policy 3231: The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly education environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the building.

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots)

The administration may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

School authorities may search a student, a student's personal effects, or a student's vehicle (when parked on school property) when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a low or District student conduct rules.

ATTENDANCE AND TARDIES

Students will be expected to be in class, on time, everyday, unless they have a written note from their parent or guardian. We ask that parents of all students that are absent call the secretary when school starts, to notify the school and their teacher, that their child will be absent. The school will call the home of all absent students within the first hour of that school day to make sure the parents know their child isn't in school.

At the end of the first semester, as a reward for good attendance, any students that have missed less than three days will be allowed to attend a swimming party during school hour in Mullan, ID. At the end of school, anyone who has missed less than 5 days will be able to attend a trip to the water slide in Missoula. Any students that have perfect attendance for the whole year will be awarded \$25.00. In order to be eligible for either of these trips or the \$25.00 you cannot have any suspensions!

ATTENDANCE POLICY

In St. Regis School District our school attendance policy states that if a student is absent more than twelve days, that student will not receive credit unless there are extenuating circumstances. An example may be that a student was in an accident and had to be in the hospital, or was sick on many occasions and went to the doctor. If a student misses too many times the student and parents have to appear before an attendance committee to prove extenuating circumstances. Regular school attendance is a law that all parents have to follow, therefore we send the county attorney a copy of all letters sent home for this purpose, so they are aware of their kids situation. We want to keep all of our parents informed of the number of absences of their kids and we aren't trying to frighten or intimidate anyone, we are just doing our job. We don't want you to send your kids to school sick, please don't think that is what we are asking, but missing over twelve days in a semester is only averaging about four days a week, this really disrupts our educational progress and puts your children at a huge disadvantage. Please work with us so all students have an equal opportunity to learn. If you have any questions, please call the principal at school, 649-2311, thank you.

An absence is any more than 15 minutes of missed class time. An **excused absence** is an absence verified by a parent, guardian, caretaker, medical personnel, legal, or school official **in writing**. An **unexcused absence** is an absence NOT

verified by those previously listed. A **school-sponsored absence** is any absence that is supervised by school district employee and the activity is a St. Regis School, Montana High School Association or Office of Public Instruction, sponsored event. The activity is funded by the St. Regis School budget and regulated by St. Regis School disciplinary guidelines. Some examples of school- sponsored absences are DFYM, field trips, and athletic contests. An example of non-school sponsored absence would be Girl's and Boy's State, a trip to a college campus.

As mentioned above, the total absences exceed 12 days per semester, that student will not receive credit for that class unless there are extenuating circumstances. An Attendance Committee consisting of administration, teachers from elementary and secondary, counselors, and MCMH staff, will determine what circumstances are extenuating. Extenuating circumstances will be determined on a case by case basis by the attendance committee.

School sponsored absences, suspensions, jury duty, or death in the immediate family will not be counted in the 12-day attendance policy. Because of the attendance problems we encounter, letters will be sent home for students that may be on schedule to lose credit. Family vacations will count against our 12 day attendance policy. Parents will be informed if a student is having attendance problems at the following times.

1. Middle of the first nine weeks and third nine weeks: letter sent home for all students with four or more absences.
2. At the end of the first nine weeks and third nine weeks: letter sent home for six or more absences.
3. Middle of the second and the fourth nine weeks: letter sent home for eight or more absences.
4. End of first and second semesters: letter to any student that has 13 or more absences.
5. Any time a student has eight absences, a letter will be sent home requesting a meeting with students, parents, and the attendance committee

REMOVAL OF STUDENTS DURING THE SCHOOL DAY

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student may be authorized as provided for in Policies 4410 and 4411.

TRUANCY

Students are considered truant when there is no excuse for an absence. Students who are truant will be required to make up the missed time. The names of chronically truant students will be given to the prosecuting attorney.

DISCIPLINE POLICY STATEMENT

So that each student is insured a safe, positive, and productive learning environment, our discipline policy will be strictly, but fairly enforced. Careful consideration of each particular incident will include:

- *seriousness of offense
- *student's age
- *frequency of misbehavior
- *student's attitude
- *effect or potential effect of the misbehavior on the school environment

Consequences can include:

- *student/administrative conference
- *school lunch detention
- *in-school suspension (school work will be completed, handed in, and student will get credit)
- *Saturday school
- *out-of-school suspension (student receives a zero for all work missed)
- *expulsion

DISCIPLINE POLICY

Consequences are intended as general guidelines. The administration reserves the right to modify a student's consequence based on the specific nature of the infraction, individual circumstances, past discipline records and behavior, or the severity of an incident.

Off Campus/Vehicle		Consequence
1 st violation	Administrator/Parent/Student Conference	Detention (Adm. decision)
2 nd violation	Administrator/Parent/Student Conference	Two detentions (Adm. decision)
3 rd violation	Administrator/Parent/Student Conference	Suspension (Adm. decision)
4 th violation	Administrator/Parent/Student Conference	Deferred Expulsion
Fighting, Disrespect, Insubordination, Defiance, Intimidation and Harassment		Consequence

1 st violation	Administrator/Parent/Student Conference	Warning, detention, or suspension
2 nd violation	Administrator/Parent/Student Conference	Detention or suspension
3 rd violation	Administrator/Parent/Student Conference	Suspension/Police Contact
4 th violation	School Board Expulsion Hearing	Recommend Expulsion
Deliberate Vandalism (Destruction of Property), Theft		Consequence
1 st Violation	Administrator/Parent/Student/Bus Driver (if relevant) Conference	Restitution, 3 day In-School Suspension.
2 nd Violation	Administration/Parent/Student Conference	Restitution, 3 day suspension, Police Contacted
3 rd Violation	Police and Parent Contacted	Expulsion Recommendation
Substance Abuse/Possession		Consequence
1 st violation	Administrator/Parent/Student Conference	Suspension From School and Police contacted
2 nd violation	Administrator/Parent/Student Conference	Suspension or Recommend Expulsion and Police contacted

Tobacco Possession		Consequence
1 st violation	Administrator/Parent/Student Conference	Suspension and Police contact
2 nd violation	Administrator/Parent/Student Conference	Suspension/Police contact
Selling of Illegal Drugs		Consequence
1 st violation	School Board Expulsion Hearing	Police contact and Recommend Expulsion
Weapons Possession-		Consequence
1st Violation	Parent Contact	Possible Police Contact depending on the circumstances, if any type of weapon is used in a threatening manner, police will be called/Administrative Decision-possible suspension or expulsion
2nd Violation	Parent Contact	Police Contact, suspension, administrative decision-possible expulsion
Possession of a Firearm	Parent Contact	Police Contact, Immediate Suspension, Board Expulsion for at least one year
	Staff that carry a knife for their classroom duties will have to sign a waiver for permission to do so.	
Bus Behavior		
Pushing, tripping, foul language, throwing objects and inappropriate seat behavior		
1 st violation	Parent called by administration	Conduct slip, seat assignment for 3 days.
2 nd violation	Parent called by administration	Conduct slip, seat assignment for 10 days.
3 rd violation	Administration/Parent/Student/Driver Conference	30 days seat assignment or 5 days bus suspension.
Fighting, Disrespect, Insubordination, Defiance, Intimidation and Harassment	See General Discipline Procedures	1 st offense include assigned seat for remainder of year
Possession of Tobacco Products	See General Discipline Procedures	
Possession of Alcohol or Illegal Drugs	See General Discipline Procedures	
Deliberate Vandalism (Destruction of Property)	See General Discipline Procedures	1 st offense Include assigned seat for remainder of year
Use of Lighter or matches		
1 st Violation	Parent called by Administration	Conduct Slip, Seat Assignment.
2 nd Violation	Administration/Parent/Student/Driver Conference	Conduct Slip, Seat Assignment

Driver Contact –Cameras will be on at all time. Parents will be notified for all bus violations when a student is written up.. Parents questioning bus discipline may request a conference with the driver and supervisor within two (2) school days.

Warning – Student needs only reminder that certain behavior is unacceptable and indicates that he/she is able to correct the behavior

Detention- A lunch detention consist of sitting with a teacher in a designated room These students will be monitored and complete work provided by the staff member. **Three detentions will result in an in school suspension.**

Suspension – A suspended student is not allowed, for a period not to exceed ten days, to attend class. During an out of school suspension, (OS,) students receive no credit for work missed during the days served in suspension. In all in school suspensions, (IN,) students will be required to complete ALL assignments missed. Suspension days will not count towards the attendance policy. Students who are suspended in school or out of school can not attend any school activities including extracurricular sports events.

Saturday School- From 9:00-12:00 on Saturday, this will be used for discipline purposes and/or attendance issues.

Expulsion Hearing –The Board of Trustees, administration, parent, and student hearing regarding the expulsion of a student based on discipline infraction.

Police Contact-Police will be contacted anytime a student’s behavior is such that there is a disruption to the orderly school environment. This includes, but is not limited to, police escort out of the building, violation of alcohol and drug policy, intimidation, harassment, vandalism or theft. **Every attempt will be made to contact parents prior to the police talking to the student.**

STUDENT GRIEVANCE PROCEDURE

If you feel you have been unfairly treated in regard to your basic rights or grades, please follow the procedure listed below to resolve the matter. To file a grievance, you must do so within ten (10) days from the time of the incident.

1. Talk privately to the staff member involved.
2. Talk to the administration. The Principal and then to the Superintendent.
3. If the matter cannot be resolved, the student/parent has right to appear before the board. All the grievance procedures must begin with the staff member involved.

ACADEMIC EXPECTATIONS

SEMESTER TESTS

Semester Tests **will be given** in grades 7-12. The test grade will be worth up to **20%** of the semester grade. The teacher determines the percentage. Students checking out prior to Semester tests will receive no credit for the class. Students must demonstrate emergency situation to the administration for early release prior to the school’s scheduled release date on school calendar. Those teachers that instruct elementary, junior high and high school students may administer exams to their high school students no more than two days prior to the regular semester testing days.

CLASS DEFINITIONS

Freshmen 0-7 credits, Sophomores 8-14 credits, Juniors 15-21 credits, Seniors 22+ credits

RETENTION/ADVANCEMENT

If a student falls below the standards necessary for advancement in any grade k-5 by third quarter or 6-12 by first semester, parents will be notified. A meeting will be held with the teachers, administration, parents and students to determine advancement of elementary and junior high students. High School students’ ability to advance or graduate will be dependent on earning the appropriate number of credits. It is the intent that parents and students will be notified in a timely manner if the possibility of retention exists.

1. Initial notification of possible retention: End of first semester.
2. Tentative decision: End of third quarter
3. Final decision: Two weeks prior to closing of school.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students are required to complete 24 credits for graduation. The following represents those courses that are required:

English 4 credits	Practical Arts 1credit	Electives 7 credits
Science 3 credits	Fine Arts 1 credit	
Math 3 credits	Physical Education 2 credits	

Social Studies 3 credits: (1 credit World History, 1 credit United States History, 1 credit United States Government)

RUNNING START

Running Start is a cooperative program with Flathead Valley Community College. This program allows seniors who have completed three years of graduation requirements and have maintained a 3.0 GPA, the opportunity to earn dual credit in their senior and in certain exceptions, their junior year. Students will earn 1 high school credit for each 3 credit college course. Running Start will be limited to classes offered by FVCC and must have prior approval by parents, the counselor and the Superintendent. Certain classes such as English Composition and College Math classes require passing college placement exams. Coursework expectations are established by instructors from FVCC.

TEACHER ASSISTANTS

Students in the 11th and 12th grade may sign up to be teacher assistants with the following guidelines.

1. Only .5 credits may be earned as an assistant.
2. Students may only be a classroom assistant one period per day.
3. Students must have prior approval from the teacher/staff member.
4. Students must have a minimum of a 3.00 from the previous quarter and maintain a 3.00 average.
5. Students must have no more than 5 absences per semester.
6. Students must have a good discipline record.

HOMEWORK POLICY

Maintaining high homework expectations is essential for academic improvement and maintaining high grades. To that end, the St. Regis School District has established opportunities for tutoring, study skills and for homework completion. **Each teacher is responsible for their own homework completion policy, it is the student's responsibility to understand and follow that policy.** Before and after school tutoring and homework assistance will be provided with transportation from school to home.

If a student has been absent or ill, they will have **3** days upon their return to school, to turn in homework. If a student has an extended absence due to illness, the school will provide homework on a regular basis.

LETTER GRADING POLICY

In order to promote uniformity and fairness in the academic letter grading formula for the St. Regis Public Schools, and to support our concern for Excellence in Education, the Board of Trustees, School District 1, has adopted a 4.00 grading schedule with the following percentile formula for grading standards to be applied in grade levels 4-12.

<u>Percentile Scores</u>	<u>Letter Grades</u>
100-94	A
93-91	A-
90-88	B+
87-85	B
84-82	B-
81-79	C+
78-76	C
75-73	C-
72-70	D+
69-63	D
62-0	F

This grading schedule specifically prohibits recording or awarding letter grades of A+ or D- in any subjects in grades 4-12. Students in grades K-3 will receive "E" for Excellent, "S" for satisfactory work and "N" for Needs Improvement.

HONOR ROLL

Honor roll will be calculated for grades 7-12 using semester and nine week grades on a 4-point system. A student must have a minimum of 3.00 and no "F's" to be on the honor roll.

GRADUATION AND PROMOTION

Promotion ceremonies are held for students completing the 8th grade the night before the last day of school. Graduation ceremonies are held for seniors completing St. Regis High School on a day selected by the administration. Seniors last day is five (5) days before the end of school for all other students in order to determine GPAs for graduation requirements.

CREDIT RETREIVAL

Students will have the opportunity to make up classes during the school year at the school will provide those opportunities. Students may take classes during the summer at their own expense from a pre-approved institution or another school district. In some instances, specialized summer school may be offered at no expense to the student.

CREDIT WAIVER AND TRANSFER STUDENTS

The administration has the option of waiving certain graduation requirements as long as the basic requirements stipulated by the state of Montana are met. In order to have any credit or classes waived, the student must have transferred in as a junior or senior from a school whose requirements are less restrictive than those of St. Regis.

EARLY GRADUATION

Students wishing to graduate early must apply to the Board of Trustees before the first day of classes of their senior year. The student must have a definite approved goal (i.e. enlistment, college entrance) to apply.

VALEDICTORIAN / SALUTATORIAN

1. A 5-point GPA system will be used to determine valedictorian and salutatorian. 5-Point classes are: Honors or advanced placement, advanced math, physics, chemistry, second year foreign languages and Running Start Classes.
2. Pass/fail, remedial and resource room classes will not count.
3. GPA is determined cumulatively at the end of the 7th semester. The minimum GPA is 3.00.
4. The 5 point system will determine student's rank in class.
5. **However, it is understood that this grading system is for St. Regis. Most scholarships especially MUS are determined using a 4 point GPA as dictated by State of Montana regulation**

SCHOOL DAY REQUIREMENTS FOR SCHOOL TO WORK PROGRAM

All students are required to be enrolled 5 classes per day.

Release for work during the school day will be limited. Seniors and under special circumstances, juniors will be allowed to participate in a structured school to work program. Students must notify the Principal of intent during pre-registration period in the spring and no later than the final registration in August of each year. No more than a total of four students will be released at any one time.

Students requesting work release must have the Work Release Form signed by their prospective employer and approved by the school to work supervisor.

It is understood that if such a program is undertaken the work will be meaningful for the student and employer. Certainly, hardship cases become important but must be weighed against the long-term value of a traditional education.

OUT OF DISTRICT STUDENTS

Non-resident students academic and behavior standings will be reviewed each quarter. Students who have poor grades, poor attendance and/or behavior concerns will be told, in writing, that they must return to their school of residence after the semester. Parents have the right to appeal to the board within 30 days of receipt of the letter. The St. Regis Board shall make the final decision.

EXTRACURRICULAR ACTIVITIES

ACADEMIC REQUIREMENTS

Academic requirements necessary for participation in inter-scholastic activities and student council are set by the Montana High School Association (MHSA). These rules require a student to pass four (4) one-credit subjects the previous semester. A student not meeting this standard is ineligible for the entire semester. St. Regis School requires a 2.0 grade point average at mid-term and the quarter. Eligibility requirements cover all competitive, extracurricular activities.

Students falling below a 2.0 GPA or receiving an "F" in any academic subject can practice but **NOT** participate if he/she attends the after school program daily and has grades checked weekly until they meet the standard. Refer to the activity code concerning grade checks.

PLANNING AND SCHEDULING

All extracurricular activities including meetings must be supervised by the group's faculty advisor. A group may not hold a meeting without its sponsor or appropriate faculty alternate being present. All requests for activities must be made to the administration at least one week in advance of the event. The form for requesting an activity can be obtained from the administration office.

DANCE REGULATIONS

School regulations may hold dances with the consent of the Student Council, the sponsor and the administration. The date should be finalized a week before it takes place. The class sponsor will be responsible for supervision. Students must find two additional chaperones with the sponsor's approval. The sponsoring organization is responsible for setting up and taking down chairs, tables, etc. in the dance area. This includes cleaning concessions, trash in the halls, rest rooms and dance area. Clean-up is to be done immediately after the dance. Dances will conclude by 12:00 midnight, except Prom which is concluded at 1:00 a.m.

Those who leave the dance will not be readmitted. Students whose behavior is deemed inappropriate by the sponsor will be asked to leave and will not be allowed to attend the next dance. Junior High Students cannot attend high school dances; high school students cannot attend Junior High dances. Junior High dances will follow the same rules, except they will end at 10:00 p.m.

If you wish to bring a guest that is not a St. Regis High School student, you must request the principal's permission prior to the dance. If that person breaks a rule, you and your guest will leave the dance immediately and parents will be notified. That guest will be barred from attending any further St. Regis dances.

HOMECOMING

Group sponsors must be present at all float-building activities. Float building will be done on Homecoming day, during class time of that day, and the parade will take place immediately after. Each advisor is responsible to insure cleanup is completed the day following homecoming activities. The Student Council should contact Felstet Disposal Services to make an extra clean-up. Any clean up not done by the specified time will be done by the advisor(s) and/or custodian at a rate of \$10.00 per hour charged to the responsible class.

JUNIOR/SENIOR PROM

The Prom is held on Saturday night from 9:00 p.m. to 1:00 a.m. by the junior class to honor the seniors. The doors will be locked at 10:00 p.m. after which students will not be allowed to enter. Any students and/or guests who leave the dance will not be permitted to return. Prom committee work may start the Saturday preceding the Prom. No decorating is to be done the first six periods of the day. A sponsor will be present at all decorating sessions.

The dance is for grades 9 and above. Cleanup will be conducted the Sunday following the prom, unless special permission is given. Permission to delay cleanup until the first Monday after the prom must be given by the administration at least one week prior to the event. Clean-up cannot occur the first six periods of the day.

ATHLETICS

The St. Regis High School athletic department believes athletic training is a vital aspect to the all-around development of young athletes. St. Regis High School emphasizes sportsmanship, ethical conduct and fair play. It encourages leadership, initiative and good judgment.

Extra Curricular Meal Policy- The school will pay up to \$5.00 for a meal on trips away from the school and coaches feel it is necessary, otherwise, students pay for own refreshments or meals. Factors such as mileage, length of contest, or other special circumstances, will be taken into consideration.

Parents of students participating on any team, as well as the student will be required to sign an acknowledgement of the rules. These rules are taken from the St. Regis School District Policies and the Montana High School Association (MHSA) rules of conduct. These rules are under separate cover and are given to students the first day of each sports season. Students will not be allowed to practice or play until all signed forms are returned to the Athletic Director.

FIELD TRIPS/CAMPS

Field trips and camps are an extension of the St. Regis School District. As such, the school district policy and handbook apply. In addition, students may not be allowed to participate in any extended activity as a result of failing grades, poor attendance and/or behavior issues. A parent permission slip must be signed for a student to attend.

If behavior rules are violated during a field trip, the student will suffer the consequences according to above rules and will not be allowed on any field trips for the remainder of the year. Students who violate behavior rules during an extended camp will be asked to leave. Parents will be required to retrieve their student.

MISCELLANEOUS INFORMATION

WITHDRAWALS

To withdraw from school, you must obtain a withdrawal slip from the office. Take this slip to each of your teachers and guidance counselor. Books and materials belonging to the school must be examined and fines paid, if any, in order to receive clearance.

DROP/ADD CLASS

Students will have 10 days after the beginning of a semester to drop or add a class. Students must obtain a drop/add form from the counselor, and get approval from each teacher before dropping or adding. Students will not be allowed to drop any class necessary for meeting graduation requirements.

STUDENT USE OF THE BUILDING

Students are not to be in the school building before 8:00 in the morning and after 4:00 in the afternoon, unless they are monitored by an adult. Students are not to be in any classroom unless there is adult supervision.

HEALTH SERVICE

Students becoming ill during the school day must check into the office. If it becomes necessary to return home, the office will inform the parent/guardian and the student will be released from school. Parents will be encouraged to pick up students at school.

No medication, *this includes aspirin, cough drops, etc.*, including, prescription will be administered by any school personnel including the nurse except on the written orders of the physician and with written parental permission. Any medication needs to be sent by the parents. These medication permission sheets are sent in the parent packet and are available in the office.

POP/SNACK MACHINES

Pop and snack machines are provided for your use. They **will only** be available during the lunch hour and after school. Students are **not** allowed to have pop or snacks in the classroom, unless there is a special celebration approved by the teacher. Breakfast provided by the school will be served and allowed in the classrooms. **NO ENERGY DRINKS WILL BE ALLOWED IN SCHOOL DURING THE SCHOOL DAY.**

TELEPHONE CALLS

Students may use the office telephone **only in case of emergency or school business**. A student phone is available during breaks or before and after school. Students may not receive telephone calls unless it is a family emergency. **Cell phones will not be allowed in the classroom** or to be used in between classes and students will not be allowed to leave the class in order to use the phone unless it is an emergency. Cell phones used during class time **will be** confiscated and may be retrieved from the office after school. A second offense receives one week loss of cell phone rules; third, the student will not be allowed to bring a cell phone to school for the rest of the year. Because it is against the law, **NO** cell phones are allowed in the locker room or in the bathrooms.

ELECTRONIC GADGETS

The District will not assume responsibility for maintenance, repair, or replacement of any privately owned property brought to a school or to a District function, unless the use or presence of such property has been specifically requested in writing by the administration.

Game boys, walkmans and CD players **will not** be allowed during school hours in any classroom. Because of this, it is recommended that students do not bring expensive equipment to school.

SEX OFFENDERS

Parents or Guardians may access information regarding whether or not registered sex offenders are residing in the community by accessing the state website at: <http://www.doj.mt.gov/svor/>.

COMPUTER USE

Computers are provided for educational use only. The use of a computer for inappropriate emails and inappropriate internet site is prohibited and the offender will have their computer privilege taken away. Each offense will be dealt with on an individual basis, starting with a warning, and progressing to the point where a student could be banned from all computer use. Staff and administration will work together to monitor this behavior.

An acceptable use information and parent and student signature form is included in the fall Parent Packet. Those forms must be signed and returned to the principal, before students may have access to any computers.

SCHOOL CLOSURE

If there is a need to close the school for any reason, parents will be notified. If the students are already at school, we will make every effort to call parents and emergency numbers to make sure all students are accounted for. We will not release any students unless there has been some adult connected to the family contacted.

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance on school property to ensure the health, welfare, and safety of all students, staff, and visitors and also to insure the safeguard District buildings, grounds, and equipment.



We hope you have a great year and take advantage of the educational opportunities that our staff will provide to you!

August, 2008

I am the parent/guardian of student(s) enrolled for the 2008/2009 school year at St. Regis School.

I have received and read the Student Handbook. By signing this form, I acknowledge that we agree with and will abide by the rules and regulations set forth by the St. Regis School administration. I understand this form will be kept on file for the upcoming school year.

Student(s):

_____ Date _____

_____ Date _____

Parent/Guardian:

_____ Date _____

_____ Date _____

Items of special interest: (All items below can be referenced in the handbook.)

- 1. No cell phone use in between classes, can be used during lunch however.**
- 2. No aspirin, cough drops, etc given to students unless a written note that day and medication is brought from home.**
- 3. Video and audio surveillance will be used around the school, but not in bathrooms or locker rooms.**
- 4. No driving by any students will be allowed.**
- 5. Three detentions will mean a suspension.**
- 6. Tops that show cleavage will not be allowed.**
- 7. Attendance reward trips will happen at the end of 1st semester and at the end of the year**
- 8. No knife of any kind brought to school.**
- 9. No energy drinks allowed in school during the school day.**