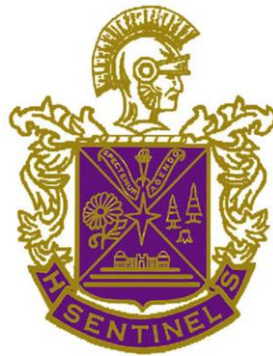


Missoula County Public Schools

School District

SENTINEL HIGH SCHOOL

STUDENT HANDBOOK



2014-2015

WELCOME

PRINCIPAL'S MESSAGE:

Welcome to the 2014-2015 school year at Sentinel High School. As always, this year will be filled with the learning opportunities and events that make high school such an important, memorable part of everyone's life. Our aim at Sentinel is to make our students' time here the most exciting, fun, and productive they will have in their total school experience. We hope all affiliated with our school feel they are a part of our Sentinel family and have a sense of pride and accomplishment, both while they are here and when they leave. We encourage each and every student to take full advantage of the many programs and opportunities here; they are all designed to prepare you for success in your post high school pathway. We want every student who walks these halls to leave Sentinel college, career, and citizenship ready.

Please familiarize yourself with this handbook and refer to it when you have a question. Its contents are not intended to be all-inclusive, but are a guide to our expectations and practices.

We look forward to the coming year with anticipation and excitement and know you join us in our enthusiasm. We are all here to help in any way we can - just ask. Work hard in your classes, participate fully in our school, and make the most of your time at Sentinel.

Tom Blakely
Sentinel High Principal

SUPERINTENDENT'S MESSAGE:

The 2014-15 school year is underway. We are excited to be welcoming our students, teachers and staff back for another great school year.

“Forward Thinking, High Achieving” defines the Missoula County Public Schools. It emphasizes our goal of continuous improvement in relation to existing academic programs, while at the same time focusing on the future to identify new opportunities and to prepare for new challenges. From improving our high school graduation rate through the nationally-recognized “Graduation Matters Missoula” initiative to implementing innovative programs, MCPS continues its effort to be the best. This year will be no exception. We will continue to pursue excellence in all schools.

At MCPS, we want students to succeed not only academically but as productive citizen of the world. Each and every student is important. Our dedicated educators work diligently to ensure that each student is learning and succeeding in the classroom. Together, with community support and dedication to our students, we will continue to increase the graduation rate, reduce the dropout rate, and increase academic rigor, and overall student success.

MCPS requires 24 credits for high school graduation. Our intent is to make each and every credit a meaningful and relevant educational experience. Based on this direction we are transforming our district's future by implementation of our 21st Century Model of Education, which calls for enhanced student engagement, updated learning environments, more collaboration and communication with all stakeholders, more “personalized” professional growth opportunities for educators, and development of a culture of innovation throughout the district.

Through the 21st Century model, we implemented the International Baccalaureate (IB) program at Hellgate High School. IB is an internationally-recognized course of study which personifies educational attainment and allows students who are successful in meeting all IB program requirements sophomore standing upon admission at most universities. The only requirement for admission to the IB program is a student's willingness to devote the time, discipline and energy to succeed. Our ultimate goal is to establish a K-12 IB program which will be a first for the state of Montana. As a result, we are currently training teachers and administrators to continue development of the IB model in other schools.

In addition, we are excited about the Health Science Academy at Big Sky High School. An academy is focused on a specific course of study, in this case, the health, science and medical field. The district will continue to forge ahead establishing other academies K-12. These types of programs provide exciting career and college options for all students.

Your success as a student in the MCPS will continue to be our highest priority. We as a school system will do whatever we can to ensure the success of each and every student. We base this effort, support and direction on the following school district goals:

1. Achievement and graduation for all students regardless of their circumstances and abilities.
2. Refine and implement a quality evaluation and supervision program for all staff.
3. Define and implement a quality professional development program that encompasses best practices and supports the needs of all staff.
4. Restructure the organization to become more efficient, effective and accountable to support the goals of the District.
5. Cultivate and enhance staff, student, parent, business and community involvement.

I wish each of you a great 2014-2015 school year.

Sincerely,

Alex P. Apostle
Superintendent, Missoula County Public Schools

Sentinel High School Main Office
901 South Avenue West
Missoula, MT 59801
(406)728-2403 Fax (406)329-5959
Attendance Hot Line (406)728-0997

Missoula County Public Schools (406)728-2400
Tom Blakely, Principal.....Ext. 7032
Brian Fortmann, Assistant Principal.....Ext. 7057
Libby Oliver, Assistant PrincipalExt. 7637
Dane Oliver, Activities Director, T.O.S.A..... Ext. 7043
Jan Wingo, Principal’s SecretaryExt. 7020
Andrea Schlueter, Activities Secretary/ Driver’s Ed SecretaryExt. 7048
Linda Hermes, Special Needs SecretaryExt. 7042
Paula Seaholm, BookkeeperExt. 7022
Doris Hasquet, RecordsExt. 7024
Barb Huxtable, AttendanceExt. 7052

Sentinel Website – www.mcpsmt.org/sentinel



Follow us on Facebook (Sentinel High School)
<https://www.facebook.com/sentinelhighschool>



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CONTENTS

TO STUDENTS AND PARENTS:	1
BOARD OF TRUSTEES 2014-2015	1
ATTENDANCE	2
AWARDING HONOR ROLL STATUS	5
BELL SCHEDULES	5
BULLYING/HARASSMENT/INTIMIDATION/HAZING	6
CELL PHONES	7
COMMUNICABLE DISEASES	8
COMPLAINTS BY STUDENTS AND PARENTS	9
COMPUTER RESOURCES	9
CONDUCT	9
CORPORAL PUNISHMENT	14
COUNSELING	14
DISCIPLINE AND DUE PROCESS	14
DISTRIBUTION OF MATERIAL	15
DRESS AND GROOMING	16
DUAL CREDIT COURSES / COLLEGE COURSEWORK	16
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	16
FEES	21
FOOD SERVICES	22
FUNDRAISING	22
GRADE CLASSIFICATION	22
GRADING GUIDELINES	22
GRADUATION	23
HOMEWORK	24
IMMUNIZATION	25

LAW ENFORCEMENT	25
MEDICINE AT SCHOOL	26
PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS	27
PROTECTION OF STUDENT RIGHTS	1
RELEASE OF STUDENTS FROM SCHOOL	1
RELIGIOUS PRACTICES	2
REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES	2
SAFETY	2
SEARCHES AND SEIZURES	3
SEXUAL HARASSMENT / SEXUAL DISCRIMINATION	4
STUDENT OFFICES AND ELECTIONS	5
STUDENT RECORDS	5
SUMMER SCHOOL	8
TEXTBOOKS	8
TRANSPORTATION	8
VIDEOTAPING OF STUDENTS	9
VISITORS	9

TO STUDENTS AND PARENTS:

The Missoula County Public Schools District Sentinel High School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

BOARD OF TRUSTEES 2014-2015

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Michael Beers Email: mbeers@mcps.k12.mt.us

Debbie Dupree (represents Seeley Lake, Swan Valley, Clinton, Potomac and Sunset)

Email: ddupree@mcps.k12.mt.us

Marcia Holland (Vice-chair) (represents Hellgate School District)

Email: mholland@mcps.k12.mt.us

Heidi Kendall Email: hkendall@mcps.k12.mt.us

Joseph Knapp (Board Chair)

Email: jknapp@mcps.k12.mt.us

Diane Lorenzen Email: dlorenzen@mcps.k12.mt.us

Jennifer Newbold Email: jnewbold@mcps.k12.mt.us

James Sadler (represents Target Range and Bonner)

Email: sadlerjim@msn.com

Mike Smith (Vice-chair)

Email: mjsmith@mcps.k12.mt.us

Julie Tompkins Email: jtompkins@mcps.k12.mt.us

Ann Wake (represents Lolo School District)

Email: annioakley619@gmail.com

Missoula County Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

ATTENDANCE

- Education is a cooperative venture to which the student learner, the teacher, and the parent/guardian contribute. The collaboration of students with one another in the classroom, coupled with their participation in well-planned learning activities under the guidance of a classroom teacher, are vital to their mastery of subjects and skills conducive to a productive life. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. Public education exists as the foundation for developing the communication and collaboration skills necessary for participating on the global stage.
- Because regular school attendance is integral to this process and to the individual success of each student, Missoula County Public Schools provides a structure within which students in grades Pre-K through twelve can gain the maximum benefit from the instructional program.

Enrolled students are expected to be in attendance every day as required by law and/or District policy and procedures. MCPS Policy 3122

Compulsory Attendance

Parents are responsible for seeing that their children of age seven (7) or older prior to the first day of school, attend school until the later of the following dates:

1. The child's sixteenth (16th) birthday;
2. The date of completion of the work of the eighth (8th) grade.

Parents shall enroll the student unless the student is:

1. Provided with supervised correspondence or home study;
2. Excused because of a determination by a district judge that attendance is not in the best interests of the child;
3. Enrolled in a non-public or home school;
4. Enrolled in a school of another district or state under the tuition provisions of this title;
5. Excused by the Board upon a determination that such attendance by a child who has attained the age of sixteen (16) is not in the best interests of the child and the school.

Missoula County Public Schools will continue tuition-free attendance of resident students not reaching 19 years of age by September 10. Students in MCPS are expected to attend and be enrolled as full time students. However, with the approval of the building principal and Superintendent or designee, students may be enrolled less than full-time if the student is enrolled for at least one clock hour per day (including passing periods). This applies to students currently enrolled in MCPS' schools as well as home school students and private school students. This provision applies to students in grades K-12. Part-time students must participate in the state wide student assessment which any student in the grades designated for assessment is required to take.

Any student who wishes to receive a diploma from a Missoula County Public School high school, must be enrolled as a full-time student during his/her senior year and meet the same credit requirements as other students in MCPS' schools.

A full-time senior student is defined as a student enrolled in a minimum of four (4) classes. Exceptions to this allow for university enrolled high school students, District-directed school-to-work and service

learning experiences, as approved by the principal and Superintendent. Any student who has been expelled from another school district will not be allowed to attend or enroll in MCPS during the term of expulsion from the expelling school district. MCPS Policy 3120

Attendance Procedures

Education is a cooperative venture to which the student, the teacher and the parent/guardian contribute. Prompt, regular attendance in school is an important factor in determining a student's academic success, including success in meeting state and local requirements for graduation. Students who attend school consistently develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, and responsibility and have greater success academically. Missoula County Public Schools recognizes that school attendance is the responsibility of the student and parent/guardian, supported by the teachers and administration. The following procedures are designed to encourage regular and punctual school attendance so that learning can take place. It is intended to be positive and not punitive, and all measures taken will be in the students' best interest. These practices and procedures will assist families and school personnel in making attendance decisions.



A. Student's Responsibility: It is the student's responsibility to:

1. **Attend all assigned classes and other instructional activities on time every day that school is in session;**
2. **Be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;**
3. **Request any missed assignments due to an absence; and**
4. **Complete assigned work in a timely manner.**



B. Parent or Guardian's Responsibility: It is the responsibility of the student's parent/guardian to:

1. **Ensure the student is attending school;**
2. **Inform the school in the event of a student absence;**
3. **Be aware of and follow the correct procedures for reporting student absence; and**
4. **Work cooperatively with the school and the student to resolve any attendance issues that may arise.**

Students are required to attend all assigned classes and/or other instructional activities every day school is in session, unless the student has a valid excuse for absence, in accordance with Section 20-5-103, MCA.

C. Excused Absences: These include family authorized absences and school authorized absences.

The following reasons shall be sufficient to constitute excused absences:

1. Family authorized excused absences:
 - a. Personal illness
 - b. Family emergency or death in the family
 - c. Medical or dental treatment
 - d. Other activities as approved by the school
2. School authorized excused absences
 - a. Approved field trips
 - b. Interscholastic competitions and events
 - c. Other activities as approved by the school

PLEASE NOTE THE APPROVED REASONS FOR EXCUSED ABSENCES. STUDENTS ARE COUNTED ABSENT 5 MINUTES AFTER THE BELL RINGS FOR FIRST PERIOD AND 3 MIN INTO ANY OTHER PERIOD.

D. Unexcused Absences: - These are absences which are not authorized by the parent/guardian or the school. The following absences are examples of absences which will not be excused:

1. Leaving school premises without authorization from the nurse, the attendance office or the principals' offices;
2. Failing to attend class (while remaining on the premises) without advanced permission;
3. Family trips/vacations for which no prior arrangement have been made with the school;
4. Other absences not authorized by the school or parent/guardian.

E. Reporting Student Absences

When a student must be absent from school, the parent/guardian is requested to notify the school's attendance office, whenever possible, in advance of the absence. If the school attendance office does not receive advance notice, the school will make a reasonable effort to contact a parent/guardian to verify the student absence. If the school is unable to contact a student's parent/guardian after a reasonable effort has been made, the absence will be recorded as unexcused. Single or multiple absences that are not verified by a parent/guardian, or which have been recorded as unexcused, may be handled as part of the disciplinary process.

Whenever possible, students are to request make-up work in advance of the absence and to complete work according to the timelines established by the individual teacher.

Absences necessitated by student participation in field trips or extra-curricular activities must be excused in advance. The participating student is responsible to secure each teacher's signature on a pre-arranged absence slip and request homework assignments prior to the date of the absence.

F. Procedure For Student Prearranged Absences

All absences other than illness and family emergencies should be planned for in advance. Prearranged Absence forms are available in the Attendance Office.

Students participating in school-related activities must fill out the Activities Prearranged Absence forms. **This form is to be picked up from the coach or sponsor of the activity and returned complete to them at the time the coach sets. The list of students attending the activity should be handed in to the coach/sponsor by 3:00 p.m. the day preceding the trip. Also, notify the attendance office of any changes occurring the day of the event before leaving.**

G. Attendance Intervention

Each school will develop an attendance intervention committee. At the beginning of each school year, the attendance intervention committee will confer regarding students who have had attendance issues in the past. This will provide an opportunity for proactive intervention by the school and the family of the student.

Students accruing six (6) or more absences in a semester will be considered at-risk for developing chronic absenteeism. A sixth absence in a semester will result in an attendance letter to the parent and a referral to the attendance intervention committee for review. Unexcused absences may result in a referral to the attendance intervention team prior to the sixth absence. The attendance intervention committee may, at any time, intervene on behalf of student considered to be at-risk as a result of attendance issues.

A student accruing ten (10) or more absences in a semester will be considered chronically absent. The school principal or designee will contact the student's parent/guardian to confer

regarding attendance interventions. High school students accruing excessive absences may have class credit placed on hold until an appropriate attendance intervention plan has been developed and implemented. Chronic absenteeism may result in a referral to Child and Family Services or to the Missoula County Attorney as a child truant from school in accordance with Section 20-5-106, MCA.

- Repeated instances of tardiness will result in more severe disciplinary action.

Make-up work schedule:

1 day absence - 2 days make up time
 2 days absence - 3 days make up time
 More than 2 days absence - 1 week make up time

Make-up work schedule for suspended students:

Students who have been suspended for behavior, will have an opportunity to complete missed homework; **however ,they will have no additional time to complete the work.** It is the responsibility of the suspended student to contact their teacher about missed work and complete it independently as if they were in attendance. Teachers will have individual discretion to grant additional time. Tests missed during suspension will be taken on the day the student returns from their suspension.

AWARDING HONOR ROLL STATUS

Honor Roll designations may denote 3.0, 3.5, or 4.0 levels of achievement.

BELL SCHEDULES

Regular Schedule

ZERO	7:00 -- 7:50
Period 1	7:55 -- 8:45
Period 2	8:50 -- 9:40
Period 3	9:45 -- 10:35
Period 4	10:40 -- 11:30
Lunch	11:30 -- 12:15
Period 5	12:20 -- 1:10
Period 6	1:15 -- 2:05
Period 7	2:10 -- 3:00

Modified Block Schedule

Monday:	Regular Schedule
Tuesday:	Regular Schedule
Wednesday:	
ZERO	7:00 -- 7:50
Period 1	7:55 -- 9:25 (10 minute break)
Period 3	9:35 -- 11:05
Lunch	11:05 -- 11:45
Period 5	11:50 -- 1:20 (10 minute break)
Period 7	1:30 -- 3:00
Thursday:	
ZERO	7:00 -- 7:50
Period 2	7:55 -- 9:25 (10 minute break)
SSR	9:35 -- 10:00
Period 4	10:05 -- 11:35
Lunch	11:35 -- 12:20
Period 6	12:25 -- 1:55
Friday:	Regular Schedule

SEMESTER TEST SCHEDULE

Sentinel follows a Semester test schedule. The tentative schedule for these days is as follows. Please check our website at www.mcpsmt.org/sentinel before each testing week for the official schedule.

2014-15 SEMESTER FINAL TESTS SCHEDULE Sentinel High

SEMESTER 1

**Wednesday, January 21 FULL DAY
7:55AM-3:00PM**

Per 3	7:55am-9:55am
Break	9:55am-10:10am
Per 4	10:10am-12:10pm
Lunch	12:10pm-12:55pm
Per 5	1:00pm-3:00pm

Thursday, January 22 HALF DAY 7:55-12:10PM

Per 6	7:55am-9:55am
Break	9:55am-10:10am
Per 7	10:10am-12:10pm

Friday, January 23 HALF DAY 7:55-12:10PM

Per 1	7:55am-9:55am
Break	9:55am-10:10am
Per 2	10:10am-12:10pm

SEMESTER 2

**Monday, June 8 FULL DAY
7:55AM-3:00PM**

Per 5	7:55am-9:55am
Break	9:55am-10:10am
Per 6	10:10am-12:10pm
Lunch	12:10pm-12:55pm
Per 7	1:00pm-3:00pm

Tuesday, June 9 HALF DAY 7:55-12:10PM

Per 1	7:55am-9:55am
Break	9:55am-10:10am
Per 2	10:10am-12:10pm

Wednesday, June 10 HALF DAY 7:55-12:10PM

Per 3	7:55am-9:55am
Break	9:55am-10:10am
Per 4	10:10am-12:10pm

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying (including cyber-bullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly investigated. Bullying/Harassment forms are available in the Attendance Office.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

For additional information, please see Policy 3225.

CELL PHONES

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege. We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program, contributes to tardiness, and distracts from the learning environment. Therefore, unauthorized use may result in confiscation of the device by school officials, including classroom teachers and supervisory aides. Confiscated devices will only be returned to the parent or guardian. Repeated unauthorized use of such devices may result in disciplinary action.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated.

Secondary students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins, during the lunch period, and after the school day ends. These devices must be kept out of sight and turned off during the instructional day (including time out of a classroom on a hall pass and during study halls).

Students - It is the student's responsibility to:

1. Know and follow each teacher's policies.
2. Understand the legal ramifications of inappropriate electronic communication, including but not limited to cyber bullying, sexting, etc.
3. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Teachers - It is the teacher's responsibility to:

1. Articulate and communicate classroom policies to students and families in a variety of formats.
2. Guarantee equal access to electronic devices if they are required for an assignment.
3. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Parents - It is the parent's responsibility to:

1. Understand that contacting their child during class time is disruptive to the classroom environment.
2. Know their child's schedule so that student is not using electronic communication during class time.
3. Know that the appropriate method of contact during instructional time is through the Main Office, which will contact the student with a message.
4. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Administration - It is the responsibility of administration to:

1. Provide education to students regarding legal issues surrounding inappropriate electronic communications.
2. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.
3. Create, communicate and implement school-specific and District policies and procedures.

The school may discipline students who misuse electronic communication devices away from school on their own time if either of the following are true:

- The student's use of the electronic communication device causes significant disruption at school or serious harm to the school, other student(s), or school personnel,
- The student knew, or should have known, that the disruption or harm would happen.
- The student knew, or should have known, that the behavior was inappropriate based on district behavior guidelines.

For additional information, please see Policy 3630.

COMMUNICABLE DISEASES

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

These diseases include, but are not limited to:

- | | |
|--------------------|-----------------------|
| Amebiasis | Mumps |
| Campylobacteriosis | Pinkeye |
| Chickenpox | Ringworm of the scalp |

Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)

COMPLAINTS BY STUDENTS AND PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform grievance procedure policy (Policy 1700).

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

Some complaints require different procedures. Any building office or the Superintendent’s office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 3215, available in any principal’s and Superintendent’s offices.

COMPUTER RESOURCES

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

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:
Demonstrate courtesy — even when others do not.

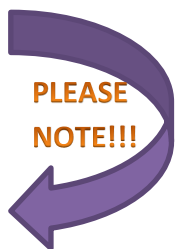
Behave in a responsible manner and exercise self-discipline.

Attend all classes, regularly and on time.

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

Meet District or building standards of grooming and dress.

Obey all building and classroom rules.



Respect the rights and privileges of other students, teachers, and other District staff.

Respect the property of others, including District property and facilities.

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

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, rules and discipline for each high school in the Missoula County Public Schools district will apply:

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

Violation of Student Code of Conduct

A student's past discipline records, individual circumstances and severity of a particular incident will determine the specific nature of the consequences. **The school administration reserves the right to determine the level of disciplinary action taken depending upon the severity of the infraction.** All discipline is cumulative for students during their years in Missoula County Public High Schools.

Infraction	Possible Consequences/Depending upon the Severity of the Infraction.
Use/Possession of Alcohol: Shows evidence of being under the influence or in possession of alcohol by look, smell, action, or result of Passive Alcohol Sensor (PAS). Refusal to comply with administrative request to submit to PAS will constitute evidence of use and result in commensurate consequence.	<ul style="list-style-type: none">✓ OSS or ISS (3-5 days) and police contact✓ OSS or ISS (5-10 days) and police contact✓ OSS (10 days and/or possible recommendation for expulsion✓ Students are automatically referred to Project SUCCESS where available.
Use/Possession of Tobacco: Use or possession of tobacco products, including electronic cigarettes, other smokeless devices, and associated	✓ Police Contact, citation, detentions or suspension or option to attend Tobacco

paraphernalia, is strictly prohibited in the school or on the school grounds.	<p>Cessation classes where available.</p> <ul style="list-style-type: none"> ✓ Police contact, citation, and OSS or ISS (1-5 days)
Use/Possession of Drugs: Shows evidence of being under the influence or in possession of illegal drugs by look, smell or action. Includes possession of drug paraphernalia.	<ul style="list-style-type: none"> ✓ OSS or ISS (3-5 days) and police contact ✓ OSS or ISS (5-10 days) and police contact ✓ OSS (10 days and/or possible recommendation for expulsion) ✓ Students are automatically referred to Project SUCCESS where available.
Transfer/Distribution/Sale of Drugs: Evidence of reasonable suspicion of student engagement in the transfer/distribution/sale of illegal drugs.	<ul style="list-style-type: none"> ✓ Police contact and OSS 10 days and possible recommendation for expulsion.
<p>Weapons Possession: Having or transferring weapons, (including but not limited to) knives, guns, martial arts weapons, flammables, explosives or anything that could cause danger to the health and safety of students or staff. (Facsimiles of weapons are considered to be weapons.)</p> <p>Knives of any size are not allowed on campus.</p>	<ul style="list-style-type: none"> ✓ Knives will be confiscated. Parent may pick up. Subsequent offenses may result in suspension or recommendation for expulsion. ✓ OSS or ISS (1-10 DAYS), police contact and/or possible recommendation for expulsion.
Threats or Physical Assault on School Employee	<ul style="list-style-type: none"> ✓ OSS or ISS (1-10 days) and police contact ✓ Possible recommendation for expulsion.
Defiance/Insubordination/Class Disruption: Includes insulting, verbal abuse, obscene language, profanity or gestures, and disruption of the learning environment.	<ul style="list-style-type: none"> ✓ Warning, detention, OSS or ISS (1 day) ✓ OSS or ISS (2-5 days)
Harassment—Race, Religious, Cultural, or Sexual: Any degrading or threatening act that fails to respect the rights and feelings of others. May include slander, prejudicial/discriminatory/inappropriate comments, touching, innuendos, or rumors. May also include any harassing or threatening act conducted via text message, voice message, email, or other means of online communication. If the behavior or its ramifications constitutes a disruption of the learning environment,	<ul style="list-style-type: none"> ✓ Conference, investigation, detention, OSS or ISS (1-5 days) ✓ Possible formal complaint and further consequences.

administrators reserve the right to discipline students who threaten and/or harass their classmates regardless of where or how the specific behavior occurs.	
Misconduct, Inappropriate Behavior or Disruption of Orderly School Process: Includes tampering with fire alarm system, bomb threats, arson, extortion, illegal entry, trespassing.	<ul style="list-style-type: none"> ✓ OSS or ISS (1-5 days) and police contact ✓ Long term suspension (10 days) and/or possible recommendation for expulsion.
Vandalism/Theft/ Malicious Mischief: Stealing from the school or peers or defacing personal or school property.	<ul style="list-style-type: none"> ✓ Detention/Restitution ✓ Investigation and police contact ✓ Police contact, OSS or ISS (1-5 days)
Cell Phones: Unless specifically allowed by the teacher for educational purposes, cell phones are to be turned off and out of sight during the instructional period, including time out of class. Students may use cell phones during the passing periods, before and after school, and during lunch. Staff will confiscate any cell phone that is being used or visible/heard during unauthorized times. Refusal to hand over cell phone to staff constitutes insubordination and will result in OSS or ISS. Confiscated phones will only be return to parent/guardian.	<ul style="list-style-type: none"> ✓ Confiscation, parent must pick up, warning ✓ Confiscation, parent must pick up, progressive detentions, OSS or ISS.
Cheating/Forgery/Pass Violations: An effort to improve grades by copying notes, papers, looking at another's paper or test, plagiarism, etc. Using signatures not authorized by parent to school authorities on progress reports, excuse slips, passes, or impersonating parent calls for excuses.	<ul style="list-style-type: none"> ✓ Detention; zero for work; parent notification, possible replacement assignment, OSS or ISS ✓ Removal from class with failing grade; OSS or ISS (2-5 days)
Appearance/Attire for School/Dress Code: Students may not wear revealing clothes or clothing that advertises, depicts, or promotes illegal (or controlled) substances, inappropriate language, sexually explicit pictures, slogans or gang logos.	<ul style="list-style-type: none"> ✓ Correction of problem ✓ Sent home to change/parent notification ✓ OSS or ISS (1-3 days)
Fighting/Assault: Physical attacks or fights	<ul style="list-style-type: none"> ✓ OSS or ISS (1-3 days) and police contact ✓ OSS or ISS (4-10 days) and police contact

Altercation: Verbal quarreling; physical challenge to fight.	<ul style="list-style-type: none"> ✓ Warning, detention, Mediation, OSS or ISS (1-3 days) and police contact
During lunch period, failure to disperse upon staff request.	<ul style="list-style-type: none"> ✓ Loss of open campus privilege during lunch; lunchroom restriction, detention
Inciting, Encouraging, or Supporting a Fight: If a staff member responds to the scene of an altercation or fight and orders the crowd to disperse, anyone who does not leave the scene will be disciplined.	<ul style="list-style-type: none"> ✓ Detention ✓ OSS (1-5 days) and police contact
Truancy: Skipping a class, study hall or school day without permission of parent/guardian.	<ul style="list-style-type: none"> ✓ Detention for each period missed ✓ Possible loss of credit, OSS or ISS (1-5 days); contact with County Attorney for those under compulsory attendance age.
Tardies: Students are considered tardy after the first bell rings, signaling the start of instruction. After the 3 minute bell, students are then considered absent (5 minutes for per 1).	<ul style="list-style-type: none"> ✓ Teacher penalty ✓ Detention by Administration
Closed Campus: Students must remain on school grounds throughout the day EXCEPT during lunch. Leaving grounds during lunch is a revocable privilege.	<ul style="list-style-type: none"> ✓ Warning ✓ Detention ✓ Multiple detentions, OSS or ISS
No Check-Out: Did not sign out with permission from parent/guardian to leave campus	<ul style="list-style-type: none"> ✓ Absence remains unexcused ✓ Warning/parent contact ✓ Detention ✓ Multiple detentions, OSS or ISS (1-3 days)
Violation of Computer Acceptable Use Policy: See further clarification in computer lab or on signed agreement.	<ul style="list-style-type: none"> ✓ Warning or loss of computing privileges ✓ Removal from class ✓ OSS or ISS (1-5 days)
Violation of MHSAA Spectator Rules (Sportsmanship)	<ul style="list-style-type: none"> ✓ Immediate removal from activity. Violation may result in prohibitions from attending other activities.



CORPORAL PUNISHMENT

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

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements** on page 18]

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact guidance office.

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

DISCIPLINE AND DUE PROCESS

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

Suspension

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to

a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process. Students, who have been suspended for behavior, will have an opportunity to complete missed homework; however they will have no additional time to complete the work. It is the responsibility of the suspended student to contact their teacher about missed work and complete it independently as if they were in attendance. Teachers will have individual discretion to grant additional time. Tests missed during suspension will be taken on the day the student returns from their suspension.

Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board of Trustees has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard.

After an investigation into the student's conduct, the administrator must notify the student's parent of the intent to proceed with an expulsion. The administrator must send a written notice to the superintendent regarding the recommendation to expel the student, the specific charges against the student, a description of the rule or regulation broken and supporting evidence.

The superintendent must send written notice to the parents regarding the recommendation to expel the student, the specific charges against the student, a description of the rule or regulation broken, supporting evidence, the date, time, and location of the Board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

Students With Disabilities

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

DISTRIBUTION OF MATERIAL

School Materials

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

Non-School Materials

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

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

1. Shoes must be worn at all times.
2. Underwear will be covered and excessive skin will not be shown during normal activities such as walking, sitting, and going up or down stairs.
3. Clothing will not contain wording or graphics that advertise or promote illegal activities, are sexually explicit, or that contain obscenity or profanity.
4. Wearing of items that have been associated with gang activity (regardless of color) will not be tolerated.

DUAL CREDIT COURSES / COLLEGE COURSEWORK

Check with grade level counselors about dual credit, college coursework, and other advanced academic opportunities.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Student participation in student government, clubs, performing or competitive activities, and athletics is governed by the regulations developed and administered by the Montana High School Association and the Missoula County Public School District. The Athletic Code of Conduct is a commitment to represent self, school, family and the community in the most positive manner at all times. The code of conduct is in effect for the entire school year and all subsequent high school years, to include fall athletic practice in August and any school-sponsored events, regardless of the time of year.

I. Academic, Residence, and Behavioral Requirements and Responsibilities

MCPS Academic Requirements: These academic requirements apply to athletics, MHSA sponsored chorus, band, and orchestra festivals or competitions, competitive speech, and cheerleading. Students may not participate in spring tryouts (i.e., cheerleading) if they are ineligible.

A. Effective August, 2010, all students participating in a school sanctioned sport or activity will be required to achieve a minimum cumulative grade point of 2.0. No student athlete or activities participant may have an “F” in any subject during a grade reporting period: i.e., mid-quarter, quarter, or semester. An athletic or activities participant who received an “F”, or whose grade point is below 2.0 will be ineligible for the following 10 school days during which time the grade will be reviewed by a weekly grade check. A weekly grade check will be needed until the next grading period. If the “F” is raised and the GPA is at least 2.0, the participant will regain eligibility. If the quarter/semester grade remains the same after 10 school days, then the participant will remain ineligible for that grade-reporting period. During the period of ineligibility, the participant may practice. For students with an IEP or 504 Plan, building administration and Special Education Teacher/504 coordinator will confirm that all accommodations have been fully implemented. All classes a participant is enrolled in and for which he or she receives credit shall count in the determination of athletic eligibility. Credit deficiencies may not be made up in any manner except regularly scheduled classes during the two regular school semesters. Summer school, correspondence courses, night courses, etc., may not be used to regain eligibility.

1. The purpose of these requirements is to insure the student is progressing toward graduation. Graduation is based on the earning of a set number of credits rather than the achievement of a specific grade point.
2. Students who are academically ineligible may not compete at any level (varsity, junior varsity, sophomore, or freshman).
3. Transfer students who come from a school with MHSA academic requirements, will be eligible at MCPS if they were eligible at the previous school, but only for the first semester of attendance. They will be subject to MCPS eligibility standards the next semester.
4. Seniors must be in at least five academic classes and meet the above academic eligibility requirements in order to participate second semester.

II. Residence and age eligibility requirements:

- A. Residence eligibility rules are established by the MHSA and apply to MHSA sanctioned activities only. Basically students must live, with their parents, in the school attendance area of the school for which they compete.
1. If a student moves from the attendance area of one MCPS school into the attendance area of another MCPS school (within the city) he/she may choose to remain at the original school or enroll in the new school. Eligibility will remain intact as long as the move is valid (with the parents). In-district transfers not involving a parent move to the new attendance area must be approved by the Superintendent. Students must also adhere to the Transfer Rule as imposed by the Montana High School Association.
 2. A student who is ineligible due to the transfer rule may compete on the JV, sophomore, or freshman level but not varsity.

3. All questions concerning residence eligibility should be directed to the building Principal and/or Activities Director.

- B. Age eligibility rules are established by the MHSAA. Students are not eligible for MHSAA events if they turn 19 before midnight of August 31 previous to the school year participation.

III. MCPS Student Responsibilities:

Activity Attendance

1. The primary focus for student enrollment is educational. MCPS distinguishes absences as:
 - a. Unexcused: no valid reason given for non-attendance
 - b. Excused: parent or guardian has excused the student for a known reason
 - c. Exempt: absence is due to a legal, medical/dental, bereavement or school sponsored reason. These absences can be documented.
2. MCPS counts absences in the first two categories toward the district attendance policy.
3. For activity participation, either in practice or competition, a student needs to be in class every scheduled period of the school day or have given documentation for an exempt absence to the attendance clerk or an administrator for that day. Students missing class due to unexcused or excused absences are ineligible on the day of absence for practice or competition.
4. Students missing classes for school activity events will be “school related absent”. This does not provide students with any additional makeup time for work missed. This same type of absence may be provided to non-school community or club groups when their activity is consistent with the MCPS activities programs. Such include but are not limited to; Missoula Youth Hockey, Rodeo Club, Alpine skiing, etc.

Discipline

- A. Students participating in school activities will be expected to conduct themselves appropriately at sports and activities related functions. They must keep in mind that they are representing their parents, school, and community when participating in activities. Students are expected to act in a mature, responsible manner and exhibit sportsmanship and respect for others at all times. They must adhere to the Sentinel High School “Code of Conduct.”
- B. All students participating in school activities are subject to the MCPS Code of Conduct. Students and parents should review the code and be familiar with the MCPS Activities Program Chemical Use Policy #3223.
- C. Students involved in activities will be disciplined when necessary. Everyone involved will be treated firmly, consistently, and fairly according to the situation.

Citizenship Policy:

The Board of Directors of the Missoula County Public Schools offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise this privilege of participating in extracurricular activities must conduct themselves in accordance with the board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The activities director shall keep records of violations of the Citizenship Policy.

Alcohol and Drug Policy:

- A.** The policy shall be enforced during the school year when a student (regardless of age) is enrolled at MCPS for school-sponsored activities, including summer activities.
- B.** Any student involved in an extra-curricular, performing or competitive activity or athletic program shall not knowingly purchase, possess, use, transmit, or be under the influence of alcohol, tobacco, performance enhancing drugs, or controlled substances of any kind during a school year, regardless of the student's age. A student who finds himself or herself in jeopardy because of a substance abuse problem should receive for professional assistance at family expense.
- C.** Any student knowingly finds himself/herself in the company of persons who illegally possess, use, transmit, or are under the influence of alcohol, performance enhancing drugs, or controlled substance (i.e., frequenting of areas, places, or sites where drugs and/or alcohol are present), is expected to leave within a reasonable period of time. Failure to do so will result in discipline as if they were in violation of this policy.
- D.** The policy will apply to any student engaging in inappropriate or offensive conduct or any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- E.** Student Transfers. A student who transfers from one Missoula County Public School to another or from another district will maintain his/her accumulative offense status regarding the alcohol and drug policy.

Alcohol and Drug Policy Violations:

1. First offense in a student's high school career: The student shall be suspended from competing or performing in any school-sanctioned activity for one year. Days counted include 12 calendar months beginning the date the student is notified of suspension.
2. Second offense in a student's high school career: The student shall be suspended from competing or performing in any school-sanctioned activity for one year. Days counted include 12 calendar months beginning the date the student is notified of suspension.

3. Third offense in a student's high school career: Full suspension from all extra-curricular activity programs for the remainder of the student's high school career.

Reduction of suspension times: A student can reduce the suspension time for first and second offenses by registering for an approved education course and providing documentation from the approved program that he/she will participate in the course. Student will be required to submit evidence of course completion and shall continue to attend practices/participate in the activity during the period of suspension if approved by the Activity Leader. First and second offenses can be reduced further if a student self-reports to the Activity Director or designee within 48 hours of the incident and completes the approved education course. First offenses are reduced to 30 days with the approved education course or 20 days with self-report and the course. Second offenses are reduced to 60 days with the approved education course or 50 days with self-report and the course.

VIOLATIONS ARE CUMULATIVE DURING A STUDENT'S FOUR YEARS IN HIGH SCHOOL.

PARENT/GUARDIAN CODE OF CONDUCT:

The essential elements of character building and ethics in athletics are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of athletics is achieved when competition reflects these "six pillars of character."

1. I will refrain from coaching my child or other players during games and practices.
2. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak to coaches at an agreed upon time and place.
3. I will remember that student athletes participate to have fun and that the game is for youth, not adults.
4. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his or her performance.
5. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex or ability.
6. I will promote the emotional and physical well being of the student athletes ahead of any personal desire I may have for my own child to win.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the student athletes.
8. I (and my guest) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players' coaches, officials, and spectators at every game, practice or sporting event.
9. I (and my guest) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.

10. I understand that any violation of this code of conduct will be cause for dismissal, suspension, or permanent expulsion from future athletic contest.

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

FEES

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

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

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

COLLEGE ENTRANCE REQUIREMENTS FOR ATHLETIC SCHOLARSHIPS

Students have a responsibility to register on the NCAA Clearinghouse website if they believe they may compete athletically at the college level. The NCAA website is www.ncaaclearinghouse.net. There are requirements for Division I and Division II schools, which include core classes and grade point average requirements. NAIA Colleges may have academic requirements which students should investigate.

FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Applications are available in the main office or online at the [district web site](#).

Students:	Breakfast--\$ 1.50	Lunch--\$ 2.50
Adults:	Breakfast--\$ 2.00	Lunch--\$ 3.25

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal before the event.

Please refer to Policy 3530 for additional information.

GRADE CLASSIFICATION

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

<u>Credits Earned</u>	<u>Grade Placement</u>
4 credits	10 th grade, sophomore
10 credits	11 th grade, junior
15 credits	12 th grade, senior

GRADING GUIDELINES

Letter Grades--Students' grade are alphabetically designated (i.e., A, B, C, D, F).

Grade point averages will be computed on a 4-point scale as follows:

A--4.0 points	B--3.0 points	C--2.0 points
D--1.0 points	F--0.0 points	

"I" is used as an incomplete and the students are given a specific length of time by the teachers to complete the work in the course. Incompletes not made up are recorded as failures (F).

GRADUATION

Requirements for a Diploma

A student in one of Missoula County Public High Schools enrolled for credit prior to the end of the senior year may receive a diploma and participate in the graduation ceremony if he/she passes required courses, pays all fines, and meets school and state requirements. 24 total credits are required for graduation.

Subject	MCPS Graduation Requirements	Montana University Admission	College of Technology Admission
English	4 credits	4 credits	4 credits
Math	2 credits	3 credits (Algebra 1, Geometry, Algebra 2)	2 credits
HPE	2 credits	2 credits	2 credits
Science	2 credits (Earth & Space Science, Biology)	2 credits	2 credits
Social Studies	2.5 credits (1 US History; 1 US Government)	3 credits (1 of global studies)	2.5 credits (no global studies requirement)
Fine Arts	1 credit	1 credit	1 credit
Practical Arts	1 credit	1 credit	1 credit
Other Electives	7.5 credits – 9.5 credits class of 2014	As required for HS graduation	As required for HS graduation
Foreign Language	Not required	Not required (2 years recommended)	Not required

A student with a disabling condition will satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP will serve as the basis for determining completion of a course.

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



The Sentinel High School **SENTINEL SPARTANS Medallion Pledge**

Welcome to Sentinel High School's Medallion Program.
We invite you to sign on to an exciting 4 years of challenging work.

Class requirements

During your high school career at Sentinel, you agree to **maintain a minimum GPA of 3.92** and take a **minimum of 5 Advanced Placement or dual credit classes from a minimum of 2 different disciplines.**

AP Classes to choose from 2014-15: AP World History, AP US History, AP US Government, AP English Literature, AP English Language, AP Statistics, AP Calculus A/B (Math 162) or B/C, AP Biology, AP Chemistry, AP Physics, AP Spanish

Dual Credit Classes to choose from 2014-15: Writing 101, Discrete Math (Math 115), Intro to Audio, Intro to Media Arts (MAR 101L), Digital Technology in Arts (MAR 111A), Intro to Business (BGENM 105), Radio/TV 151, Media Literacy and History (J100H), Honors Pre-Calculus (Math 151)

3 years of foreign language is required

Community Service Requirements

Medallion Program students will complete 30 documented hours of volunteer community service. Include volunteer activities that have contributed toward the betterment of your community. Jobs, including babysitting do not count towards this requirement.

Other Requirements

Medallion Program students will have documentation of participation in extra-curricular activities or clubs, which can be school related or community based.

Rewards

Students who finish all of the requirements of the Medallion Program will be recognized during graduation ceremonies. Letters of recommendation will refer to the students' completion of the program and reflect the rigor involved. In addition, Missoula Sentinel High School transcripts will include specific mention of the Medallion Program.

You can begin here with your signature.

Student signature Date

Counselor signature Date

Parent signature Date



Principal signature

Date

HOMEWORK

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

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

IMMUNIZATION

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

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor's opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3413.

LAW ENFORCEMENT

Questioning of Students

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

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health,

safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order, deny the request for an immediate interview of a student.

- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

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

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

Service of Process

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

MEDICINE AT SCHOOL

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

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care

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

EPINEPHRINE AUTO-INJECTORS IN SCHOOLS:

Each district school will maintain a stock supply of auto-injectable epinephrine to be administered immediately for actual or perceived anaphylaxis (life threatening allergic reaction) in any student by a school nurse or other authorized personnel in accordance with Montana law (MCA § 20-5-421) and district medication policy 3416. 911 will be summoned and then parent will be notified immediately following all administration of epinephrine. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plan.

For additional information, please see Policy 3416.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

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

PROTECTION OF STUDENT RIGHTS

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must have permission from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with

prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

RELIGIOUS PRACTICES

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. For additional information, please see Policy 2460.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents at the end of each semester. At other times written reports may be obtained by contacting the records clerk. Grades, attendance and discipline records are available electronically at every report period through Q Parent Connect or Student Connect. Please contact the school records clerk to sign up for this valuable resource.

SAFETY

Accident Prevention

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

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

Emergency Medical Treatment and Information

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

Drills: Fire, Tornado, and Other Emergencies

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

SCHOOL CLOSURE

Severe Weather or Other Emergency Notifications

Missoula County Public Schools will notify students and parents as early as possible if severe weather or other emergency circumstances require that:

- **Schools delay their starting time OR**
- **Schools are closed and cancelled for the day.**

School District officials work closely with the bus company and city/county transportation officials to monitor the condition of local roads and highways during severe weather or when other circumstances arise.

The District will use the Connect5 communications system to notify student and staff households by telephone and/or e-mail should school be cancelled or delayed. A recorded phone message and email (assuming there is an email address for the household provided to the district for communications) will be generated to each household as early as 6:15 a.m.

In addition, notifications will be made to:

- Visit the District's website at www.mcpsmt.org
- Tune into one of these media outlets:

www.missoulian.com

KGVO (1290 AM)

KYSS (94.9 FM)

KGGL (FM 93.3)

KZOQ (FM 100.1)

KXDR (98.7 FM)

KMSO (FM 102.5)

KECI (local NBC Television Affiliate)

KPAX (local CBS Television Affiliate)

KTMF (local ABC Television Affiliate)

If you hear that school buses are delayed or that school is starting late due to severe weather, keep your child(ren) at home and supervised until either buses arrive or until the publicized time that school begins. Remember, teachers and other staff may also have difficulty getting to school and may not be available to supervise students.

Parent Cooperation during an Emergency

Missoula County Public Schools' personnel are prepared and practice regularly for a variety of emergencies in the schools. If you, as a parent, hear of an emergency, please check the district's website or local radio/television media. The district will keep local media informed if there is an emergency. The District's website at www.mcpsmt.org will also be used to post information as it becomes available.

Please do not telephone the school or travel directly to the school. Phone lines may be needed to respond to the emergency. In addition, emergency vehicles and first-response workers must be able to get to the school. If your child must be evacuated during school hours, your child will be taken to and cared for at a safe location. If you have specific concerns about emergency procedures, stop by and visit with your student's teacher or the school principal.

SEARCHES AND SEIZURES

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

Students' Personal Effects

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. School officials may cut locks in order to conduct a search.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See Policy 3231.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

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

Seizure of Property

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

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

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

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

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

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

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

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

Complaints may be submitted via the District's Uniform Grievance Policy. Please refer to policy 1700 for additional information regarding the filing of a complaint and the District's prohibition against discrimination and harassment.

STUDENT OFFICES AND ELECTIONS

Student elections take place in the spring of the previous year. Freshmen elections take place at the beginning of the school year. Contact the activities director in the front office for more information.

STUDENT RECORDS

Access by Parents and Student

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act. The District maintains two sets of records: a permanent record and a cumulative record.

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

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 15 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under the Individuals with Disabilities Education Act, or an individually designed program for a student with disabilities under Section 504 of the Rehabilitation Act of 1973;
- Compiling statistical data; or
- Investigating or evaluating programs.

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

Students and Parents are encourage to access grade, schedule, discipline and attendance information using the Parent Connect and Student Connect components of the district's school management software Q. You can access Q ParentConnect or StudentConnect by entering the following URL in your browser; <http://q.mcps.k12.mt.us/ParentPortal/> or <http://q.mcps.k12.mt.us/studentportal/> . If you do not have used id or password information please contact the school's record's clerk.

Access by Other Individuals and Entities

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

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of

the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.

- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.

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

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

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

Challenging Content of Records

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

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request.

Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently

leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

SUMMER SCHOOL

Summer school is not always available for Sentinel students. Summer school options and credit recovery options should be discussed with counselors. Sentinel offers a variety of opportunities for students to recover or make up credit for on-time graduation.

TEXTBOOKS

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

TRANSPORTATION

School Sponsored

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living more than 3 miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling **Beach Transportation at 549-6121**.

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

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

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished and bus-riding privileges may be suspended.

VIDEOTAPING OF STUDENTS

The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

VOLUNTEERING IN THE MCPS SCHOOLS

The district will focus on recruiting, training and placing more volunteers in service in its public schools during the 2014-15 school year. Volunteers are needed for many positions, including library aides, reading assistants, classroom helpers, writers & editors (i.e. school newsletter), field trip chaperones, and mentors for student projects, job shadows or internships. *Volunteers who perform tasks on a regular basis are asked to register with the MCPS Volunteer Service office and if necessary, go through a name-based background check prior to working in the schools.* This registration enables the District to record the types of duties that volunteers perform, assist with training, and ensure that their experiences are enjoyable and beneficial to students and teachers. Volunteers who work directly with students in a location where an MCPS employee is not present to supervise the activity will need to go through a name-based criminal background check. This requirement has been put in place to ensure the safety of students who spend "unsupervised" time with volunteers. There are many opportunities for volunteers to work in schools in "supervised" activities, however, so please do not let this requirement keep you from supporting your local school! We need volunteers to share their talents and expertise with our students. To register as a volunteer and complete a background check form, go online to www.mcpsmt.org. For more information, please contact Brittany Gross, the district receptionist, at 728-2400, ext. 1030.

Receipt of Handbook

I have received a copy of the Missoula County Public High Schools SENTINEL HIGH Student Handbook for 2014-2015. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Name of Student

Signature of Student

Signature of Parent

Date