

# Wibaux Public Schools

## Student Handbook

### 2023-2024



## Promoting Excellence in Education

### WIBAUX SCHOOL MISSION

Growing leaders by inspiring one student at a time.

### VISION STATEMENT

We Believe:

- \*Every person is unique and deserves the opportunity to achieve his/her potential
- \*Each individual has responsibility for his/her actions and the resulting consequences
- \*Diversity strengthens individuals and the community
- \* Learning is an essential lifelong process

	School Number	
Wibaux High School	796-2474	Annie Begger
Wibaux High School Fax	796-2259	
Wibaux Elementary School	796-2518	Anna Harrell
Wibaux Elementary Fax	796-2635	



# Wibaux Public Schools

*Student Handbook*

I agree that I have read and understand the 2023-2024  
Student Handbook and Internet Use Agreement

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



## Wibaux Public Schools

### CONSENT TO RELEASE PHOTO/IMAGE

During the current school year, your child/children's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a sample project/activity on CD's created by Wibaux Public School for use in workshops and student classrooms
- Posted on a school bulletin board or in classrooms
- Posted on the school website
- Appear on videotape made during a student presentation of their project, or in or videotapes demonstrating computer multimedia in general
- Used in a printed publication such as a newspaper or magazine
- Used in the State of Montana Missing Children Database – If your child goes missing they will pull the current school photo out of our Student Information System to be used.

While your child/children's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.

Please sign the release form below and return this sheet to your child's school if you **DO NOT** give permission. Your permission grants us approval to publicize without prior notification and remains in effect until revoked. Thanks!

#### Release Form *(please circle one)*

\_\_\_\_\_ I/We **Do Not Approve** permission for \_\_\_\_\_'s  
Child/Children's full name

image/photograph or work to be used as described above.

Parent/Guardian Name \_\_\_\_\_  
Please print clearly

Parent/Guardian Signature \_\_\_\_\_

Address \_\_\_\_\_

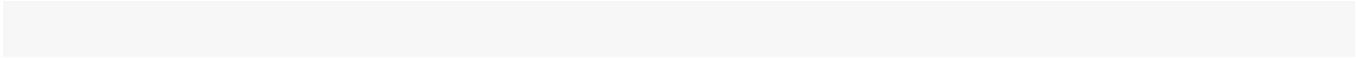
City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

#### Release of "Directory Information"

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

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



## Locker Rooms

The locker room is a shared space where students prepare for physical education classes, sports practices, and other activities. It is important to maintain a respectful and positive atmosphere in the locker room to ensure a comfortable environment for all students. Your behavior in the locker room reflects your commitment to creating a welcoming community and upholding the values of our school. Here are some guidelines to follow:

**1. Respect for Others:** Treat your fellow students, coaches, and staff members with respect at all times. Use appropriate language and avoid any form of bullying, teasing, or harassment. Remember that everyone is entitled to their privacy and personal space.

**2. Personal Hygiene:** Maintaining personal hygiene is essential. Showering after physical activities is encouraged to prevent odor and maintain a healthy environment. Use deodorant and wear clean clothes to contribute to a pleasant atmosphere.

**3. Timeliness:** Be punctual when using the locker room before and after activities. Respect the time constraints of your classmates and teammates by minimizing the time you spend in the locker room to ensure everyone has ample time to change and prepare.

**4. Sharing and Cooperation:** Share locker room space, benches, and facilities cooperatively. Avoid taking up more space than necessary and be considerate of others' needs. Keep the common areas organized and clean.

**5. Personal Belongings:** Use lockers to store your belongings during activities. Secure your locker properly and avoid bringing valuable items to the locker room. The school is not responsible for lost or stolen items.

**6. Cell Phone Usage:** Cell phones and electronic devices are not permitted in the locker room. These distractions can disrupt the atmosphere and compromise privacy. They will be collected before entering a locker room and will be returned when the student is finished in the locker room.

**7. Safety:** Prioritize safety at all times. Refrain from engaging in horseplay, running, or any behavior that could lead to accidents or injuries.

**8. Cleanliness:** Keep the locker room clean by disposing of trash properly and reporting any maintenance issues to the school staff. Do your part to maintain a tidy and welcoming environment. By adhering to these locker room behavior guidelines, you contribute to a positive and respectful atmosphere that reflects the values of our school. Your actions in the locker room exemplify your commitment to creating a supportive community for all students.

**Compliance and Consequences:** Failure to comply with this policy may result in disciplinary actions as outlined in the school's code of conduct. Consequences may include, but are not limited to, verbal warnings, temporary suspension from locker room privileges, parental notification, and meetings with school administration.

**Right to Alternative Arrangements:** If a student's parent or guardian expresses concerns about the student's participation in locker room activities, the school acknowledges the right of the parent or guardian to request alternative arrangements. This may include changing in a private area or making other accommodations to ensure the student's comfort and well-being.

### Staff Responsibilities for Locker Rooms

Staff play a crucial role in ensuring a safe, respectful, and organized environment within the locker rooms. Staff supervise locker room activities, promoting positive behavior, and upholding the standards set by the school. This includes monitoring adherence to locker room guidelines, addressing any misconduct promptly, and fostering an atmosphere where students feel comfortable and supported. Staff are responsible for collecting and safely storing cell phones during locker room periods to maintain focus and minimize distractions.

General supervision is the supervision of student-athletes for a reasonable time before and after athletic activity. Specific supervision is the supervision of student-athletes while engaged in the activity. While

students are using the locker room, coaches may perform general supervision by remaining near the locker room area but not inside the locker room changing area as that could be an invasion of privacy for students and leave coaches open to unwanted liability.

Students and staff will demonstrate the dedication to maintaining a locker room environment that is safe, welcoming, and conducive to positive interactions for all students.

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Student Signature

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Date

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Parent Signature

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Date



## **Wibaux Public School Parents/Guardians/Students Internet Permission Form and One to One Technology Use Agreement**

As part of the school's education program we offer pupils supervised access to the Internet. This allows students' access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognizes the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

At Wibaux Public School we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child that is in grades 5-12. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Wibaux Public School students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

Please read the Acceptable Use Policy (AUP) carefully, let us know of any questions, and then sign below to indicate that you've read the AUP and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. This may hinder your child's ability to utilize technology and impact their education experience leaving them struggling to complete assignments and unable to collaborate through technology with peers and teachers.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy. Having read the terms of our school's Acceptable Use Policy, you may want to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

I give permission for Wibaux Public School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the AUP.

I have received, read, and agree to abide by these Acceptable Use Policy Rules. Please return to the high school office.

# Wibaux Public Schools

## 2023-2024

### Trustees

Begger, Carly  
Dale, Kelly  
Miske, Dalton  
Nelson, Brent  
Wirtzfeld, Josh

### Administration

Begger, Annie -Superintendent/9-12 Principal  
Harrell, Anna – K- 8 Principal  
Mannetter, Prairie – Clerk

### Certified Staff

Bakken, Natalie – Grade 1  
Barthel, MaryAlice – Business Ed./Computer/English  
Esplin, Jessica – Elem/HS SPED  
Cameron, Alex – JH Teacher  
Garneau, Patrick – Kindergarten  
Hilliard, Michelle – Grade 5  
Harrell, Corrina – Music K-12

Helvik, Natalie – Grade 4  
Harrison, Sandra – K-12 Librarian/HS Social Studies

Igo, Ethan – 7-12 Ag Education

Johns, Colton – JH/HS Math

Miske, Dara, Title I  
Piesik, Pamela – 7-12 Science  
Rising, Carol – Grade 6  
Smith, Carmen – Grade 3  
Sokoloski, LaNee – Grade 2  
Stenson, Adele – Family Consumer Science

### Bus Drivers

Tvedt, Missy - South Route  
Harris, Tim – Town Route  
Zinda, Ted – North Route

### Classified Staff

Begger, Alicia – District/HS Secretary  
Zeimer, Tara – Elementary Secretary

Austby, Todd – Head Maintenance  
Nelson, Sandy – Maintenance Staff  
Johnson, Mariah – Maintenance Staff

Barnaby, Rona – Head Cook  
Williams, Talitha – Assistant Cook  
Wiedner, Jan - Dishwasher  
Amsler, Jill – Para-educator

Goldsberry, Ben – Facilitator/ HS PE/Health  
Harrell, Allyssa – Para-educator  
Harrison, Sandra – Para-educator / Spanish  
Peplinski, Lindsay – Para-educator  
Quintus, Kris – Para-educator  
Chaffee, Katelyn – Para-educator  
Miceli, TC – Technology Coordinator  
Maus, Alisa – School Nurse

## **DISCLAIMER**

The Wibaux Board of Trustees retain right to revise (modify, add, or delete) the contents of this handbook as needed, due to unforeseen circumstances or policy changes that occur during the 2023-2024 school year.

## **PARENT-VISITOR CODE OF CONDUCT**

Wibaux Public School is proud and fortunate to have supportive and friendly parents or guardians and other adults who help model appropriate behavior so all children can be successful at school and in the community. It is important that students see people who can work together as this is a life skill we want them to develop to be healthy, productive citizens. Education of our children is a partnership with parents and others in our community.

We, as caring adults, believe we should:

- Respect school staff and what they are doing to help our children learn;
- Ask the school for help if we don't understand something happening at school or want more detail;
- Respect teaching time by not disrupting class or areas of the school during school hours;
- Set a good example by displaying appropriate behavior, respectful language, a moderate tone, and an even temper;
- Work to resolve school issues and conflicts in a constructive manner with open dialogue;
- Ask the school for their view of any incidents to determine if it is the same as the child's view before taking matters further (*ask before you act-see chain of command below*);
- Follow the proper "chain of command" when addressing a school issue. Reports of concern would normally be made directly to the teacher. If the response is not satisfactory or it's not a classroom issue, the chain of command moves to the Principal, then the Superintendent, and finally the Board of Trustees;
- Refrain from questioning decisions made by the school in front of children or other parents or school visitors as these are private matters;
- Refrain from criticizing or demeaning a child or parent about something that may have happened with another child;
- Refrain from criticizing the school, staff, students, other parents, etc. on the school premises or on school or personal social networking sites like Facebook or Twitter.

School staff, parents, visitors and students can work together to provide a safe, respectful school environment.

## **STUDENT SCHOOL DAY**

### **ASSEMBLIES**

Students are required to attend all assemblies unless there have been discipline problems or they are approved not to attend by the administration. Students should sit, with advisors, by classes and be courteous to participants of the program.

### **ATTENDANCE POLICY**

State law requires:

- A student between the ages of 7-16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

## Attendance

Regular, timely school attendance is not only required by law but is very important to the educational process and the development of appropriate lifelong work habits. Regular school attendance is a parent or guardian-child responsibility, and the school is required by law to report apparent abuses. Classroom learning experiences are a meaningful and essential part of the educational system. The time in a classroom is a student's opportunity for interaction and exchange of ideas with participation with other students. There is a direct relationship between school attendance and grades, citizenship and success in school.

Absences (even with the approval of the parent(s) or guardian(s) which are excessive and/or interfere with the student's educational program will be interpreted as educational neglect and Child Protection Services may be notified.

Please consult the school district's calendar prior to planning a family trip or vacation during the school year. If a family trip or vacation is planned during the school year, please contact the school in advance to make arrangements for class time that will be missed.

The following pyramid of intervention will be used to address attendance concerns.

### Tier 1

- 5 days absent /tardy: a letter from a building administration will be sent to the parent(s) or guardian(s) of the student.

### Tier 2

- 8 days absent/tardy: the parent (s) or guardian(s) of the student will be contacted by the school administrator and a follow-up letter from the school will be sent to e parent(s) or guardian(s) of the student.

### Tier 3

- 10 days absent/tardy: a letter will be sent from the building administrator to the parent(s) or guardian(s) of the student to schedule a meeting. During the meeting, an attendance plan will be developed.

### Tier 4

- 20 days absent/tardy: potential loss of credit or other disciplinary action

## Excused Absences:

An excused absence is any absence caused by illness, health condition, unforeseen family emergency, prior approved parent activity, or authorized school-approved activity that is reported by a parent/guardian within two day of the absence(s).

Unexcused Absences: An unexcused absence is any absence which does not meet the criteria of an excused absence, is not communicated to the school by the parents/guardians, or is a result of leaving school without prior notification to the office by the parent/guardian or the student. Absence Notice and Procedures: A. Upon five (5) and eight (8) chargeable absences, the parent/guardian will receive a letter. B. At 11 chargeable absences, the parent/guardian will be notified that their student may receive a "I" grade if they earn a passing grade for the semester. Students have the opportunity to earn their letter grade rather than a "I" by participating in Attendance School.

Clarification of absences:

A. School Related /Authorized Absence - A school related absence is any absence which is authorized for the purpose of a school sanctioned activity or other extraordinary circumstance. This absence will be requested by a teacher, coach, or advisor with prior permission and review by the administration. School related absences need to be verified at the time of the absence. Pre-release work and/or make-up work is required. School related absences do not count toward the 10 day absence policy.

B. Medical Absence - An absence will be recorded as medical when the attendance office has received written documentation from the attending doctor's office for each absence within 7 calendar days of the recorded absence(s).

C. Excused Absence – Any absence which the parent/guardian authorizes before, the day of, or the day following the absence. Excused absences need to be verified at the time of return to school. Pre-release work and/or make-up work is required. Parental/Guardian notification of absence is accomplished by calling the school attendance office, sending a written note prior to the absence, or sending a written note upon the student's return to school.

D. College Visits – Senior students in good standing (2.0GPA or better) will be allowed three (3) days of postsecondary institutional visits per year. These will be considered school-related absences and will not count toward the ten-day total. Dates must be pre-approved by school administration, and documentation from the institution the student has visited must be provided upon return.

E. Unexcused /Truant Absence – All absences not school authorized and without parental or guardian knowledge and/or permission, or those not communicated to the school within 48 hours are unexcused. Missed work will be required by the instructor. The student may not participate in school sponsored activities during the time period that the suspension for truancy is in effect. [It should be noted that the SCHOOL determines truancy and NOT the parent or student.]

F. SUSPENSION: The student may not participate in school sponsored activities during the time period that the suspension is in effect. A student returning from suspension shall submit all assignments and/or be ready to take make-up quizzes and exams upon return to class. Full credit may be granted.

G. Students who participate in school-sponsored activities MUST be in attendance for the immediate half-day prior to that activity. Students are not to compete in an after-school activity if they did not attend their afternoon classes (periods 5, 6, 7) and a morning absence must not be unexcused. The only exception to the above would be a pre-arrangement made with administration.

Leaving the Building during the Day

Students needing to leave the school building during the school day must obtain a signed check out slip from the Principal's Office prior to leaving. Students must not leave the school building or grounds at any time during the school hours unless they have reported to the office and have received permissions to do so - even in the case of illness. Parents of students who are ill will be notified and required to come to the school to take their son/daughter home unless other arrangements are made. **Students are not allowed to leave the building with the intent of having their parent/guardian check them out at a later time.** If a student does not check out in the Principal's Office, the period(s) absent will be unexcused

Classification of Absences

The determination of the proper classification of an absence requires the exercise of judgment on the part of the teacher, principal, or designee. To evaluate the proper classification of the absence, the school may reasonably inquire, investigate, and/or request further documentation from the parent/guardian.

Absences from class or school due to a student's participation in a school sanctioned activity or absences from class or school resulting from a student's suspension or required parent conference shall not be counted as absences for the purpose of the attendance enforcement.

1. Approved Absences

- a. The student is physically or mentally unable to attend school, or the absence is related to the student's disability and the course work has been completed.
- b. The approval of the teacher, principal, or designee has been given for an unavoidable absence due to an emergency.
- c. The student is absent due to a required court appearance or a religious holiday.
- d. The absence has been arranged pursuant to the request of a parent or legal guardian prior to the absence and does not exceed the allowable eight (8) arranged school days per semester.

2. Unapproved Absences

- a. The advance absence was not requested in writing in advance of the absence or exceeded the allowable eight (8) arranged days per semester.
- b. The absence was not due to the physical or mental inability of the student to attend school, the student's disability, an emergency, a required court appearance, or religious holiday;
- c. The absence from class or school was without written permission from the teacher, principal, or designee;
- d. The parent/guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance or religious holiday within three days after the student returned to school;
- e. The student failed or refused to attend school when so directed to.

3. Truancy

- a. An accumulation of eight or more school days within a given semester.
- b. If a student is deemed truant, the school principal or designee will contact the local truancy officers and proceed with law enforcement.
- c. Any child who has once been declared a habitual truant and who in the immediately succeeding year is absent from school without a valid excuse may again be declared a habitual truant.

4. Notification of Absence

Notifications of student absences will be made to the parent, legal guardian, or other person having control or charge of the child as recorded in the student information system upon each unverified absence.

5. Makeup Work

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. When a student is absent, however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work.

After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian.

**SENIOR SNEAK DAY**

Senior sneak day, or any such day of the same manner, is not allowed.

## **BOOKS AND EQUIPMENT (REFER TO POLICY 3520)**

Textbooks are on loan to students from the school. Students are expected to care for them. Charges will be assessed for any book or loaned equipment lost, abused, stolen or damaged beyond normal wear and tear.

## **DAMAGE TO SCHOOL PROPERTY**

When a pupil defaces or damages school property, the pupil's parent(s)/guardian(s) is/are liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of any damage (MCA 20-5-201).

## **DISCIPLINE AND STUDENT CONDUCT**

### ***Authority***

Students shall comply with the policies of trustees and the rules and regulations of the school.

Any staff member of Wibaux Public School District #6 has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to, from and during school, lunch, recess, intermission, and at all school-related activities both on the school premises and at the traveling site of the activity. (MCA 20-5-201)

## **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

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.

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. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying"). (See Policy 3226)

## **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 Annie Begger who serves as the District Title IX coordinator for students.

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

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the 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.

If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. (See Wibaux School District Policy 1700 and 3225)

### ***General Student Behavior***

The school is a place where learning is to take place. In order to promote a good learning atmosphere, the following rules will apply:

1. Students will conduct themselves in a quiet, orderly manner at all times. This means no running in the halls, pushing, yelling, fighting, etc.
2. 7-12 doors open at 7:30 a.m. Students are to exit the building by 4:00 p.m. unless part of a recognized activity and/or working directly with a staff member. K-6 doors open at 7:30 am.
3. Be courteous and mannerly at all times. Respect the rights of others.
4. Students will remain in class until the teacher dismisses them; regardless of the bell.
5. Students are expected to obey teachers' and administrators' suggestions at all times. If students feel that they have been unfairly treated, follow the grievance procedure. (Refer to Policy No. 3215)
6. Students are expected to properly care for their own property and that of the school. Individual students or groups who willfully damage school property will be subject to strong disciplinary measures.
7. Cheating is most damaging to the cheater. However, in all fairness to classmates, anyone caught cheating will be disciplined.
8. Inappropriate behavior will not be tolerated. Disciplinary action will be taken according to the severity of the inappropriate behavior as well as the number of incidents documented. Students will be informed of the inappropriate behavior by the teacher verbally and in writing and visited with about improving the behavior. The student will be issued consequences as listed under office referrals as deemed necessary. If a teacher determines, after consulting with the administrator, that a student is too disruptive to remain in class, the student will be removed. If two teachers request this action, the student may be suspended.
9. Detention may be given to students for inappropriate conduct. This will consist of up to one hour after school, noon hour as specified by the administration. If a student misses detention, it will be considered truancy and the detention will be doubled. **Detention will be served at the convenience of the school district, not the student**
10. Students will be required to have passes in order to leave an assigned class or area.
11. Students who leave school during the day, including noon hour, other than to eat lunch, are required to check out in the office. A sign out sheet will be provided in the office for this purpose. No checkout will be allowed without proper parental permission.
12. Tardiness is usually avoidable. Excessive tardiness will be referred to the administration for disciplinary action.
13. 7-12 ONLY: Diet pop or juice may be purchased from the school vending machines during the school day. No food, candy, or beverages are allowed in the classroom without permission from the classroom teacher.

14. Music, entertainment games, including computer games and cards, are allowed in school with the approval by a staff member. Music may be allowed on school buses going to school activities. However, the volume must not be excessive and appropriate music must be played. The advisor has the right to screen music and shut down music.
15. The use, distribution, and/or possession of alcoholic beverages, tobacco, nicotine products, or illegal substances on school property are prohibited. This includes athletic and other events, (home and away), dances, banquets, etc.
16. Public displays of affection cause embarrassment to other students, teachers, and visitors, therefore are prohibited.
17. On all school activities where school transportation (bus or car) is provided, only screw top, unopened beverage containers will be allowed. Laser lights and other items that can cause distraction are not allowed in school transportation or at any school activity.
18. Students in grades 7 and 8 will not be allowed to drive or ride around at noon break with anyone. Junior high students will return to the high school immediately upon finishing their lunch and use the north front door when entering the building. Upon entering the building, junior high students are to stay in their designated locker area. High school students will use the #1 door when entering the building.
19. Swearing and the use of bad language or vulgar gestures is forbidden.

## **SCHOOL SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and personnel, school authorities may search a student, student locker, desks, or other school property, including school buses, under the conditions outlined below, and may seize illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. (See Wibaux School Policy 3231).

### ***Locker/Desk Searches***

Student lockers/desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers/desks. **Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.** Discussion of lockers shall also be included in the Student Handbook. A student's personal belongings (including backpacks, coats, and other clothing) found in the locker will not be searched unless reasonable suspicion exists.

### ***Use of Canines***

The Administration is authorized to utilize canines (dogs) whose reliability and accuracy for sniffing out Section 504 not be used to search students. The canines must be accompanied by a qualified and authorized trainer who will be responsible for dog's actions. An indication by the dog that contraband is present on school property shall be reasonable cause for a further search by school officials.

### ***Procedures***

If a school official has reasonable individual suspicion to believe that contraband is present on a student or in a student's locker, he or she may institute a search. The student should ordinarily be required to be present and asked to consent to the search. If after being informed of the basis for the school official's reason to search, the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, or if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his or her effects should be conducted out of the presence of other students. The District shall report any violation of Montana law to law enforcement officials.

### ***Notice***

Students will be provided notice of the Policy concerning search and seizure. A copy of the policy shall be posted in the Building Administrator's Office.

### **DRUG FREE SCHOOLS (Refer to Policy 3310)**

1. The use or possession of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. Wibaux Public Schools students are prohibited from being under the influence of, possessing, using, or distributing illicit drugs and alcohol on the school premises, on the way to or from school, while being transported to school, at any school activity, or at any school related activity.
2. Students who are under the influence of/or possess illicit drugs, alcohol or tobacco will be subject to applicable training rules.
  - A. In addition, on the first offense, a student will serve a 3-day in-or out of school suspension, parents/guardians will be notified, a conference with parent/guardians will be held, and law enforcement authorities will be notified.
  - B. On a second offense, a student will be suspended out of school for five days, parents/guardians will be notified, a conference with parents/guardians will be held, and law enforcement authorities will be notified.
  - C. On a third offense, the student will be expelled from school for up to one semester by the Board of Trustees, and law enforcement authorities will be notified.
3. If a student is caught using illicit drugs or alcohol under any of the circumstances mentioned in #1 above, on the first offense the penalties in (B) above will apply. On the second offense the penalties in (C) above will apply.
4. Any student guilty of distributing illegal drugs or alcohol on the school premises will be expelled from school by the Board of Trustees for a period of up to one year.
5. Parents are to be given a copy of these rules and consequences annually. Parents and students are hereby notified that compliance with the above standards of conduct is mandatory.

### **GUN FREE SCHOOLS**

#### ***Possession of illegal or dangerous weapons on school property or at school sponsored events.***

It is the policy of School District #6, Wibaux County, Montana to provide a safe and secure environment for all students. Accordingly, any student who is determined to have brought a firearm on to school property or to a school sponsored event shall be expelled from school for a period of not less than one year, under the conditions set forth below:

Any alleged violation of this policy shall be immediately reported to the Administration. If, after investigation, the Administration has reason to believe this policy has been violated, he/she shall immediately suspend the student and make recommendation to the Board of Trustees that the student should be expelled. If the Board of Trustees determines that the policy has in fact been violated, they shall expel the student for a minimum period of not less than one year. The Trustees, however, hereby authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. In appropriate circumstances, the Trustees may permanently expel a student under this policy.

In accordance with MCA 20-4-302, 20-4-402, 20-4-403, and 20-5-202 (1), a teacher, a principal, or the superintendent may immediately suspend for good cause, a student who is determined to have brought a firearm/weapon on to school property or to a school sponsored event.

Any decision to change the placement of a student with a disability that may be subject to expulsion under this policy must be made in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. S 1400 et seq.

This policy shall not apply to firearms/weapons brought on to school property with the express permission of the school administration. Some examples are for weapons safety courses, authorized demonstrations, hunter safety courses, or under other circumstances deemed permissible by the school administration.

For purposes of this policy, a firearm/weapon shall be defined as follows: ANY “FIREARM” as defined by 18 U.S.C. 921, any pellet/BB gun, any knife, or any instrument article or substance that, regardless of its primary function, is readily capable of causing serious injury to people.

The School District shall report any violations of this policy to the local criminal justice and/or juvenile authorities. (See Policy -3311)

***Referral and Re-entry***

Referral services will be provided to students when necessary. Re-entry will be subject to Board approval. Students may be required to obtain an evaluation and treatment at their own expense.

**DISCIPLINE FOR OFFICE REFERRALS**

The following chart provides information on specific behaviors and the progression of discipline.

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
1.1 Disrespectful	2.1 Insubordination	3.1 Fighting
1.2 Inappropriate Hallway Behavior	2.2 Dress Code Violation	3.2 Assault
1.3 Inappropriate Language	2.3 Cheating	3.3 Possession of Weapon
1.4 Disrupting Class	2.4 Inappropriate use of Cell Phone or Technology	3.4 Possession or Consumption of Prohibited Material
1.6 Tardy	2.5 Accessing Inappropriate material online	3.5 Sexual Assault
1.7 Cell Phone Violation	2.6 Violation of Technology Agreement	3.6 Arson
1.8 Other	2.7 Destroying or misuse of school property	3.7 Terroristic Threats
	2.8 Bullying	3.8 Intent to sell and use controlled substances
	2.9 Theft	3.9 Severe Physical Assault
	2.10 Other	3.10 Other
<b>Behavior examples: Level Response Options</b>		
Handled with redirection Students fill out a think sheet 3 infractions in Level 1 = 30 min detention	Detention ISS OSS	OSS Expulsion

**This chart does not encompass all potential behaviors we may have to address with our students. Rather, this is an outline to be used in helping to determine how to address common inappropriate behaviors.**

**DETENTION TIME:** Detention time is to be used as a study hall. It is not to be used for eating, sleeping, or as a social time for visiting. It is to be used for study. If students do not come prepared to study, assignments will be provided for them. Any student who has violated the detention rules will receive no credit for the detention time served. Detention time will be served after school.

**SUSPENSION:** A suspension may be an in-school or an out-of-school placement. Students are not allowed on school grounds at any time during an out-of-school suspension. Students are not allowed to participate in any school activities on the day of any suspension with the exception of performing in choir and band concerts as these performances are a required part of the curriculum. Students are provided with missed class work during all suspensions and are required to make up that work for credit.

**LONG TERM SUSPENSION OR EXPULSION FROM SCHOOL:** A student may be expelled only by the Board of Trustees. If the violation of school regulations is of a serious enough nature, the student will be sent home after the parents/guardians, or persons in charge have been notified of the intent to expel. The parents/guardians, or persons in charge and the student may request a hearing with the Principal and Superintendent of Schools, or his/her designee. If the student is not reinstated after the hearing with the Principal and the Superintendent of Schools, or his/her designee, the principal will request in writing to the Board of Trustees, through the Superintendent of Schools, that the student be expelled. A copy of the letter requesting expulsion of the student will be sent to the parents/guardians, or persons in charge may request a hearing at the next regularly scheduled meeting of the Board of Trustees. The Board, after the hearing with the student and parents/guardians, or persons in charge, will act upon the request of the Principal to expel. If a hearing is not requested and a letter requesting a student expulsion is presented to the Board, the Board will act upon the request. Policy 3300-3300P

Continued classroom disruptions or habitual disciplinary referrals to the office may result in the student being removed from that class for the remainder of the semester, loss of credit and/or possible expulsion. A parent conference may be requested after any occurrence.

Students will be ineligible to practice or participate in **any** extracurricular activities during a suspension. A conduct **F** can also be administered for a period of time as set by the administration.

The administration may refer students to the school counselor or a community resource at any time. The disciplinary steps set forth ARE GUIDELINES ONLY and students are expressly advised that the administration and/or Board of Trustees may, depending upon the nature of the student's misconduct involved, deviate from or otherwise modify those steps and immediately proceed to more severe disciplinary consequences such as, short and/or long-term suspension or expulsion.

Any student may be disciplined for misconduct as determined by the administration and/or Board. Student discipline will conform to the Board Policy. (See Policy 3310)

## **GROOMING AND DRESS**

If the student's dress and/or hair are deemed improper, the student will be sent to the office. The administration reserves the right to send improperly dressed student's home to change their clothing. (Refer to Policy 3224)

A. **Revealing Clothing:** is an academic distraction. Therefore, the following guidelines will be followed at Wibaux Public School:

- Tank-Tops/thin straps/muscle shirts/large armholes are **NOT** permitted.

- Shirts and dresses worn must fully cover the chest area and cover undergarments.
- Shorts, dresses or skirts (slits) may not be shorter than finger-tip, front & back
- “See Through” or low-cut clothing that bare or expose private parts of the body are **NOT** permitted. Exposed private parts include (but not limited to) midriffs/waists/shoulders/back/chests/cleavage
- Pants worn showing clothing/underwear near the waistline is not permitted. Pants that reveal skin above the finger-tip length is not acceptable. Sagging pants with the crotch closer to the knees than its intended location cannot be worn.
- Pants must stay up without assistance – if you have to hold the waistband while walking to keep your pants on, they do not fit.
- Pajama pants are **NOT** permitted.

C. *Caps/hats/sweatshirt hoods, etc.:* May not be worn in the building.

D. *Clothing/Accessories that promote drug or alcohol use/tobacco/racism/sexism/weapons/any gang related or sexual behavior/insults/ or profanity:* Is not acceptable.

G. *Shoes:* Shoes must be worn at all times.

## **LOCKERS**

Students will be assigned lockers at the beginning of the school term. Students may put school padlocks on their lockers if they wish. Office personnel will check out a school padlock to the students. No personal locks will be allowed. Lockers should be kept neat and orderly with the door kept shut. **No stickers will be allowed on the lockers.**

Lockers are the exclusive property of the Wibaux School District and at no time does the School District relinquish its exclusive control of the lockers. **School authorities may conduct periodic inspections of lockers at any time, whether locked or unlocked, without notice, without student consent and without a search warrant.** No students may use a locker for storage of any substances or objects, the possession of which is prohibited or constitutes a threat to the health, welfare or safety of the occupants of the school building.

## **LIBRARY RULES**

Wibaux Public School has comprehensive libraries. The following general guidelines are for library usage.

1. Librarians (7-12) shall have full authority in the operation of the library.
2. Books taken out of the library are to be checked out by leaving the card in the designated area or with the librarian.
3. Magazines and reference books are checked out from the librarian.
4. Lost books must be reported to the librarian and the cost of the book will be assessed to the student. Report cards will not be released until costs have been paid. Once the books are paid for, no reimbursement for found books will be made.

## **TRAFFIC REGULATIONS**

High School students may drive automobiles to and from school, but the following rules apply:

1. Parking will be along the east walk or south of the gym area not marked in red. There will be no reserved parking for students except that granted by the administration to seniors during spring senior privileges and **no student parking in the shop drives**. Spaces immediately next to the entry areas will be reserved for custodians, visitors, and administration. The area north of the main entrance is reserved for staff parking. The area south of the main entrance to the flag pole is reserved for visitors. Please observe handicap and senior citizen parking.
2. High School students may drive to lunch. Approved parking will be Nolan Ave. or angle parking on the slab. Speed limit is **15 M.P.H.** and students who drive recklessly will lose the privilege and will be reported to local authorities. Riders are to be in the passenger compartment of the vehicle.
3. Vehicles are not to be left running during lunch hour to prevent exhaust fumes from entering the elementary building.
4. The School District **EXPRESSLY RESERVES** the right to search any student operated vehicles parked on school property when district officials have reasonable suspicion to believe that the vehicle contains contraband.
5. Remember that noon driving is a privilege and can be revoked by the administration or school board.

## **DELIVERIES, PHONES & VISITATIONS**

### **CELL PHONE USE**

Student possession and use of cell phones, pagers and other electronic signaling devices during the day or during school-sponsored activities is a privilege. Students' devices in grades 9-12 must be kept out of sight and on silent mode during the instructional day. A student may use their device with permission granted by the staff.

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

Unauthorized use is grounds for confiscation of the device by school officials.

1st Infraction: Cell phone kept until the end of the day when a parent/guardian can retrieve it.

2<sup>nd</sup> Infraction: Cell phone kept until end of the day when a parent/guardian can retrieve it and the student will receive a detention.

Any further infractions will be dealt with by the administrator.

### **GRADES 7-8:**

The use of cell phones is not allowed during school hours.

### **DELIVERING ITEMS OR LEAVING MESSAGES.**

Always stop at the building office first. Items will be directed to the student's locker, or left at the front desk for later delivery. We ask that student learning not be interrupted.

### **STUDENT VISITATION**

Student visitors in the classroom will generally be discouraged unless that student may be a prospective student for our District. Student visitation will be at the discretion of the Administration.

### **TELEPHONE USE**

The telephones in the office or other areas of the building may be used with the permission of the secretary or other personnel. Excessive usage of the phone by any one student will result in denial of permission of use of the phone. Use of the telephone in other offices and rooms is prohibited unless permission is received from staff.

Students will not be called to answer the phone except in case of an emergency. Parents are asked to limit their calls to students as much as possible.

## **VISITATION**

All visitors are to check in at the school office. The staff members invite you to visit your school any time. Upon the rare occasion (testing dates for example) you may be asked to consider selecting another time for visitation. Out of consideration for all personnel, please try to set up an appointment in advance

## **ENTRANCE & ENROLLMENT**

### **ENTRANCE, DATE, AND AGE (REFER TO POLICY 3110)**

The District requires proof of identity and an immunization record for every child to be admitted to District schools. The District usually will not assign or admit any person who has reached age nineteen (19) on or before September 10 of the year to be enrolled; however, a waiver to this usual practice may be granted.

### **ENTRANCE**

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.
2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (except that pertussis vaccination is not required for children seven (7) years or older). Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. JH Class Requirements- Must pass all core classes (Math, English, Social Studies, Science and Health/PE) and pass 50 percent of elective classes to graduate from 8<sup>th</sup> grade.

### **FORMS, ENTRANCE**

Registration forms and checklists are available in the District office.

### **PLACEMENT**

It is the goal of Wibaux Public Schools to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

### **SCHOOL TRANSFER**

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

### **TRANSFER OF CREDIT (9-12) (REFER TO POLICY 2413)**

A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.



The District will follow Montana Accreditation Rules and Standard, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

Transfer credit and waiver of requirements are at the discretion of the administration. Credit will be computed on the basis of time and preparation requirements. A solid course meets a minimum of 225 minutes per week and requires outside preparation. Such a course receives one credit. Credit for other courses will be pro-rated. Credit will be awarded by the semester for all courses. For example, a person who passes one semester of a solid course will be awarded ½ credit.

## **GRADES, GRADING, GRADUATION**

### **ACADEMIC HONOR SOCIETY – GRADES 10-12**

In order to be considered for membership in the Wibaux County High School National Honor Society, a student must meet the following qualifications.

1. Each student must be a Wibaux County High School honor roll student for TWO consecutive quarters and a least a sophomore at the time of application.
2. Each student must be in good standing in regard to Wibaux County High School Student Handbook Rules and Regulations.
3. Each student must have earned a cumulative grade point average of 3.5 or higher in all high school class work completed.
4. Each student must meet with High School Counselor to make an application for membership.

When a student is granted membership in the Wibaux County High School National Honor Society, he/she will remain a member unless his/her grade point average falls below 3.25 or he/she falls from good standing in regard to Wibaux County High School Student Handbook Rules and Regulations.

For further details and applications contact the counselor or administration.

### **CLASS LOAD 7-12**

Students will register for a minimum of seven (7) academic classes per day. Waivers may be granted by administration.

Schedule changes must be discussed with the parents, counselor and administration. It is highly improbable that any change will take place after the first week of the semester.

### **COLLEGE TRIPS 11-12**

The District will accept no responsibility for students visiting a college. It is the policy of WPS to allow juniors/seniors to arrange for two (2) days for college visitation that will not count against the student days. The days must be prearranged and verified by the school counselor (limit two (2) days).

## GRADES

Grades will be awarded according to the following guidelines:

A	Superior	Student does more than required in an outstanding manner.
B	Above Average	Student does required work in above average manner.
C	Average	Student does what is required.
D	Below Average	Student does less than required and in a poor manner.
F	Failing	Student does not meet any of the above standards or has Excessive absences during the grading period.

### GRADES K-6:

Specific application of the grade guidelines will be left to the individual teachers, with the approval of the principal. Grades will not be changed, except in cases of computation and/or recording errors.

### GRADES 7-12:

The following grading scale is recommended for grades 7-12. A teacher will have the option to utilize a different grading scale with administration approval.

Grade	Number Equivalent	GPA Scale (regular courses)	GPA Scale (Dual Credit)
A+	97-100	4.0	4.5
A	93-96	4.0	4.5
A-	90-92	3.7	4.2
B+	87-89	3.3	4.0
B	83-86	3.0	3.7
B-	80-82	2.7	3.3
C+	77-79	2.3	3.0
C	73-76	2.0	2.7
C-	70-72	1.7	2.3
D+	67-69	1.3	2.0
D	63-66	1.0	1.7
D-	60-62	0.7	1.3
F	0-59	0	0

Grading is at the teacher’s discretion, and unless a teacher corrects a mistake, grades will be left as originally recorded.

### **GRADE REPORTS**

Grades shall be issued for all students four times a year at the end of each quarter. Mid-quarter reports will be issued to all students at the designated mid-term of each quarter.

### **GRADUATION**

No student who fails to meet graduation requirements will be allowed to participate in commencement exercises, or other ceremonies. (See Policy 2333)

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

In order to graduate from Wibaux County High School, a student must complete twenty-four (24) credits. Completion of a course at Wibaux County High School will be defined as sixty-six percent (60%) mastery of the material and attendance to include not more than (8) absences per semester.

Eight Semesters of English	4 credits
Six Semesters of Social Studies	3 credits
Six Semesters of Mathematics	3 credits
Six Semesters of Science	3 credits
Four Semesters of Health Enhancement	2 credits
Two Semesters of Vocational Education	1 credit
Two Semesters of Fine Arts	1 credit
<u>Electives</u>	<u>7 credits</u>
Total	24 credits

In addition, a student must pass each of the above courses attempted, or repeat it until it is passed. Elective classes, those not listed above, that a student does not pass will be recorded as an **F** on their transcript or could be taken over at the student’s discretion.

Transfer credit and waiver of requirements are at the discretion of the administration. Credit will be computed on the basis of time and preparation requirements. A solid course meets a minimum of 225 minutes per week and requires outside preparation. Such a course receives one credit. Credit for other courses will be pro-rated. Credit will be awarded by the semester for all courses. For example, a person who passes one semester of a solid course will be awarded ½ credit.

## **HONOR ROLL GRADES 7-12**

A semester cumulative grade point average (GPA) will be kept for all students. The GPA shall be calculated by multiplying all the grades given times the quality points per grade, times the credit value of the course for each course, and dividing the sum of total credits attempted. See chart above.

The quarterly honor roll is comprised of all students who receive at least a 3.0 grade point average and who have **no grade lower than a C**. All grades will be counted toward honor roll. (See Policy 2410P)

## **INCOMPLETE GRADE POLICY 7-12**

An incomplete grade may be awarded in unusual circumstances. It will become an **F** if not made up within two (2) weeks, unless additional time is allowed by the administration for extenuating circumstances.

## **INDEPENDENT STUDIES/DUAL CREDIT 11-12**

Students who desire a course not normally offered at Wibaux County High School may elect to take an independent study offering. Such independent study shall be under a faculty advisor, and full credit will be given for any course completion. In addition, correspondence courses are available from recognized correspondence schools and agencies. All independent study programs must be approved by the administration. The Board reserves the right, however to make exceptions to this policy on an individual basis.

## **SELECTION OF TOP ACADEMIC 8<sup>TH</sup> GRADE STUDENT GRADUATE GUIDELINES**

1. All subjects will be considered when figuring GPA.
2. GPA will be determined on the following point system:
3. JH Honor students will be selected by the cumulative GPA's of the first three semesters of their 7<sup>th</sup> and 8<sup>th</sup> grade year.

A 4.0	A 4.0	A- 3.7
B+ 3.3	B 3.0	B- 2.7
C+ 2.3	C 2.0	C- 1.7
D+ 1.3	D 1.0	D- 0.7
F 0		

## **STUDENT RECORDS AND TRANSCRIPTS**

A permanent record will be kept on each high school student. Transcripts of the record will be issued upon written request of the parent/student (if 18 or older) to agencies named by the parent/student. This record is open to student inspection as per the Right and Privacy Act. "The Buckley Amendment." (See Wibaux District Policy 3600 and 3600F)

## **TRANSFER STUDENT GPA**

GPA for transfer students will be determined by the above scale.

## **VALEDICTORIAN – SALUTATORIAN – HIGH SCHOOL**

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

- To be eligible students must have been enrolled for a minimum of three semesters/Two semesters of Junior year and one semester of senior year.
- GPA will be calculated to three decimal points
- Valedictorian must have above 3.7 GPA
- Salutatorians must have above 3.5 GPA

# MEALS

## BREAKFAST/LUNCH PRICES

	<b>K-6</b>	<b>7-12</b>
Breakfast	\$2.00	\$2.00
Lunch	\$2.50	\$3.00
Extra milk	\$ .30	\$ .30

Meals may be purchased by turning money into either the high school or grade school secretary.

Any amount of money may be deposited toward the school lunch program for your child. Money does not have to be given individually to each child; a family account can be established at the request of a parent and the money deposited can then be shared among siblings.

## LUNCHROOM

The lunchroom is available to all students provided they exercise proper conduct. The following rules apply:

1. 7-12 Students will eat by classes, (seniors, juniors, etc.) or at the discretion of the lunchroom supervisor.
2. Good table manners are to be observed, including sitting until finished eating with no loud talking or commotion. Tables are to be left neat and clean at the end of the meal.
3. Students with sack lunches will eat in the lunchroom unless there is an activity meeting or administrative permission is granted to eat elsewhere.
4. Food will not be taken from the lunchroom.
5. Pop and candy are not permitted in sack lunches or in the lunchroom.
6. For safety and sanitary reasons, the microwave is not for student use.
7. 7-12 Students who wish to eat hot lunch must sign up during their 1<sup>st</sup> period class. If a student is not present for 1<sup>st</sup> period class, or decides not to eat hot lunch, the school secretary must be contacted by third period. Students cannot remove names from lunch list after 3<sup>rd</sup> period. Students who fail to properly inform office of changes, will be charged with the day's lunch.
8. Parents are welcome to occasionally eat lunch with their child/children. Please call the school office prior to 8:45 a.m. if you wish to eat lunch that day.

## Low / Negative Account Balance Reminder

Date: 06/06/2023

Administrator or, Designee

Dear Parent or Guardian,

The balance(s) for the following food service account(s) are

Account #: 00

Patron(s) on account; Administrator or, Designee

Balance as of 06/06/2017: \$0.00

You may deposit money for food service accounts at any school.

Please keep in mind, per school policy, students Kindergarten through Grade 12 can eat only five (5) meals beyond what is paid for until your account is settled.

Free/Reduced Meal applications are available at any school or the District Office if you would like to apply to determine if your household qualifies for this type of assistance. Any application submitted would be for the current school year only. A new application is required each school year for this program.

If you have any questions, please call 406-796-2518

Sincerely,

Tara Zeimer  
Elementary Secretary

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Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

# MEDICAL

## ACTIVITIES & INSURANCE

Any accident should be reported to the supervising teacher and office. First-Aid materials are available from the office. The only insurance coverage provided by Wibaux County High School is catastrophic coverage. All athletes must provide a waiver of liability stating that they are insured for injury before they are allowed to participate in Wibaux County High School Athletic activities.

## MEDICAL RELEASE CARDS

Medical release cards are kept on file at the office for each student.

## POLICY ON EMERGENCIES

Students who become ill or have accidents while in Wibaux Public School District 6 classrooms are expected to go directly to the office or send for help. The following guidelines apply.

1. No student may leave school without first checking in the office.
2. If an injury or illness is serious and requires transportation to a hospital, a parent or responsible adult will be notified as soon as possible. Notification is to be done by telephone or by adult messenger if no telephone connection is available.
3. Direction from parents should be obtained before sending a child to the hospital. However, if a serious accident occurs and neither the parent nor the emergency contact can be located, the building administration or designee is authorized to make that decision.
4. The school employee in charge will determine whether to call an ambulance or take the child to the hospital.

Emergency care can be provided with the signed forms that are renewed each school year in the opening days of school. The administrator of each school distributes these forms. Local hospitals and doctors cooperate with the schools in meeting emergencies arising from illness and accidents. When authorities determine that children should be sent home because of injury or illness, these rules must be followed:

1. A parent or other responsible adult from the home will be notified and asked to come for the student. Telephone or adult messenger must do this.
2. If no one can be contacted at home, the student must remain at school under observation of a delegated person until the end of classes for that day.

## STUDENT MEDICATION (REFER TO POLICY 3416)

1. **Aspirin or other painkillers will be administered in public schools with written permission of the parent.** Medical care is the responsibility of parents. First aid will be administered in the schools as needed. The following guidelines on medications are used whenever an elementary aged student requires any medication at school or junior-high aged student requires prescription medication at school.
2. **A written permission note must be filled out by the parent/guardian.**
3. Medication must be in a clearly labeled, in the original container with the following information: name of student, name of medication, name of physician, and amount of medicine needed and time medicine is needed.
4. Medication must be kept with the school nurse, where the student is responsible to come for it unless other allowances are specified by state law.
5. The student must be able to dispense the needed amount of medication under supervision.
6. Students with a completed Montana Authorization to Carry and Self-Administer Asthma Medication form may carry and self-administer prescribed asthma medication.

Questions and concerns regarding medication at school should be directed to the School Nurse.

## WIBAUX PUBLIC SCHOOLS ILLNESS POLICY

There are three reasons to keep (exclude) sick children from school:

1. The child does not feel well enough to participate comfortably in usual activities, such as with extreme signs of tiredness or fatigue, unexplained irritability, or persistent crying.
2. The child requires more care than the school staff is able to provide without affecting the health and safety of other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.

Common symptoms and their severity:

	<b>Children should <u>not</u> be at school or in contact with other children if s/he exhibits:</b>	<b>If the child feels well enough, s/he <u>may</u> attend school if s/he exhibits:</b>
<b>Runny nose</b>	Cloudy or yellow/green discharge with congestion or fever	Clear drainage, as with allergies
<b>Cough</b>	Frequent or uncontrollable, producing mucous or accompanied by fever	Infrequent, no mucous and/or child has been on antibiotics for at least 24 hours before returning to school, no fever
<b>Fever</b>	If temperature is above 100 F or if symptoms of headache or cough accompany any elevated temperature	If temperature is below 100 F for 24 hours without taking a fever-reducing medication and there are no other symptoms
<b>Diarrhea or vomiting</b>	One episode of vomiting/more than one occurrence of diarrhea	Single incident of diarrhea and no other symptoms (i.e. fever, vomiting); must be 24 hrs after the last episode
<b>Body Rash</b>	If accompanied by fever, seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. May return to school when medical provider determines that illness is not communicable.	

The following list gives guidelines for exclusion from school due to illness or communicable disease. Children with minor illness need not be excluded unless one or more of the following exists:

	<b>Expulsion is necessary:</b>	<b>Expulsion not necessary:</b>
<b>Strep Throat/Scarlet Fever</b>	Sore throat, headache, nausea, fever (children do not always have fever or complain of sore throat). The only way to rule out Strep is with a throat culture.	After 24 hours on antibiotics and fever free for 24 hours
<b>“Pink Eye”, Conjunctivitis</b>	Eye is red with complaint of burning or itching; crusty, white, or yellow drainage is occurring	<i>Bacterial conjunctivitis</i> : after 24 hrs on antibiotics <i>Viral conjunctivitis</i> : with a note from the doctor stating the child is no longer contagious
<b>Rash/skin infection</b>	Any child with signs of rash or skin infection not having been evaluated by doctor	Rash free/written release from doctor with date and time of appointment/ after 24 hrs. on antibiotic for skin infection
<b>Chicken Pox</b>	Itching with pink/red spots with blister-type center	Lesions crusted over and dry (usually 6 days), no fever
<b>Flu</b>	Fever/temperature above 100 F with accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting, or diarrhea	After fever free (less than 100 F oral temp) for 24 hrs. without having been given fever reducing medication or release from



		physician if diagnosed with any type of flu
<b>Cocksackie Virus (hand, foot, and mouth disease)</b>		May attend if able to participate in school, unless the child has mouth sores and is drooling
<b>Fifth's Disease</b>		Child is no longer contagious once rash appears
<b>Head lice or Scabies</b>	Child may return once treatment starts, provided s/he has a doctor's note specifying date and time of appointment	
<b>Hepatitis A</b>	Child must remain home until one (1) week after onset of illness or jaundice and when able to participate in usual activities	
<b>Herpes</b>	If area is oozing and cannot be covered, such as mouth sores	
<b>Impetigo/Staph/MRSA</b>	For 24 hours after treatment starts, provided s/he has a doctor's note specifying date and time of appointment. Wound must be covered with dressing taped on all four sides.	
<b>Ringworm</b>	May return after treatment starts, provided s/he has a doctor's note specifying date and time of appointment	
<b>Roseola</b>	Rash with fever must seek medical advice	Rash and no fever
<b>RSV (Respiratory Syncytial Virus)</b>	If he or she is not well enough to participate in usual activities, seek medical advice.	
<b>Vaccine preventable diseases (Measles, Mumps, Rubella, Pertussis)</b>	Child must stay home until determined not infectious by a healthcare provider, provided s/he has a doctor's note specifying date and time of appointment	

If the child's doctor diagnoses them with a communicable disease, please notify the school so we can notify parents of other students in the classroom if necessary. Communicable diseases include chicken pox, Cocksackie Virus (hand, foot, and mouth disease), croup, pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. Return to school will require a doctor's note stating that the communicable disease is no longer contagious, accompanied by a date and time of appointment.

The school must be notified when your child will be absent, as well as given the reason for the absence. The contact numbers are 406-796-2518 for the Elementary and 406-796-2474 for the High School.

## **SAFETY**

### **ACCESS TO BUILDING—STUDENTS**

Students shall not be in the building before or after school hours or on weekends without adult supervision. Students will be supervised while in the building or on the grounds during school hours.

#### **GRADES 7-12:**

The Wibaux School Building is open at 7:30 a.m. Students may participate in our breakfast program at 7:30-8:00. Bus students are admitted to the building upon their arrival. The bell, which signals the start of the school day, rings at 8:00 a.m. Classes begin at 8:00 a.m.

## **BUSES**

The following guidelines apply:

1. Students are to be at the stop at least three minutes before the scheduled departure time.
2. Students are to remain seated until the bus has stopped.
3. Students are to refrain from loud talking or abusive language.
4. No food or drink will be permitted on regular routes.
5. Students are asked to notify the driver if they do not plan to ride the following run that evening or following morning.
6. Drivers may assign seats to one or all students.
7. In case of discipline problems, students may have riding privileges suspended.
8. Evening buses shall leave five minutes after school dismissal. Students should hurry, in order to not miss the bus or make it late for departure.
9. Students that are not listed as passengers on a route must have a written note signed by a parent/guardian. This note will state that the student has permission to ride the bus and be dropped off at a specified stop. One note at the beginning of the year would suffice for a frequent rider to a location.

## **BUS PROCEDURE--WINTER**

It is Wibaux Public School's goal to run all buses according to published routes and schedules 100% of the time. This is not always possible. We ask that you cooperate in our efforts to ensure your child's safety and convenience.

1. If there are hazardous road conditions and/or weather conditions at your location, please give this information to your **bus driver**. The best time to call is either the evening before or about fifteen minutes prior to departure time for the driver.
2. For afternoon runs or in case early dismissal may be in order, please call the school during the school day. Be as specific with your information as you can.
3. Buses will be dispatched unless notice to the contrary is given by telephone, text, email, Facebook, between 6:45 and 7:30 a.m. for the announcement
4. Please arrange for a place for your children to stay in town if at all possible for the occasions when an afternoon bus cannot run.

**Students who live outside the city limits are required to place on their emergency card a designated home in town where they are to stay in the event the busses cannot run because of a weather emergency or other event.**

5. To check on bus availability contact the route driver. If unable to contact your driver, then call Annie Begger or Anna Harrell. We need to keep our lines open for calls to the drivers, radio stations, county shops, etc.
6. The decision to send buses home early will be based on parent reports and county road crew advice. Announcements will be made on the radio. After considering parent and county road crew advice, the decision whether or not to send buses home early will be made by the school administration. Students whose parents usually meet the bus will be returned to town if they are not met and other arrangements are not made with us.
7. If we choose not to send buses home early, it is our practice to dismiss students to ride home with their parents or drive themselves home at parent request. We cannot accept responsibility for students who ride in private vehicles.
8. If prolonged closure of a route is necessary, contact the school office for suggestions on alternate arrangements.

### **Bus Drivers' Telephone Numbers:**

Ted Zinda	North	796-2562
Missy Tvedt	South	796-7669

Tim Harris  
Talitha Williams

Town  
North/Sub

701-202-7664  
701-590-9890

## **FIRE DRILLS**

From time to time fire drills will be held to test the ability of students and school personnel to evacuate the building. During the drills, observe the following:

1. No talking (so directions may be heard).
2. No running or pushing.
3. Leave books in classroom. Do not stop at any locker.
4. Be as orderly as possible.

*Use the Following Exit Plan Posted in the Building you are in*

All persons in the building will exit to a point at least 100 feet from the buildings when the alarm is sounded. Two short blasts of the alarm is the signal to return. Emergency procedures, such as lock-downs, intruders, bomb threats, etc. shall be addressed during the school year.

## **POLICY ON EMERGENCIES**

Parents are required to fill out an emergency information with the school (infinite Campus, dragonfly, etc.) for procedures to be followed in case of sickness, accident, or early dismissal due to weather. The school uses this information to contact the parent or whoever the parent designates if an emergency situation should arise. Any changes in this procedure should be reported to the school office. Emergency care can be provided with the signed forms that are renewed each school year in the opening days of school. The administrator of each school distributes these forms. Local hospitals and doctors cooperate with the schools in meeting emergencies arising from illness and accidents. When authorities determine that children should be sent home because of injury or illness, these rules must be followed:

Students who become ill or have accidents while in Wibaux Public School District 6 classrooms are expected to go directly to the School Nurse, office or send for help. The following guidelines apply:

- No student may leave school without first checking in the office.
- If an injury or illness is serious and requires transportation to a hospital, a parent or responsible adult will be notified as soon as possible. Notification is to be done by telephone or by adult messenger if no telephone connection is available.
- Direction from parents should be obtained before sending a child to the hospital. However, if a serious accident occurs and neither the parent nor the emergency contact can be located, the building administration or designee is authorized to make that decision.
- The school employee in charge will determine whether to call an ambulance or take the child to the hospital.
- If no one can be contacted at home, the student must remain at school under observation of a delegated person until the end of classes for that day.

## **SPECIAL ACCOMODATIONS**

### **EQUAL EDUCATION AND EMPLOYMENT POLICY**

As provided in the Constitution of the State of Montana, the Wibaux Public Schools, District No. 6, is committed to equality of educational opportunity. The District is also committed to equal employment opportunity.

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

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

Inquiries or complaints regarding discrimination should be directed to Annie Begger, Superintendent, or Anna Harrell, 796-2518 Title IX/Section 504 Coordinator, 121 F ST. North, Wibaux, Montana 59353, Phone: 796-2474.

### **GRIEVANCES AND DUE PROCESS**

From time to time a student or parent feels they have been unjustly treated and wants to make a complaint. An aggrieved party must follow the District's Uniform Grievance Procedure. A copy of the complaint form is available in the District office. (See Wibaux School District Policy 1700P)

### **SECTION 504 COMPLIANCE**

The Wibaux Public Schools guarantee a free appropriate public education to all children with disabilities, from age 3 through high school. Special education and support services are available to all eligible students, whether enrolled in a public school or private school within district boundaries. Various screenings are conducted throughout the school year in order to locate those who may be in need of special services. To obtain further information on the various screenings or information regarding the procedures for identification, referrals, and assessment, contact the Wibaux School District Superintendent's office at 796-2474.

## **SCHOOL ACTIVITIES, SPORTS & EXTRA-CURRICULAR ACTIVITIES POLICY**

### **RULES, REGULATIONS, & POLICIS**

Students in grades 5-8 will pay an activity fee of \$40, 9-12 \$40, with a cap of \$150 per family.

All Session passes

K-4 \$30

Adult \$75

Senior Citizen (65 +) \$30

Students will not be allowed to play or participate in any activity until this fee is paid. This fee will allow students into any sporting activity for the 2023-2024 school year. If this fee is a hardship for your family, please contact the school.

The rules, regulations and policies governing school co and extra-curricular activities are determined by three main entities: a.) the Montana High School Association, b.) the 4-C Conference (Basketball, Track, Eastern Division Volleyball and Football) and c.) Wibaux Public School District.

The Wibaux School District establishes rules that outline conduct expectations of participants, many of these rules being required or dictated by the MHSAA in order to insure fair competition among schools.

The MHSAA establishes rules governing all interscholastic competition such as athletics, cheerleading, speech, drama, and music. Those rules are generally consistent with the rules of the National Federation of State High School Associations, the national governing body for interscholastic activities. Such rules include, but are not limited to, academic eligibility, transfer eligibility, and specific sport rules. The district and divisional conferences may add rules concerning the conduct of contest.

Wibaux Public School activities are for Wibaux Public School students. This includes academic as well as extra-curricular activities.

Students who attend extracurricular events are expected to conduct themselves in an orderly, appropriate manner. Students who do not comply will be disciplined.

## **GENERAL EXPECTATIONS AND GUIDELINES FOR ACTIVITIES**

1. All fund-raising activities must be supervised by a faculty member, have a stated purpose, and be approved by the principal. The money will be kept in the Activities Account at the Wibaux High School.
2. A meeting at which there is a quorum (more than half) and a sponsor present must approve actions of an organization.
3. Dues are the responsibility of each organization and are not necessarily required. Each organization is responsible for collecting its own dues.
4. The secretary of an organization is expected to keep accurate minutes of all meetings, prepare agendas as needed, and perform other duties assigned by the president.
5. Treasurers are expected to collect all bills and keep detailed records of expenditures, collect dues, and keep an accurate account of who has paid. The treasurer shall confer with the school secretary at least monthly to reconcile financial records.
6. Organization disbursements will be made only on receipt of a purchase order executed by the group advisor and the secretary prior to the purchase and an itemized invoice or bill to accompany request for payment. Approval of the building administrator is required for purchases over \$100 prior to the purchase. Unauthorized purchases will be the responsibility of the individual purchaser.
7. All school activities will be held at school facilities unless authorized by the Superintendent to be held elsewhere. Activities should be scheduled at least two weeks in advance, and no activities are to be held later than 9:30 p.m. during the week and 11:00 p.m. on weekends except for Prom, Homecoming, and other approved dances, which may continue until 12:00 a.m. No activities should be held on Sundays or holidays.

8. Activities will be self-supporting.
9. The following activities are expressly prohibited:
  - a. Secret clubs and societies
  - b. Hazing and initiations of any kind
  - c. Loaning of school equipment to individuals for use away from school.
  - d. Discrimination in membership
  - e. Un-approved class parties
  - f. Senior Sneak Day
10. All fund-raising activities should be presented to the High School Student Council and the administration **before** the activity begins.
11. Use and/or possession of alcohol, tobacco, nicotine products, or drugs is strictly prohibited. Violators will be ejected from the party and will be barred from all future parties.
12. Appropriate attire is required as outlines in this Student Handbook.
13. No gifts or awards should be purchased by individual donations. Advisor gifts will be taken care of by the classes or organizations and discussed by all at the meeting. If individual collections are to be taken from students involved, all money is to be collected first and put in the organization's fund and the bill paid from there.
14. Wibaux County High School activities are for Wibaux County High School students, although area high school students and Wibaux County High School Alumni will be permitted to attend high school dances with prior approval of the building administrator.
15. Sportsmanship and integrity are solid expectations of participants. Display of un-sportsman-like conduct, use of profanity, game ejection, technical fouls, un-sportsman-like conduct penalties, etc., may result in suspension from participation.
16. School owned equipment checked out to participants becomes the responsibility of the participant. Loss or damage of the equipment will result in a charge for replacement. Failure to turn in equipment or pay for lost or damaged equipment may result in the withholding of awards and/or possible suspension from participation.
17. Harassment, discrimination or hazing (initiation) will not be tolerated. This includes all such behavior that occurs on the basis of gender, race, ability, religion, or position. Violations of these expectation will result in suspension and, if applicable, referral to law enforcement officials.
18. Participants in activities are subject to activity-specific rules and regulations established by the coach or advisor. Practice attendance, team dress, lettering requirements, and other such items may be covered. Activity-specific expectations should be provided to all participants at the beginning of the activity.
19. Completion of an activity season, in good standing, is required for a student to be eligible for a letter or other co-curricular awards. The only exception is injury, illness, or emergency, which limits participation.

### **STUDENT ELIGIBILITY STANDARDS FOR EXTRA-CURRICULAR ACTIVITIES:**

Students representing Wibaux Public School in inter-school activities and those participating in special activities are expected to follow all rules and regulations of the school. Participation may be denied if the student does not comply. Enforcement of these rules will be at the discretion of the administration.

Eligibility standards as set forth in the Montana High School Association Handbook will be complied with by this high school.

### **Section (2) ELIGIBILITY**

To be eligible to participate in an Association Contest, a student shall meet all of the following criteria:

A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar)

Exception: students who are enrolled and participating in a transformational learning program in their school that meets a district's proficiency-based learning requirements pursuant to the adopted policies of the local school board is exempt from the ten hours per week bricks and mortar requirement.

***Exception – Non-public or home school students who meet the requirements of 20-5-109 can participate in MHSAs member school extra-curricular activities with the following stipulations:***

***1) The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment).***

***2) The same rules of the MHSAs apply including age, semesters, academics (see #3) and transfer. Only enrollment is waived.***

***3) The academic eligibility for extracurricular participation for a student attending a nonpublic school must be attested by the head administrator of the nonpublic school. The academic eligibility for extracurricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the MHSAs school principal. Academic eligibility includes provisions 2.2, 2.3 and 2.4.***

***4) The student may only participate in the school in the student's attendance area***

2.2 A grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of class scheduling format utilized (i.e. block, traditional, trimester etc.).

2.3 A student must have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any ninth grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high school's athletic teams. If the school prohibits participation by ninth grade students, this action by the local school will not be subject to review by the MHSAs or its Executive Board.

2.4 A student must have received a passing grade and received credit in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was enrolled.

2.5 If a student is assigned an "incomplete" or a "condition" in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final.

2.6 In the case of two or more schools entering into a cooperative sponsorship of activities, a student enrolled as a student and otherwise satisfying eligibility requirements would be eligible to participate in any activity sponsored by the school, regardless of whether the activity is sponsored only by the school or in conjunction and cooperation with another school, without being in violation of Article II, Section 2.

2.7 No student may establish eligibility concurrently at two member schools and nonpublic school. Dual enrollment is not recognized for the purpose of eligibility in MHSAs activities. ***A home school or nonpublic school student who participates at a MHSAs member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision protects member schools and nonpublic and home school leagues regarding dual participation.***

2.8 This rule is not applicable to IDEA '04 and Section 504 students when their individual education plans (IEP) under IDEA or their educational accommodation plans under Section 504 certify that the students are not required to meet this minimum academic to have passed 20 hours of prepared work per week. However, all students must be enrolled in twenty hours per week and in regular attendance in ten hours per week. Special education or Section 504 certification that the student is not required to meet the minimum academic requirements may not be enacted retroactively (after grades have been assigned at the end of the previous semester).

- 2.9 The second semester begins on Monday morning following the week in which the first semester ends. A student who becomes eligible the second semester would then become eligible on Monday morning. A student who becomes ineligible the second semester would become ineligible on Monday morning.

#### **INTERPRETATIONS**

**1. A student may not compete “unattached” or “independently.” He/she must compete for and be eligible to represent his/her member high school.**

**2. Schools may be more stringent in their policies.**

**3. Twenty hours of prepared class work is defined as four subjects that grant one unit of credit each for the full school year, or their equivalent (e.g., three classes carrying one unit of credit for the school year and two classes carrying one-half unit of credit for the school year) or the equivalency in a block/trimester schedule would meet this requirement.**

**4. Only school district-approved course work can be used to compute the 20 periods of prepared work.**

**5. The scholastic record at the end of the semester shall be final and deficiencies may not be made up in any manner. Deficiencies, including incompletes, conditions and failures for the previous semester may not be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for the purpose of establishing or maintaining MHSA eligibility.**

**6. The intent of the rule prohibiting incomplete grades from being made up is not to prohibit incomplete grades which were given in cases of illness, injury or attending school authorized functions.**

**7. A student attending an alternative school not housed within the high school is considered eligible for competition if the student a) is academically eligible from the previous semester, b) is enrolled and in regular attendance for twenty hours per week of approved high school classes, c) is eligible to receive a diploma from the high school for which he/she is competing, and d) the principal of the high school verifies that the student meets all other eligibility requirements such as age, semesters etc. and is in good standing.**

In addition to the Montana High School Association rules, the following local standard applies also for students in grades 5-12 and shall not be subject to change during the time that a regular school year is in session:

1. Students who participate in school-sponsored activities **MUST** be in attendance for the immediate half-day prior to that activity. Students are not to compete in an after-school activity if they did not attend their afternoon classes (periods 5, 6, 7) and a morning absence must not be unexcused. The only exception to the above would be a pre-arrangement made with administration.
2. The participant must maintain a passing grade in all subjects and receive a passing grade in conduct in all classes to be eligible. A student with one failing grade when eligibility is checked Tuesday mornings will not be allowed to participate in interscholastic competition or events except those scheduled as part of a regular class. Students on the eligibility list will follow the support program as follows, this support program is for consecutive weeks on the eligibility list:



- a. Week One: Student is given a grace period to improve their grade on their own. But is still ineligible from extracurricular activities.
  - b. Week Two: Student is required to receive help from the classroom teacher after school, resulting in missed practice time up to 4:15 when staff is able to leave.
  - c. Week Three: Student is required to receive help after school from the classroom teacher up to 4:15 and is unable to practice until the classroom teacher informs coaches that they are at a passing grade.
  - d. Week 4: Student would be removed from the team or extracurricular activity for the remainder of the season.
3. If a student fails a class for the quarter, that student will be ineligible to participate in extracurricular events for two weeks in the next quarter.
4. Each participant must give evidence of insurance coverage.
5. Each participant must present a signed activity agreement which includes risks of participation.
6. Students must earn trips to higher-level competitions and may not attend advanced meets as spectators. Deviations must be approved by the administration.
7. Students participating in an out-of-town activity will travel to the competition by school provided and/or school arranged transportation.
  - a. At his/her discretion, the building administrator may allow a participating student to ride to an activity with the student's parent or legal guardian, grandparent, or other parents. Advance written permission will be required.
  - b. Students may return home with their parents if a request to do so is given to the building administrator by the parent before departure from Wibaux or to the coach by the parent at the event.
  - c. With advance written permission from the parent and the administration's approval, students may ride home with a grandparent or other parents.
  - d. Under unusual circumstances, and normally requiring parental permission, the administration may allow other travel arrangements which he/she feels are reasonable and justified.
  - e. 18-year-old student must have written permission to leave with another adult.
6. On all school activity trips, where school transportation is provided, the only type of beverage containers that will be allowed in the vehicle will be ones with screw tops.
7. Training rules, in addition to those set forth herein, may be determined and enforced by the coach(es) of the activity in consultation with the participants. Coaches, participants, and parents shall be responsible for knowing and enforcing the rules. Each coach shall review rules, infractions, and administer the penalties. Coaches shall be responsible for fair application of the rules and shall be responsible for the membership of their teams. A student may appeal a coach's decision by using the grievance process. If, at any time, the conduct of the participants in an activity reflects badly upon the school and community, the Board reserves the right to deny funding for the activity or discontinue the activity.
8. Participation may be denied if the student does not comply all rules and regulations of the school. Enforcement of this rule will be at the discretion of the administration.
9. For Grades 5-8 no activities will be scheduled Wednesdays after school
 

If students in Grade 8 are participating in a high school sport, they will be allowed to participate in the after-school practices.

### **New Eighth Grade Participation Rule, including Transfer Rule Reference**

A student who is enrolled in the 8th grade shall be eligible to participate in an Association contest but must meet the following requirements and parameters:

- a. The eighth-grade student is participating in a contest other than football.
- b. There is no restriction in place for participation of this 8th-grade student at his/her middle school and/or high school in which he/she will be participating.
- c. Any eighth-grade student allowed to participate will have eight semesters of high school eligibility remaining.
- d. All eighth-grade students participating must meet the academic requirements.
- e. All eighth-grade students participating must meet the transfer requirements. The official MHSA transfer form must be used.
- f. All eighth-grade students participating in a high school contest must adhere to all other MHSA rules and guidelines. Committed to a contest at the high school level, the eighth-grade student may not also participate in that same sport at a level under high school concurrently.

The Coach and Ad will present to a committee their request to invite 8th grade students to play on a high school team.

**Basketball** - If there are 12 or fewer 9th-12th grade athletes, it will be at the coach's discretion to invite 8th-grade participation.

### **Eligibility Checklist – Nonpublic School and Homeschool Participation**

**Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities.**

**20-5-109. Nonpublic school requirements for compulsory enrollment exemption.** To qualify its students for exemption from compulsory enrollment under **20-5-102**, a nonpublic or home school:

- (1) shall maintain records on pupil attendance and disease immunization and make the records available to the county superintendent of schools on request;
- (2) shall provide at least the minimum aggregate hours of pupil instruction in accordance with **20-1-301** and **20-1-302**;
- (3) must be housed in a building that complies with applicable local health and safety regulations;
- (4) shall provide an organized course of study that includes instruction in the subjects required of public schools as a basic instructional program pursuant to **20-7-111**; and

(5) in the case of home schools, shall notify the county superintendent of schools of the county in which the home school is located in each school fiscal year of the student's attendance at the school.

**The same standards (MHSA and Local School Policies) must be met as those required of full-time students enrolled in the school (exception- enrollment in the school).**

**The same MHSA rules apply including age, semesters, academics (see below) and attendance area residence. Only enrollment is waived.**

✓ **Attendance Area** - Student must live in your school's attendance area – the nonpublic and/or home school student's entire family must live in the attendance area of the school they are participate at. **Nonpublic or homeschool students cannot transfer.**

✓ **Academic Eligibility – Nonpublic school** – the students' academic eligibility must be attested by the head administrator of the nonpublic school. **Homeschool** – academic eligibility must be attested in writing by the educator providing the student instruction with verification by the MHSA school principal.

- Grading Period – one semester (one half of a school year – approximately 18 school weeks or 90 school days).
- A participant must have received a passing grade and received credit in at least twenty hours of prepared class or work or its equivalent in the last previous semester in which he/she is enrolled.
- Participants who are academically ineligible cannot participate in any Association contest (varsity or sub varsity) for a period of one semester. They can practice if the school allows but they cannot suit up or participate in any games at any level of competition.

***To meet the same standards as required in the law, a home school and/or nonpublic school student must demonstrate they have passed four half credit classes in the previous semester (90 school day period). This is meeting the same standard. Otherwise, students who are failing could transfer to home school and have their educator state they are passing in that semester to become eligible academically without verification of number of classes and passing work, etc. Also, the nonpublic school administrator or home school educator must demonstrate the student is on course to graduate complying with the MHSA semester and age rules.***

✓ **Age Rule**

A student who turns 19 after midnight August 31<sup>st</sup> is age eligible. Any 19 year old (who turns 19 on or before midnight August 31<sup>st</sup>) can file a waiver of the age rule if the following is proved by the student – 1) student does not create a safety risk, 2) student does not skew the overall competitiveness of the activity, 3) participation will not exclude others, and 4) the student meets all necessary criteria to participate in MHSA activities.

✓ **Semester Rule**

Students are eligible for eight consecutive semesters and the semesters start to accrue after entering the ninth grade.

***The principal will verify when the student began high school coursework which will begin his/her semester accrual. (Eight consecutive semesters once they start ninth grade coursework and semester accrue whether they are attending school or not).***

✓ **Dual Participation** – No student may establish eligibility concurrently at two member schools. Dual enrollment is not recognized for the purpose of eligibility in MHSA activities.

***A homeschool or nonpublic school student who participates at a MHSA member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision protects member schools and nonpublic and home school leagues regarding dual participation.***

✓ **Graduate Students**

- Any student who meets any of the following criteria shall be ineligible to participate in any Association Activity:
- The student is a graduate of a regular four-year high school.
  - The student is a graduate of a secondary school which has the same requirements for graduation as a regular four-year high school.
  - The student has earned enough credits to entitle him/her to be graduated from the high school and has completed eight semesters of high school.
  - The student has received a high school equivalency diploma (GED or ***HISET***)

Interpretations

- A student who graduates the first semester is ineligible the second semester.
- A student who has earned enough credits to graduate the first semester but remains enrolled and graduates on the regular date remains eligible to participate.
- Senior students who are currently eligible in their eighth semester (4th spring) will continue to be eligible for all interscholastic activities even though graduation exercises precede the completion of interscholastic activities for that specific year. If a student has earned a GED or ***HISET*** he/she is considered a high school graduate and is not eligible to compete in any MHSAA sanctioned activity.

✓ **Physical Exams**

Physical exams are required for students participating in MHSAA sanctioned sports. The exam is valid for one school year and the MHSAA form must be used. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. Physicals performed before May 1<sup>st</sup> are not valid for the next school year.

✓ **Initial Required Number of Practices Rule**

The initial required amount of practices (ten (10) for football, basketball, tennis, soccer, cross country, track and field, softball, wrestling, and swimming and two (2) for golf for each individual must be completed as a comprehensive, regularly scheduled team practice with the full coaching staff present.

**SCHOOL SONG!!**

**LONGHORNS – LONGHORNS – FIGHT! SCORE! WIN!**

**Oh, when the Longhorn team comes out to play  
We're going to stand and cheer them all the way!  
And when they get that ball and start to score  
We're going to stand and cheer and yell forever more.**

**O, Wibaux High is out to win this game  
O, Wibaux High is out to win the fame  
O, Wibaux High is really here to win, Won't give in,  
Wibaux High.**

**Go, Fight... Go, Fight Win  
Let's Go, Fight... Go, Fight Win  
Say W – Say I – Say B – Say A – U – X  
WIBAUX!!**

**ACTIVITY AWARDS**

**1. Letter Requirements**

Basketball and Football – participate in as many varsity quarters as there are varsity games or if they are on the varsity roster for any post season play.

Track – earn as many points as there are varsity meets, including district meet.

Golf – Must compete in 75% of varsity tournaments, to compete at the state tournament.

Volleyball – participate in as many varsity games as there are varsity matches.  
No person who is suspended from, quits a team, or elects not to complete the season will be eligible to letter.

## **2. Other Athletic Awards**

Coaches for Football, Volleyball and Basketball are allowed to award no more than four awards to be given at their discretion.

Outstanding Track – Based on Total Points

Outstanding Senior Male and Female Athlete – Based on vote of coaches, and administrators for leadership, ability, participation, scholarship, etc. Any student who has served a suspension from an activity because of an Extra Curricular Training Rules chemical use violation, in season or out of season of the senior year, will not be eligible.

## **3. Music Awards**

Letter requirements – Must be involved in band or choir for four semesters and participate in solo-ensemble festival. Must be at all concerts, unless previously excused by the director (this includes pep band performances). May not have a D or F at any grading period.

Other Music Awards – John Philip Sousa Band Award, Outstanding high school band member. Selected by band students and instructor.

National School Choral Award – Outstanding high school choir member. Selected by students and instructor.

Outstanding Senior Musician—Must have participated in both band and choir. Selected by the instructor.

## **4. Speech/Drama**

- A. Participation in all dramatic productions.
- B. Enthusiastic and cooperative attitude with director and fellow cast/crew members.
- C. Attending practices.

## **BAND AT TOURNAMENTS**

The band will be allowed to travel to district, divisional and State basketball tournament games when Wibaux is playing. The band will not travel to any playoff contests involving football or volleyball.

## **ACTIVITY TRIPS**

1. Each traveling group will have at least one faculty or staff chaperone. Students will be supervised at a ratio of one chaperone per 20 students. A chaperone shall be present for boys and girls, when more than one group attends the same event. All chaperones must be approved by the administration. One duty of the chaperones will be to inform students of these rules prior to departure.
2. Meals will be provided for students at post season levels in athletics, and at extra and co-curricular levels when out of town. In both cases the travel, game, or activity must extend through meal time.
3. To feed groups at an activity that is less than a full day in scope and fewer than 75 miles from Wibaux, permission must be granted in advance from administration. Meals will be limited to \$18.00 for ½ day or \$36 per whole day.
4. Students will not have students of the opposite sex in their rooms without chaperone permission.
5. Chaperones will conduct bed checks each night. After bed checks, students will not leave their rooms until the group assembles for breakfast the next morning.
6. Students will be considerate of other motel/hotel guests. Music, TV's, talking, etc., will be kept at a moderate level at all times. No music/TV's will be played after bed check.
7. Students will not be allowed to ride in a private car unless specifically requested to do so by a chaperone.

8. Students will stay with the group at all times unless given permission to leave by the chaperone. Responsibility for checking with a faculty chaperone is the student's, however.
9. The usual prohibitions against drugs, alcohol, tobacco, and nicotine products will be in force.
10. Violations of the rules must be dealt with by the chaperones **immediately** and reported to the administration as soon as possible. Chaperones will have the authority to confine the student to his/her room, suspend the student from the activity or send him/her home if arrangements to do so can be made.
11. Music may be allowed on school busses to school activities. However, the volume must not be excessive and appropriate music will be played. The advisor has the right to screen, shut down the music, or require headphones. Laser lights, cell phones, and other items that can cause distraction are not allowed.

### **DANCE REGULATIONS**

1. All dances must be approved in advance by the Wibaux County High School Student Council.
2. All dances must be chaperoned by representatives of both the Wibaux Public School staff and parents.
3. Admittance to dances will be allowed only for one hour after the scheduled start of the dance. Once admitted, students are to remain at the dance except for emergency reasons. Those who elect to leave before the scheduled end of the dance will not be re-admitted.
4. Junior High students will not be permitted to attend Wibaux County High School dances unless a specific 7-12 dance is held.
5. Use and/or possession of alcohol, tobacco, nicotine products, or drugs are strictly prohibited. Violators will be ejected from the dance and will be barred from all future Wibaux County High School dances. All Wibaux County High School students involved can expect future disciplinary action.
6. Appropriate attire is required.
7. The public display of affection rule listed in General Student Behavior Section is also in force at dances.
8. Area high school students and Wibaux County High School Alumni will be permitted to attend high school dances with prior approval of the building administrator.

### **WIBAUX COUNTY HIGH SCHOOL'S EXTRA CURRICULAR TRAINING RULES**

1. To emphasize concern for the safety of students while participating in activities.
2. To promote a sense of order and discipline among students.
3. To emphasize appropriate citizenship for those students who, through their participation, are leaders and role models for their peers and younger students.
4. To promote a chemical-free environment that will encourage healthy development.
5. To emphasize the importance of academics.

The following rules govern participation in extra-curricular activities.

**Hours – (Curfew)**                      All days which are followed by a school day – 10:00 p.m.  
    Saturdays – 12:00 a.m.  
    Thursday/Friday – When no Friday/Saturday game or activity – 12:00 a.m.

**Prohibited:**

1. Alcoholic beverages and drugs
  - Possession of
  - In company of those using
2. Tobacco or nicotine products (All)

#### ***All Extra Curricular Activities:***

- Participants will be placed on immediate suspension until a decision is made.
- A meeting with the coach and athletic director will determine which of the following actions will be taken. Parents will be informed in writing of what action will be taken as soon as practical.
- It is the position of Wibaux County High School that participation of these activities is a **Privilege** to students who are willing to make the commitment to adhere to the following rules.

**First Offense** – Exclusion from all extracurricular activities for a period of ten (10) school days following the time of the infraction and including at least four contests in basketball and volleyball and two contests in football and track. JV contests cannot count toward the exclusion period for varsity and vice versa. Forfeiture of all school awards and honors for the year, in the activity. The administration or school counselor will refer the student to an Alcohol and Drug Counselor for possible further assessment and recommendations if available.

**Second Offense** – Suspension from that activity for the remainder of that season and will extend for 30 school days and including eight contests in basketball and volleyball and four contests in football and track. The administrator or school counselor will refer the student to an alcohol and drug counselor for possible further assessment and recommendations if available.

**Third Offense** – The student will be suspended from all activities for 90 school days from the time of the violation and including twelve contests in basketball and volleyball and six contests in football and track. Further alcohol and drug counseling will be continued if available.

### ***Unexcused Curfew Violation:***

**1<sup>st</sup> Offense Curfew** – Extra workout. Strict curfew for two weeks, such as 9:00 p.m. Suspension from one contest.

**2<sup>nd</sup> Offense Curfew** – Extra workout – suspension of contests – four for basketball and volleyball, two for football and track. Strict curfew for remainder of season such as 9:00 p.m.

**3<sup>rd</sup> Offense Curfew** – Removal from squad for that season and extending 30 school days.

When the infraction occurs near the end of a participating season, the number of suspension days not completed will carry over into the next season effective from the first date of school. Suspensions may span two different seasons or two different school years. The number of suspended contests not served during the year of accumulation will carry over to the next participating season. Students must start and complete an entire activity in order to receive credit for suspension time served. A participant on probation for offenses may be removed from the squad for any further problems that result.

Offenses are cumulative during the school year. Example – First offense in fall sport and second offense in winter sport would be treated as a second offense during the same season.

It will be the coach's discretion if the individual will practice during the exclusion period, assign extra conditioning and whether the individual will sit/stand with the team (not in uniform), attend the contest or ride the team bus.

### ***Activity Policy Duration***

This policy is in effect from the date of the first practice for fall activities (August) until the last scheduled day of school or end of spring activities, whichever is applicable to the student, and is in force continuously during that time. Infractions are ***cumulative*** during any one-school calendar year, enforcement may ***not*** be. Enforcement may carry over to the next school year or next year of participation. The school year in which the penalty for the infraction is ***served*** is the year of accumulation.

Although this policy is not officially in effect from the last day of school/activity until the first day of fall practice, parents and students should be aware that WCHS discourages all chemical/tobacco-controlled substance use during summer vacation.

### **Other Information**

1. Other team rules, as explained by the coach/advisor of each activity, must be adhered to.
2. Students have a right to due process and can request a hearing with a committee consisting of: the coach/advisor of the involved activity, the activities director or designee, and a coach/teacher of the student's choice.

3. Participation in extra-curricular activities is an extension of a normal school day – thus all school policies and rules apply.
4. All participants must attend all scheduled practices unless specifically excused by the coach.
5. Hazing or harassing of any student or group of students is forbidden. This restriction applies to all individual students and all organizations of students in all Wibaux Schools. Penalties will be administered according to the individual case.
6. Cancelled or postponed events will not count toward a competition week.

### ***Suspension:***

Any student who denies involvement and then is later found to have been dishonest will receive a suspension **twice** as long as that listed under first, second, or third violations.

Students are encouraged to self-report violation to any coach or school official. If a student self-reports:

1. The administration may impose a five (5) day extra-curricular suspension instead of the ten (10) days. The number of suspended contests would also be reduced in half from what is prescribed under the first offense consequences.
2. An acceptable self-reporting time is defined as noon of the first school day after the offense occurred.
3. Self-reporting suspension reductions are only applicable to first time offenses. Second and third offenses will be administered as previously written.

### **INJURY**

1. The possibility of major and/or minor injury is an inherent danger in all activities. Sprains, fractures, joint injuries and bruises are a few of the more common, but not all-inclusive dangers. More serious injuries such as paralysis or even death, although rare, can occur.
2. Parents who have concerns about the safety of a program, or know of an injury or health problem of which school personnel may be unaware, should contact the appropriate coach or advisor as soon as possible.

### **INSURANCE**

Wibaux Public Schools are not responsible for medical bills resulting from participation in activities. The district does not carry medical insurance for such activities.

1. Parents are required to provide some form of medical insurance for students participating in athletics and some other activities. This requirement may be met by having a family medical policy which covers the participant or by purchasing the available student insurance plan.

### **PARTICIPATION STANDARDS**

#### ***Academic Eligibility***

1. To be academically eligible to participate in a MHS A contest, a student must be passing in four solid subjects, and just have received passing marks in four solid subjects for the previous semester. An incomplete is not a passing mark.
2. The participant must maintain a passing grade in all but one subject and receive a passing grade in CONDUCT in all classes to be eligible. A student with one or more failing grades in the same class two consecutive weeks will not participate in inter-scholastic competition or events except those scheduled as part of a regular class. Eligibility is done on a weekly basis and is generally available on Wednesday AM.

Students who are academically ineligible may not participate in contest, suit up for games, or travel with the team.



### ***Attendance Standards***

1. A student must attend **all** his/her scheduled classes in order to participate in an extra-curricular activity. Exceptions may be for school related absences or **excused** absences such as doctor appointments. Obtain prior approval when possible.
2. Any participant who accumulates excessive absences as described in the attendance policy and violates their specified contract will be suspended from activity participation for a period of time.

### ***Citizenship Standards***

1. Students who wish to participate in activities are visible representatives of their activity, team, school and community. They are expected to maintain high standards of conduct in school and during school related travel and events. They are expected to assume the responsibilities of a positive role model. Conduct, which distracts from those expectations, such as chemical use, criminal behavior, classroom disruption, or un-sportsman-like behavior, may result in suspension from participation.
2. Students who are suspended from school may not practice or compete during the period of suspension. Serious classroom discipline problems may result in suspension from activities.

### **PRE-SEASON RESPONSIBILITIES**

1. Students and their parents are responsible for having the following prior to the first practice of any athletic season. Non-athletic activities may have different or additional requirements.
  - a. Participation and physical forms with all sections completed, including warning statement, insurance information, permission signature, and doctor's physical.
  - b. Emergency Medical Card with all appropriate signatures and information.
  - C. Participation Form

### **RECOGNIZED ACTIVITIES**

The following activations are recognized as part of the Wibaux Public School program of activities.

#### **Class Organization**

Basketball (boys & girls)	Vocational Clubs - BPA, FCCLA, FFA
Football	Annual
Drama	
Track (boys & girls)	LAC (Longhorn Activities Club)
Volleyball	Wibaux High Environmental Team
Golf (boys & girls)	Band and Chorus
Girls Softball-Co-op DCHS	Student Council

No other activities are authorized and will not be conducted unless otherwise approved by the Board and Administration.

All activities will be assigned one or more sponsors with primary responsibility for proper management of the group.

### **WIBAUX SCHOOL DISTRICT #6 RULES AND REGULATIONS**

1. Transfer students who move to Wibaux School District without a corresponding change of residence by the parent or legal guardian with whom they were living formally are ineligible for varsity interscholastic competition. The one exception is a student who moves from one divorced parent to the other, in which case, the student is allowed one such move in his/her high school career. Transfer questions should be directed to the school Activities Director.
2. Students are ineligible due to MHSA age limitations if they turn 19 years of age on or prior to August 31.

3. Students who are academically ineligible may not participate in interscholastic extra-curricular activities on any level.
4. Students must maintain amateur status. They may not accept cash awards, take part in commercial endorsements, accept award merchandise of more than \$20.00 value per camp, etc. Questions regarding amateur status may be directed to the Activities Director.
5. Students may participate in specialized sport camps as stipulated by the MHSA. School equipment, uniforms, funds, etc., may not be used for participation in specialized sport camps.

**The full text of extra-curricular training rules will be distributed at the beginning of each school year an**

## **POLICIES, FORMS & LETTERS**

**Please see website for recent policies**

**[https://issuu.com/montanaschoolboardsassociation/docs/wibaux\\_k-12\\_schools\\_policy\\_manual?e=16838009/12505822](https://issuu.com/montanaschoolboardsassociation/docs/wibaux_k-12_schools_policy_manual?e=16838009/12505822)  
d may be obtained in the high school office.**

## WIBAUX SCHOOL DISTRICT INTERNET ACCEPTABLE USE AGREEMENT

**REVISED 5/2019**

*(Please read this document carefully before signing.) The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.*

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is available to students and staff in the Wibaux School District. Our goal in providing this service to staff and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. Students and teachers have access to:

- Information and news from institutions and people as well as the opportunity to correspond with these institutions and people.
- Public domain software and graphics of all types for school use.
- Discussion groups on a plethora of topics.
- Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
- Graphical access to the World Wide Web.
- Electronic mail (e-mail) communication with people all over the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Wibaux School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Wibaux Public School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. **If a Wibaux School District user violates any of these provisions, the loss of privileges, disciplinary action, and/or appropriate legal action will occur.**

### **Internet--Terms and Conditions of Use**

**Acceptable Use** – All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The use of your account must be in support of education and research and consistent with the educational objectives of the Wibaux School District. These procedures do not attempt to state all required or proscribed behaviors by users. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

**Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or staff member who receives an account will be part of a discussion with a Wibaux School District staff member pertaining to the proper use of the network.) Wibaux School District staff may request the system administrator to deny, revoke, or suspend specific user accounts. The school administration and the system administrators will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

**Unacceptable Uses** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- b. Unauthorized downloading of software.
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- h. Using another user's account or password without consent;
- i. Posting material authored or created by another, without consent;
- j. Posting anonymous messages;
- k. Arranging a face-to-face meeting with someone only known through emails or the Internet.
- l. Using the network for commercial or private advertising;
- m. Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
- n. Using the network while access privileges are suspended or revoked.

**Acceptable Uses** – In accord with this policy students may

- 1) Design and post web pages and other material from school resources.
- 2) Use direct communications such as social networking, IRC (Internet Relay Chat), online chat, or instant messaging with a staff member's permission.
- 3) Use approved email accounts under supervision by or permission from a staff member.
  1. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user.
  2. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  3. Care should be used in drafting messages and in opening attachments.
- 4) Use discussion forums, chat rooms, messaging or other electronic communication forums that have been approved by the school.
- 5) Personal technology devices (cameras, phones) may be used with explicit permission from Wibaux school staff for specific assignments/duties.

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone numbers of students or colleagues.
- e. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be private property.

**No Warranties** - Wibaux School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wibaux School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Security** - Security on any computer system is a high priority. If you can identify a security problem on the Internet, you must notify a system administrator or your building principal. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

**Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any other network. This includes, but not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

**Charges** – The District assumes no responsibility for any unauthorized charges or fees. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

**Website** – Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with policies and approval processes.

- a. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without permission.
- b. Students will not disclose publicize personal information.
- c. For each republication of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- d. The absence of copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- e. The “fair use” rules governing students’ reports in classrooms are less stringent and permit limited use of graphics and text.
- f. Student work may only be published if there is written permission from both the parent/guardian and the student. See the attached permission form.

## Internet Safety

- a. Internet access is limited to only those “acceptable uses,” as detailed in this document. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this document.
- b. Staff member shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained this document.
- c. Each District computer with Internet access has filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
- d. The system administrator and Superintendent shall monitor student Internet access.

## G Suite for Education Notice to Parents and Guardians in grades 7-12

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services:

- Google alerts, Google Cloud Print, Google Earth, Google my maps, Google play, Managed Google play, Material gallery, Scholar profiles, Search and Assistant, YouTube, and Blogger.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

## What personal information does Google collect?

When creating a student account, Wibaux Public School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

## How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

[Include this section if your school provides access to Additional Services] In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

## Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

## Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Wibaux Public School, G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

## What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the building principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

## What if I have more questions or would like to read further?



If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the building principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).

**Consequences** for inappropriate technology use or unacceptable use of the Internet

- A. A student user who violate this policy or a School Board policy is subject to disciplinary action in accordance with applicable disciplinary procedures and consequences outlined in the student handbook.
- B. A Staff member who violates this policy is subject to appropriate disciplinary action up to and including discharge.

See Wibaux Board Policy 3612 for additional information

# One to One Technology Use Agreement

## Student Responsible Use Policy

Purpose: Wibaux Public School may provide and assign students a device for use at school as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

### RESPONSIBILITIES

The student will:

1. Adhere to these guidelines each time the device is used at school.
2. Charge their 1:1 device at school nightly, starting each day with a full charge.
3. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
4. Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the internet content is filtered when the student is at school.
5. Back up important data files regularly.
6. Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.
8. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
9. Transport computer in sleep mode, with screen closed.
10. Provide their own headphones and/or ear buds as needed for school related work.
11. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
12. Return (including the charger) the device upon transferring out of school or at the end of the year.

### RESTRICTIONS

The student will not:

1. Mark, deface or place stickers on the device.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.

7. Tamper with computer hardware or software, attempt to unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Modify or remove the Wibaux asset tab or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that students will apply **common sense** to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- You are responsible for the device and cords. Do not loan any of these items to anyone else.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors or seats.
- Do not stack objects on top of your 1:1 device; leave outside or use near water.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or in climate weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

### **COMPUTER DAMAGES**

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by WCHS up to the full cost of a replacement device.

WCHS reserved the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence includes, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines delineated above.
  - A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability reason for loss.
  - If the device charger is damaged or lost, the student is responsible for replacing it.
  - Access to WCHS provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the WCHS technology agreements outlined in this document and the Acceptable Use Policy in the Student Handbook.

# Wibaux Public School

121 F Street North, Wibaux, MT 59353-9041

Phone: 406-796-2474

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July 6, 2023

TO: Parents and Students of Wibaux Public School:

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA certified building inspector. During the inspection, samples were taken from building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and conditions that does NOT pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA certified management planner. The Management Plan includes the inspection and physical assessment reports, the program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative offices during regular office hours. Terry Quintus, Superintendent, is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to him.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to ensure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

If you have any questions, please feel free to contact me.

Sincerely,

Annie Begger, Superintendent

# Work Experience Program

**The Work Experience program is designed for regular education students that want to gain experience working in a job that is directly tied to their future academic or occupational plans.**



## GOALS

1. The primary purpose of the Work Experience Program (WEP) is to provide students with a practical and relevant career related learning experience.
2. The WEP enables students to acquire an improved understanding of their abilities, interests, and educational/career aspirations.
3. The WEP provides educational opportunities not available within the present high school structure.
4. The WEP provides a means of applying/measuring those academic skills learned throughout the student's formal education.
5. The WEP provides an avenue for students to develop the confidence, responsibility, and maturity necessary for success on the job.
6. The WEP enhances the partnership between school and community by serving the needs of local business and industry.

## PROGRAM REQUIREMENTS

1. Program application must be completed on an official application form. Participation in the program is limited to students who are 16 years old or more and are on schedule to graduate at the conclusion of their senior year.
2. Students must meet the following GPA Requirements to enter the program:
  - a. Junior students must have a 3.0 to enter the program their second semester.
  - b. Seniors Must have a 3.0 the 1st semester and a 2.75 to enter the second semester.
  - c. Anyone below the GPA Requirements can still apply with an additional application process.
3. Students must have missed less than 6 days of school the previous semester to apply.
4. A selection committee consisting of the principal and counselor shall evaluate the student's application to determine program eligibility and acceptance.
5. High school credit will be awarded for the program.
6. Students must remain at their worksite for an amount of time equivalent to that which they would accrue in school following a normal schedule.
7. Evaluation of a student's progress in the program shall be a joint effort by the employer and school official. A school official, on standard grading scale, will complete actual grading.
8. Job assignments should correspond with the student's career interests and/or post-secondary educational/employment plans.
9. The student may not be self-employed.
10. Employer may not be a parent or guardian of the student.
11. The program shall be organized and maintained so that students are under the direction and supervision of the school.
12. The program shall have written policies pertaining to student enrollment, attendance, absenteeism and conduct.
13. The director of the work experience (OJT) program and the teacher coordinator shall hold valid licenses. Licensure shall not be required for persons responsible for training at the on-site location.
14. A training agreement must be completed and signed for each work experience class. The training agreement shall be signed by the employer, student, student's parent or guardian (if student is under 18 years of age), and the supervising teacher for the related class.

15. Students will complete an “Introduction to Work Experience Program” week. This week will include creation of a Cover Letter, Resume, and Interview.
  - a. All students will be enrolled in a general education course until all paperwork is completed.
  - b. Students will be enrolled in Work Study on the 3rd week of school to begin the year.
  - c. Students will complete this week-long course each semester.
16. The “work experience” (OJT) shall have academic and occupational job performance competencies showing relationship to an enrolled class and shall be based on a one to one ratio limited to the time in the related class. For example, one hour of classroom instruction to one hour of work experience.
17. Classroom and work attendance records shall be maintained during the length of the program.
18. Students in The Work Experience Program are not exempt from finals.

### **Withdrawal:**

1. Students who request removal from the WEP must provide a written statement, copies of which must be presented to the high school counselor and to the student’s assigned employer. This statement should include reasons for requesting withdrawal from the program.
2. Employers who wish to dismiss their WEP student must confer with the counselor and school official regarding their rationale for termination.
3. If students are removed from the program, they will complete a separate research project to complete the course and receive a grade.

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## **Rules and Regulations**

### **Job Site Supervision:**

1. Each WEP student will be designated a school official/advisor.
2. All school rules, regulations and policies are considered to be in effect while a student is in the program. This includes tardiness, absences, disciplinary action, athletic, extra curricular, and co-curricular eligibility, etc.
3. Failure of a student to abide by all WEP rules and regulations may result in disciplinary action and could result in temporary expulsion or permanent from the program and enrollment in WCHS courses. In which case the student receives a failing grade for the semester and will be placed in an alternative class within the school.
4. Incidences both inside and outside of school hours may affect the student’s ability to continue in WEP. This includes but is not limited to: misconduct, citations by law enforcement, curfew violations etc.
5. ALL expenses incurred in traveling to and from a job site are the responsibility of the student. ALL expenses incurred in securing and maintaining the WEP position is the responsibility of the student.
6. Planned Absences: Any WEP student who intends to be absent from his/her job site must inform the employer and school official as early as possible in advance of the intended absence. Emergency situations are exempt from this rule.
7. Unexcused Absences; The employer must report a WEP student absent from his/her job site without prior approval or notice immediately to the high school official or counselor.
8. Students absent from school for illness are not permitted to report to the job site for work on those days affected.
9. In the case of WEP absences, similar to regular academic subjects, parent(s)/guardian(s) are expected to contact the office. Excessive attendance issues could result in removal from the program, at the discretion of WCHS staff. If a student does not have a 90% attendance record, the student may be removed from WEP. WCHS staff will make their decision on a case by case basis.
10. A school official and advisor will conduct a job site visitation once per quarter.

**Records to be maintained:**

1. Employer's evaluation of a student's work experience (Quarterly Review).
2. Report of on-site visits made by the school.
3. The program/school shall maintain a record of employers, employer addresses, and employer phone numbers and make these available along with other listed documents for audit purposes.
4. Students must maintain records.

**Wibaux County High School Work Experience Program**

**APPLICATION FORM**

**Applicant's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date of Birth: Mo. /Day/Yr** \_\_\_\_\_

**Business Name of Employer:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Parent Guardian Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

1. Can you furnish a vehicle for travel to and from the job site?

YES     NO

2. Confer with the counselor regarding your academic status and graduation requirements.

Current number of credits: \_\_\_\_\_ Counselor's Initials \_\_\_\_\_

3. Credits remaining to graduate: \_\_\_\_\_ Counselor's Initials \_\_\_\_\_

4. Why are you doing work study and what is your goal?



# Work Experience Training Plan

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_



## WORK BASED LEARNING AFFILIATION AGREEMENT

2600F

This Affiliation Agreement is entered into between Wibaux (high school) and \_\_\_\_\_ (workplace learning site).

WHEREAS High School has established a \_\_\_\_\_ Work Based Learning program for students interested in career exploration opportunities; and

WHEREAS High School wishes to affiliate with \_\_\_\_\_ (workplace learning site) for the purpose of providing Career Exploration and Assessment experiences for students enrolled in the \_\_\_\_\_ Work Based Learning Program; and

WHEREAS the Workplace Learning Site is willing to permit the Career Exploration experience on its premises with the terms set forth in this Affiliation Agreement;

NOW THEREFORE, the parties agree as follows:

1. The High School shall assume full responsibility for planning and execution of the student program of instruction including curriculum content, Work Based Learning orientation, emergency contact information, and parent/guardian consent.
2. The High School shall ensure participating students have completed safety instruction specific to the work site prior to participation in the Work Based Learning experience.
3. The High School shall provide a Work Based Learning Coordinator responsible for instruction and coordination with appropriate Workplace Learning Site personnel for the planning, selecting, and evaluating of students' experiences.
4. The Work Based Learning Coordinator, Workplace Supervisor, and student will work collaboratively to determine the career readiness, employability skills, and proficiency guidelines set forth in the personalized work based learning program.
5. The Workplace Learning Site agrees to designate a Workplace Supervisor, who has completed the Volunteer Agreement Form, and whose responsibility it shall be to assist the Work Based Learning Coordinator in selection and coordination of student experiences appropriate to the level of learning.
6. The Workplace Learning Site professional practitioners shall be responsible for overseeing the students' experience and training activities. They shall orient the students to their activities, direct their activities and supervise their activities to assure safe and satisfactory experiences and performance.
7. The High School shall be responsible for assigning students to the Workplace Learning Site for experience. The High School shall notify the Workplace Learning Site at least one (1) month in advance of its planned schedule of students and types of experiences to be provided. This schedule shall be subject to approval of the Workplace Learning Site.
8. The Workplace Learning Site shall make available the necessary equipment and supplies as determined by the Workplace Learning Site in conjunction with the High School.
9. The Workplace Learning Site shall provide the Work Based Learning Coordinator with frequent student performance evaluations in the manner and frequency so designated by the High School.
10. The High School shall work with the Workplace Learning Site regarding the removal of any student from the Workplace Learning Site whenever the student is not performing or meeting the workplace requirements. Responsibility for student disciplinary measures, if any, shall be with High School and not with the Workplace Learning Site.

**Workplace Supervisor initials the selection specific to this Work Based Learning placement:**

\_\_\_\_\_ Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student earns school credit for employment as documented in the Work Based Learning plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Based Learning plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer’s workers compensation coverage.

\_\_\_\_\_ Employer does not pay the student. Student earns school credit as part of a Work Based Learning plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer’s workers compensation coverage.

\_\_\_\_\_ Employer does not pay student. Student earns school credit for the Work Based Learning opportunity as outlined the Work Based Learning plan. School district adds a school to work endorsement onto the school workers’ compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the School District’s workers compensation coverage.

\_\_\_\_\_ School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

_____	_____
Workplace Supervisor	Date
_____	_____
Work Based Learning Coordinator	Date

PARENT/GUARDIAN CONSENT FOR WORK BASED LEARNING EXPERIENCE

I, (full name) \_\_\_\_\_ as legal guardian of \_\_\_\_\_ (child's full name) a student enrolled in the \_\_\_\_\_ High School acknowledge the following:

The program of study includes opportunities for my child to participate in an off-campus Work Based Learning opportunity, and I give my consent to my child participating in the offsite Work Based Learning component, and I agree to support and assist with enforcement of the content included in the Work Based Learning placement

I agree to accept responsibility for my student's participation in the above-referenced activity. I understand any negligence arising out of the student's participation in the program shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I agree to counsel my child to abide by the rules and regulations set forth by the workplace learning site.

I have signed the Parent/Guardian Consent and agree to the stated conditions.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian printed name Phone number

\_\_\_\_\_  
Address City/State/Zip code