

BUTTE HIGH SCHOOL BULLDOGS
Student Handbook
2022-2023

IMPORTANT PHONE NUMBERS

Attendance Office	533-2265
24 Hour Recorder	533-2266
Main Office	533-2200
Counselors' Office	533-2264
Athletic/Activities Office	533-2215
Deans' Office	533-2265
Records/Transcripts Office	533-2250
All Student-Related Matters	533-2265
Teacher & Business-Related Matters	533-2200

Visit us on the Web at www.bsd1.org

Our Mission

Butte Public Schools will create, in partnership with our staff, families and community, challenging opportunities for all students to be successful as they become responsible and contributing citizens, and master the knowledge and skills essential for life-long learning in our changing and diverse world.

Our Vision

Butte Public Schools will create a progressive, educational environment in which each day, each student achieves success in a safe, positive, supportive and orderly learning environment.

Our Beliefs and Values

- A safe and caring environment will exist in all schools.
- Education will be a primary responsibility and investment of society.
- Butte School District No. 1 staff members are valued. Staff members will be involved in professional growth and development activities.
- Student's self-esteem is important; they will feel valued as human beings and successful as learners.
- All students will learn to become responsible partners in their education and contributing members of their community.
- Students will develop a foundation of technological knowledge that will enable them to access, use and evaluate information.
- Cultural and social diversity are strengths – feelings and beliefs of others will be respected.

WELCOME TO BUTTE HIGH SCHOOL

STUDENTS: PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY. THE INFORMATION IS IMPORTANT AND IS ESSENTIAL TO YOUR SUCCESS AT BUTTE HIGH SCHOOL.

In order for our high school to operate in the most efficient manner and for the benefit and satisfaction of all concerned, it is necessary to have a few simple regulations to guide you during your activities in and around school. All of you are members of a large school society, and, as in any society, certain rules and regulations are necessary for it to operate and function properly in order to protect the rights and privileges of everyone. Our rules and regulations are for your benefit and protection and to help insure that each and every one of you has the opportunity for the best education possible, not only academically, but also socially and physically. Please read them very carefully and do your utmost to carry them out to the best of your ability. You will be contributing to your own success and also toward making Butte High School one of the best high schools in Montana.

It is our philosophy at Butte High school that democracy should be taught and practiced by students, teachers and administrators.

Since the United States is founded upon the democratic belief in the worth of the individual, Butte High School makes every effort to give each student the opportunity to achieve the fullest possible development of his/her inherent potentialities and creative abilities.

To achieve the harmonious development of diverse personalities, our curriculum has been made flexible enough to permit minimum requirements for the less gifted and more rigid requirements to challenge those with more ability.

To obtain maximum results, the atmosphere of our school should be one of friendly cooperation, harmony, and goodwill among student, creative working teachers, and administrators. There should be a scholarly atmosphere with a desire for worthwhile educational experiences on the part of all students.

Butte High School Administrators

NOTE: At the printing of this handbook, District policies were under review. Current policies may differ from those printed in this handbook. For further information, contact the Principal's Office.

TITLE IX

In accordance with Title IX regulations, Butte School District No. 1 does not discriminate against any person on the basis of sex in educational programs or employment opportunities. Students or employees with questions or complaints may contact their building representative or may contact the Title IX Coordinator at 111 N. Montana, Butte, MT 59701, or phone 533-2505.

SECTION 504 STATEMENT

Students, parents and employees of School District No. 1 are protected under Section 504 of the Rehabilitation Act of 1973.

BOARD OF TRUSTEES' APPROVAL

The Board of Trustees, realizing that it is the responsibility and duty of the school authorities to provide an atmosphere and situation whereby the ability of each student may be realized to its fullest under the best of conditions possible, approves the contents of this handbook as policy of School District No. 1, Silver Bow County.

DAILY REMINDERS

1. Attend school regularly.
2. Be on time to all classes and appointments.
3. Respect the property of the school and that of other students.
4. Athletes are to live by the training rules.
5. Improve, in one way or another, each and every day.
6. Pick up admit slips when you are absent 10 days.
7. Pick up admit slips when you are tardy.
8. Prepare all daily assignments.
9. Turn in all make-up assignments when you have been absent.
10. Help keep the halls and grounds clean.
11. When driving, abide by the school rules and be a sane and courteous driver.
12. Support the clubs and activities.
13. Be a good citizen at all times, in and out of school.
14. Students are expected to clear the campus grounds immediately upon dismissal.

DAILY SCHOOL SCHEDULE

Period 1	8:18 - 9:25
Period 2	9:30 – 10:25
Period 3	10:30 – 11:25
Period 4	11:30 – 12:55
Lunch Period 1	11:30 – 11:55
Lunch Period 2	12:00 – 12:25
Lunch Period 3	12:30 – 12:55
Period 5	1:00 - 1:55
Period 6	2:00 - 2:55

EARLY DISMISSAL SCHEDULE (NO LUNCH)

Period 1	8:18 - 9:10
Period 2	9:15 – 9:55
Period 3	10:00 – 10:40
Period 4	10:45 – 11:25
Period 5	11:30 – 12:15
Period 6	12:20 - 1:00

Detention	3:00 - 3:45
-----------	-------------

SEMESTER FINAL TEST SCHEDULE

Day 1

Regular Schedule until 5th Period

Period 5	1:00 - 1:25
Period 6 Final	1:30 – 3:00

Day 2

Period 1 Final	8:18 - 9:55
Period 2 Final	10:00 – 11:30
Period 3 Final	1:30 – 3:00

Day 3

Period 4	8:18 - 9:55
Period 5	10.00 – 11.30

Semester Test. Semester tests or projects are required in all classes. All students are required to be in attendance during semester testing. There will be no exemptions.

I. ATTENDANCE POLICY

NOTICE TO PARENTS OF STUDENTS ABSENT FROM SCHOOL

The trustees of any elementary or high school district shall establish procedures to be followed by school personnel for attempting to contact any parent, guardian, or legal custodian whose child is absent from school, but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or legal custodian is aware of the child's absence.

STUDENT ATTENDANCE POLICY

Parents are requested to call the Attendance Office at 533-2265 on days when their student is absent from school. Butte High School will call parents or guardians who have not reported a student's absence to confirm the reason for the absence. Parents not contacted are to send a written statement with the student upon his/her return to school. Parents without a telephone are also to send a written statement to the school. Messages may be left on the Attendance Office 24 hour recorder by calling 533-2266.

Please leave your name, your student's name, grade in school, reason for absence and a contact number.

TARDINESS TO SCHOOL

All students reporting late at the start of the school day (1ST Period) must secure an "Admit Slip" from the Attendance Office. Students are considered absent if arriving after 8:45 a.m. Students are considered tardy and will be subject to detention or suspension depending upon their past records in this area and whether excused or not, if arriving at school after 8:18 a.m. but before 8:45 a.m. The only excuse accepted for being tardy is a medical excuse from a doctor. Sleeping in, flat tires, running out of gas, etc., are NOT acceptable excuses for being tardy.

Penalties for lack of punctuality are as follows: First, second, and third - recorded as tardy with a warning; Fourth, fifth, and sixth – one night detention; seventh through ninth – two nights detention; ten or more – in-school suspension. Persistent tardiness (six offenses) will result in a conference with parents to attempt to find and implement solutions to the problem.

TARDINESS TO CLASSES

Students are considered tardy who are not in the classroom when the bell rings and this is considered a classroom problem. Offenders are to be handled by the classroom teacher in his/her own way. With habitual offenders, or those they need help with, teachers may turn in regular disciplinary reports to either the Dean of Students, and they will handle them as serious attendance problems and involve parents, which could lead to suspension. If a student comes to class later than fifteen minutes, it is considered an unexcused absence.

IN-SCHOOL RELEASE

When a student needs to leave school during the day for any reason, the school policy is for the student to check out at the Attendance Office. Any student to be excused during the school day is to have his/her written request from a parent or legal guardian in the Attendance Office before 9:00 a.m.

Telephone calls will not be accepted for student release. All written excuses will be verified. The Attendance Office will verify written excuses for medical reasons with the licensed health care provider identified in the excuse. Without a written note, a student will be released only upon the appearance of a parent or legal guardian to gain his/her release.

UNEXCUSED ABSENCES

An unexcused absence from any class, study hall, or school exercise, such as an assembly, where attendance is due, automatically places a student on detention and subject to possible suspension. It may be necessary to seek reinstatement through a personal request of parents or guardians. If, for any reason, a student is obligated to leave the grounds before regular time of dismissal, he/she should apply to the Attendance Office for the desired permission and should not leave the grounds until such permission is granted. If a student becomes ill while in school, he/she must report

to the Attendance Office before leaving for home. If a student chooses out of school suspension in place of in-school suspension, the days he/she is out of school will count toward their 10 days of absences. If a Dean gives a student out of school suspension, the days he/she is out of school will not count toward their 10 days of absences.

TRUANCY

School attendance laws require all students to attend regularly, and unexcused absences are handled as trancies. The only excused absences are those for illness, school-related activities, family emergencies, professional appointments, or for special events of importance to the family if arranged and approved in advance by request of a parent. Students who are truant from classes, study halls, or detention are required to make up the time at the rate of two detention periods for each period missed. Students who are truant for an entire day will be suspended. Repeated violations will be cause for permanent suspension or withdrawal from school.

MANDATORY ATTENDANCE POLICY

Regular attendance is a requirement for receiving credit in classes at Butte High School.

A student may lose credit in any given class when absences reach a total of ten (10) per semester. A student may be withdrawn from school for the remainder of the current semester if the credited class load falls below four (4) classes.

Students under the age of sixteen (16) who accumulate absences in excess of ten (10) may lose credit in that class and be referred to the Student Resource Officer (SRO).

After seven unexcused absences (UA), a mandatory meeting with the counselor will be scheduled.

An absence is defined as any period when the student is not physically present in class. A tardy will be considered an absence when the first fifteen minutes of the period are missed. Acceptable absences not counting toward ten (10) days are family emergency, students on homebound, in-school suspension, medical excuse from a physician turned in within 48 hours of the absence, out of school suspension by school officials, and school activities.

The school principal or his/her designee may extend the number of allowable absences in consideration of verified medical excuses, school-related activities, or other emergencies that are unavoidable and acceptable to the principal. Students are entitled to one 10-Day Absence Appeal Hearing a year.

Students are responsible for taking the initiative to find out from their teachers what work needs to be made up following an absence.

Absences need not be consecutive to come under this policy.

ABSENT 10 CONSECUTIVE DAYS

By Montana State Statute, a student who missed ten consecutive school days will be dropped from school enrollment. Upon returning, a student must report to the Attendance Office where he/she must:

1. Have a written statement explaining the reason for absence.
2. Be given a re-entry slip to be signed by all teachers.
3. Present the school excuse form obtained from the Attendance Office (Sample below)

SCHOOL EXCUSE

Please excuse _____ who was seen in our office on _____.

- () He/She can return to school immediately.
() He/She cannot return to school until _____.
() He/She can return to school with the following restrictions until _____.

Signed _____

Date _____

Butte School District
THE BOARD OF TRUSTEES
3122P
Attendance Policy Grades K-12

Philosophy

Butte High School is committed to the philosophy that every student should attend every class, every day.

Regular attendance and promptness are expected in all classes and are essential for success in school.

Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced.

Definitions

Excused Absences: This type of absence has been pre-approved by a parent or guardian.

School-Approved Activity-Related Absences: These absences must be approved through the attendance office before the absence(s) occur(s). Students and parents need to carefully consider the number of days that will be missed when a student elects to take part in an activity. All work that is missed must be made up to gain the necessary skills taught in the course.

Unexcused Absence: This type of absence takes place without the pre-approval by a parent or guardian. It should be noted that if a student misses a class to remain in school to complete work for another class, the absence will be regarded as an unexcused absence, even if it has parental or guardian approval. Work missed during this period will be made up within a reasonable time to be determined by the teacher.

Truant: A student with multiple unexcused absences either consecutive periods or days that will lead to a citation by police according to Montana State Law enacted in July 1997 (M.C.A. 41-5-103).

Suspension: The exclusion of a student from classes for a specified period of time. If it becomes necessary to suspend a student from attendance, the work missed during the suspension can be made up within a reasonable time determined by the teacher.

Procedures for Butte High School

1. Absences and tardies will be marked by the teacher and recorded in the attendance office. Teacher records are the official record.
2. Parents must notify the school when they know their student will be missing class or study halls. Written notification must be received within twenty-four (24) hours of the absence.
3. Once the teacher observes that the student's poor attendance and/or excessive tardiness is having an adverse effect on the student's progress or grade or is disruptive to the class, teachers are to make a parental phone or letter contact to express their concern and to discuss the problem.
4. Excluded from the absence count are the following types of absences:
 - a. School-approved activity-related absences
 - b. Medically-related absences with a doctor's verification
 - c. Bereavement (as excused by parents)
 - d. Pre-approved by the parent or guardian.
5. After the teacher has made the parental contact, if the attendance or tardiness has not improved, the teacher should inform the appropriate dean, counselor and/or designee.
6. Three (3) tardies in a class will be counted as an unexcused absence for the purpose of accreditation.
7. Because the teacher's grade book is the official record of attendance, teachers will notify the student, dean, counselor and/or designee when the student reaches his/her 10th absence. The counselor and/or designee will mail letter to parent/guardian upon notification by teachers and arrange for an attendance conference. There will be no make up work after 10 days.
8. Letters notifying parents or guardians of student absenteeism will be sent home, computer-telephone calls will be made each day of an absence and concerns regarding attendance will be noted when report cards and comments are sent to the home. Parents or guardians are encouraged to call the attendance office if questions arise.

9. Once the dean, counselor and/or designee have been alerted by the teacher, he/she will then determine the appropriate measures to take. Such measures include but are not limited to the following:
 - a. Conference with student
 - b. Conference with student and parents
 - c. Detention
 - d. In-school suspension
 - e. Suspension from school
 - f. Referral to judicial system
10. At any time, the dean and/or designee will take the above disciplinary steps if a student is a blatant non-attender, who loiters in the building on or near the campus when he/she should be in class.
11. Parents or guardians may request a conference with the building dean, counselor, administrator and/or designee to discuss decisions pertaining to the attendance policy.
12. Such a request must be made within a period of one (1) week following a notification of a decision or a pending decision.
13. When appropriate, the Butte School District #1 Board shall, upon recommendation of the District Superintendent, consider expulsion for chronic truants.

Transactions With Emancipated and Majority Age Students

The guidelines for working with students in the above categories are as follows:

1. All students, regardless of age, who are living at home or in foster care, are considered to be under the supervision of their parents or guardians and parents or guardians will be required to sign or verify all appropriate school documents.
2. If a student is eighteen (18) years of age or older and is not living at home, the student may be considered an adult and may be held responsible for his/her absences, signatures, and behavior.
3. If a student is under the age of eighteen (18) and is married, he/she may be considered emancipated and considered in the same manner as those eighteen (18) and over and not living at home.
4. A student who is under eighteen (18) years old, not married, and not living at home, may be considered emancipated and treated in the same manner as an eighteen (18) year old not living at home, if the parents verify the emancipation. Verification shall be a (notarized) statement signed by the parents, stating that the student is emancipated. This document must be on file at the school.

Make-Up Procedures

Students are absent from school for a number of legitimate reasons. It is the policy of this school that the student, parent or guardian and teacher work together to complete schoolwork due to activity related absences or excused absences. It is the student's responsibility to initiate and follow through with the work's completion. To assist in this effort, the following guidelines are presented:

1. It is imperative that the individual student contacts each teacher on the first day after an absence to receive/review makeup work. Failure to assume responsibility in this matter will result in lower grades for the work missed.
2. Students are encouraged to make up missed assignments as soon as possible. Teacher and student should set up a mutually agreeable schedule to complete makeup work.
3. In certain circumstances, teachers may alter assignments to be made up. In other circumstances, the teacher may not require makeup. Should this be the case, the excused assignments will not be counted toward the marking period grade.
4. A student absent only on the date of a quiz/test should be prepared to take it the next day. The teacher may choose to administer it at a later date. Similarly, a student absent on the due date of a pre-announced assignment is expected to be prepared to turn in that assignment on the first day back.
5. Pre-announced special assignments, tests, quizzes, and homework are due on the day scheduled even if a student is absent the day before the assignment is due.
6. If a major assignment is due on a day and a student is present any part of that day, then the student is responsible for seeing that the major assignment is turned into the teacher on the due date.
7. Help with makeup work, quizzes, tests, lab work and projects that require special equipment may need to be scheduled outside the student's regular class period.
8. Each teacher will supply the students with a statement at the beginning of each course, regarding makeup tests, homework and assignments and the time they are available for assistance.
9. Students who expect to be absent for more than three (3) days are advised to request homework assignments from the teacher by calling the main office. Please allow twenty four (24) hours for the teacher to be contacted and the work collected so that the instruction schedule will not be interrupted. It is the parent/student responsibility to arrange for the work to be picked up.
10. A student with a school-approved activity-related absence is expected to see his/her teacher prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these Requirements changed.
11. Following these guidelines will assure proper credit.

Summary of Responsibilities

Students:

- To attend class regularly, only missing a class when a parent is aware that the absence is due to illness or other emergency.
- To be in class when the tardy bell rings.
- To be knowledgeable of the makeup policy in each of his/her classes.

- To obtain the makeup work and needed instructional help upon returning after an absence.
- To schedule all medical and other appointments outside of school time whenever possible.
- To avoid missing one (1) class to complete work for another class.
- To communicate with parents/guardians regarding attendance issues.
- To be aware of make up work procedures.

Parents:

To instill in their student the importance of attendance.

- To insure to the best of their ability that their student is in attendance regularly.
- To avoid taking the student out of school for appointments, trips and vacations.
- To call the school by 9:00 A.M. on the day of an absence. A written follow up note with student's name, parent's name, reason for absence and a reachable phone number will be turned into the Attendance Office with in 24 hours of any absence.
- To work with teachers and administrators to promote good attendance patterns for their student.

Teachers:

- To keep daily records of absences and tardies and communicate those accurately to the attendance office.
- To make parental contacts regarding excessive absences or tardies.
- To refer the student to the dean, administration and/or designee if the parental contact does not solve the problem.
- To communicate in writing to the student, parent and administration:
- The makeup procedure for the class
- The manner in which the grade for the class will be earned.
- To provide opportunities for makeup work when the student is absent unless the absence is due to truancy.

Administration, Deans and/or Designee:

- To monitor the halls for non-attendees and for students who are habitually late for class.
- To take appropriate disciplinary measures (detailed above) when a teacher has reported a student with excessive absences or tardies.
- To monitor attendance reports identifying and conferencing with students whose attendance patterns are cause for concern.
- To work closely with teachers and parents to help the student to develop positive attendance patterns.

STUDENT VISITORS

Student visitors will not be permitted to accompany students at Butte High School.

II. STUDENT BEHAVIOR AND CONDUCT

All students at Butte High School are expected to behave in a manner that will be a credit to themselves, the community, their parents, and to the school.

DISCIPLINE REPORTS

Discipline reports will be used by teachers to report misconduct by students to the deans. The reports will be filled out by the teacher or deans, and the disciplinary action will be taken by the deans or other administrators. Students should fully understand that any teacher or administrator has to correct misconduct at any time and to issue disciplinary reports for these offenses. This authority applies not only to the classroom, but also to all parts of the building and grounds at any time. All discipline reports, no matter how minor, will be sent to parents or guardians.

STUDENT OFFENSES WHICH WILL RESULT IN DETENTION, IN-SCHOOL SUSPENSION, OR OUT OF SCHOOL SUSPENSION

- Conduct or action, which causes interruption of classroom and school educational procedures.
- **SMOKING, CHEWING, or POSSESSION** of tobacco products and alternate nicotine and vapor products. The school prohibits smoking, chewing, or possession of tobacco products in the building and on school grounds, before and after school hours, and while in attendance at high school activities, or at any time that a group can be identified as representatives of Butte High School. Students are prohibited from carrying tobacco products and alternative nicotine and vapor products on their persons, in backpacks or in purses, in school or on school premises. Any student found guilty of this offense shall be subject to detention or suspension. Penalties are as follows: First Offense – Three days in-school suspension and five nights of detention; Second Offense – Five days in-school suspension and ten nights of detention, Third Offense – Ten days in-school suspension and ten nights of detention, or ten days out of school suspension; Fourth and Subsequent Offenses – Out of school Suspension. Local law enforcement officials shall be notified of the violations.
- Fighting in the school, on the school grounds, while going to and from school or at school sponsored activities, spectating, or not dispersing from a fight. Consequences for fighting are automatic suspension and detention. The SRO will be notified.
- Beverages will not be permitted within the classroom. However, beverages will be allowed during non-educational time. For example, during student time such as passing periods, before and after school, and lunch beverages will be permitted. Students will be required to throw the beverage away before entering the classroom.
- Loitering in hall or causing disruption in the normal flow of traffic in the halls.
- Rowdy behavior or running in the building.
- Littering of building or grounds.

- Misuse of lockers. Permanent decals; inappropriate pictures, posters, and slogans are not allowed.
- Continual violation of the dress and appearance policy.
- Displays of affection between students.
- Displays of poor manners during assemblies.
- Throwing snowballs on school premises.
- Damage to property: All damage to the building or property caused willfully or carelessly must be paid for by the pupil causing such damage. This applies to textbooks issued to students, desks, lockers, walls, and all other forms of school property.
- Bullying, menacing, hazing or intimidation of other students.
- The use of any form of extortion by students.
- Theft of any school property or the property of other students.
- Tampering with attendance slips or school records.
- Refusal to identify self. All persons must, upon request, identify themselves to proper school authorities in the school buildings, on school grounds, or at school sponsored events.
- Possession of illegal items or items including fireworks, weapons, ammunition, or any item reasonably determined to be a threat to the safety or security of others. Illegal items or items used to disrupt or interfere with the educational process will be seized by school authorities.
- Cell phone/electronic devices use should not be permitted within the classroom as it does disrupt learning and poses a possible threat to cheating. However, all cell phone/electronic device usage within the high school will not be banned. For example, during student time such as passing periods, before and after school, and lunch cell phones/electronic devices will be permitted.
- Video taping is not allowed within the school without teacher or administrative approval.
- The taking and knowingly disseminating, transferring or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.
- Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
- Truancy.
- Violation of policies regarding student behavior and student involvement with illegal chemicals or alcohol.

- Endangering the safety of others by setting off false fire alarms, making bomb threats, etc.
- Sexual harassment.
- Students caught writing, passing, or reading “notes” during school hours.
- No student deliveries of any type will be allowed during the school day.

These grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

Butte School District
THE BOARD OF TRUSTEES
3310
Student Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturdays
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety

for other students, school personnel, or other persons or for the purpose of self-defense.

Non-Disciplinary Measures

The superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation been found to have violated a School District policy, rule, or handbook provision.

Gun-Free Schools

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm at any setting that is under the control and supervision of the District, for a definite period of time of at least one (1) calendar year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. Any modification from the one-year mandatory expulsion must be in writing. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-202, MCA, and Policy 3300.

Possession of a Weapon in a School Building

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities;

“weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

This policy does not apply to on-duty law enforcement personnel.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Note: Firearms used as props in drama events must be replicas. Under no circumstances can the replicas be real weapons, operational or otherwise. Other weapons used in drama events must have approval of the building principal. Knives used as part of a course such as those used in home economics, shop, and art classes are excluded from this policy unless they are used to endanger students or staff.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons/devices involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law.

Students Suspected of Chemical Use, Abuse or Dependency

1. It is expressly forbidden for any student, while on his/her way to or from school, in school or at any school sponsored event, to use, possess, buy transfer, deliver, sell or be under the influence of any alcoholic beverages, intoxicants, "look alike" drugs, or any other substances defined by law as a "controlled substance" or "dangerous drug". It is also forbidden for any student to possess any items defined by law as "drug paraphernalia" while on his/her way to or from school, in school or at any school – sponsored event. Any violation of this policy shall be reported to law enforcement officials. Refer to policy 3416 regarding use and distribution of prescription drugs.
2. If there is any question as to whether the student has or has not been using chemicals, the student, or his/her parent(s)/guardian(s), may obtain a breath, blood or urine test (whichever is appropriate for the suspected drug), at their expense, and will provide a copy of the results to the school administration as soon as they are available. If the parent(s)/guardian(s) and/or student refuse to take such test, said refusal will be taken as an admission of use or possession.
3. A student determined to be in violation of this policy while at school or attending a school sponsored event will first be suspended out of school until a conference is held with the parent(s)/guardian(s). This conference will be scheduled on the next school day and at that time; the appropriate disciplinary action will be taken.

Discipline Procedures for Violation of Drug/Alcohol Use Policy – Grade 9-12

1. Violations of the Drug/Alcohol Policy will be cumulative throughout the entire period of School District No. 1 attendance in grades 9-12.
2. First Violation: Five-day out-of-school suspension. Unserved suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students. The Administrator has the option to recommend expulsion on a first offense. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.
3. Second Violation: Ten-day out-of-school suspension. Unserved suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students. Graduating seniors will serve in-school suspension prior to receiving their diploma. The Administration has the option to recommend expulsion on a second offense. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.

4. Third or Subsequent Violation(s): The student will be recommended for expulsion. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.

Discipline Procedures for Violation of Tobacco Use Policy – Grades 9-12

1. The school prohibits smoking, chewing, or possession of tobacco in the building and on school grounds, before and after school hours, and while in attendance at high school activities, or at any time that a group can be identified as representatives of Butte High School. Students are prohibited from carrying tobacco on their persons or in purses in school or on school premises. Any student found guilty of this offense shall be subject to detention or suspension. Local law enforcement officials will be notified of the violations.

B. Second Violation: Five days in-school suspension and ten nights of detention.

C. Third Violation: Ten days in-school suspension and ten nights of detention, or ten days out-of-school suspension

A. First Violation: Three days in-school suspension and five nights of detention.

D. Fourth and Subsequent Offenses: Out-of-school suspension.

Confidentiality of Student Records – Grades K-12

No records of the student's participation in treatment programs will become part of the student's permanent record or cumulative file. The information obtained in this program is confidential and may only be shared with the professional staff working directly with the chemical use, abuse or dependency program on a need-to-know basis. Sharing of this information with any third party is prohibited unless a signed release is obtained.

Notification Requirements

It will be the responsibility of the school administration to see that parents and students be informed, on an annual basis, of School District No. 1 policies regarding chemical use, abuse or dependency.

The same appeal procedure for suspension or expulsion shall apply to this policy as they do any other infraction, which results in suspension or expulsion. Compliance with the provisions of this policy is mandatory.

Butte School District
THE BOARD OF TRUSTEES

3403

Extra/Co-Curricular Participation Policy

Participation in extracurricular and/or co-curricular activities is a privilege and not a right. Students who wish to participate in extracurricular and/or co-curricular opportunities made available by the School District must be willing to accept the responsibilities, as well as the benefits that are associated with extracurricular and co-curricular activities.

Butte School District No. 1 Interscholastic Activities is subject to all current rules and regulations of the Montana High School Association (MHSA) concerning eligibility, age rule, transfers, residence, awards, and student recruitment. Students will be held accountable to the policy during each of the activities in which they participate effective at the beginning of the Butte High School Activity Calendar for that particular activity.

DUE PROCESS: A parent/guardian or student who is aggrieved by the imposition of the discipline under this policy shall have the right to an appeal the Superintendent/Principal. The appeal must be requested no more than seven (7) days after notice of the violation and disciplinary consequence. At the appeal the student and parent/guardian shall be subject to questioning by the Superintendent/Principal and shall be entitled to question staff involved in the matter appealed. If the parent/guardian wishes to appeal the decision of the Superintendent/Principal, the parent/guardian must request an appeal before the Board within seven (7) day of the decision by the Superintendent/Principal. **SUSPENSION WILL CONTINUE THROUGH THE DUE PROCESS PROCEDURE.**

Disciplinary Actions: An infraction of conduct rules or violations of this policy by a student, which is determined by the coach or advisor to be detrimental to the program, may result in Community Service and/or suspension.

Reporting and Investigating Violations: Rumors are not grounds for disciplinary action. However, rumors will be investigated and disciplinary action will be considered on report of a violation to the coach/advisor or vice principal/activities director. No violation should be reported unless the student(s) can be identified and a valid report of circumstances given.

Felony Offense: Any person involved in extracurricular activities, who is convicted of or pleads no contest to a felony, will be recommended to the Board for ineligibility for participation in activities for the remainder of their high school career. A student declared ineligible under this policy retains due process rights and is entitled to a hearing before the Board, at which time the Board may decide to modify the declaration of ineligibility.

Student Conduct:

1. Adhere to all team rules as explained by coach/sponsor.
2. Adhere to general student conduct rules as per the student handbook.
3. No unsportsmanlike conduct, hazing, or harassment toward opponents, officials, teammates, coaches, or spectators.
4. No stealing or malicious destruction of public or private equipment or other property.
5. Key factors warranting a dismissal from the team may include overall attitude toward the program, rules and regulations, and team standards as established by coaching staff and administration.

Curfew:

- Curfews on road trips will be determined by the coach and communicated to the team at the time of the completion of competition for the night.
- Curfew violations on road trips may result in a one-week game suspension per academic year.
- Curfew violations can result in the Student being sent home. Violations involving instances where laws are broken will result in the student automatically being sent home. It is the responsibility of the parent or guardian to pick up their student.

Chemical Health Policy: Extra/Co-Curricular Activities

Butte School District No. 1 recognizes the use of alcohol, tobacco, other drugs, and drug paraphernalia as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Coaches and advisors of activities have a unique opportunity to observe, confront, and assist young people.

Policy Activation and Duration:

This policy goes into effect once a student begins participation in their first high school extra-curricular/co-curricular activity and includes involvement in any school activity occurring at any time. Students will be held accountable to the policy during each of the activities in which they participate effective at the beginning of the MHSA activity calendar for that particular activity and commencing at the conclusion of the last competition for that sport or activity. Violations, however, will be cumulative from the first day of activity involvement throughout the student's participation as a freshman, sophomore, junior, and senior until graduation from Butte School District No. 1

Note 1: In the case that one event results in multiple violations of this policy, all violations will be considered.

Prohibited Activities Part I: Drug/Alcohol Use

1. A student shall not use, have in possession, sell, or distribute alcohol, illegal substances, or drug paraphernalia at any time.
2. A student shall not abuse prescription drugs, non-prescription drugs, pharmaceuticals, or utilize other dangerous substances with the intention of gaining an altered state of consciousness or enhanced performance.

Note 2: For the purpose of this policy, an “illegal substance” is defined by law as a “controlled substance” or “dangerous drug.” This includes prescription medication not prescribed for the person in possession of the substance. This policy is not intended to apply to the use of prescribed drugs, under a doctor’s supervision, when those drugs are used in a prescribed manner.

Disciplinary Action:

Students are encouraged to self-report violations to an administrator at the earliest opportunity following a violation. Self-reporting of violations that do not include legal charges will result in discretionary discipline by administration and coaches. In the case of self-reporting without legal charges students will be placed back at step one after one calendar year. In the case of self-reporting of a FIRST violation that results in legal charges, administrators retain the option to reduce the suspension based on overall student conduct record and circumstances of the violation, but students cannot go back to step one after a calendar year. If a student is found guilty of lying during the course of the investigation or fails to report an MIP by the next scheduled activity or school day, consequences may be doubled.

VIOLATIONS CONFIRMED BY ADMISSION OF GUILT (SELF-REPORTING)

- FIRST VIOLATION Only: Suspension from an activity, for a period of seven (7) calendar days or 1/10 or regularly scheduled games, whichever is shorter.

VIOLATIONS CONFIRMED BY SCHOOL ADMINISTRATORS WILL RESULT IN:

- FIRST VIOLATION: Suspension from all activities for a period of fourteen (14) calendar days or one fifth (1/5) of the regular season scheduled games, whichever is longer. If the suspension is not fulfilled by the last regular season game, the athlete does not finish the season in good standing so they lose their ability to letter.

Requirements for Reinstatement:

1. Students and parents will be encouraged to complete a substance abuse awareness class.
 2. Attendance in good standing at activity practice during time of suspension.
 3. Completion of a team/activity service project to be determined by Head Coach/Administrator.
- **SECOND VIOLATION:** Suspension from all activities for a period of forty-five (45) calendar days or two-thirds (2/3) of the regular season scheduled games, whichever is longer. If the suspension is not fulfilled by the last regular season game, the suspension carries over into the student's next activity or athletic season. Requirements for Reinstatement:
 1. Students and parents will be encouraged to complete a substance abuse awareness class.
 2. Attendance in good standing at activity practice during time of competition suspension.
 3. Completion of a team/activity service project to be determined by Head Coach/Administrator.
 - **THIRD VIOLATION:** Administration will bring the student to the Board with the recommendation of removal from all activities for the remainder of the student's high school career. The board will review the violation and take action.

Prohibited Activities Part II: Tobacco

A student shall not use, have in possession, sell, or distribute tobacco on school property, during school activities, or be in violation of state law by being a minor under the age of eighteen (18) in possession of tobacco.

Prohibited Activities Part III:

Gathering Violation

A student shall not knowingly attend gatherings or functions where prohibited substances or chemicals are being used illegally. A student who unknowingly attends a gathering or function where prohibited substances or chemicals are being illegally used must leave that gathering or function as soon as he or she knows, or reasonably should know that prohibited substances are being used illegally.

Discretion will be used by school authorities in enforcing Prohibited Activities Part III: Gathering Violation. Students WILL NOT be found in violation of Prohibited Activities

Part III: Gathering Violation if they are with their parent/guardian and their parent/guardian possesses or consumes alcohol or is an establishment which sells alcohol, and it can reasonably be assumed that the staff of the establishment does not sell alcohol to underage persons and no underage drinkers are present. However, the presence of students at locations where alcohol is possessed or being consumed by underage persons will be subject to this policy regardless of the presence of other adults. Other situations which arise under this policy will be considered on an individual basis.

Note 4: The term “not remaining at” means that students MUST make every effort to leave a location where underage persons are in possession of or are consuming drugs or alcohol, or where evidence of such activity is present. The Board has established this portion of the policy to deter student athletes/activity participants from being present where individuals are in possession of or consuming dangerous drugs, and/or individuals under the age of twenty-one (21) are in possession of and/or consuming alcohol.

Students are encouraged to self-report violations to an administrator within 48 hours of the gathering or the first hour of the next regularly scheduled school day in the case of a school break. In the case of a first violation ONLY, if a student self-reports a violation, administrators retain the option to reduce suspension based on overall student conduct record and circumstances of the violation. If a student is found guilty of lying during the course of the investigation, consequences may be doubled.

Disciplinary Actions for Prohibited Activities Part II and Part III:

FIRST VIOLATION: After confirmation of the first violation, the student will lose eligibility, excluding practice, for the next week of competition.

SECOND VIOLATION: The student shall lose eligibility for the next two consecutive weeks.

THIRD AND SUBSEQUENT VIOLATIONS: The student shall lose six consecutive weeks of eligibility.

Stock supply Naloxone (opioid antagonist) Information to parent/guardians of students, grade 7-12 in Butte School District # 1

“Opioid antagonist” means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including but not limited to naloxone hydrochloride, or any other similarly acting drug approved by the United States food and drug administration.

In accordance with Montana House Bill No. 323 and recognizing the rise in opioid abuse across the U.S., Butte School District #1 has developed a policy and procedural guidelines to maintain a stock supply of an opioid antagonist (naloxone) in student occupied buildings attended by 7th-12th graders. This medication may be delivered intranasally or injected by a school nurse or other trained personnel to any student or nonstudent as needed for an actual or perceived opioid overdose in the school setting or at related activities.

District employees will be identified and trained as providers of this potentially life-saving medication. A 911 call will be placed when this medication is administered. Those administering this medication will be trained in recognizing the signs and symptoms of opioid overdose, indications for administering the antagonist, administration techniques and the need for immediate access to a certified emergency responder. Training may be provided by a school nurse, certified emergency responder, or other health care professional.

In accordance with the provisions of 27-1-714, a school district and its employees and agents are not liable as a result of any injury arising from the administration of an opioid antagonist to a student or nonstudent unless an act or omission is the result of gross negligence, willful or wanton misconduct, or an intentional tort.

Butte School District
THE BOARD OF TRUSTEES
3226

Hazing/Harassment/Intimidation/Bullying

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of

initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

4. Bullying means any harassment, intimidation, hazing or threatening, insulting, or demeaning gestures or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 1. Physically harming a student or damaging a student's property;
 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 3. Creating a hostile educational environment, or;
 4. Substantially and materially disrupts the orderly operation of a school.
5. "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

When an employee has actual knowledge that behavior in violation of this policy is sexual harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

THE BOARD OF TRUSTEES
3225

Sexual Harassment/Intimidation of Students

The District does not, and will not, discriminate on the basis of sex in any education program or activity that it operates. The District is prohibited by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education from discriminating in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or all.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Human Resource Director
Office address: 111 N. Montana Street Butte, MT 59701
Email: humanresources@bsd1.org
Phone number: 406-533-2504

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone followed up with a writing, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal and then written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service provided by the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

An individual is not required to submit a report of sexual harassment involving the Title IX coordinator to the Title IX Coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged harassment, the individual may report the allegations to the building principal or superintendent or other school official.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for any purpose which interferes with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing.

Confidentiality

The District will, to the extent permitted by law, keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District will also ensure that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, and training on any technology to be used at a live hearing, if applicable. Investigators also will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Conflict of Interest and Bias

The District will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not guilty of the alleged conduct. A determination regarding guilt/responsibility will be made by the decision-maker at the conclusion of the impartial investigation in accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Butte School District
THE BOARD OF TRUSTEES
3231

Searches and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

School Property and Equipment and Personal Effects of Students

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

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

Students

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

When a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Butte School District
THE BOARD OF TRUSTEES
3231P

Searches and Seizure Continued

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

The authorized administrator may perform random searches of any locker or container of any kind on school premises without notice or consent.

3. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
4. No student shall hinder, obstruct, or prevent any search authorized by this procedure.
5. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
6. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

DETENTION

Detention is a period of time a student will remain after the regular class hours for the purpose of making up class time lost or disrupted because of disciplinary reasons or for violations of school rules which interfere with the accepted educational process.

1. Individual teachers may hold a detention period as a method of handling their classroom discipline.
2. Detention resulting from disciplinary slips sent to the deans will be assigned by the deans only. The assignment of detention is based in a 2-to-1 ratio. Two detention periods will be assigned for every class period missed or disrupted.
3. All students assigned detention will have a one-day grace period to report.

4. All detention owed at the end of the school year will be made up before a student may graduate, receive a report card, or have transcripts mailed. Detention time remaining for underclassmen will be made up in the fall before grades are received.

DETENTION RULES

1. Detention is scheduled Monday through Thursday of each school week unless students are notified otherwise by the Dean of Students. There is no detention scheduled on Fridays or on early dismissal days.
2. Students must report within five minutes after school is out. Students will remove all outdoor wearing apparel and follow school dress codes..
3. Students must work on school assignments or read during detention.
4. No student is to sleep in detention.
5. No talking is allowed during detention
6. Students who fail to report to detention will be required to serve two additional periods of detention and will be temporarily suspended from school pending a conference with a parent or guardian. Subsequent offenses will result in suspension as follows: Second Offense – In-school suspension (3 days); Third Offense – In-school suspension (5 days); Fourth and Subsequent Offenses – Out of school suspension.
7. Detention is considered to be part of the official school day. Excuses will not be accepted for missing detention, such as work, catching a school bus, probation appointment, errands, etc.
8. Truant students will serve lunch detention.
9. Any student causing problems in detention will be suspended.
10. Food and drink machines are off limits.
11. When released from detention, students will leave the building immediately using the nearest exit. Students will not be allowed to return to their lockers after detention.

IN-SCHOOL SUSPENSION

Students assigned to in-school suspension will be excluded from attending their regular class schedule, but will be required to attend school in the suspension room from 8:18 a.m. to 3:00 p.m. A student suspended in school is concurrently suspended from all school activities.

Students assigned to in-school suspension will also be excluded from attending their scheduled PE class, and will be required to complete a written assignment for every day/period for the total number of days suspended (example: 5 days in school suspension equals 5 assignments.) Material for these assignments is available in the in-school suspension room.

IN-SCHOOL SUSPENSION RULES

1. Students must report at 8:18 a.m.
2. Students must bring books and instructional materials for each scheduled class.

3. Students will remain in the suspension room leaving only at times designated by the teachers in charge.
4. Any disruptions or problems resulting while on in-school suspension will result in out of school suspension or expulsion.
5. Students will be referred to school counselors.

SUSPENSION OUT OF SCHOOL

Suspension is the exclusion from school for 1 to 10 school days. A form of suspension is a suspension until a condition for admittance has been met temporarily. Only the Principal or his designee shall have the power to suspend students. A student suspended from school is concurrently suspended from all school activities. The days a student spends out of school will not count toward their 10 days of absences, unless the student has chosen out of school suspension in place of in-school suspension.

SUSPENSION PROCEDURE

Students may be suspended with an informal hearing consisting of:

1. Advising the student orally or in writing about the accusations against him/her.
2. If the student admits the charges, he/she may then be suspended.
3. If the student denies the accusations, the student shall be informed of the witnesses to and the details of the infraction.
4. Whether charges are admitted or denied, students shall be allowed to explain their actions.
5. If the charges are denied, the student shall be allowed to give names of persons to clear him.
6. These persons should be interviewed, if practical, prior to suspension.
7. A parent shall be notified of the suspension immediately.

Where expulsions are to be considered, more elaborate hearings and proceedings are required and will be conducted by the Board of Trustees and Superintendent upon recommendation of the Principal.

Any other situation that may arise not specifically enumerated above that would be a detriment to students, staff, or property of Butte High School will be dealt with accordingly.

Butte School District
THE BOARD OF TRUSTEES
3235

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

STUDENT DUE PROCESS RIGHTS

1. If a student denies that he or she is in violation of a policy, that student must request in writing to the Superintendent that a hearing be held. The request must be made within four (4) school days of the commencement of the disciplinary action or the right to a hearing is lost forever.
2. The Superintendent shall designate a hearing officer who shall conduct the hearing. The hearing must be held within five (5) school days of the start of the disciplinary action. The hearing officer must issue his or her written decision within forty-eight (48) hours of the hearing.
3. The decision of the hearing officer may be appealed to the School Board. The appealing party must notify the Superintendent of his or her desire to appeal the hearing officer's decision within forty-eight (48) hours after receiving a copy of the hearing officer's decision. The School Board shall review the appeal within four (4) school days of the Superintendent being notified of this appeal. The School Board shall reverse the decision of the hearing officer only where there is a clear showing of abuse of discretion by the hearing officer.
4. A student who is under the age of 18 who requests a hearing shall be accompanied by a representative of his or her own choosing. A student who is 18 years of age or older who requests a hearing may be accompanied by a representative of his or her own choosing.
5. Parents and/or guardians of students who violate a policy shall be notified of the violation by telephone, where possible, and also by mail. A copy of this policy shall be enclosed with the letter to the parents/guardians.
6. Students involved in extracurricular or co-curricular performances will be made aware that their grade may be affected by this policy and/or they may be suspended from the activity.

COMPUTER EQUIPMENT AND NETWORK USE

Internet access is available to students and staff in Butte School District No. 1. The network provides services to promote educational excellence in District schools by facilitating resource sharing, innovation, and communication. It is the policy of Butte School District No. 1 to administer the use of the computer network within the guidelines provided herein.

The use of the computer network must be in support of education and research, and consistent with the educational objectives of Butte School District No. 1. The computer network will not be used to publish any information that violates or infringes upon the rights of any other person or any information that would be abusive, profane or sexually offensive to the average person, or contain any advertising or any solicitation of other students or staff to use goods or services.

Students and staff will not use the facilities and capabilities of the computer network to conduct any business or activity or solicit the performance of any activity that is prohibited by federal, state or local law.

Personal use of the computer network is limited to time when staff is not providing paid services to Butte School District No. 1.

Because connection to the computer internet provides access to other computer systems around the world, it is important that the student, (and the parent of the student if the student is under 18 years of age), specifically understands that the internet administrators and Butte School District No. 1 do not have control of the content of information residing on other systems. Students and parents of students who are under 18 years of age are advised that some computer networks may contain controversial or illegal material. Butte School District No. 1 does not condone the use of such materials and does not permit the use of such materials in the school environment.

Students or staff knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and Butte School District No. 1. Such activities may result in termination of their computer network and/or disciplinary action.

III. BUTTE HIGH SCHOOL POLICY

DRESS AND APPEARANCE: The guidelines on student dress and appearance, as approved by the Board of Trustees of School District No. 1 for Butte High students, are as follows:

Items NOT approved and thus prohibited:

- Bare midriffs, gang-related attire, unreasonably sagging and/or baggy pants, sleeveless jerseys, spaghetti strap tank tops, tube tops, and chains.

- Any extreme dress or appearance, which is disruptive to class, is prohibited. Violators will not be allowed to return to class until a parent/guardian brings appropriate attire. Any lost time from school will be unexcused.

Duffel bags, large purses, and sunglasses will not be allowed in classrooms. They are to be placed in lockers upon arrival at school.

The Board of Trustees approved a policy that, since participation is optional, all sponsors and coaches of performing groups may establish their own standards concerning dress, provided they meet school standards.

LOCKERS AND PERSONAL PROPERTY

Students are to use only the locker assigned to them for the current year. Lockers are assigned through the main office. Lockers should be kept locked at all times, and students are held responsible for their use and care. Show the respect and consideration for other lockers that you would like to have shown yours. The cost of repairs for lockers damaged or written on will be charged to the students assigned to that locker.

Keep your lock combinations to yourself as the school is not responsible for loss of property.

The tampering or entering of another person's locker or theft of any kind is a serious offense, and offenders will be subject to suspension from school.

Upon leaving school, return your books and clean out your locker, as properly left in the locker will be removed and destroyed.

It should be understood by all students that lockers are the property of School District No. 1 and the administration reserves the right to inspect lockers periodically to insure safety of other students. Specially trained dogs are periodically used to search for illegal, unauthorized, or contraband items.

CAFETERIA

Considerable freedom is permitted each student during the lunch period. In the hope that it may be continued, by virtue of the fact that student self-control will make this possible, the following guides to good citizenship are outlined:

1. No food or drink may be taken out of the cafeteria to another classroom or unauthorized area of the school.
2. Lunch trays and dishes are to be taken to the tray counter at the close of lunch. Tables are to be left free of crumbs, paper, etc. Place all waste materials in the proper receptacles.
3. Since two-thirds of our students are in class while the rest are at lunch, it is necessary for those having a lunch period to be out of the halls at the tardy bell. Students may leave the cafeteria after they are through eating, but once they do, they are not to return until the period is over. Students are to leave the cafeteria

through the south exits. Students are encouraged not to loiter near the building since classes are in progress for others.

4. There shall be no running, shoving, or scuffling in the hall. Use the right stairway going down.
5. Students consistently violating cafeteria rules and regulations may lose cafeteria privileges for all or any period of the school year.

CARS AND TRAFFIC REGULATIONS: Since schools are responsible for the safety and welfare of students during the time they are in school, certain regulations are necessary in connection with the use of automobiles, motorcycles, etc.

1. Students are encouraged to park in the parking lot south of the school.
2. Wyoming Street, from Silver Street to the building as marked by yellow curb, is off limits to all parking. Tickets will be issued.
3. Police will ticket all cars in unauthorized areas.
4. Students are encouraged to lock their vehicle to prevent theft or unauthorized use of their vehicle.
5. Automobiles parked on school property may be subject to search if there is reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Butte Silver Bow County commissioners have enacted certain restrictions regarding parking near Butte High. The ordinance describes the restricted parking areas as follows:

Restricted Parking Area Designated:

1. On the east side of Main Street beginning at the intersection of Main Street and Gold Street thence northerly on main Street, a distance of seventy-two feet according to the official map and plat of the original Butte town site.
2. On both sides of Gold street beginning at the intersection of Gold Street and Main Street, thence easterly to the intersection of Gold Street and that alley lying and running north and south within Block 1 of the original Butte town site, a distance of one hundred ten feet.

No vehicle other than emergency vehicles or vehicles providing services to the area or vehicles having a permit may park on any street in the area at anytime. These regulations are in effect seven days a week twenty-four hours a day.

LITTERING OF HALLS AND GROUNDS: DO YOUR PART IN KEEPING BUTTE HIGH CLEAN AND ATTRACTIVE! Because there are so many students in attendance, it is difficult at times to keep the grounds, halls, and classrooms free from litter. While we do have some work details to clean up occasionally, we cannot hope, nor should we wish, that they alone can or should pick up what the rest of us so thoughtlessly discard. Unless each one, individually, takes care of his own waste paper, lunch bags, candy wrappers, etc. the task of keeping the school grounds and building presentable is a hopeless one.

Therefore, special emphasis is placed on the need for individual responsibility in cleaning up. It requires much less effort to put trash in the proper containers than it takes to gather it after it has been scattered about.

The entryways to the Tripp & Dragsted property are private property. The owners of the Tripp & Dragsted have advised that only the residents of the Tripp and Dragsted are allowed to access this private property.

STUDENT TELEPHONES: Personal calls may be made from the phone located at the Attendance Office only with permission. EMERGENCY calls from home to pupil will be taken by the office staff and delivered to the students. Students are not to make personal calls during class periods.

STUDENT AIDES: Students may assist teachers in their classroom as aides. Credit will be given. Forms are available in the Counselors' Office. Student aide privileges will be revoked if a student is suspended for any reason. The student will be re-assigned to a study hall and will not receive credit.

The following criteria are required for students to be aides:

1. Juniors or Seniors with a GPA of 2.5 or higher.
2. Must be enrolled in four academic classes.
3. One aide per teacher per day. No student aide during a teacher's prep period.
4. Violators of the ten (10) day rule will be removed as aides.
5. Students who receive in-school or out of school suspension will be removed immediately and placed in in-school study for the remainder of the semester. No credit will be given.
6. Students who receive detention will be given a warning for the first offense. If there is a second offense, the student will be placed in an alternate setting. No credit will be given.

BOOKS AND OTHER FEES: Butte High School does not assess a book fee. However, students are held responsible for lost books and damage to books beyond normal use. Students are to keep covers on all books.

All fines assessed against a student for damage to school property, lost equipment, etc. will be collected by the teachers or turned in to the Business Office for collection before final grades, transcripts, or diplomas are issued.

SCHOOL DAY LENGTH: The normal school day for all students is six hours. The minimum time a student may remain in school is four hours.

SOLID SUBJECTS REQUIRED: A solid subject is defined at Butte High School as any class that meets five days per week. All students are required to take four solids each semester they are enrolled.

MAKE-UP WORK: Work lost during all excused absences must be made up within two weeks after the student returns to school, or as designated by the teacher. Students

should make appointments with the teachers for make-up work either before school time or after school. Failure to meet the after-hour appointments with the faculty is an offense, the same as failure to report to any regular class, and is subject to the same penalty.

STATEMENT ON SEXUALLY TRANSMITTED DISEASE: Information about all sexually transmitted diseases (STD's) will be taught as part of the ongoing health curriculum in Butte High School. Additional information on STD's may be obtained from the school nurse.

EARLY FINAL TESTS: Any student requesting to take final exams early must have a parent come in to the Attendance Office and make the request from the student's teachers in person.

GRADUATION: To graduate from Butte High School, you must complete 20 units. This must include all required courses.

EARLY GRADUATION: To request early graduation from Butte High School, you must have a 3.3 GPA or above and have completed 20 units in all required courses.

GRADUATION EXERCISE: To participate in the graduation exercises, all 20 units and required courses must be completed.

GRADUATION REQUIREMENTS: Graduation requirements are eight (8) semesters of attendance with at least one (1) English class each semester; one (1) year of American History; one (1) semester of Montana History/Geography; one (1) semester of Government; three (3) years of Math; two (2) years of Science; one (1) year of Physical Education and one (1) year of Health, one (1) year of Practical Art; and, one (1) year of Fine Art; plus added electives to a minimum of 20 units. As graduation requirements are in a constant change, please keep in contact with your counselor to be sure you know what is required of your class.

The minimum pupil load is four units per year, exclusive of band, chorus, art, health, and PE. Students with average ability are encouraged to carry five academic units. Special requests for any exceptions to these guidelines will be reviewed and acted upon individually.

NOTE: The State Department of Education will no longer allow us to grant PE credit for participation in athletics.

ALTERNATIVE MEANS FOR EARNING HIGH SCHOOL GRADUATION CREDIT:

1. Credit by Examination
2. Summer School
3. Correspondence Courses
4. Tutorial Programs (District approval required)

A complete copy of the Butte School District No. 1 Alternative Means for Earning High School Graduation Credit Policy (2410) is available upon request in the Counselors' Office at Butte High School.

GRADING SYSTEM: It is recognized by educators and parents alike that student performance should be evaluated regularly so that appropriate steps may be taken to maintain, remedy, enrich or strengthen the student's performance. A grading system must be easily interpreted by both the teacher and student.

Report cards will be issued every six weeks.

Butte High School uses the following system:

A – 100% - 90% - Superior; exceptional achievement

B - 89% - 80% - Above average work

C – 79% - 70% - Average achievement

D – 69% - 60% - Below average, barely meeting the requirements

F – 59% and below – Failure

I – Incomplete – must be made up within two weeks or grade reverts to F

P – Pass – completion of course for full credit (not included in grade point calculations)

W – Withdrawal – no grade or credit earned (not included in grade point calculations)

NOTE: Only semester grades become part of the student's permanent record. For computing grade point averages, the following numerical values are assigned to the letter grades: A-4; B-3; C-2; D-1; F-0; I-0; and W-0.

TRANSFER OR PERMANENT WITHDRAWAL FROM SCHOOL: Students must first report to either the Dean of Students with written permission from parents. Students will then be required to talk to their counselor. Students are expected to turn in all books and any other school district property in their possession at this time. Any money due the school and not paid will be recorded on the permanent record. Transcripts will not be issued to students owing money to the school.

STUDENT MARRIAGES: Students are to report their marriages. Boys report to the Dean of Students; girls to the Dean of Students. Changes of address and telephone numbers will be made at this time.

CHANGES OF ADDRESS OR TELEPHONE NUMBER: It is very important that any change of residence during the school year be reported to the Attendance Office. Also, changes in the home telephone number must be reported.

SCHOOL INSURANCE: Butte High School does not carry health or accident plans on students, but makes a good plan available for a very minimal cost. Students will be notified early in the year of the health and accident policy.

NOTE: All students participating in interscholastic athletics are required to be covered by some form of health insurance.

MEDICATIONS: Parents should make every effort to give the student any required medication at home. Students, of any age, are to be discouraged from bringing medication to school or taking medications during school hours.

If special circumstances make it necessary for a student to take physician ordered medications during the school day, parents must contact the school nurse to make arrangements. A liability release (Form 3406F-1) must be signed by the parent/guardian and the student.

LOST AND FOUND: Articles found should be turned in at the Attendance Office. Items may be claimed upon identification by the owner. Lost articles should be reported to the Attendance Office.

PASSES: Butte High School has adopted a closed classroom policy designed to keep all traffic to a minimum during the school day. Any student in the halls of Butte High School without teacher permission will be subject to disciplinary action. Teachers will not issue passes for students to leave another teacher's classroom. Students are never permitted to request a release for another student without a written pass signed by a teacher.

VISITORS AND TRESPASSING: Any person, other than Butte High School students or school district employees, who has legitimate business to transact at Butte High School will be asked to report to the Main Office. Failure to do so may result in the person being guilty of trespassing.

Persons having no business to conduct at the school or persons trespassing will be reported to the sheriff's office and legal action will be taken.

SOLICITING OR ADVERTISING: Outside advertising or soliciting of any type for out of school groups or organizations on the school premises or in the building must have prior approval through the Superintendent's Office. Announcements on the daily absence sheets and PA system are to relate only to BHS student activities or be directly related to BHS students.

DECORATIONS AND POSTERS: All posters for the bulletin boards and signs for classrooms must be cleared through the Assistant Principal's Office. Students are to work closely with their sponsors on all decorating, etc. Screws and nails are not to be used at any time. Stage equipment or other property cannot be removed without prior approval through the Assistant Principal's Office. Students are to post signs only on bulletin boards. Signs are not to be posted on painted surfaces.

MEETINGS: Regular meetings of the various organizations will be scheduled. Faculty sponsors must be present at all meetings of student organizations. All meetings should be conducted according to parliamentary procedure. The secretary should keep the minutes of the meeting. A financial record of all income and expenditures of the organization is to be kept by the treasurer, and this record is to be filed in the Business Office at the end of the school term. A complete record of all class activities is to be

turned in to the Principal at the close of the year. All dues and income must be deposited in the Business Office, and payments made through that office.

ANNOUNCEMENTS: All announcements to be placed on the daily absence sheet (e-mail) or announced over the public address system are to be signed by the club sponsor and approved by an Assistant Principal.

SCHOOL-RELATED ACTIVITIES: Students attending school-related activities, such as dances, athletic events, concerts, plays, assemblies, rehearsals, etc., are subject to all school regulations and are expected to conduct themselves properly at all times.

Any students involved in disorderly conduct, drinking, possession of alcohol, drugs, or fighting will be subject to suspension. Class sponsors, student leaders, and faculty members involved in school-related activities are to work closely with the administrator in charge of student activities.

ASSEMBLIES: The number of assemblies and privileges of students to attend are contingent upon the ability of students to conduct themselves properly at all times.

The following points are emphasized:

1. Please remain quiet and attentive during all programs.
2. A courteous reception should be extended to everyone, regardless of the type of program.
3. Students are to remain in their places until they have been dismissed by the person in charge of the assembly.
4. Whistling, booing, talking, or other acts of discourtesy show lack of maturity, respect, and consideration. They also reflect upon the good name and reputation of the entire student body. Violators will be kept from attending all future programs and will also be subject to suspension.
5. Class yells are prohibited except during special pep assemblies.
6. At pep assemblies, all students are urged to enter into and help with school spirit by participation in school yells, etc. Again, however, whistling, booing, or any other discourteous acts have no place in the program.
7. One should never applaud:
 - a. Before the performer has finished, or
 - b. When it will disturb those on stage.

Courtesy at all extracurricular events are necessary, not only for the reputation of the school, but in fairness to others. "Good Sportsmanship" is simply a display of "Good Manners."

SCHOOL DANCES: Butte High School sponsors 2 dances – the fall Coronation and the spring Prom. For all school dances, students must be prepared to present their student ID card for identification at the door. However, students without ID cards may be admitted subject to proper identification as a Butte High School student in good standing by the sponsors. School sponsored dances are for Butte High School/Alternative School students only.

Dress and appearance must be appropriate for the occasion and subject to the approval of the school personnel responsible. Students are subject to regular school regulations at all school-related activities. All dances will have a determined time after which students will no longer be allowed to enter.

Faculty sponsors and student leaders are to work very closely with the Assistant Principal on all school-sponsored dances. The Assistant Principal will supervise and assist on all matters relating to general organization. Supervision will be the responsibility of sponsors and student leaders.

Students will not be allowed to re-enter a dance once they leave. NO EXCEPTIONS.

RESPONSIBILITY GUIDELINES FOR EXTRACURRICULAR ACTIVITIES INVOLVING OUT-OF-TOWN TRIPS

- Dress neatly and cleanly at all times.
- Respect and appreciate the property of hotels and motels.
- Be courteous and pleasant to the servers in cafes.
- Be proud to represent Butte High School and the community of Butte.

STUDENTS MUST TRAVEL TO AND FROM ALL EXTRACURRICULAR EVENTS BY THE TRANSPORTATION PROVIDED BY THE SCHOOL

The only exception is when a student's parents appear in person at the event and request permission of the coach or sponsor to have their child return with them, and parents assume all responsibility. The parent or guardian must present a written request to the coach or sponsor.

All scheduled events must be approved through the Assistant Principal's Office and placed on the regular school calendar. This should be done by the sponsors and group leaders.

BUS STUDENTS: Students riding school buses to and from Butte High School are subject to all the rules and regulations of the District while riding the bus. Students are to refrain from smoking, use of improper language, acts of rudeness, and disorderly conduct of any kind. Students are also responsible to Butte High School while on the premises of other schools, while waiting to catch a bus, or changing buses. The driver's relationship with pupils is on the same plane as that expected of a teacher, and they are expected to enforce all regulations governing conduct of pupils from the time the pupils enter the bus in the morning until they arrive at their regular stops. The drivers are expected to be able to handle all routine matters, however, when they have a serious problem that they are not able to correct or cope with, and it affects the safety and welfare of all students, they will use a Bus Conduct Report. In cases where a driver or bus monitor is unable to determine the specific individual creating the problem, the appropriate Principal or Assistant Principal could be asked to resolve the matter on a group basis.

A student receiving a Bus Conduct Report will be disciplined in the following manner:
Violation No. 1: Counseled by driver and parents notified by mail.

Violation No. 2: Counseled by driver, suspended from riding District transportation for five (5) consecutive school days. Parents notified by mail and phone when possible.

Violation No. 3: Counseled by driver, suspended from riding District transportation for ten (10) consecutive school days. Parents notified by mail and phone when possible.

Violation No. 4: Student suspended from District transportation pending a conference between student, parent, bus driver, Director of Transportation, and the appropriate Principal or Assistant Principal.

The Transportation Department will be responsible for distributing the four (4) pages of the Bus Conduct Report. A complete copy of the "Student Behavior Code – School Bus" is available upon request.

Busses load and unload on Platinum Street and Wyoming Street. Students not riding the bus are not to be in these areas before or after school.

EVACUATION DRILLS: Evacuation drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given every person obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

EVACUATION INSTRUCTIONS: Panic is probably the most contagious thing in the world. Undoubtedly the best antidote for panic is real leadership.

No matter in what room a student has a class, he or she should know at all times what directions are to be given and display leadership whenever the emergence signal is given. All teachers must take full share of responsibility in all fire drills. There can be no exceptions.

The alarm is a continuous sounding of the electric buzzer or a request for a drill through the public address system.

Pupils should pass from the room in two's. The teacher should first be assured that the hallway outside the door is not cut off by fire or any temporary obstacle. The class should move as units under control of the teacher, the best position being, in general, near the head of the group.

Order in the exit lines is a must at all times if control is to be maintained. Quiet talking is permitted.

Teachers with prep periods must give assistance in the study halls and library. Be acquainted with the order of procedure of pupils in these rooms and get to their lines as soon as possible.

Pupils from designated rooms should open the doors and make proper adjustment of doorstops so that doors remain open. Pupils who reach the main entrance doors first should also adjust the doorstops.

Teachers are responsible for the conduct of the pupils in their class during the drill. Condemn anything that indicates other than a serious spirit. We cannot trifle with an exercise that is so important in an emergency. Please report that which interferes with the efficiency of the drill, or that, which may improve it.

Check floor plan for exits. Detailed instructions are posted in each room.

EARTHQUAKE: If there is a tremor, students are asked to simply get down, put their heads under the desks and remain there until the danger is passed or students are given further instructions.

IV. STUDENT SUPPORT SERVICES

Student support services, as a major area in education, are being integrated into the administrative organization as an instructional program of school systems.

The functions of student support service workers are not to be predetermined by the notion of traditional roles. What roles the workers assume are based on the needs of the students to be served, the unique character of the school and community, and the expertise of each staff member.

The student support service worker is part of a team that strives toward promoting the notion or idea of “caring” as part of the school’s responsibility. They are dedicated to try to change the existing surroundings and/or help the child adjust to these in terms of better decision making about themselves and their environment.

GUIDANCE: A guidance counselor is assigned to each student to assist him/her with personal, educational, and vocational problems. Students are assigned to a counselor according to their graduation class. The counselor assigned will provide services to that class for their four high school years. The Senior counselor is assigned to help with scholarships, ACT and SAT tests, etc., and is the college and military liaison.

Change of Program: When school opens, most classes are full and properly balanced as to size for accreditation purposes and thus, we cannot, and will not, make changes in programs after the start of school, except for errors not previously corrected, to adjust class sizes, or for very special circumstances.

Note: Any subject dropped after the first two weeks will be recorded as an “F” unless special circumstances exist. Students are also reminded that they must carry a minimum of four academic solids each semester. The Administration recommends that students carry five solids per semester.

HOMEBOUND: Our homebound teachers tutor students who are physically unable to attend regular classes. These teachers help the student maintain their regular school grade level so they may advance with their peers. The student’s doctor determines if

the child is physically able to endure tutoring, and to what extent. This service is provided in the home or the hospital.

LIBRARY/MEDIA: The library will be open from 7:15 a.m. until 4:00 p.m. Books and other materials may be obtained and checked out from the library. Fines are charged for material overdue or not returned. It is imperative that every student cooperate to the fullest extent in maintaining the proper atmosphere of study and conforming to the standards of conduct which enable the library to function properly.

PSYCHOLOGICAL SERVICES: Butte High School provides the services of psychologists. It is the function of the school psychologist to provide the psychological evaluations for the District.

RESOURCE ROOMS: These rooms have been established in secondary schools to provide services to students with learning disabilities or who have been diagnosed as educationally handicapped. Although students with learning disabilities may exhibit similar behavior patterns in learning situations, each child is unique and must be treated according to his behavioral development and functioning.

SPECIAL EDUCATION AND OTHER SPECIAL SERVICES: For further information regarding Special Education and other Special Services, please call 533-2990.

SPEECH AND HEARING: Butte High School has a speech therapist available to provide diagnostic and therapeutic services to the communicatively handicapped students.

STUDENT RESOURCE OFFICER (SRO): This law enforcement officer is stationed in the Attendance Office. He interacts with students and works with school officials to promote a crime-free school environment. The SRO investigates excessive absences and truancy. He visits the home to advise the parents of their responsibility for school attendance of their child, according to State Compulsory School Attendance Law.

V. STUDENT ACTIVITIES

AA CONFERENCE SPORTSMANSHIP GUIDELINES

The 16 Montana AA High Schools have adopted the following guidelines regarding sportsmanship and expected behaviors at school events.

1. Only positive spirit signs and cheers are allowed. There will be no "hand held: signs or disrespectful cheers or chants.
2. It is expected that all will stand, remove hats, and remain respectfully silent for the national anthem.
3. Students must be fully clothed. Body painting is not a substitute for clothing.
4. Clothing is to be appropriate for a school event; wearing school colors is encouraged.

5. Derogatory cheers, heckling or negative signs or comments to referees, players, coaches, half-time performers or opposing fans are not acceptable and will not be tolerated.
6. Disrespectful behavior of any kind will not be tolerated.
7. Oversized school flags are allowed at outdoor events only and must be waved in front of the home fans, never in front of the opponent's fans.

Failure to comply with these AA Conference Sportsmanship Guidelines may result in disciplinary action to include being asked to leave the premises, loss of privileges to attend activities, legal consequences, school discipline to include detention or suspension, forfeiture of activity ticket or any combination thereof.

STUDENT ACTIVITIES: Athletics, publications, school organizations, music, dramatics, speech, debate, and clubs provide wide and varied programs for interested students. To avoid crowding one's time, it is advisable to limit participation in these activities. Success is not measured by the number of activities in which a student participates, but by the amount and quality of work in each. Leadership positions are attained by students who prove themselves outstanding in their respective fields, which mean superiority of personality, cooperation, dependability, perseverance, initiative, and organized ability.

The social life of the school is planned and supervised by the faculty sponsors of classes and clubs with the help of student committees and the Dean of Students, and Assistant Principal. Our aim is to offer attractive social situations under wholesome conditions, and the needed safeguards to that end. Students are responsible to their sponsors for approval of all activities.

No secret organizations, fraternities, or societies are permitted at Butte High School.

Newly formed organizations must have a sponsor and Principal approval prior to starting.

All fundraising projects must have prior approval through the Assistant Principal's Office and dates approved and scheduled through the Student Council.

SCHOOL SPIRIT: School spirit may be divided into three categories:

1. Courtesy toward teachers, fellow students, and the officials of school activities.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep personal standards at the highest level.

Sportsmanship is the ability to win and lose gracefully.

ATHLETIC/ACTIVITY PARTICIPATION FEE: Members of athletic teams, band, chorus, speech, and the cheer squad are required to pay a participation fee. The fee for athletic/activity participation will be \$50 for the first sport with an additional \$50 for the

second sport. There will be a cap of \$100 per individual, per year, and \$150 per family, per year. An activity card is included in this fee.

ACTIVITY/ID CARDS: Most students in Butte High School realize the value of an activity card. The card admits the student to regular high school football, basketball, volleyball, wrestling, soccer, softball, and track events (Exception – Butte High/Butte Central games) and to Butte High School music and drama events. It covers a subscription to the “Mountaineer” (school newspaper) and is required for admission to dances and many of the assemblies. An activity card is sometimes used to obtain student prices at out-of-town games. Since the activity fund helps support all student activities, all students are urged to purchase activity cards. The price is only \$50 which is a very low rate for many of the activities during the year. Students without activity cards pay regular admission prices to all events connected with the school. Lost cards will be replaced at a cost of \$5, within two weeks of notifying the Business Office.

ID cards, identifying individuals as a member of the Butte High School student body, will be included in the school picture package. These ID cards are visually different from the activity cards and are to be used solely for the purpose of identification.

CARDS ARE NOT TRANSFERABLE: The activity and ID cards are to be used only by the student whose name and picture appear on it. If the card is presented at a school function by anyone other than the student to whom it was issued, it will be confiscated.

MONTANA HIGH SCHOOL REGULATIONS: Section 3 – To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which they were in attendance. If a student is assigned an “incomplete” or a “condition” in a subject, they have not received a passing grade in this subject. The record at the end of the semester is final, and scholastic deficiencies may not be “made up” in any way.

HIGH SCHOOL LETTERING POLICY: Butte High School will only letter those activities that are under the complete control of the high school and the administration.

BUTTE HIGH SCHOOL STUDENT CLUBS AND TEAMS

Butte High School encourages students to become actively involved in a student activity outside their regular student academic day.

Butte High School offers the following MHSA (Montana High School Association) activities:

- Band, Orchestra, and Choir
- Basketball
- Cheerleading

- Cross Country
- Football
- Golf
- Softball/Baseball
- Soccer
- Speech and Debate
- Swimming
- Tennis
- Track and Field
- Volleyball
- Wrestling

Butte High School offers the following clubs and organizations for student participation. For a complete list, contact the Butte High School Main Office.

- Business Professionals of America (BPA)
- Class Clubs
- Drama Club
- Family Career Community Leaders of America (FCCLA)
- Health Occupations Students of America (HOSA) Club
- Intramurals
- Mountaineer
- Science Fair / MT Tech Research
- Skills USA
- Student Council
- Yearbook

NATIONAL HONOR SOCIETY

Membership Eligibility:

- A. The membership of the Butte High School Chapter of National Honor Society will consist of students of junior and senior standing.

Guidelines for Selection:

- A. Scholastic Requirement: A student with a cumulative GPA of 3.3 or above will be considered for membership. The scholastic requirement will represent 50% of the selection criteria.
- B. Each eligible student will complete a student activity form. This form is not an application. Also, the completion of the form does not guarantee selection.
- C. Faculty Recommendation: All Butte High School faculty members have the opportunity to make recommendations on students eligible for the National Honor Society. Faculty recommendations are made in the following areas: leadership, service, and character, which represent the remaining 50% of the selection criteria.

- D. Flagrant violations of school policies or student conduct will be weighed heavily in the selection or dismissal process.
- E. Selection will be made on a year-by-year basis.
- F. Students may not apply for membership. Membership is an honor bestowed upon a recommended select group of students by a faculty council on behalf of the school faculty.

SCIENCE NATIONAL HONOR SOCIETY:

Membership Eligibility:

To be eligible to be a member of the Butte High School Science National Honor Society, a student must have the following qualifications:

- A. Students who have attained the Junior or Senior level of high school and are currently enrolled in a science class.
- B. Students must have taken two honor classes before or one honor class before and are currently enrolled in an honor class.
- C. Students must have a current GPA of 3.5 or higher in science and at least a cumulative 3.0 GPA.

TO ALL BUTTE HIGH SCHOOL STUDENTS AND PARENTS:

The Protection of Pupil Rights Amendment (PPRA) requires School District No. 1 to notify you and obtain consent, or allow you to opt your child out of participating in student surveys.

By signing and dating below, you opt your child out of participating in these activities.

STUDENT'S SIGNATURE (If over 18 YOA) DATE

PARENT/GUARDIAN'S SIGNATURE DATE

I fully concur that I have read the Butte High School Handbook. I also accept the responsibility for upholding the rules and regulations set forth by the administration.

STUDENT'S SIGNATURE DATE

PARENT/GUARDIAN'S SIGNATURE DATE

Butte School District
THE BOARD OF TRUSTEES

1700F
Uniform Complaint Form

The Board of Trustees established a Uniform Complaint Procedure under District Policy 1700 as a means to address certain complaints that arise within the Butte School District.

The Board of Trustees expects that most complaints will be addressed at the school building level. A person with a school related complaint is encouraged first to discuss the issue with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally. This complaint procedure may be used when an issue cannot be resolved informally or the particular concern does not fit within another policy of the Butte School District.

The District endeavors to respond to and resolve complaints promptly and equitably. The right of a person to prompt and equitable resolution of a complaint will not be impaired by the person's pursuit of other remedies. Use of this Complaint Procedure is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies.

I wish to have the District address:

- ☐ The services of: _____
(name of individual and title)
- ☐ This program: _____
(name of program)
- ☐ This incident: _____

Date of incident: _____ (This written complaint must be filed within thirty (30) calendar days of the incident or from the date an individual could reasonably become aware of such event or incident. If there has been an attempt to resolve this issue informally, the complaint must be filed within sixty (60) calendar days.)

Please attach a separate sheet if necessary.

1. Nature of complaint:

2. Description of incident:

3. School personnel involved (if any):

4. Resolution or remedy requested:

5. Attempts made to resolve this issue informally:

6. Names of District personnel that were contacted:

7. Please check all of the following that apply:

- 7. I am currently a student in the Butte School District.
- 8. I am a parent or legal guardian of a current student in the Butte School District.
- 9. I am a resident within the District boundaries of the Butte School District.
- 10. I have observed the incident or have direct knowledge of the matters asserted.
- 11. I have been directly affected by this incident.

8. Expectation of privacy and confidentiality (one of the following must be selected). Montana law governs whether or not this document is a public document available for public review. Your expectation of privacy is important information in this regard

- ☐ I expect that this complaint will be treated as a confidential matter and I do not waive any right of privacy for myself or, if applicable, my child.

Your right of privacy will not preclude the District from investigating your complaint with all parties involved.

- ☐ I waive any right of privacy I may have or my child may have and I understand the District may release this complaint as a public document.

(Name - print or type)		(Telephone)	
(Address)		(City)	(State)
(Signature)		(Date)	

Please refer to Policy 1700 for a complete description of the Uniform Complaint Procedure. You may view this policy on the Butte School District website at www.bsd1.org under District Policies – Series 1000. A copy may also be obtained from the School Administration Building, 111 N. Montana St., Butte, MT 59701