

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

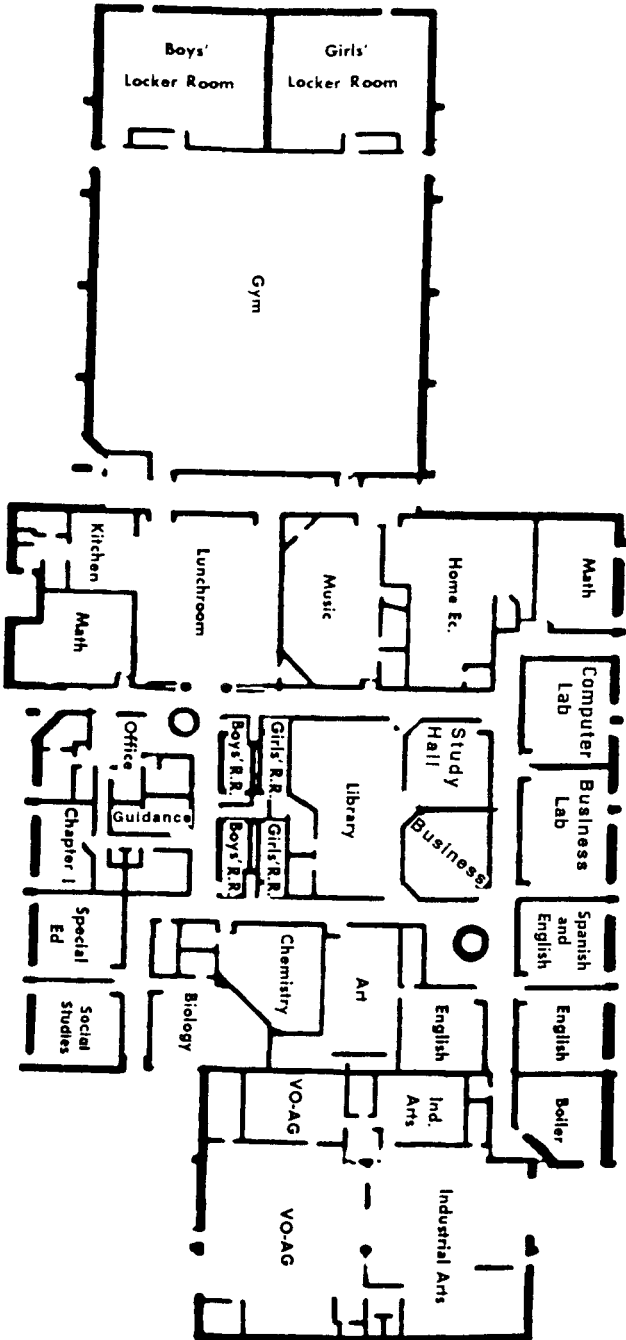


THE AMERICAN'S CREED

By William Tyler Page

"I believe in the United States of America as government of the people, by the people, and for the people; whose powers are derived from the consent of the governed; a democracy in a republic, a sovereign nation of many sovereign states; a perfect union, one and inseparable; established on those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country, to love it, to support its constitution, to obey its laws, to respect its flag, and to defend it against all enemies."

SWEET GRASS COUNTY HIGH SCHOOL



SWEET GRASS COUNTY HIGH SCHOOL
Big Timber, Montana
STUDENT HANDBOOK
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FORWARD

Welcome to Sweet Grass County High School. We look forward to working with you in the coming year. It is our aim to improve your abilities and expand your opportunities through education. Study our school's philosophy and you will understand how we work.

SGHS has always had an outstanding academic reputation. Our graduates have shared stories of successes in their vocations or further education. While our staff stands fully committed to offering the best public education possible, we will need your help in making this the best experience possible. We firmly believe in the old axiom that any worthwhile accomplishment is the result of inspiration and effort.

During your time at SGHS, we encourage you to take part in the activities we offer. The range of extra-curricular offerings encompasses athletics, music, speech, drama, FFA, etc. We have found that the students, who join and become active in those organizations, often have the best attendance, grades, and experiences in high school. So consider becoming a part of the "extra" high school has to offer.

We extend our high expectations to include social behaviors. Our staff will not be looking for problems, but can be counted on to help you learn about proper respect and responsibility. This book briefly explains our expectations along with descriptions of procedures to help you progress through your days more smoothly.

You will have a considerable impact on how successful and rewarding your year will be at SGHS. Take care of your school, have pride in being a "Herder," have consideration for others, and feel free to make suggestions for improving SGHS.

If you have questions concerning rules and regulations, course offerings, or other concerns, feel free to stop by my office for a visit. I wish you the best of luck and hope you have a great time here.

Your Superintendent,
Alvin Buerkle

Alvin Buerkle

HISTORY OF SWEET GRASS COUNTY HIGH SCHOOL

Sweet Grass County High School was organized in 1902 with R. M. Davis as principal. When Mr. Davis found many students ready for high school work, provisions were made in the grade school. School was held there until November, 1905, when the old building was completed and dedicated.

The Class of 1906 was the first to complete the four-year course in the old high school.

When it was found necessary to have more rooms in the old school, the gym and auditorium were added in 1914.

In 1918, the manual training part was added. The next part of the building to be built was the English, Commercial, and Home Economics department in 1922.

Sweet Grass County High School was the first site of the Montana Music Meet.

The last wing to be built in the old school was the Science department downstairs. This was completed by WPA workers in 1938. The gym was added in 1949. Remodelling was carried out in the Study Hall to partition off a library in the summer of 1971.



In April of 1980, construction was started on a new high school. In August, 1981, the new Sweet Grass County High School was opened. The building contained 17 classrooms, kitchen, lunchroom, library, shop and offices. The gym was completed in September, 1985. Since that time many other renovations have taken place, including the study hall being divided to create another classroom, a concession stand being built, and recently, the building being wired to allow Internet access to all classrooms.

PHILOSOPHY:

"Forming Foundation for The Future"

Our mission statement guides the purpose and direction of our school. The mission of Sweet Grass County High School is to:

Build-life skills

Encourage-self and others

Enhance-learning and involvement

Promote-responsibility

OUR BELIEFS ARE:

- All students need to develop life skills, to pursue individual interests and to experience success.
- All students need an environment that encourages self-expression, tolerance and awareness.
- All students need opportunities for learning and involvement in the community.
- All students need experiences that promote social responsibility.

The philosophy and goals are presented to students and patrons by means of student handbooks, teacher handbooks, teacher meetings, and student assemblies.

STUDENT RIGHTS AND RESPONSIBILITIES

The mission of the district is to assure learning experiences to help all students develop skills, competencies, and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of his/her rights and responsibilities as a participant in the democratic process.

All students who attend the district's school shall comply with the written policy, rules, and regulations of the school, shall pursue the required course of studies, and shall submit to the authority of teachers and the principal. All students are subject to the authority of the teachers and principal while in school, on the premises, on the way to or from school, or in attendance at school functions.

(references, Board Policy No. 6105 and No. 5100)

STUDENT INFORMATION

SCHOOL PROCEDURES

In order to operate a high school in the most efficient manner and to the satisfaction of all those concerned, it is necessary that we have a few simple regulations to guide you during your activities in and around the school. We are not desirous of establishing a set of rules that regulate you in the "do" and "don't" manner unless it becomes absolutely necessary.

Read these carefully and do your utmost to carry them out to the best of your ability and you will be contributing greatly to helping Sweet Grass to be one of the better high schools in Montana.

ACTIVITY FEE

The purpose of the activity fee which you pay in the fall is to take care of many of your school activities. Some of the things which you get are: Admission to all of the home athletic events, regular band and choir concerts, and Student Council assemblies. Another important thing about the activity fund is that it is there to aid organizations or clubs to get started on their own activities.

BELLS OR BUZZERS

All students are to report to their first period class when the warning bell rings at 8:25, and to their fifth period class at the 12:45 bell. There is no other bell before the tardy bell. Please cooperate with your teachers on this so that roll may be taken promptly and class started.

CLASS SCHEDULES

A. Regular Schedule — Monday, Wednesday, Thursday, Friday

8:30—First period begins.	12:45—Warning Bell. Students to fifth period class rooms for roll.
9:23—First period ends.	
9:26—Second period begins.	12:50—Fifth period begins.
10:19—Second period ends.	1:43—Fifth period ends.
10:22—Third period begins.	1:46—Sixth period begins.
11:15—Third period ends	2:39—Sixth period ends.
11:18—Fourth period begins.	2:42—Seventh period begins.
12:11—Fourth period ends— Lunch period.	3:35—Seventh period ends — end of school day.
	3:40—Buses leave.

B. Tuesday —

1st period	8:30- 9:14	Lunch	11:35-12:14
2nd period	9:17-10:01	5th period	12:14-12:59
3rd period	10:04-10:48	6th period	1:02- 1:47
4th period	10:51-11:35	7th period	1:50- 2:35
	Help Session.....		2:35 3:35

(Class schedule information continued on next page)

C. Inservice (Usually the first Wednesday of the month)

1st period 8:30-9:12	5th period 11:30-12:11
2nd period 9:15-9:57	Lunch 12:11-12:50
3rd period 10:00-10:42	6th period 12:50-1:32
4th period 10:45-11:27	7th period 1:35-2:15
	students dismissed at 2:15

The building will be open to students not attending help sessions. They can use this time for study, organizational activities. Activities in the gym must be supervised. Or they may leave the school grounds.

ATTENDANCE (Policy #5113.1)

It is sincerely felt by the school administration and staff that for a student to do well in school and to benefit fully from the educational opportunity available, a student must be in school and have a good attendance record. Students are encouraged to view school as an opportunity. Since parents are ultimately responsible for their child, the student should have his/her parent call the school if he/she is unable to attend. Parents are encouraged to notify the school in advance when possible and students are encouraged to complete advance make-up slips in all possible situations. If a student did not complete an advance make-up for an absence, he/she will be responsible for obtaining missing assignments upon return to class. Students will be given one school day to make up work for each day of absence recorded.

Excused and unexcused absences:

Excused absences are those for which students have the opportunity to make up all work missed during the absence with no penalty. When parent reasons are supplied within one school day of the student returning to class, the absence will be excused. Unexcused absences will result in zeroes for any assignments missed during the absence. Unexcused absences are those related to academic suspensions, other disciplinary actions, absences that do not have a parent excuse supplied within a day of the student returning to class, and truancy. An absence will be considered truancy when the parent is not aware of an absence or does not request that an absence be excused. In addition to the loss of grades, the student will be subject to detention or suspension for truancy. Students will be allowed to receive credit for make-up work during non-academic suspensions provided all work is handed in when the student returns to class. While students will be allowed to make up

cumulative tests or projects for any absence, they must arrange for that make-up to occur outside of class time.

Credit/attendance regulations:

In all cases, if a student misses more than 11 (eleven) periods of a class in a semester, no credit will be earned in that class within the guidelines of the following provisions:

1. Students and parents will receive written warning when they have 7 (seven) days/periods of absences and again when the number of absences has reached the limit of eleven.
2. When a student exceeds eleven absences, they will be informed of their situation and the student's records will be referred to the Attendance Committee made up of four staff members and the principal. The Attendance Committee will reach a decision regarding the absences/credit and may require a hearing with the student and their parents. This decision will be given within five school days of the student's notification.
3. The student has the right to appeal that decision to the board of trustees at which time they will have a hearing before the board. The written notice of appeal must be given within five days of the committee decision. The hearing will take place within five to ten days after the notice of appeal.
4. All absences will be applied to the credit/attendance requirements of this policy with the following exceptions:
 - a. Absences due to illnesses, hospital stays, or medical appointments that are excused by a written doctor's note provided within one school day after the student has returned to school. (A student excused by a medical doctor from participation in P.E. activities must still attend the P.E. class unless excused by the instructor.)
 - b. Absences related to demonstrable educational benefits that have been accepted and documented by the administration before the absence occurs.
 - c. Absences due to family emergency or bereavement that have been excused by the administration.
 - d. Absences related to family functions that have been excused by the administration or board before the absence occurs.
 - e. Absences related to school sponsored functions or organizations will be excused provided advance make-up requirements have been completed.
 - f. Special exceptions to this requirement will be considered

by this administration on an individual basis in compliance with School Laws 20-5-102 and 20-5-103.

5. Absences due to suspension or disciplinary measures cannot be excused from this policy.

Students will be given full credit for making up work within the time guidelines of this policy.

Tardies:

Students will be considered absent from a class period if they miss more than 15 minutes of the period. Students who miss less than the 15 minutes of class will be considered tardy. Staff can excuse tardies during the school day. Immediate contact by parents can excuse tardies that occur during the first period in the morning or after lunch. All other tardies will be considered unexcused. Students with three or more unexcused tardies per semester will be subject to detention and/or suspension discipline procedures.

Other absence/tardy occurrences:

The Principal will handle special absences, not covered in the above statements on an individual basis.

Parents, guardians, or legal custodians of school children must report the following information to the Principal:

1. In the event the child will be absent from school, the parent shall report that absence to the Principal or designee by 10:00 a.m. in the morning or 1:30 p.m. if absent in the afternoon.
2. The parent shall report the absence of the child every day the child is absent from school.
3. Parents, guardians, or legal custodians will provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.
4. In the event the parent does not maintain a home telephone, he/she shall provide an alternative telephone number where they may be contacted if their child is absent from school.

Responsibility of Principal or Designee:

When a parent, guardian, or legal custodian notifies a school that a child will be absent from school, the Principal and/or designee shall log the date and person from whom the call came.

In the event a parent, guardian, or legal custodian fails to notify the school of the child's absence, the Principal and/or designee shall attempt to contact the parent, guardian, or legal custodian by the end of the school day as follows:

1. The Principal or designee will attempt to telephone the parent, guardian, or legal custodian at the residential or alternative telephone number provided above.
2. If the school official is unable to make telephone contact with

the parent, guardian, or legal custodian after two school days, he/she shall mail a written notice to the parent, guardian or legal custodian indicating the child's absence from school on those dates. This letter will indicate that an attempt was made to make telephone contact during the days the child was absent from school.

3. If the school official suspects foul play, he/she shall immediately notify the appropriate law enforcement agency.
4. If a child is present for part of a school day and absent for the remainder of the school day and if the parent has not reported that partial day absence, the school official shall follow the procedure outlined as if the child were absent from school the entire day.
5. In the event a school official cannot determine the appropriate procedure in a particular case, he/she shall notify the Principal who may consult with the County Attorney for direction.

INTERNET USE

Students are required to have a parental permission/student agreement form on file before they can use Internet. Students must follow the expectations of that policy to be able to continue using Internet equipment. Students can face disciplinary actions for infractions.

PASS OR TRANSFER SLIP

Students may be excused from study hall for lab work, conference, etc., by securing a pass from the teacher granting such permission. After roll is taken in study hall, present pass to the teacher and sign out on the pass register. This pink pass must be secured before you come to study hall.

During the periods the guidance counselor is in his office, study hall students may request permission to see the counselor and sign out without a pink pass.

If at any time you become ill during school hours, report to the instructor and you will be excused to the office immediately, if necessary. The office will issue a pass to go home or to the doctor.

EMERGENCY SIGNALS

The Fire Bell is a loud, continuous bell. Vacate the building as rapidly as possible in an orderly manner. Evacuation routes are available in the respective classrooms. The Earth Quake signal is short bursts of the class bell. Follow the directions of your teacher in finding safe places in the classroom and do not evacuate the building until instructed to do so. The Lock Down signal will be given verbally over the intercom. Again, follow teacher instructions, stay in the classroom away from doors and windows, and do not leave the building until you are notified.

GRADUATION REQUIREMENTS

Students of Sweet Grass County High School graduating with or after the Class of 2005 must earn a minimum of twenty-two (22) credits for graduation, while students graduating with or after the class of 2007 must earn a minimum of twenty-three (23) credits to graduate.

Sweet Grass County High School's course requirements for graduation are:

- | | |
|---|--|
| <ul style="list-style-type: none"> a. Language Arts 4 credits b. American History..... 1 credit c. American Government 1 Credit d. Mathematics 2 credits e. Science 2 credits f. Health & P.E. 1 credit <ul style="list-style-type: none"> 1. Ninth Grade.... ½ credit 2. Tenth Grade ½ credit | <ul style="list-style-type: none"> g. Vocational/technical 1 credit <ul style="list-style-type: none"> 1. Keyboarding½ credit 2. Other Voed/Tech course ½ credit h. Fine Arts 1 credit i. Research Paper (Successful completion of project) |
|---|--|

Students may earn credits toward graduation through correspondence courses approved by the administration. The courses must be completed in accordance with semester requirements for credit to be applied to graduation. Any correspondence courses not completed on time will be recorded as an F.

Students must have earned eleven (11) credits to be considered a member of the junior class. Students must have earned sixteen (16) credits or be currently enrolled in correspondence courses, which will contribute to graduation requirements to be considered a member of the senior class. This placement will be made during the first twenty days of the school year.

GRADES

All semester marks are entered in your permanent high school record along with the complete record of your attendance. Be sure that every entry into the record is what you want it to be. Future employers will consult the record to determine what kind of a person you are. Don't misrepresent yourself.

Report cards will be issued every quarter (9 weeks). The end of the second quarter is also the end of the first semester. At this time you will also receive semester grades.

FIVE-WEEK REPORTS

After five weeks of every quarter of school has elapsed, a warning slip is issued to all students having grades of "D" or "F". It is hoped this warning will let the student know how he stands in time to make improvements before the regular quarter grades are issued.

HONOR ROLL

The honor roll system is computed on a four-point scale. A "D" letter grade is one point, a "C" two points, a "B" three points, and an "A" four points. In computing grade point averages, plus marks and minus marks are ignored. Students must have a 3.0 average to be on the honor roll.

HONOR LOUNGE

The Student Council has proposed an Honor Lounge for SGHS students. In order to qualify for the honor lounge, you must meet the following standards:

- (1) You must be in the second (2nd) semester of your 9th grade year, or above.
- (2) You must have a 3.0 GPA or better with no D's, or F's. (Grades will be calculated quarterly.)

Rules and Regulations:

- 1. The Honor Lounge will be supervised by the Student Council and its members.
- 2. There will be no rough housing, card playing, or gambling.
- 3. The Honor Lounge is for use during your Study Hall only. You are to report to your study hall at the beginning of the period and follow normal check out procedure. You must return to study hall before the end of the period and check in. You must go directly to the honor lounge and return directly with no meandering in the hall or disturbing of other classes (including Band and Home Ec.)
- 4. Honor lounge students will have the cafeteria, gymnasium, hallway between the cafeteria and gym, and the lawn in front of the gym available.
- 5. No pop or juice allowed in the gym. Street shoes are not allowed in the gym. Gym and weight room are not available during fifth, sixth, or seventh periods unless approved by the P.E. instructor.
- 6. The lawn is the boundary outside the school, and no students will be allowed on any area off the grass. Students are to use the lawn in front of the gym only, and not cross over to the lawn in front of the math room or other classrooms. The following exception will apply:
- 7. If the door by the office is used, students can sit on the benches on that portion of the lawn. No loud activity would be permitted here. It would simply be someplace to sit and do homework.
- 8. Students MUST stay away from the social studies, Chapter 1, special ed., and math classroom windows.
- 9. If there is any report of loud or obnoxious behavior, or disregard of school rules, the students involved will have

their honor lounge privileges revoked for two weeks (or time allocated by the administration.)

10. If students leave the school grounds, normal consequences for truancy will result.
11. Absolutely no one will be allowed in the parking lot unless they have specific permission from the office to get something out of their car.

There will be an honor lounge pass issued to students who qualify, plus a list of qualifying students will be given to each study hall teacher.

PROJECT SUCCESS — Goals for All:

1. All students pass all classes.
2. Supergoal — all students earn 2.5.
3. All students participate in at least one activity.
4. All teachers & students enhance the self-esteem of all students.
5. All teachers & students recognize achievement in all students.
6. All teachers and students communicate openly.

Participation/Academic Incentives:

1. Students passing all classes will be rewarded by early 2:30 dismissal Tuesdays. This grade is based on a cumulative quarter average.
2. Students failing any classes will attend a mandatory study hall on a Tuesday schedule from 2:35 to 3:35 P.M. Students may be excused from the study hall with a pass to attend tutor sessions with the teacher issuing the pass. Students may arrange with the teacher(s) additional help sessions as needed. A student failing more than one class shall attend 30 minute help sessions for each class being failed or select with teacher assistance the most appropriate help sessions he/she will attend during the Tuesday tutor time. Class participation (application) points may be given for attendance at a necessary tutor session or for voluntary attendance at a help session if other requirements have been met. Students with a D average in any class shall be encouraged to attend help sessions. In specific instances, a student may be required to attend by the teacher.
3. The only acceptable excuses for not attending a Tuesday study session will be based on attendance policies or have prior approval from the administration. Students will be allowed to

miss two Tuesday sessions per semester within the guidelines of acceptable absences in the attendance policy. Students will also be excused from Tuesday tutor sessions due to attendance at school sponsored events or contests. All other Tuesday tutor sessions will be considered mandatory. Students who do not attend the mandatory study hall or cause disruption in a help session will be subject to all discipline procedures (i.e, detention for the first occurrence, days of suspension for reoccurring offenses.)

4. A weekly success list will be posted by noon on the first day of the week. Students are responsible to check the list to see if they must attend tutor time. Teachers will be provided with a list of names of those failing any subjects and the courses failed. Failing students will be notified by the individual teacher when possible. If a student consistently fails more than one class, a parent/student/teacher conference will be arranged by the guidance counselor.
5. Students failing a class will be placed on a warning list for eligibility. If a student fails the same class for three or more consecutive weeks, they will be ineligible for athletic activities for that week. Any student reported as failing two or more classes in a week will be ineligible for athletic activities for that week. The eligibility week will be from Monday to the next Sunday. Eligibility is considered on a week to week basis with no carry over or accumulation of time.
6. Optional teacher-led or student-led tutoring sessions will be available before and/or after school. Extra credit points will be given to students who volunteer to be a tutor. The points will be arranged by the student and teacher in the curricular area the student is assisting with. Students who tutor regularly will receive ¼ credit per semester (as teacher aides receive).

LIBRARY AND STUDY HALL

The library will be available for use by any student before and after school and during noon hour. Please do not abuse the privilege.

Students who wish to check books out of the school library may do so by checking them with the student librarian. Any books damaged or lost will be charged to the student checking out the book.

Students who read magazines and papers during the Study Hall are expected to return them to their proper shelves five minutes before the Study Hall ends.

Students who must leave Study Hall to visit the rest rooms may do so by requesting permission from the instructor in charge.

One boy and one girl will be permitted to leave the room at the same time. You will be allowed a maximum of five minutes in order to give others a chance.

All students are expected to have work and materials with them to keep busy during study hall.

More detailed rules or directions may be supplemented by the librarian or study hall teacher.

LOCKERS

A locker is assigned each student when they enroll in school. Combination locks are available upon request from the office. If for some reason, a student wishes to furnish his own lock, a duplicate key or the combination must be left with the office. If there is some special reason for a lock or locker change, contact the principal. Since using locks is the choice of the student, the school will not assume any liability for anything taken from a locker.

Students may also be assigned lockers in the gym for use in PE or when participating with athletic teams. While the locker rooms can be locked, the student lockers are open for sanitation purposes and students who leave valuables in the locker do so at their own risk.

LOCKER AND VEHICLE SEARCHES

No student may use a locker, desk, or vehicle parked on school property as a depository for a substance or object which is prohibited by policy or law, or constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. The board reserves the right to authorize administrative personnel to inspect a student's locker, desk, or vehicle on school property when there is reason to believe such substances or objects may be involved. School lockers may be checked periodically for cleanliness and health reasons. The administration will establish procedures for such searches or inspections in regards to school property and student welfare.

STUDENT DRESS (Policy #5113.2)

Students should dress in clean clothes that are in good taste, wear shoes and be well groomed during school hours and when representing a school organization or group. Students may not wear clothing advertising alcohol, drugs, or tobacco; displaying nude or scantily clothed persons; containing obscene, offensive or suggestive lettering. Tank tops or tops with inappropriate necklines or arm holes and tops that expose the midriff or waist (when standing or sitting) will not be allowed. Responsible choices are expected with regards to shorts, skirts, or dresses. The Administration will make the final determination on the ac-

ceptability of any clothing worn. If the administration determines any clothing is obscene or offensive, the student will be asked to turn the shirt inside out, be offered a different shirt to wear, or be sent home to change depending on the circumstances. Failure to comply will result in disciplinary action.

In addition, students are to remove hats or head coverings when in the school building during school hours. This is a social issue of respect that will be expected of all students.

CONDUCT

As part of the student rights and responsibilities which are made available to students, Board Policy No. 5103 establishes rules and expectations relating to student conduct. That policy covers behavior on school grounds or at school functions and includes some of the following points:

1. A student shall not intentionally cause substantially disruption of any school operation.
2. A student shall not intentionally or with gross carelessness damage school or private property. Where school property is damaged or stolen, the Principal shall withhold grades, transcript, or diploma until restitution is made. This includes care of textbooks, classrooms, lockers, hallways and school grounds.
3. Student shall not threaten or attempt to cause injury to any person. Harassment of students will not be tolerated.
4. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic or hallucinogenic drug, alcoholic beverage or intoxicant of any kind, nor be involved in the misuse of common chemical substances.
5. A student shall not possess, use or transmit any tobacco product.
6. Any lewd, indecent, or obscene act of expression shall be grounds for disciplinary action.
7. Forging of documents, acts of cheating, or plagiarism will be grounds for corrective action or discipline.
8. Correct hallway behavior is necessary for smooth operation of the school day. Running in the hallways is a dangerous practice. Move quietly and orderly between classes. Keep the hallways clear of litter. Couples are advised to behave in a respectable manner.
9. A student shall not repeatedly fail to comply with district policies, school rules, or directions of the school staff during any period of time when under the authority of school staff.
10. In accordance with the provisions of the Gun-Free Schools Act, any student who brings a firearm or weapon to school,

possess any firearm or weapon on the way to or from school, or at any school function without proper authorization, will be expelled for a period of one calendar year unless modified by the board of trustees. The terms "firearms or weapons" include any device designed or may be readily converted to expel a projectile by the action of an explosive, the frame or receiver of such a weapon, a muffler or silencer for such a weapon, any explosive or incendiary, poison gas, knife with a blade longer than four inches, a sword, a straight razor, throwing star, num-chucks, brass or metal knuckles, or object to be used as a club. The district will keep a record of all students disciplined under this policy and provide information about the circumstances to the local law enforcement authorities.

The administration has adopted the following policy concerning student conduct during regular school sessions, or while engaged in, or attending extra-curricular functions of this school:

"Students guilty of acts which are not compatible with good citizenship and which reflect poorly on the good name of the school are subject to suspension from school. Those who are members of extra-curricular groups shall at once be removed from participation in said groups and from all school offices. Reinstatement to school and participation in activities is left to the discretion of the administration."

Any specific rules will be presented by the principal at an assembly during the first few days of school, and occasionally at other assemblies during the year as needed.

PARENT NOTIFICATION OF DISCIPLINARY ACTION & SUSPENSION

A. Students sent to the Administrator's office for disciplinary action will be given a hearing with the administration and will be treated as follows related to the seriousness of the offense:

1. First offenders will be warned and a letter reporting their actions sent to their parents.
2. Repeat or more serious offenders will be given one or more hour(s) of detention, and/or a letter sent to the parent requesting a conference with the parents, teacher, and principal.
3. If the administrator feels the student's actions warrant suspension, the student will be suspended for a period of up to five days. Parents will receive documentation of the incident and discipline applied. Academic suspensions, which are related to disruptions of the classroom or incidents that occur in the school building during regular school hours (8:00-AM--4:00 PM), will be considered unexcused absences. Students will receive zeros for any assignments given on those days. Students suspended for non-academic reasons will receive all assignments missed during

the suspension and will be required to hand in all work on return to class. Students will receive grades on such completed work provided there are no additional disciplinary problems for the remainder of the semester. Students will be given the opportunity to make-up cumulative tests or projects for any suspension but must make their own arrangements outside of class time.

4. When a student is reported to the office for breach of discipline classified as most serious, such as assaulting a teacher, destroying school property, endangering an individual's health or other students' health, insubordination, truancy, possessing or being under the influence of drugs or alcohol, or smoking on school premises, immediate suspension will follow with no previous warnings to the student. The Administrator shall immediately report the suspension of that student and the cause therefore in writing to the School Clerk and parents or guardian of the student. Suspension will be either in-school suspension or out-of-school suspension at the discretion of the Administration.

B. A student could be expelled from school if he or she is sent to the office for repeated misconduct or a student's actions fall into the most serious category as outlined in item number four above. Should the record indicate that expulsion is necessary, written charges specifying the circumstances will be filed by the principal and/or District Superintendent with the School Clerk. Upon receipt of said written charges, the School Trustees shall immediately set a time and place of a hearing of said charges and shall direct the School Clerk to give written notice of said time and place of the hearing, together with a copy of the said written charges, to be served upon the parent or guardian of the student not less than three (3) days from the date of the order setting the time and place of the hearing.

The School Trustees shall meet at the time and place set for the hearing, hear all witnesses and examine all evidence pertaining to said written charges of expulsion and, by its written decision concurred in by four (4) or more members, determine whether there is good cause to expel the student from Sweet Grass County High School. The decision of expulsion is solely the power of the School Trustees and shall be in writing and recorded in the minutes of the Board.

During the period of time between the filing of said written charges and the date of the hearing, the student will be suspended from school.

PURCHASE ORDERS

Students purchasing merchandise for use in school activities or by school organizations are required to use a purchase order form. These may be obtained at the office. Bills are to be returned to the office immediately following the purchase.

ASSEMBLIES

Assemblies may be held for several purposes. They may involve pep assemblies for activities or teams, special awards or presentations, or entertainment. Students are expected to behave appropriately and courteously during these opportunities.

Others are for miscellaneous purposes. Regular class periods are shortened to allow time for assemblies. Please be a gracious audience for all of our guests.

EQUAL EDUCATION AND EMPLOYMENT—8311.1

As provided in the Constitution of the State of Montana, Sweet Grass County High School District is committed to equality of educational opportunity. The district is also committed to equal employment opportunity.

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

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

Inquiries or complaints regarding discrimination should be directed to Mr. Al Buerkle, Title IX/Section 504 Coordinator, Box 886, Big Timber, MT 59011 (932-5993). (Optional—to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, MT 59620, (406) 444-2884, or Director, Office of Civil Rights, Federal Office Building, Denver, CO 80294, (303) 844-5695.)

Legal Reference: Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d), Title VII of the Civil Rights Act of 1964 as amended (42 USC Section 2000e), Title IX of the Education Amendments of 1972 (20 USC Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), the Constitution of the State of Montana, 1972 (Article X, Section 1), the Montana Human Rights Act (Title 49, Chapter 2, MCA), the Montana Governmental Code of Fair Practices (Title 49, Chapter 3, MCA) and the implementing federal and state rules and regulations.

GRIEVANCE PROCEDURE

The grievance procedure is in compliance with Title IX as it applies to Sex Discrimination in Education.

All employees and students of Sweet Grass County High School are entitled to express their grievances as they apply to sex discrimination in education with knowledge that all grievances will be brought to the attention of the proper authorities. A Title IX Coordinator has been named to initially handle all grievance cases. Grievances will be officially recorded and will be kept on file.

DEFINITIONS:

- A.—**Grievance:** Grievance means a complaint alleging any policy, procedure, or practice which would be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules, and regulations.
- B.—**Title IX:** Title IX means Title IX of the Education Amendments of 1972 (20 USC Section 1681), the 1975 Implementing Regulation and any memoranda, directives, guidelines, or subsequent legislation that may be issued or enacted.
- C.—**Section 504:** The Rehabilitation Act of 1973. (20 USC 794)
- D.—**Federal and State Civil Rights Laws, Rules and Regulations:** See legal reference.
- E.—**Grievant(s):** Grievant means a student/parent/guardian or employee of Sweet Grass County High School District who submits a grievance.
- F.—**Sweet Grass County High School:** Any reference to any school district as defined in 20-6-101, Montana Codes Annotated.
- G.—**Title IX/Section 504 Coordinator:** Means the employee(s) designated to coordinate Sweet Grass County High School's efforts to comply with and carry out its responsibilities. (Hereinafter **Coordinator**.)
- H.—**Day:** Day means a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays and school holidays. (20-1-305 MCA)
- I.—**Ridgeway et al, Plaintiffs, v. Montana High School Association et al., Defendants:** Hereinafter identified as **Ridgeway** settlement.

BASIC PROCEDURAL RIGHTS:

Applicable to all levels of the grievance process.

- A.—Each party will have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- B.—The designated **Coordinator** may not have a direct interest in the outcome of the grievance and must remain impartial.
- C.—Relevant agencies/institutional records shall be available to

all parties subject to requirements and clarifications in **Guidelines for Student Records**, Office of Public Instruction, September 1984.

- D. Intimidation or retaliation of any kind is prohibited by law.
- E. Prior to a contested case hearing (under the Rules of School Controversy) the rights of the **Grievant's** confidentiality in proceedings and records shall be respected. (ARM 10.6.101 et seq. Also see **Ridgeway** settlement agreement, page 29.)
- F. This procedure does not deny the right of the **Grievant** to file formal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.
- G. All records pursuant to the grievance shall be maintained by the clerk of the school district separate and apart from student and personnel records for a period of not less than five (5) years. (20.1-212 MCA)

PROCESS

Level 1: Principal or Immediate Supervisor

(Informal and optional—may be bypassed by the grievant)

A student/parent/guardian with a grievance should first discuss it with the teacher, counselor, or immediate supervisor involved, with the objective of resolving the matter promptly and informally. (Employees with a grievance should first discuss it with their immediate supervisor, with the same objective.)

Level 2: Title IX and Section 504 Coordinator

If the grievance is not resolved at Level 1 and the **Grievant** wishes to pursue the grievance, they may formalize it by filing a grievance in writing. The grievance shall state: 1) the nature of the grievance; 2) the remedy requested; and 3) be signed by the **Grievant**. The filing of written grievance at Level 2 must be to the **Coordinator** within ten (10) days of the event giving rise to the grievance or from the date the **Grievant** could reasonably become aware of such occurrence.

The **Coordinator** shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the **Coordinator** will be sent to all concerned parties within fifteen (15) days after receipt of the written grievance.

Level 3: Superintendent

If the grievance is not resolved at Level 2, either party may process it to Level 3 by presenting a written appeal to the Superintendent within ten (10) days of receiving the report from the **Coordinator**. The parties may request a meeting with the Superintendent or the designee and the Coordinator. The meeting(s)

shall be held within ten (10) days after receipt of the written appeal. A written report regarding the decision and/or action of the Superintendent will be sent to all parties within fifteen (15) days after receipt of the report.

Level 4: The Board of Trustees

Either party may process the grievance beyond the decision reached in Level 3 by filing written grievance within ten (10) days with the chairperson of the board of trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the board of trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of said meeting.

Level 5: Rules of Controversy

Either party may appeal the decision of the school board by filing a Notice of Appeal with the county superintendent within thirty (30) days after the final decision of the board pursuant to the Rules of School Controversy. (10.6.103 et seq. ARM, see also **Ridgeway** settlement agreement, page 29.) Adopted 1/14/86

SPECIAL SERVICES

TRANSPORTATION

All students who are transported by the school buses must catch their bus at the designated stop in front of the High School. Please remain on the curb until the bus comes to a complete stop.

Transportation on the school bus is furnished to out of town school events when the weather conditions permit. Any student desiring such transportation must get a permission card which must be filled out by his parents and returned to the office before the said trip is taken.

Student Conduct Rules for Regular Bus Routes

1. Students will be held responsible for being on time.
2. There is to be no pushing, fighting, throwing rocks, throwing snowballs, or "horse play" while waiting to board the bus.
3. Do not run alongside the bus while it is moving. Wait until the bus comes to a complete stop before attempting to board.
4. When riding on a moving school bus, students are to be seated at all times. There shall be no throwing of objects, loud boisterous conduct, or any other activity which may prove distracting to the bus driver.
5. Students are to never walk between two parked buses.

Due Process for Bus Discipline

- a) A student who misbehaves on a school bus will be warned for the first offense.
- b) A second offense will result in temporary suspension from riding the bus. Before being suspended, a student will be given a hearing before the Principal to explain his actions. If the Principal rules against the student, the student will be suspended from riding the school bus for three days. The student's parents will be notified by letter of the Principal's decision.
- c) If there is a third offense, or a student's actions are so severe that it endangers the lives of other students riding the bus, the student may be expelled from riding the school bus for the remainder of the year. Before a student will be expelled from riding the bus, a registered letter will be sent to the parents explaining the disorderly conduct and the circumstances surrounding the charges. The letter will also contain the time and place of a hearing that will be conducted by the Sweet Grass County High School Board.

The Sweet Grass County High School Board shall meet at the time and place set for the hearing, hear all witnesses and

examine all evidence pertaining to the written charges of expulsion, and, by its written decision concurred in by four (4) or more members, determine whether there is a good cause to expel the student from riding the bus. The decision of expulsion is solely the power of the Sweet Grass County High School Board and shall be in writing and recorded in the minutes of the Sweet Grass County High School Board. The student has the right to legal counsel at this hearing if he or she wishes.

During the period of time between the filing of the written charges and the date of the hearing, the student will be suspended from riding the school bus.

Conduct Rules for School Sponsored Activity Buses

1. It is suggested that the sponsor require students to dress better than the school dress code requires, but all students must dress according to the school dress code.
2. When staying overnight, the time at which students are to be in bed must be specified to the students.
3. There must be check points during the day at which time the sponsor or designated chaperones meet with students so that someone responsible knows the students are where they are supposed to be, and knows that they are conducting themselves as they should.
4. There is to be no use of tobacco, alcohol or drugs on the school bus or in the motel rooms.
5. The sponsor shall check the bus after each unloading of students. Students are to put all paper, cans, etc., in waste cans or boxes.
6. When riding on a moving bus, students are to be seated at all times. There shall be no throwing of objects, loud boisterous conduct, or any other activity which may prove distracting to the bus driver. The sponsor is responsible for student conduct. The bus driver shall have the right to request the sponsor to ask that students follow the rules. The bus driver shall have the right to stop the bus and refuse to proceed until all distracting activities have ceased. It is suggested that disruptive students be seated at the front of the bus by themselves and be requested to face forward.
7. All serious deviations at any phase of a trip shall be reported to the school Principal. The Principal reserves the right

to bar students from future bus trips, and to take other disciplinary action as is deemed necessary.

8. Students are to use good judgment in regard to their conduct at all times while on a trip, and to represent themselves so as to bring praise to Big Timber.

9. Students will be held responsible for being on time.

10. Students who travel on a school bus or other authorized school transportation must return in the same vehicle unless your parents have signed a release form. Release forms must be picked up and signed by your parents in advance of the activity trip. Please return the forms to the school office or your sponsor.

11. Students are to use the front door to exit out of the bus — not the back door. The back door is for emergencies only.

HOT LUNCH

The high school has a hot lunch program for all students who wish to take advantage of it. All students desiring to eat at the hot lunch are expected to raise their hand for morning lunch count.

We will start serving lunch at 12:11. Further scheduling be announced each year. Lunch ticket cost is determined annually. Students will be issued Accu-Scan lunch tickets. Money to be used for credit on the Accu-Scan system must be brought into the office before 8:30 a.m.

The line forms at the front door entrance where tickets are punched. Good orderly conduct is expected of every student eating hot lunch. After eating lunch return empty plates to the dish window.

The hot lunch program now offers breakfast before school. Students must purchase breakfast before the morning warning bell. Students can use their lunch tickets and accounts to pay for breakfast.

CONSTITUTION

PREAMBLE

We, the associated students of Sweet Grass County High School, in order to form a more perfect high school, establish justice, insure student and individual rights, and to promote education of the students herein, do hereby establish this constitution for Sweet Grass County High School.

ARTICLE I

Section 1 — All the legislative powers herein granted shall be vested in a Student Council which shall consist of two representatives from each of the four classes and three executive officers elected from the student body.

Section 2 — The Student Council shall approve all awards given by the various organizations with the President of the Student Council signing each of the award certificates.

Section 3 — The Student Council normally shall meet once every school month. These meetings shall be set up by the Student Council President by conferring with the Principal.

Section 4 — The Student Council quorum shall consist of two executive officers and six class representatives.

Section 5 — All measures shall be passed by two-thirds majority of the Student Council, excluding the President.

ARTICLE II

Section 1

Clause 1 — The executive power shall be vested in the President of the Associated Students of Sweet Grass County High School. He/she shall hold office for the term of one year beginning on the first day of the following school year and, together with the Vice-President and Secretary-Treasurer, shall be elected as follows:

Clause 2 — **Regular elections for Student Council officers will be held on the second Tuesday in May.** Eligible voters will be current 8th, 9th, 10th, and 11th grade students. Graduating seniors will be ineligible to vote. Polls will be open only during the noon hour on that day. To file for nomination a student must file a petition with the Secretary-treasurer of the Associated Students stating the office for which he/she wishes to run and containing his/her own signature and the signatures of ten percent (10%) of the student body and the signature of the principal. Deadline for filing shall be 3:30 p.m. on the Wednesday preceding election day.

Clause 3 – To be eligible for election to the above named offices, a student must be a member of the incoming Junior or Senior class. The student must be in good standing scholastically, have shown good citizenship in both the school and the community, and have an attendance record in which absences do not exceed school policy. If any of these items are in question, the candidate must have all concerns addressed to the principal and the student council advisor no later than the deadline for filing for office.

Clause 4 – If an elected officer fails to maintain passing grades while holding office, he/she shall be immediately removed from said office and a special election shall be held on the second Tuesday after the end of the semester to fill the vacancy. However, in the event that the President is removed from office, the Vice-President shall be elevated to the office of President and a special election shall be held to elect a Vice-President.

Section 2

Clause 1 – The President of the Associated Students of Sweet Grass County High School shall serve as President of the Student Council. He/she shall preside at all the meetings but shall have a vote only in case of a tie, to break that tie or make it.

Clause 2 – The Vice-President of the Associated Students shall serve as Vice-President of the Student Council. He/she shall preside at all meetings in the absence of the President.

Clause 3 – The Secretary-Treasurer of the Associated Students shall serve as Secretary-Treasurer of the Student Council.

Clause 4: To hold office all officers must have received a majority of votes cast; there shall be a run-off election between the two candidates receiving the most votes cast.

ARTICLE III

Section 1

Each class shall have officers consisting of: President, Vice-President, Secretary-Treasurer, and two Student Council Representatives to be elected at large within the class no later than the first month after school convenes. The term of office for each officer shall be one school year.

Section 2

Clause 1 – The President shall preside over all meetings of his respective class. He/she will oversee all other officers of the class, and he has the power to appoint class members to various committees.

Clause 2 -- The Vice-President shall preside over all respective class meetings in the absence of the President. All powers vested in the President shall devolve on the Vice-President in

the case of the President's death, removal, resignation, or inability.

Clause 3 – The Secretary-Treasurer of each respective class shall record all minutes of meetings of that class. He/she shall carry on all correspondence and financial business relating to that class and keep records of such.

Clause 4 – The Student Council representatives shall attend all Student Council meetings, take an active part in council discussion and activities, and report back to their class all important business.

Clause 5 – The Vice-President and Secretary-Treasurer shall be given the right to participate in all class discussions and are entitled to vote on all class business. The President shall vote only in case of a tie to break that tie or to make it. The Student Council Representative shall have one vote in Student Council Business.

ARTICLE IV

A student shall be eligible to hold office only if he/she has maintained passing grades in all solid subjects the previous quarter. If an elected officer fails to uphold this standard of eligibility, he shall be removed from office. A new person shall be elected or appointed to fill said vacancy.

ARTICLE V

All debts contracted and engagements entered into before the adoption of this constitution shall be as valid against the student body as before.

ARTICLE VI

Section 1

This constitution and the laws of the Student Council which shall be made in pursuance thereof; and all rules made or which shall be made under the authority of the Student Council, shall be the supreme law of this school, anything in the constitution or laws of any organization or class notwithstanding, providing they shall be within the limits of, and conform to the laws of the State of Montana, and/or, policies and rules of the Board of Trustees, and/or the administrative rules and regulations of this school.

Section 2

The Student Council shall have the power to propose an amendment to this constitution upon approval of at least

two-thirds (2/3) of the Council membership, excluding the President. An amendment shall originate either by motion and approval within the Council, or by petition from the student body. Said petition shall clearly state the proposed amendment and be signed by ten percent (10%) of the student body. An amendment becomes valid upon ratification by a two-thirds (2/3) majority vote of each of the four classes, provided that any amendment does not infringe in any way upon the students' rights provided for in this constitution.

Section 3

This constitution shall be in full force and effect when ratified by a two-thirds (2/3) majority vote of each of the four classes of this school.

BY-LAWS

ARTICLE I

AWARDS

Section 1. Rules concerning the awards system of Sweet Grass County High School.

- a. Only athletes will be permitted to wear the block "S" and stripes.
- b. All other organizations will be permitted to have their choice of emblem, subject to Article I, Section 4 of this Constitution.

The following organizations have chosen the following emblems:

1. 'S' Club — Block 'S' and stripes on left sleeve.
 2. Thespians — Two-faced dramatic emblem.
 3. Band — Lyre-type emblem with block 'S' inset.
 4. Cheerleaders — Block 'S' with megaphone inset.
 5. Scholastic — Block 'S' with lamp inset.
 6. Choir — Block 'S' with choir inset.
- c. All other organizations desiring emblems must submit their emblem to the Student Council for approval.
 - d. All awards for sweaters must be legally earned. All illegal emblems on sweaters must be removed.

ARTICLE II

HIGH SCHOOL DANCES

Section 1. Persons eligible.

- a. All local high school students.
- b. Students participating against our school in different activities on the date the dance is held.
- c. Students who come on buses, etc., when their team is participating in some activity on the date the dance is held.
- d. Non-students who have obtained a guest permit card from the office prior to dance.

Section 2. Persons ineligible, when accompanied by a high school student or not.

- a. Students on suspension.
- b. Persons who leave the dances after the appointed time cannot return.
- c. Groups from another town when they have no apparent reason for being there.

Section 3. Dance violations.

- a. No person shall at any time possess alcohol or have alcohol on his/her breath.
- b. No person shall have tobacco or smoke at a dance.

Section 4. Chaperones.

- a. There shall be at least three chaperones at each dance.
- b. At least one of the chaperones must be a member of the faculty, and at least one of these shall be male.
- c. Parents may be the other chaperones at a dance.

Section 5. Guest register.

- a. A member of the Student Council will be present to register guests.

Section 6. Live music dances.

- a. The Student Council will promote each class for one dance date. The difference between the money received at the gate and the cost of the dance will be covered by the Council.
- b. All other organizations must hold live music dances at their own risk unless backing is received from the Council before such date.
- c. All bands and admission fees must be approved by the Student Council.

ARTICLE III ORGANIZATIONS

Section 1: The athletic department is organized to promote inter-scholastic sports.

- a. Anyone interested in sports may join.
- b. Athletes participating in the various sports may earn a varsity letter, a block 'S'.
- c. Sweet Grass County High School shall be a member of the conference assigned them by the Montana High School Association.

Section 2: Band is organized to raise the musical taste and standards of the school and community.

- a. Band is open to all students.
- b. Members furnish their own instruments or rent a school owned instrument for the year.
- c. Elected officers will be President, Vice-President, and Secretary-Treasurer.
- d. Band members may earn awards for participation.

Section 3: The duties of the Cheerleaders are to promote school spirit and citizenship.

- a. There will be two (2) cheerleader squads — one for fall sports, and one for winter sports. The number on each squad will be determined by the amount of interest and the selection process.
- b. Try-outs for each squad will be open to all grade levels (there will be no designated "junior varsity" or "varsity squads").
- c. Try-outs will be held in May for both (2) squads.
- d. All cheerleaders are required to abide by and comply with the training rules as athletic team members.
- e. All cheerleaders will ride the pep bus, both going to and returning from events, unless overnight permission is received from parents prior to the bus departure from Big Timber. Other arrangements will be made when no pep bus is available.
- f. Cheerleaders shall be selected by a vote of a panel of judges using criteria set forth by the cheerleading advisor. The panel will consist of students who will represent the student body and may include senior cheerleaders, student council officers, and pep club members. The panel will also include adults representing teachers, administration, booster club, and parents. In the event that too few are interested, try-outs can be canceled at the discretion of the sponsor.

Section 4: The choir is organized to better understand and appreciate music.

- a. Any student may join by registration at either semester.
- b. There will be regular rehearsals, special rehearsals, and some special groups.
- c. The officers elected will be, in the event there is boys' choir and girls' choir, a President, Vice-President, Secretary-Treasurer, and Librarian, for each group.
- d. There are no special dues, and members may earn awards.

Section 5: The Future Farmers of America is organized to promote an interest in agriculture and citizenship among SGHS boys and girls.

- a. Elected officers shall consist of President, Secretary, Treasurer, Reporter, Sentinel, Parliamentarian, First, Second and Third Vice-Presidents.
- b. The dues will be set by the club for the following year.
- c. Members may earn awards.
- d. The advisors shall be the Vocational Agriculture instructors.

Section 6: The National Honor Society (Margaret Deegan Chapter) is organized to create an enthusiasm for **scholarship**, to stimulate a desire to render **service**, to promote worthy **leadership**, and to encourage the development of **character** in all students of Sweet Grass County High School.

- a. Students who have at least a 3.5 GPA after three semesters of high school and have participated in at least two activities are eligible for membership.
- b. Students are selected by a faculty committee after consideration of all four qualifications listed above.
- c. Students may be removed from the chapter for failure to maintain a 3.5 GPA or for failure to adhere to the chapter code of ethics.
- d. Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society.
- e. The officers selected are President, Vice-President, and Secretary-Treasurer.
- f. The sponsor of the organization shall be appointed by the principal.

Section 7: The Pep Club is organized to promote school spirit and sportsmanship.

- a. Any interested student may join.
- b. There is no special meeting date.
- c. The officers shall be President, Vice-President and Secre-

tary/Treasurer. Candidates for officer positions will be expected to express a plan of action for the organization before being elected. Elections will be held at the beginning of the school year.

- d. Dues will be set by the club.
- e. The advisor will be appointed by the Principal.
- f. Members may earn an award by accumulating each year a certain number of points.
- g. The point system will be flexible and will be determined each fall by the club officers.

Section 8: The 'S' Club is composed of varsity athletic award winners. It is organized to further interest in athletics and to assist the school athletic department.

- a. The primary function of the 'S' Club is to sponsor Homecoming and Homecoming activities.
- b. Any student receiving a letter in competitive sports is automatically a member.
- c. Letter winners receive a block 'S' when they receive their first letters, and emblems are presented for each succeeding year that a student letters.
- d. All athletes and managers will be expected to abide by the training rules set up for participation. These rules are read and signed by the athlete and the parent.
- e. The officers elected are: President, Vice-President, and Secretary-Treasurer.
- f. The varsity coaches will be the advisors for the organization.

Section 9: The Thespians is organized to promote an interest in forensics or drama.

- a. To be a member, you must be interested in speech or drama.
- b. There is no special meeting date.
- c. The dues are \$1.00 for Freshmen and 50¢ for all other classes. Seniors who have been previous members will not have to pay dues.
- d. The officers elected are: President, Vice-President, Secretary, and Treasurer.
- e. Awards are earned on a participation basis. Special awards will be awarded to the best actor, best actress, and best characterization.
- f. Students in Speech and Drama will be subject to all rules of the Montana High School Association.
- g. The advisor will be appointed by the Principal.

ARTICLE IV AMENDMENTS

The By-Laws may be amended by a two-thirds (2/3) affirmative vote of the Student Council at any regular or special meeting.

ACTIVITIES POLICY

A. PURPOSE AND GOAL

1. The purpose of this booklet is to provide pertinent information, guidelines and recommendations to all students, parents, athletic coaches, activity sponsors and other individuals and organizations involved in the various activities available at Sweet Grass County High School (SGHS).

2. The goal of the SGHS activities program is to insure the development of all individual's self-esteem and abilities through involvement in activities by maximizing cooperative effort of his/her peers, school, parents and community.

B. STATEMENT OF PHILOSOPHY

1. A comprehensive and balanced activities program, considered to be an essential compliment to the basic program of instruction at SGHS, provides opportunity for our students to further develop interests and talents in sports, debate/speech, drama, journalism, FFA, music, student government and academic-related areas. Students should be encouraged to concentrate their time and energy in those activities which are best suited to their abilities. Participation in these activities should provide many students with a lifetime basis for personal values, for work and for leisure activities. Accordingly, appropriate skill levels should be established within activities. In order to maintain a high competitive level in all activities, coaches/sponsors will determine the number of participants retained and the amount of their participation through all levels of the program.

2. Participation in activities is considered a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, to the student's family and to the students themselves.



C. NETWORK OF COMMUNICATION

1. CHAIN OF COMMAND — The authority to govern activities at SGHS shall be as follows:

- a. Board of Education
- b. School administrator
- c. Activities director
- d. Head coach/sponsor
- e. Assistant coach/sponsor

2. GRIEVANCE PROCEDURE — The purpose of this grievance procedure is to encourage positive development of lifetime problem solving skills. If a participant or his/her parent has a problem concerning the activity they are involved with, they should first communicate in the following order:

- a. Coach/sponsor
- b. Activities director
- c. School administrator
- d. Board of education
- e. Further action as outlined in School Policy 8311.1

D. REQUIREMENTS FOR PARTICIPATION IN ACTIVITIES

1. The following are considered extracurricular activities: MHSА sports (football, volleyball, basketball, track, golf, cross country, cheerleading), Speech/Drama, FFA, Sweet Sixteen Jazz Band, Student Council, National Honor Society, International Club, Close-Up, School Play, Ski Club, Pep Club.

2. Requirements of all extracurricular activities:

a. All of these activities will follow the same eligibility, drug-alcohol-tobacco, and citizenship requirements for participation. (See Part E of this policy.)

b. Students must attend school the entire day of a contest or event if they expect to participate in the activity. This means students cannot be absent for any period on the day of an activity or event. Exceptions are made for advance make-up slips or emergency situations as determined by the administration on an individual basis.

c. Participants who miss class periods due to a school-sponsored activity will follow the same guidelines for making up assignments that is expected in the attendance policy.

d. SGHS will assume no financial responsibility for injuries sustained by students involved in school activities.

e. On some occasions, meals will be furnished to the student on out of town trips. Depending on the time involved, distance to travel, etc., the participant may be asked to provide their own "sack lunch".

f. In some instances, students will be required to purchase a portion of their activity or practice uniform — which will become their property. Other personal equipment is the responsibility of the student.

g. All students are responsible for the proper care and security of practice or game equipment and uniforms issued to them. School-furnished equipment is to be worn only for contests or practice. Occasionally, parts of the uniform may be worn at school the day of a game — with permission by the coach or sponsor. All equipment not returned in good condition at the end of the season will be subject to financial penalty.

h. Parents are expected to provide medical insurance coverage for their child during participation in activities.

3. MHSА athletic activities (football, volleyball, basketball, track, golf, cross country, cheerleading) have the following additional requirements.

a. The Montana High School Association requires . . . "To be eligible to participate in an association contest (athletics only) 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 he/she was in attendance . . ."

b. A physical examination is required by both the Montana High School Association and SGHS before students can practice or participate in an athletic contest. The examination which must be certified by a medical doctor, nurse practitioner, or PA for the current school year, covers all sports and must be on file with the coach or in the school office. The cost of the physical examination is the responsibility of the student or their parents.

c. All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. Some of the risks include, but are not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in temporary or permanent, partial or complete, impairment in the use of limbs; brain damage; paralysis; or even death.

4. MHSА athletic activities, Speech/Drama, FFA, FHA, Sweet Sixteen, Jazz Band, International Club, and Close-Up are required to hold a Parent/Participant/Sponsor Pre-Season Conference.

a. This conference (meeting) with all participants and their parents/guardians present, will be held before the first contest

for the purpose of discussing all phases of student participation in a specific sport or activity. This will be a mandatory meeting and student will not be allowed to participate until it has taken place.

b. At the meeting, a Parental Agreement/Medical Authorization form will also be presented and signed. The signatures give permission for the student to participate and travel with the group to scheduled events and give permission for emergency treatment by a physician or hospital when the parent/guardian is not present or available. A copy of this form will be kept with the coach/sponsor in case emergency treatment is needed. The form must be signed by the parent or guardian, along with the participant in order for the student to participate in activities.

c. A second form will be presented, regarding the activity policy. Signatures indicate that both the participant and the parent/guardian understand the policies and eligibility rules set forth by SGHS.

d. All sponsors/coaches will be accountable for supplying information regarding their activity to parents or guardians and participants as well as getting the required forms completed.

E. CODES OF CONDUCT

1. General Information

a. A firm and fair policy of enforcement is necessary to uphold the regulations and standards of activities at SGHS. The community, school, administration, coaches and sponsors feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program.

b. The Board of Trustees at SGHS has established the following minimum rules and guidelines governing the participation in extracurricular activities. It is the Board's belief that participation in activities can contribute to the all-around development of young men and women and the implementation of these rules will help maintain the high standards at SGHS and serve the following purposes:

- (1) Develop desirable personal health habits.
- (2) Promote discipline among students.
- (3) Confirm and support existing state and local laws.
- (4) Emphasize standards of conduct for young leaders as role models.
- (4) Assist students in resisting negative peer pressure.
- (6) To recognize and provide assistance for problems students may have.
- (7) Develop commitment to be the best you can be.
- (8) Dispel the myth that occasional use of chemicals is okay.
- (9) Emphasize that activities are a privilege that requires some responsibilities.
- (10) Encourage "team" values.

c. Students will be expected to know the rules of participation and must make the decision to follow those rules if he/she wishes to take part in activities at SGHS. Coaches or advisors may have more comprehensive expectations and students have the right not to participate if they do not agree with those rules.

d. Any appeals regarding the activity policy will follow the usual due process used in disciplinary procedures. An appeal must be made within five (5) school days of the imposed suspension.

e. Activities Disciplinary Council will consist of a coach from an MHSA athletic activity, two sponsors/coaches from other extracurricular activities, a CARE team member, an officer of the student council, and another junior or senior student to be selected by the council.

2. Eligibility.

a. Academics are considered the primary responsibility of SGHS activity participants.

b. Students are required to take six subjects per year, or have an approved individual education plan (IEP), with 20 credits required for graduation.

c. All requirements as outlined in the "Project Success" program must also be met in order to participate. Students will have a two week warning period if they are failing one class. A student will be ineligible if they are failing the same class for three consecutive weeks. If a student is failing two or more classes in a week, they are ineligible for activities for that week.

d. The week of eligibility begins on Monday and ends on the following Sunday.

3. Citizenship

a. All participants shall abide by a code of conduct which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor or tarnishes the reputation of the student, team, group, or the school will not be tolerated.

b. All SGHS extracurricular activity participants are expected to follow and adhere to the following expectations. Failure to do so will lead to disciplinary action.

As a Participant

(1) I will adhere to all school district policies – I will follow all school district rules, regulations, and policies regarding language, sportsmanship, attendance rules, behavior, harassment, and academics.

(2) I will adhere to program rules – I will follow the rules of the specific program in which I am involved. These include

such things as meeting attendance, behavior, adherence to activity rules, sportsmanship, care of equipment, etc.

(3) I will exercise sportsmanship — At all times I will demonstrate sportsmanlike behavior and language toward opponents, officials, referees, fans and coaches. My comments cheers, and actions will be positive rather than taking the form of put-downs intimidation.

(4) I will respect property and equipment — As a part of respecting others, I will respect their property and equipment. Responsible care of all activities facilities and equipment is a must. I will not tolerate vandalism or theft.

(5) I will respect those in positions of authority — I will show respect for those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

c. A student who violates the provisions of the citizenship rules of this policy is not in good standing and is ineligible for a period of time to be determined by the activity director and administration.

4. Drug, Alcohol, Tobacco use

a. SGHS Chemical Abuse Policy 5131, which covers chemical issues on school grounds and at school functions, shall be in effect for all students at SGHS in addition to the activity policy.

b. A student will not possess, use, buy, sell, or give away, any drug classified as an illegal controlled substance, any alcohol, or any tobacco. This includes the misuse of common chemical substances.

c. This rule will be in effect each school year from the first day of practice for fall sports until the last day of school that year. Violations will be cumulative from the student's first day of class at SGHS or their first day of practice in an activity, whichever occurs first.

d. Being in the company of individuals possessing, using buying, selling or giving away alcohol or drugs is strongly discouraged. Students who are involved in such situations will receive a warning on their first offense of no legal action has been brought against the student. Students involved in a second or additional occasion will be suspended from activities in accordance with section e.

**Explanations of "in the company" violations:

(1) Students who respond to a call or visit a party briefly to drive a friend home will be considered designated drivers and are not in violation of this rule. Those who drive for a period of time while other students are drinking in the vehicle will be considered in violation.

(2) Students attending family functions will not be considered in violation. Gatherings involving groups of students or young people at a "house party" or party where there is use of alcohol or drugs will be considered a violation.

(3) Students employed where legal items may be sold or consumed are not in violation.

e. On what is considered a first violation of the provisions of part b. or d. of this section, the student will be suspended from activities and will be required to complete the following provisions:

(1) Develop a written plan indicating their understanding of the problem, willingness to change their behavior, and a commitment to activities.

(2) The plan must include enrollment in chemical abuse education courses at the student's expense.

(3) Four hours of school or community service.

(4) Meet with the SGHS school guidance counselor a minimum of two times during the suspension period for a minimum of 1/2 hour per session, to discuss their substance abuse problem.

(5) At the end of two weeks, the student, parents, coaches, activity advisors will meet with the Activity Disciplinary Council to review the student's plan and progress. The council can accept the plan if it meets their criteria, or add two weeks to the suspension for the student to work harder on a sufficient plan. At the end of four weeks, if the student has not presented an adequate plan or lived up to the expectations of the Disciplinary Council, the suspension will be extended to a total of eighteen weeks.

f. For a second violation in a student's high school career, the student will be suspended from activities for 18 weeks.

g. Should there be a third offense, students will be suspended from all extracurricular activities for the remainder of their high school career. The student may apply for reinstatement at

the end of a calendar year if they agree to a chemical use assessment by a chemical dependency counselor and agree to abide by the recommendations of that counselor.

h. Definitions related to the suspensions.

(1) A week of suspension is defined as seven calendar days beginning from the time the suspension is imposed.

(2) During a suspension, a student may still participate in practices or meetings of their extracurricular activities.

(3) Suspensions may span two different activity seasons or two different school years.

(4) Students should be advised that while they are under suspension the activities policy is still in effect.

(5) Participants ineligible at the beginning of an athletic season as the result of a violation will be eligible to participate in that activity if all requirements of the Activity Council are met.

F. ADDITIONAL EXPECTATIONS

1. Students involved in activities at SGHS will be expected to realize that they are a part of a group representing their school and community. They will be expected to adhere to the following rules of conduct as enforced by coaches/sponsors.

a. CURFEW: Students will be expected to follow city regulations concerning curfew. Students may be expected to be home earlier on the night before contests as directed by coaches or sponsors.

b. HAIR AND DRESS: Students are expected to stand out as a team and not as individuals. Clean and safe hair cuts are recommended. Participants will be expected to dress neatly and appropriately, both at school and during activity trips as required by their specific activity.

c. TRAVEL: The student is subject to the full direction and authority of the coach or advisor not only at practice and contests, but also while traveling to and from an activity. During travel, the coach or advisor has full responsibility from the time of departure until return. All school policies are in effect during the trip and any student violation may result in the student being sent home at the parent's expense. A student will not be released from a group to travel with others unless written arrangements were made by the parent or guardian for release to a parent or guardian.

STUDENT RECORDS

Under the Family Educational Rights & Privacy Act of 1974, parents, legal guardians, and legal age students have the right to examine records maintained by the school on their child. Parents should contact the guidance office if they wish to review or request a change in those records. While the school board has the final decision about what information is included in educational records, the parents or students have the right to place a statement in the file. The school district may disclose directory items, information requested by the juvenile justice system, disciplinary action in appropriate cases, or information to federal or state agencies. Contact the high school office for a copy of the student records policy if there are any further questions.

CONCLUSION TO HANDBOOK

Yes, this in brief, has been Sweet Grass County High School, the home of the Sheepherder teams, all of the other organizations you read about, and all of its students. Be proud of your school, it's only what **YOU** make it. Be a good member of any organization you belong to — work for it, be proud of your team — support it.



SGHS SCHOOL COLORS

Royal Blue and White

SGHS SCHOOL SONG

(To tune of University of Minnesota Rouser)

*Sweet Grass High School Hats off to thee,
To your colors, true we shall ever be.
Firm and strong, united are we.
Rah, rah, rah for Sweet Grass High
Rah, rah, rah, rah,
Rah for old Sweet Grass High.*

SGHS FIGHT SONG

(To tune of Legionnaires on Parade)

*Come on and go Sweet Grass High School
We're going to win this game tonight
With a firm will to win it,
We're going to fight, fight, fight,
And we will win for dear old Sweet Grass
And our colors blue and white,
Come on and go Sweet Grass High School,
It will be victory tonight.*