

Manhattan Public Schools

“Enter here to learn. Go forth to serve.”

416 N Broadway PO Box 425 Manhattan, MT 59741



High School Student Handbook 2024-25

Mr. Brian Ayers
Superintendent

Mrs. Miranda Howells
High School Principal

Mrs. Genevieve Poole
High School Admin. Assistant

Mr. Nate Parseghian
6-12 Activities Director

MANHATTAN HIGH SCHOOL STUDENT HANDBOOK

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

NOTE: Occasionally there may be a change of policy that has not been outlined in the handbook. These changes will be communicated to students and parents by announcements.

SCHOOL PERSONNEL

District Office	High School (9-12) Office	Middle School (6-8) Office	Elementary (K-5) Office
- 406-284-6460	- 406-284-3341	- 406-284-2671	- 406-284-3250

Mr. Brian Ayers
District Superintendent
bayers@mhstigers.org

Mrs. Miranda Howells
High School Principal
mhowells@mhstigers.org

Ms. Mary Fulp
Middle School Principal
mfulp@mhstigers.org

Mr. Wes Kragt
K-5 Principal
wkragt@mhstigers.org

Mrs. Amanda Dyksterhouse
Executive Assistant to the
Superintendent
adyksterhouse@mhstigers.org

Mrs. Genevieve Poole
HS Administrative Assistant
gpoole@mhstigers.org

Mrs. Bria Coder
MS Administrative Assistant
bcoder@mhstigers.org

Mrs. Jenni Holzworth
K-5 Administrative Assistant
jholzworth@mhstigers.org

Mrs. Lisa Grevious
District Registrar &
Student Activities
lgrevious@mhstigers.org

Mr. Nate Parseghian
6-12 Activities Director
ad@mhstigers.org

Ms. Kristie Pierce
School Psychologist
Special Education Director
504 Coordinator
kpierce@mhstigers.org

Mrs. Maggie Secret
School Nurse
msecret@mhstigers.org

BOARD OF TRUSTEES

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

Rob Brownell – Board Chair

Mike Swan – Vice-Chair

Brand Robinson, Ethan Severson – HS Trustee, Matt White, & Bryan Petersen

SCHOOL IMPROVEMENT PLANNING

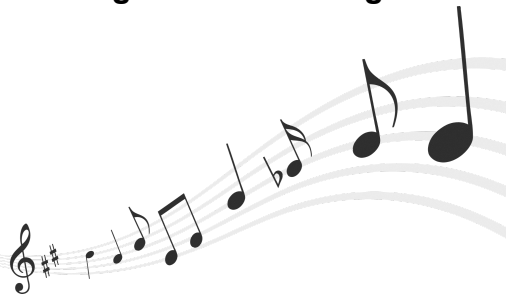
Manhattan Public Schools is committed to providing the best education we can to your child. We continually seek to improve our school and engage in an ongoing school improvement planning process. The following information serves to remind the entire school community of our focus for the current school year. Many of you will recognize the mission statement as we have kept the old school mission as it was engraved over the door of the old high school. Our beliefs are a compilation of group work completed by parents, students, teachers, and other community members. This school year we will renew our school improvement and planning process and this document may change. However, these are the current goals we have in place.

Mission: “Enter Here to Learn. Go Forth to Serve.”

We Believe In: A cooperative effort for achieving excellence in all things
The value of individuals and diversity
Accountability and integrity
A safe and welcoming educational environment

Desired Learner Results: Students will show respect for self, others, and property.
Students will demonstrate the ability to work effectively with others.
Students will demonstrate pride in, appreciation of, and service to our community.
Students will accept responsibility for their own behavior.
Students will set goals and work toward achieving those goals.
Students will recognize the benefits of wellness.
Students will meet or exceed state standards in all subjects.
Students will demonstrate awareness of both individual and global diversity.
Students will think critically, learn independently, and respond effectively to a changing world.

Manhattan Tigers School Song



We sing to MHS which is the best
And to our tigers who will never rest
We'll proudly wear our colors orange and black
And growl the tiger growl until the very last
We're here to do our best to really win
And raise our voices out in praise of them
We'll proudly wear our colors
Orange and black on our back
Manhattan High
M-A-N-H-A-T-T-A-N

MHS HISTORY AND DEMOGRAPHICS

The majority of students of Manhattan High School (MHS) are residents of Gallatin County in southwest Montana. These students are primarily from the town of Manhattan and outlying communities including Amsterdam and Churchill.

Manhattan has been an agricultural community from its beginnings. Families from the Netherlands moved here to grow barley for malters near the new little town of Manhattan – named by a group of New York City investors who operated the Manhattan Malting Company. They settled together in a tightly knit society that later became the town of Manhattan, MT. This extensive farm was located next to the city and was the “largest body of productive land between Dakota and Puget Sound.” Prohibition eventually ended a profitable twenty-three years in the malting business, but by 1898, Manhattan was becoming quite important to the Gallatin Valley with about 150 inhabitants and a school enrollment of 75. There was a general store, two hotels, a meat market, two blacksmith shops and one saloon. Today, Manhattan’s most productive industries are seed potatoes, dairy and wheat farms, commercial beef, registered cattle along with some unique cottage businesses such as food specialties, woodcarving, artisans, and antiques. (from www.manhattanareachamber.com)

Manhattan High School is designated as a Class “B” rural public school. Manhattan High School is accredited by the State of Montana and has been accredited by the Northwest Association of Accredited Schools since 1934. The original school was built in Manhattan in 1922 as a school and community center. That school was utilized through 1998 when the current high school was built. The original school was modeled after the main hall at Dartmouth College, including the motto “Enter Here To Learn. Go Forth To Serve,” which appeared over the entrance to both buildings. This continues as our motto to this day.

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>
Attendance Policy	14	Medications	12
Building Hours & Bell Schedules	6	Military Recruiter Visits	17
Bulletin Board	21	Motor Vehicles/Parking Lot	21
Chain of Command/Conflict Resolution	8	Nondiscrimination/Title IX/504	9
Child Safety & Audio Child Tracking/Monitoring Systems	18	Parent Involvement, Responsibilities, and Rights	9
Closed Campus	16	Permanent Records	10
College Visits	17	Protection of Student Rights	10
Communicable Disease	13	Religious Practices	21
Complaints by Students & Parents	8	School Meals	11
Controlled Substances & Major Possession or Distribution	19	School Safety and Emergencies	17
Disciplinary Practices	22	Search and Seizure	18
Electronic Devices	14	Sexual Harassment/Bullying/Hazing/Intimidation	20
Epinephrine Auto-injectors in Schools & Opiate Antagonist	12	Student Appearance	13
Guidelines of Conduct	6	Student Directory Information	10
Health History	11	Student Personal Days	17
Immunizations	11	Supplemental Insurance	11
Investigations and Arrests by Police	19	Surveillance	18
Lockers	20	Use of or Possession of a Weapon	20
McKinney-Vento Homeless Act	11	Visitors	17

Curricular Activities

Academic Non-Performance & Drop Out	33	Highly Qualified Teaching Staff	36
Advanced Placement/Dual Credit/MTDA	31	Library Rules & Procedures	36
Computers & Internet Usage	35	Make-up Work	34
Course Fees	35	Montana University System	33
Coursework Requirement	34	Honor Roll	30
Credits	30	Reporting System	33
Credits for Placement	30	Requirements for Graduation	29

Driver Education	32	Scholarships	33
Early Graduation	33	Semester Exams & Exemption Privileges	34
Flex Time	34	Special Education Curriculum	37
Foreign Exchange Credit	37	Students Entering from a Non-Accredited School	33
Four Year Academic Plans	29	Valedictorian, Salutatorian & Class Rank	32
Grading	30	Work-Based Learning	31
Graduation	32		

Extra-Curricular & Co-Curricular Activities

Appearance	43	Overnight Stays	43
Assemblies and Pep Rallies	39	Participant Agreements & Parent Meetings	44
Awards	43	Participation & Spectator Fees and Passes	42
Basic Eligibility Rules of the MHSA	40	Performance & Game Rules	42
Code of Conduct for School Club & Activity Group Officers & Representatives	37	Philosophy of Department	37
Dances and Special Events	38	Physical Examinations	43
Equipment	43	Practice Rules	42
Extra-Curricular/Co-Curricular Eligibility Rules	39	Rules Governing Student Conduct on School Buses	47
Impact Testing	44	School Clubs, Affiliated Groups & Athletics	44
Insurance	43	Student Government and Elections	38
Locker Room	43	Training Regulations	41
Management of Sport Related Concussions	44	Travel Rules	42
Managers	43	Tryouts	41

Appendix A - AUTHORIZATION TO PARTICIPATE AND RECORD

2024-25 District School Calendar

BUILDING HOURS & BELL SCHEDULES

Monday - Thursday

The building is open in the morning by 7:45 a.m. and closes by 4:30 p.m. Students should not be in the building without permission before 7:45 a.m. Any student or group of students remaining in the building after 4:30 p.m. must have administrative approval and be supervised by an adult or a member of the faculty. Classrooms will be open at 8:00 a.m. Following is a class period schedule for both the middle and high schools:

MIDDLE SCHOOL		HIGH SCHOOL	
		0 Period	7:06 - 8:00
			5-minute break
Homeroom	8:05 - 8:15	1st Period	8:05 - 9:00
1st Period	8:18 - 9:11	2nd Period	9:04 - 9:59
2nd Period	9:14 - 10:07		8-minute break
3rd Period	10:10 - 11:03	3rd Period	10:07 - 11:02
4th Period	11:06 - 12:00	4th Period	11:06 - 12:01
LUNCH	12:00 - 12:25	Flex Time	12:05 - 12:33
W.I.N. Time	12:28 - 12:53	LUNCH	12:33 - 12:58
5th Period	12:56 - 1:49	5th Period	1:02 - 1:57
Recess	1:49 - 2:04	6th Period	2:01 - 2:56
6th Period	2:07 - 3:00	7th Period	3:00 - 3:55
7th Period	3:03 - 3:55		

A. GUIDELINES OF CONDUCT

Each student is expected to strive to take full advantage of their educational opportunities and to do their best in all areas of school life. Each student has the right to obtain an education in an orderly, safe, and healthy atmosphere and is expected to contribute and engage in the educational environment in a positive manner. **To meet this goal each student is expected to respect themselves and others and avoid actions or situations that are harmful to self, others and the school. Students are expected to be punctual and regular in attendance and respond positively and promptly to direction from faculty and staff. Below is a list of offenses that will result in disciplinary action. The list does not contain all things, but serves as a guideline for good conduct.**

- **Intentional Disrespect & Open Defiance of Authority** – Refusal to comply with a staff member’s directions. Continuous violation of school regulations also constitutes open defiance of authority.
- **Profanity** – Offensive language. Using language that is vulgar, offensive and/or racially or ethnically degrading
- **Dress Code** – In order to provide a safe orderly school environment the district will enforce a dress code. See “Student Appearance,” in this handbook for specific guidelines.
- **Vandalism and Graffiti** – Damage or defacing private or school property. Students will be financially responsible, with their parents or guardian, for willful damage or destruction of school property.
- **Theft of Personal or School Property** – This includes stealing while at school sponsored activities.

- **Forgery, Cheating and Plagiarism** – Includes forgery of absence notes, tampering or altering school records, and cheating on academic assignments and exams which may include the use of AI.
- **Inappropriate Display of Affection** – “Holding Hands Policy” only. Physical contact that is not generally acceptable in a school setting is dictated by common sense and decency. Kissing is not acceptable.
- **Electronic Devices** — Electronics may only be used in accordance with school district policies. These items are frequently stolen, lost and present cheating issues in the classroom. Students are expected to be respectful and responsible with personal electronic devices. Use of electronic devices including but not limited to cell phones, earbuds, and smart watches is outlined in more detail in section H. *Illegal acts including illegal photographs, recordings, and using these devices for hazing, bullying, cheating will be referred to the Principal. Please note that Montana law requires that any person being recorded must give their consent. Use of these items is absolutely banned from restrooms and locker rooms at all times. Illegal use of these items will be referred to law enforcement.*
- **Hazing, Intimidation, and Bullying** – Manhattan Public Schools prohibits any acts of hazing, intimidation or bullying between students. Montana law and the Civil Rights amendment prohibit such actions as hazing and intimidation. Students caught hazing may be suspended immediately from school and may be referred to law enforcement. Bullying by any intentional means such as written, electronic, verbal or physical acts will not be tolerated. **Manhattan Board Policy 3226 defines bullying as, “any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture 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.”** Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct is in violation of the student code of conduct except when physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.
- **Fighting** – In school, on school property, at a school function, during school or while traveling to or from school. Students encouraging a fight will be considered in violation of the fighting rule.
- **Threats and/or Intimidation** – Whether physical, written, spoken, in act or deed, on or off school grounds -- will not be tolerated. Threats regarding harming others or one’s self with acts of violence will be taken very seriously and may include law enforcement actions.
- **Sexual Harassment** – Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, physical, and/or visual contact of a sexual nature.
- **Use of or Possession of a Weapon** – Firearm (Federal Gun Free School Act), a knife, chemical or explosive - No student shall bring onto school property or possess any firearm, knife, dangerous chemical, weapon or explosive. Violation of the Gun Free School Act policy may result in discipline up to and including expulsion for not less than one calendar year.
- **Trespassing** – Unauthorized entry into, or misuse or damage of school property.
- **Alcohol, Dangerous Drugs or Narcotics (including marijuana)** – Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping) on school premises and at school functions is prohibited (see “Chemical Use and Dependency” policy in this book).
- **Tobacco** – Use and possession are prohibited on school grounds and at school functions.
- **E-cigarettes / Vaping** – Use and possession are prohibited on school grounds and at school functions.
- **Sexual, Drug, Alcohol, and Tobacco Materials and Content** – Possession or distribution of written or visual materials that advocate or advertise drugs, drug paraphernalia, alcohol, or sexual materials/connnotations. This item includes internet media. Legitimate education research excluded as approved by administration.

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Disciplinary action for the offenses listed above, applies whenever a student’s conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

1. 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.
2. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
3. Travel to and from school or a school activity, function, or event.
4. 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.

Failure of a student to comply with these regulations and guidelines of conduct is an infringement upon the rights of other students, staff and the school. Probation, detention, suspension, or expulsion may result from violation of the preceding regulations. *Items found in violation of the code of conduct will be confiscated.* Administrative discretion will be used to determine penalty(ies) in accordance with the severity of the infraction, and will follow the progressions laid out in Manhattan Board Policy 3310 and Procedure 3310P2. The school may also seek referral for prosecution for any violation(s) of Federal and Montana legal statutes.

Legal Reference:

- MCA 20-4.302 Discipline and Punishment of Pupils – Definition of Corporal Punishment**
- MCA 20-5-201 Duties and Sanctions**
- MCA 20-5-203 Secret Organization Prohibited**
- MCA 49-1-101 Right of Protection from Personal Injury**
- MCA 49-1-102 Freedom from Discrimination**
- MCA 45-8-101 Disorderly Conduct**
- MCA 45-5-201 Assault**
- MCA 45-5-221 Malicious Intimidation or Harassment**

B. CHAIN OF COMMAND

It is expected that problems will be resolved with the people involved before any appeal is made to the administration. If a problem or issue cannot be resolved at that level it should be appealed to the next person in the chain of command. In general the chain of command for personnel in the Manhattan Public Schools is as follows:

1. Student/Parent
2. Employee/Staff
3. Activities Director
(for activities only)
4. Building Principal
5. Superintendent
6. School Board

C. COMPLAINTS BY STUDENTS AND PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent.

Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website [www.rollontigers.org] or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website [www.rollontiers.org] or any District or school office or by contacting the appropriate building principal.

D. NONDISCRIMINATION/TITLE IX/SECTION 504

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. As a parent, you may request an evaluation of your child to determine their needs for special education, Title I, and/or related services. Contact the principal for testing and placement. The result of the evaluation determines your child's eligibility to receive a range of services under applicable laws. See www.pta.org for assistance and further information. Discrimination in education because of sex, race, color, creed, religion, national origin, 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 Special Education, Title I, or discrimination regarding Title IX should be directed to:

Building Level Principals
Title IX Coordinator
Box 425
Manhattan, MT 59741
(406) 284-6460.

Inquiries or complaints regarding Section 504 should be directed to:

School Psychologist
Section 504 Coordinator
Manhattan School
Box 425
Manhattan, MT 59741
(406) 284-6460.

E. PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

1. Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the building principal.
3. Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
4. Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
5. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406-284-3341) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
6. Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website www.rollontigers.org.
7. Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
8. Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Booster Club & PTO.

9. PROTECTION OF STUDENT RIGHTS

1. **Parent Rights** - All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.
2. **Surveys** - Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.
3. **Instructional Materials** - Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.
4. **Collection of Personal Information from Students for Marketing** - The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will seek parental consent prior to and will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following: Political affiliations; Mental and psychological problems; Illegal, antisocial, self-incriminating, and demeaning behavior; Criticism of other individuals with whom the student or the student's family has a close family relationship; Relationships privileged under law, such as relationships with lawyers, physicians, and ministers; Religious practices, affiliations, or beliefs of students or the student's parent/guardian; Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

5. PERMANENT RECORDS

Manhattan School District maintains two (2) sets of school records for each student – a permanent and a cumulative record. The permanent record will include: Basic identifying information, academic work completed (transcripts and other pertinent documents provided to the school *including ACT, SAT, and AP scores*), level of achievement (grades, standardized tests), immunization records, attendance record, record of disciplinary actions which are educationally related. The cumulative record may include intelligence and aptitude scores, psychological reports, participation in extracurricular activities, honors, awards, teacher anecdotal records, verified reports or information from non-education persons, verified information of clear relevance to the student's education, information pertaining to release of this record and disciplinary information.

Manhattan School District #3 will comply with the mandates for student records as directed by the following: Board Policy 3600, Standards of Accreditation of Montana Schools, Family Rights and Privacy Act (FERPA) of 1974, Laws and Regulations of Special Education, and Montana Laws and Regulations pertaining to student records.

Students and parents will be informed of their rights in accordance with Regulation 99.7 of FERPA during orientation or registration. The parent or eligible student has a right to:

1. Inspect and review the student's educational records,
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; and
3. Obtain a complete copy of the policy contained in the school Board of Trustees policy.

4. STUDENT DIRECTORY INFORMATION

Manhattan Schools complies with the Family Education Rights and Privacy Act (FERPA). Parents have the right to inspect their student's records upon request. The district does not collect nor maintain social security numbers. The Manhattan School District makes available directory information to the public. The following are designated as Directory Information: student's name, parent's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, photos, dates of attendance, awards received and GPAs. The District may disclose any of these items without prior written parent/guardian consent, unless notified in writing to the contrary by September 1st of the current school year.

5. MCKINNEY-VENTO HOMELESS ACT

Education of Homeless Children: Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to children with permanent housing. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-district attendance agreement and tuition for a homeless child. Students who qualify as homeless under the McKinney-Vento Act as homeless are entitled to receive specific district services. Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district. For more information about the qualification process please reach out to our school counselors and homeless liaisons.

Board Policy: 3125

6. SCHOOL MEALS

Breakfast and hot lunches are available for all students in the lunchroom. Grab & Go breakfasts will be available to students in grades 6-12. Students may not use their meal account to buy another student's breakfast or lunch. The school cannot allow for accounts in arrears. Cash or check payments can be made at the office, school website, or online through the Infinite Campus. Prices per meal are listed below and are subject to change with board approval (updated pricing information is available in the main office).

Breakfast	Lunch	Milk
K-12 Paid : \$3.00	K-5 Paid : \$3.50	K-12 Paid : \$0.50
K-12 Reduced : \$0.30	6-8 Paid : \$3.75	
Adult : \$4.00	9-12 Paid : \$4.00	
	Reduced : \$0.40	
	Adults : \$5.00	

Free Or Reduced Meals

Students may qualify for free (no charge) or reduced price meals (30 cents for breakfast and 40 cents for lunch) by submitting the confidential Free/Reduced School Meals Application. Applications can be completed online through the Infinite Campus Parent Portal, or paper copies can be found through our website or at either of the school offices. Once approved, students will be eligible for the free or reduced priced meals for the duration of the school year. If household status changes, a new application can be submitted for approval at a new level. Applications can be obtained at the Superintendent's Office or the Elementary Office. A school meals application can be submitted for approval at any time during the school year.

7. SUPPLEMENTAL INSURANCE

Supplemental insurance is available through SMIC (Special Markets Insurance Consultants). This is optional and is not affiliated with the Manhattan Schools.

8. HEALTH HISTORY

If a child has a medical condition such as asthma, diabetes, allergies, epilepsy, celiac disease, migraines, etc., or a history of a health complication or diagnosis, parents or guardians should contact the school health nurse to develop a plan of care.

9. IMMUNIZATIONS

Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The form must show evidence of the student being fully immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in a manner provided by Section 20-5-403, MCA. The certificate shall be made a part of the student's permanent record.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student or parent must present a Religious Exemption form in a manner provided by Section 20-5-405, MCA, and signed by the parent or guardian. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a Medical Exemption Certificate signed by a health care provider who has previously provided health care to the student seeking the exemption

and in a manner provided by Section 20-5-405, MCA. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records.

A student who transfers into the District may provide photocopied immunization records from the school of origin as temporary evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin the District must receive the original immunization records.

All students who are enrolled under a Religious or Medical exemption and have a disease listed in, have been exposed to a disease listed in, or may be exposed to a disease listed in Policy 3413 while attending school may be excluded from the school by the local health officer or DPHHS until the excluding authority is satisfied that the student no longer risks contracting or transmitting that disease.

(Board Policy 3413)

10. MEDICATIONS

If possible all student medications should be taken at home before or after school. If a student needs medication at school and parents cannot administer it themselves by coming to the school, the following policies will be used to administer all prescription and non-prescription medications at school.

"Medication" means drugs and medical devices that are controlled by the U.S. Food and Drug Administration. It includes over-the-counter medications and those prescribed through a standing order by the school physician or prescribed by the student's health provider.

A Permission for Medication form, available at the school office, must be filled out entirely with a physician's signature (for prescription only) and parent's signature. Medication must be brought to the school in the original container, and the amount (count) verified and recorded by at least two parties. A maximum of 45 school-day-supply of the medication can be stored at the school. The first dose of any medication must be given at home. The school nurse or a designated and trained school employee will assist students with self-administration of medications according to the physician's orders and based on the plan of care.

The school has a standing order signed by a physician for students to use Tylenol, Ibuprofen, or Benadryl for pain or signs of allergy. Parents or guardians need to sign a Permission for (OTC) Medication form in order to utilize these medications. If parents or guardians anticipate their student needing over-the-counter medications during the school year they should complete the form in advance and return it to the front office. Parents or guardians will be contacted before every administration.

Simple medications such as Tums and cough drops, and topical creams such as Neosporin and Hydrocortisone are not included in the school's standing orders and should be provided to the school along with the signed Permission for Medication.

O. EPINEPHRINE AUTO-INJECTORS (Epi-Pen)

The District maintains a stock supply of auto-injectable epinephrine prescribed by a physician who also signs the Standing Orders for Anaphylaxis. Stock epinephrine is to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis and in accordance with Montana law (MCA 20-5-421) and District medication Policy 3416. Emergency personnel (911) will be summoned and a parent or guardian will be notified immediately following all administration of epinephrine. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plans. The Manhattan Schools protocol for use of auto-injectable epinephrine (Epi-Pen) is available upon request. Please notify your child's building principal or the school nurse if you DO NOT want your child to receive epinephrine under any circumstance (paramedics will still be called in).

P. OPIOID ANTAGONIST (NALOXONE)

The school will maintain a stock supply of opioid antagonist (Naloxone) to be administered by a school nurse or other authorized personnel in accordance with Montana law (MCA 20-5-426) and District medication policy 3416 to any student

as needed for an actual or perceived opioid overdose. Emergency personnel (911) will be summoned and then a parent or guardian will be notified immediately following all administration of an opioid antagonist. The Manhattan School's protocol for use of a stock opioid antagonist (Naloxone) is available upon request. Please notify your child's building principal or the school nurse if you DO NOT want your child to receive an opioid antagonist (Naloxone) under any circumstances. Emergency personnel (911) will still be called.

Q. COMMUNICABLE DISEASE

For updated illness related exclusion and return criteria parents and guardians should follow the information listed on the Next Steps and Illness Guide found on the School Nurse page of the Manhattan School District's website: <https://www.rollontigers.org/Page/569>

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

The school may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The District shall rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules.

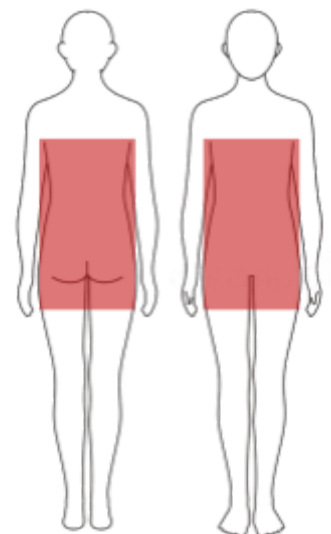
(Board Policy 3417)

R. STUDENT APPEARANCE

Students are expected to have appropriate student appearance. The following expectations must be met in terms of student appearance:

The following is considered unacceptable and may not be worn to school:

- any clothing revealing the body covered by the shaded area in the diagram to the right (clarification below)
 - *shorts, skirts, dresses, and any other attire worn on the lower half of the body should extend to a minimum length reaching mid-finger when student's shoulders and arms are relaxed and resting at the student's side*
 - *strapless tops will not be allowed*
- apparel and jewelry that displays messages or illustrations of a profane or questionable nature, including advertisements for any kind of drugs, alcohol, tobacco, illegal substances, sexual materials/notations, violence, weapons, or gang affiliations
- hoods



The school shall govern dress and appearance for participants in extra-curricular activities.

S. ELECTRONIC DEVICES

Student possession and use of electronic devices including but not limited to cell phones, earbuds, and smart watches on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which shall be permitted only under the circumstances described herein. The school is not responsible for lost or stolen devices. **Manhattan High School supports responsible use of electronic devices, provided use is during appropriate times and students are following school expectations.**

1. Off & Away during the school day. - Students may NOT use electronic devices at any time during the designated school hours of 8:05 AM-3:55 PM. All personal Electronic devices should be turned off and stored in students' lockers.
 - a. Any use of electronic devices in classrooms requires administrative approval and may be granted for instructional purposes only.
2. Students who need to make personal phone calls may use the school phone in the office.
3. **Illegal acts including illegal photographs, recordings, and using these devices for hazing or bullying may be referred to law enforcement for prosecution. Please note that Montana law requires that any person being recorded must give their consent. Use of these items is absolutely banned from restrooms and locker rooms at all times. Students found using a phone or electronic device in a restroom or a locker room will be dealt with on a case by case basis. Law enforcement may become involved in those instances.**

4. ATTENDANCE POLICY

Manhattan High School is committed to the philosophy that:

Prompt and regular attendance is directly correlated with success both in and out of school. Learning to participate in group discussions as well as developing an appreciation for the views and abilities of other students are skills developed in class that cannot be as well achieved when students are not present in class. Learning that is lost due to absence can never be adequately replaced. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request. (Board Policy 3110, 3121)

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.
- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3122.

When a student is absent from school, the parent/guardian must contact the school any time after 7:30 a.m. to notify the school of the absence or at least 30 minutes before the start of the student's school day if enrolled on a part-time basis. Contact can occur by sending a note with another child in the family, by calling the school office at 284-3341, or emailing Mrs. Genevieve Poole: gpoole@mhstigers.org. If the parent/guardian does not contact the school, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have five (5) days to get the absence excused, or the absence will remain unexcused. A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth student assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Attendance Procedures

- a. **Signing In/Out:** Before a student can leave school for any reason, other than a school activity, the office must receive a written note, email, or phone call from a parent or guardian. The student **must** sign out prior to departure and sign in upon return to school.

- b. **Corridor Passes:** If a student is required to move from one part of the building to another during class or study hall, they must obtain a signed corridor pass from their teacher. **All students leaving class to go to any other classroom must have a signed transfer slip from their assigned teacher and the teacher whose classroom they are visiting.**

Types of Absences

- a. **Tardy** - A student is tardy if they are not in their assigned classroom seat when the bell rings.
 - i. Students tardy to their first period must check in at the office.
 - ii. Disciplinary Action:
 - 1. 3 unexcused tardies (tardy counts will reset each quarter) = one office-administered 20-minute detention to be served within 3 days of assignment
 - a. first skipped detention = makeup detention + additional 30-minute detention
 - b. additional skipped detentions = administrative discretion
- b. **Excused** - Absences will be excused with contact from a parent/guardian and will indicate a legal absence. Excused absences under the law are: illness, healthcare services/appointments provided by an outside provider (on or off-site), bereavement, and parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices.
 - i. It is the student's responsibility to communicate with their teacher(s) regarding the work they missed due to an absence.
 - 1. Students have the number of days absent plus one additional day to make up assigned work for days absent (# of days absent + 1 day = # of make-up days). Work will be due by the start of the class period the day following that last makeup day.
 - a. Example: Absent Wednesday (1 day) = 2 days for makeup work = Thursday + Monday = work due at the start of class Tuesday
 - 2. Students absent on the due date of an ongoing/long-term assignment or pre-announced assignment/test are expected to turn in the assignment or complete the test the first day back in school.
- c. **Unexcused** - An absence is unexcused if it has not been pre-approved or excused, within 5 school days of the absence, by a parent or guardian via phone call, email, or written note. Unexcused absences may also be an absence with the knowledge of parents/guardians but for a reason that is unacceptable to the school. Unexcused absences indicate a legal absence.
 - i. No late documentation will be accepted unless circumstances make obtaining a parental note impossible within the required five days, the principal must approve these exceptions.
 - ii. Work due during unexcused absences must be completed and submitted to the teacher to earn credit immediately upon return to the class. Extra days will **not** be provided to complete work assigned during the absence.
 - iii. A student with excessive unexcused absences may be cited for truancy by police according to state law.
 - iv. An unexcused absence may result in making up the equivalent of the time missed either after school or during school hours in an isolated classroom environment (ISS) if deemed necessary for academic success. The student may lose credit or partial credit for assignments turned in late.
- d. **School Sponsored Activity/Event** - An absence will be classified as school-related if a student is participating in an event or activity organized or sponsored by the school.
 - i. 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.
 - ii. All work that is missed will have to be completed to gain the necessary skills taught in the courses. A student with a school activity absence is expected to see their teachers to request their work and submit any assignment(s) due **prior to departure**. All other work is due at the same time as their classmates. It is the student's responsibility to make special arrangements with the teacher prior to departure if the student wishes to have these expectations changed.
 - iii. **A student may be excluded from school-approved activities/events as outlined in the eligibility policy.**

Chronic Absenteeism - Any student absent for 8 or more school days per semester is considered chronically absent.

- a. After 4 class absences:

- i. Parents/guardians will be notified with a warning letter from the school.
- b. After 6 class absences:
 - i. Parents/guardians and students will be notified by the school.
 - ii. The student may meet with the counselor to discuss a plan for improved attendance.
- c. After 8 class absences:
 - i. Parents/guardians and students will be contacted by the school and notified of the student's chronic absenteeism.
 - ii. Administration may request a meeting with the student and/or parent(s)/guardian(s) to identify and discuss any concerns. A student attendance improvement plan (SAIP) may be developed at this time.

Truancy - 20-5-106, MCA & Board Policy 312,- Truant or truancy is the persistent nonattendance without excuse, as defined by district policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103, MCA.

- a. If an attendance officer discovers a child is truant, the attendance officer may make a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child that the continued truancy of the child may result in the prosecution of the parent, guardian, or other person responsible for the care of the child under the provisions of this section. If the child is discovered to be truant after the attendance officer has made a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child, the attendance officer may require that the parent, guardian, or other person responsible for the care of the child and the child meet with an individual designated by the school district to formulate a truancy plan to address and resolve the truancy. If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated individual or fails to uphold the responsibilities under the provisions of the truancy plan, the attendance officer may refer the matter to the prosecuting attorney in a court of competent jurisdiction for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child.
- b. If convicted, the person shall be fined not more than \$100, ordered to perform up to 20 hours of community service, or required to give bond in the penal sum of \$100, with sureties, conditioned on the person's agreement to cooperate with the district in implementing the truancy plan provided for in subsection (i) for the remainder of the current school term. If a person fails to comply with an order of the court, the person may be imprisoned in the county jail for a term of not more than 3 days.
- c. If the child is discovered by the attendance officer to be truant on 9 or more days or 54 or more parts of a day in 1 school year, the child may be referred to youth court as habitually truant under Title 41, chapter 5. Following a referral to youth court, an attendance officer shall inform the youth court of any subsequent truanancies by the child, and the youth court may find the child to be a youth in need of intervention as defined in 41-5-103 and make any of the dispositions provided in 41-5-1512.

Human Sexuality Instruction Opt-Out- A student may be assigned to an alternate setting in the school building and provided with an alternate assignment at the request of a parent/guardian when the subject matter of a lesson/unit, assembly, school function, or other instruction is related to human sexuality. The placement in an alternate setting does not count as an absence or impact the student's discretionary 8-day absence total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

T. CLOSED CAMPUS

The Manhattan School District is a closed campus. Students will not be allowed to leave campus without school supervision or parental permission at any point during the school day. Students will only be released during lunch time under the following circumstances:

- 1. their parent/guardian has sent a written note or email with permission to leave for medical or business reasons and has been approved by the office
- 2. their parent/guardian is physically present to check them out at the office
- 3. Disciplinary Action for closed campus policy violation
 - a. 1st offense = 1-3 day suspension and parent/guardian notification
 - b. 2nd offense = 4 day suspension and parent/guardian conference
 - c. additional offenses = 5 day suspension and parent/guardian conference

U. COLLEGE VISITS

Juniors and seniors are allowed two days of school related absence to visit colleges of their choice unless otherwise approved by the school administration. Students must bring a note from the institution they visited for the absence to be excused as a college visit.

V. STUDENT PERSONAL DAYS

In an attempt to encourage high attendance rates and good student behavior throughout the year, students are allowed to earn personal days to use for absences. Personal days can be used for any reason a parent and student choose during the school year. Students may earn a limited number of personal days each school year. These days are a privilege not a right. As a privilege, personal days can be lost by a student as well as earned.

1. **Earning Personal Days** - Each student can earn a maximum of three (3) personal days in a school year. These days cannot be accumulated from one school year to the next.
 - a. One day may be earned at the completion of each quarter in the following manner:
 - i. Maintain an attendance record of one or fewer absences and/or tardies in any class period.
 - Absences exclude days taken for school activities and personal days.
 - ii. Maintain a discipline record with no major infractions as determined by the Principal.
 - iii. Maintain a passing grade in all classes.
2. **Using Personal Days** - Use of personal days will not be figured on a period by period basis.
 - a. **At a minimum of one week prior to the requested personal day**, students must:
 - i. contact principal to verify if a personal day has been earned
 - ii. approve date(s) of absence with the Principal – **The Principal will be the only person who grants approval so you will need to plan ahead.** In the event the Principal is gone when you need approval, you will not be able to receive approval. The school reserves the right of refusal due to attendance record, grades, and other pertinent student issues.
 - iii. pick up a form in the office and have a parent/guardian sign the form
 - iv. get teacher signatures and assignments for the approved date(s) - assigned homework will be due the day of return to school.
 - v. submit all signed forms to the principal for confirmation that requirements have been met and to get the personal day(s) entered into Infinite Campus
 - b. Personal days **may not be used** during the last two weeks of the semester or during quarter or state/standardized testing dates.

NOTE: Personal days cannot be used retroactively to bring a student's attendance record under the eight-day absence limit. In addition, personal days are not figured on a period-by-period basis.

W. VISITORS

Occasionally a student may wish to have a friend attend class with them for the day. **Arrangements for visitors must be made with the principal at least one full school day prior to the planned visit.** Visitors must meet following criteria:

1. be a secondary student
2. secure permission from parents and teachers
3. obtain principal's permission

Students from local high schools will not be allowed to visit during their school breaks unless extenuating circumstances exist. School-age dropouts are not allowed on campus during lunch or as guests during academic time.

All visitors, including lunch visitors, must be approved and sign in at the office prior to the visit.

X. MILITARY RECRUITER VISITS

Manhattan High School will allow each branch of the military to make a visit to the school twice a semester. These visits must be arranged through the principal or the school counselor. Any additional visits must be arranged through the counselor.

Y. SCHOOL SAFETY AND EMERGENCIES

The safety and welfare of every student is Manhattan Public School's top priority and everyone's responsibility. Basic emergency response procedures are provided to the school from Montana's Disaster and Emergency Services Division. At the local level, procedures are modified by school safety teams to meet individual school needs. These procedures are reviewed with staff on a regular basis and available in each classroom and school office. All classrooms have posted

evacuation procedures that are communicated to our students. Our schools collaborate with appropriate local emergency response services (police, sheriff, fire, ambulance, mental health) to address school safety.

1. Backpacks - To enhance safety and security within our school environment, all students are required to store their backpacks and large bags in their assigned lockers during the school day. This policy is designed to promote a safer and more organized campus for everyone.
2. School-Issued Locks - To ensure the security and safety of students' belongings, only school-issued locks are permitted to be used on lockers. This policy is designed to protect personal property and maintain a secure environment within our school. These locks will be distributed at the beginning of the school year or upon enrollment. Each student is responsible for properly securing their locker with the school-issued lock at all times when the locker is not in use. In the event that a school-issued lock is broken, lost, or misplaced, the student will be responsible for the cost of replacing the lock. Replacement locks can be obtained from the high school office for a fee of \$15.

Z. SURVEILLANCE

1. Video Cameras - The Manhattan Public Schools use video surveillance cameras on school grounds on a 24 hour per day basis. **School Board Policy 3235**
2. Vape Detectors - Soter FlySense Vape Detection is a real-time vape and sound anomalies detector. It identifies and then alerts administrators of vaping, smoking, and bullying activities. With an easy-to-use app, admin will be able to monitor vaping 24/7 in areas where cameras are prohibited, such as bathrooms and locker rooms. FlySense detectors will be installed in all middle and high school bathrooms and locker rooms at Manhattan Public Schools.

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

Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extracurricular activities for coaching or instruction is included in Appendix A.

AA. CHILD SAFETY AND AUDIO CHILD TRACKING/MONITORING SYSTEMS

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

BB. SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student without notice or consent of the student. This applies to student vehicles parked on school property. **In signing the student handbook, high school students and/or parents/guardians acknowledge**

handbook requirements, which may include school searches of the student's vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

Board Policy: 3231 (Searches and Seizure)

CC. INVESTIGATIONS AND ARRESTS BY POLICE

Manhattan Public Schools encourage local law enforcement to be present on campus and establish good relationships with our students. At the same time, the District encourages police to talk to a student away from the school and before or after school hours if possible. If special circumstances exist or if the interview is at the request of the school, the superintendent or principal will make this determination. If a student is under age 18, a reasonable attempt will be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. Parents of minors will be given the opportunity to come to the school prior to questioning in cases not involving suspected child abuse or child neglect. **Board Policy 4411**

DD. CONTROLLED SUBSTANCES & MAJOR POSSESSION OR DISTRIBUTION

Federal and Montana law prohibit the possession, use and being under the influence of controlled substances and dangerous drugs at all times on school grounds and at school activities. Common examples of these controlled substances are, but are not limited to, alcohol, tobacco, vapor products, and marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping). Therefore, the use/abuse and possession of controlled substances and dangerous drugs is prohibited at all times on school grounds and at school activities.

Major possession is defined by the District as possession of alcohol, illicit drugs, or any other controlled substance during school hours; on school premises or any school-sponsored activity; or in quantities which would indicate the intent to sell or distribute. Distribution is the selling or distribution of illicit drugs or any other controlled substance during school hours, on school premises, or at any school-sponsored activity.

Necessary and appropriate disciplinary action consistent with state and federal law will be taken when guidelines of conduct regarding alcohol and other drugs are violated. Disciplinary sanctions may also include the completion of a chemical abuse assessment or the completion of a rehabilitation program. The district cannot be held financially responsible for any such sanctions. The school guidance and instruction programs will provide skill development in the area of prevention.

If school officials have reasonable suspicion to believe that a student in school or at a school-sponsored function possesses, is under the influence, and/or is distributing any alcohol or other drugs, the school will take disciplinary action as outlined in Procedure 33102P2.

Appropriate school disciplinary action will be taken regardless of the law enforcement action. Students will be afforded due process as provided by law. This policy is cumulative for a student's school career. Consideration with regard to all sanctions will be given to students who participate in an approved substance abuse rehabilitation program.

Legal Reference: ***MCA 50-32-101 Controlled Substances***
 MCA 50-46-205 Limitations of Medical Marijuana Act

Chemical Use and Dependency

When dealing with student use of controlled substances, dangerous drugs, or alcohol, the first action by the staff will be to ensure the safety and welfare of the entire school population as well as the student involved. Necessary and appropriate disciplinary action consistent with state and federal law will be taken when guidelines of conduct regarding alcohol and other drugs are violated. Disciplinary sanctions will also include the completion of a chemical abuse assessment or the completion of a rehabilitation program. The District cannot be held financially responsible for any such sanctions. Board Policy 3340 further defines the steps and actions the school district will take in the case of student chemical use and dependency.

EE. USE OF OR POSSESSION OF A WEAPON

No student shall bring onto school property or possess any firearm, knife, dangerous chemical, weapon or explosive. Violation of the Gun Free School Act policy may result in disciplinary action as outlined in Procedure 33102P2.

Gun Free Schools

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations.

The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school. The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

FF. SEXUAL HARASSMENT/BULLYING/HAZING/INTIMIDATION

It is the policy of Manhattan Public Schools that all students have a right to attend school in an environment free from all forms of discrimination, including sexual harassment. Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, physical, and/or visual contact of a sexual nature. Sexual harassment should be reported as soon as possible after the incident occurs. Inform the individual that their behavior is unwelcome, offensive, and inappropriate, and then notify a teacher, counselor, or the principal. If you are not personally a victim of sexual harassment, but observe actions against other students, which you believe to be harassment, you are encouraged to bring it to the attention of a teacher, counselor, or the principal.

Board Policy: 3225 (Sexual Harassment/Intimidation of Students)

The Board will strive to provide a positive and productive learning and working environment. Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Bullying does not include the determination after an investigation that the student's used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

Board Policy: 3226 (Bullying/Harassment/Intimidation/Hazing)

Students experiencing or witnessing bullying are encouraged to complete the District's "Bullying Incident Report Form". These forms can be found in the counselor's office as well as the high school office. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

GG. LOCKERS

Students are assigned a school locker to store their books and personal belongings. Students are to keep the same locker unless permission to change lockers is obtained through the office. Students may check out a school-issued lock for the duration of the school year. Students will be assessed a fine should the school-issued lock be lost, stolen, or broken. Students must provide the office with the combination to any personal locks used within the school. The school does have the right to break locks and access any school lockers. ***Do not store money or other valuables in an unlocked locker.***

HH. MOTOR VEHICLES/PARKING LOT

Students are permitted to drive motor vehicles but are urged to use caution and follow safety measures while driving on school premises. The following expectations apply to all students and individuals operating motorized vehicles while on school property.

1. **The speed limit on and near school grounds is 15 MPH; at times conditions and situations may require much lower speeds.** Those who disregard or neglect the use of proper safety precautions may have driving privileges revoked.
2. All students who drive a motor vehicle to school will be required to obtain a parking decal from the office. Parking decals **must be visible from the outside of the vehicle at all times** while on school property.
3. Students will not be permitted to enter vehicles at any point during the school day. Should a student need access to their vehicle for any reason, they will be required to obtain permission from the office or be escorted by a school staff member.
4. The District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
 - a. The District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles.
 - b. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
 - c. A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.
5. A student who fails to follow school policy and procedure related to the use of motor vehicles, may have their vehicle towed away and stored, at the owner's expense.

Senior Parking Spaces

Manhattan School District is allowing senior students to paint their own parking spot for the duration of the current school year. This activity is aimed at improving school pride and camaraderie. Students wishing to participate in the Reserved Senior Parking Spaces will be required to complete a Senior Parking Spot Painting Student/Parent Agreement form, Senior Parking Spot Painting Design Request form, pay a \$30 reservation fee at the office, and secure a parking decal from the school. Additional details are provided separately to all senior students.

Senior parking spaces are strictly reserved for the specific student assigned to the space during operational school hours (7:45am - 4:30pm Monday through Thursday). Any other individual parked in the space during these hours will be asked to relocate their vehicle immediately to a vacant general parking space.

II. BULLETIN BOARDS

1. The main entrance bulletin board is a place for posting notices of a general nature. Students should acquire the habit of checking the bulletin board both in the morning and at noon.
2. Bulletins may be posted by student groups, provided that the bulletin is pleasing in appearance, neat, and does not in any way conflict with the expressed and legal purpose of the school.
3. ***Prior approval from the school principal must be obtained before posting.***

JJ. RELIGIOUS PRACTICES

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

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

KK. DISCIPLINARY PRACTICES

All students shall submit to the rules of the Manhattan School District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion (School Board Policy 3310). Per Manhattan Board Policy 3310 - Student Discipline. A principal or teacher may hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by the district, on a school bus to or from school, or during an intermission or recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct.

MCA 20-4-402 and Manhattan Board Policy 6110 allows the superintendent and/or principal of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from, a school sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by the Manhattan schools. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 10 days or a recommendation for expulsion for the first or second offense. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. Students with significant chronic behaviors may be recommended for expulsion. The following symbols and abbreviations are used throughout this document:

MCA = Montana Code Annotated

^ = Social Probation. Prohibited from attending any non-mandatory school function, activity, or event during the suspension and/or contract period, including graduation ceremonies/activities.

In an attempt to maintain a school atmosphere conducive to learning, procedures dealing with a student who constantly attempts to disrupt the normal routine or displays other behavior problems are set down as follows:

1. **Probation:** A student who is guilty of misconduct may be placed on probationary status at the discretion of the principal.
2. **Detention:** A student who disrupts classes, is disrespectful, etc. may be given detention. Detention may be assigned by both teachers and administrators.
3. **In-School Suspension:** A student who is guilty of misconduct may also be placed on in-school suspension. This may be for a duration of one to three days. Credit may be earned for academic work. Parents may be contacted concerning the student's conduct at school.
4. **Out-of-School Suspension:** A student who is guilty of extreme misconduct or a student on probation who continues to misbehave, is subject to suspension. The principal may suspend a pupil from school for a period of time less than or equal to (10) school days **MCA 02-4-403.2**. See **District Policy 3310**. The days of the suspension will be excused and the work will be counted for credit, if assigned by the school. Students are responsible for keeping up with their assignments while serving their suspension. Students are responsible for communicating with their teachers and turning in work at designated times. The student may return to school provided that parents or guardians visit the school in advance and vouch for the student's future good behavior. **A suspended student is not allowed on or near school grounds while serving suspension without prior administrative approval.**
5. **Expulsion:** A student guilty of gross misconduct or constant violations of school regulations may be expelled from school. This action is normally the result of a recommendation to the Board of Trustees. An expelled student is not allowed on or near school grounds. Board Policy: 3310 (Corrective Actions and Punishment)
6. **Physical Discipline:** Corporal punishment will not be administered to any student. However, reasonable and necessary physical restraint may be used if a clear and present danger exists for students, teachers, staff, and/or others. This will be administered in accordance with 20-4-302 of Montana School Law and Senate 84.

Manhattan Public School Disciplinary Action

Per Manhattan Board Policy 3310 - Student Discipline. A principal or teacher may hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by the district, on a school bus to or from school, or during an intermission or recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct. The following matrix outlines Manhattan Public School's Disciplinary Actions under Procedure 3310P2.

USING, POSSESSING, DISTRIBUTING, PURCHASING, OR SELLING TOBACCO PRODUCTS, AND ALTERNATIVE NICOTINE AND VAPOR PRODUCTS AS DEFINED IN 13-11-302, MCA.		
Offense	1st Offense	2nd/Additional Offenses
Using tobacco products, alternative nicotine, and/or vapor products.	1-3 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned. ^	3-5 day suspension, parent notification and/or parent conference, and referral to law enforcement. Additional interventions as assigned. ^
Possessing tobacco products, alternative nicotine, and/or vapor products.	1-3 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned. ^	3-5 day suspension, parent notification and/or parent conference, and referral to law enforcement. Additional interventions as assigned. ^
Distributing and or selling tobacco products, alternative nicotine, and/or vapor products.	1-3 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned. ^	3-5 day suspension, parent notification and/or parent conference, and referral to law enforcement. Additional interventions as assigned. ^
Purchasing tobacco products, alternative nicotine, and/or vapor products.	1-3 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned. ^	3-5 day suspension, parent notification and/or parent conference, and referral to law enforcement. Additional interventions as assigned. ^

USING, POSSESSING, DISTRIBUTING, PURCHASING, OR SELLING ALCOHOLIC BEVERAGES, INCLUDING POWDERED ALCOHOL.		
Offense	1st Offense	2nd/Additional Offenses
Under the influence of any alcoholic beverage.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days. Additional interventions as assigned. ^
In possession of any alcoholic beverage.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days. Additional interventions as assigned. ^
Distributing and/or selling any alcoholic beverage.	5-10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned. ^
Purchasing any alcoholic beverage.	5-10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned. ^

USING, POSSESSING, DISTRIBUTING, PURCHASING, OR SELLING DRUG PARAPHERNALIA, ILLEGAL DRUGS, MARIJUANA, CONTROLLED SUBSTANCES, OR ANY SUBSTANCE WHICH IS REPRESENTED TO BE OR LOOKS LIKE A NARCOTIC DRUG, HALLUCINOGENIC DRUG, AMPHETAMINE, BARBITURATE, MARIJUANA STIMULANT, DEPRESSANT, OR INTOXICANT OF ANY KIND, INCLUDING SUCH SUBSTANCES THAT CONTAIN CHEMICALS WHICH PRODUCE THE SAME EFFECT OF ILLEGAL SUBSTANCES INCLUDING BUT NOT LIMITED TO SPICE AND K2.		
Offense	1st Offense	2nd/Additional Offense
Under the influence of illegal drugs, marijuana, controlled substances, or intoxicants of any kind.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days. Additional interventions as assigned. ^
In possession of illegal drugs, marijuana, controlled substances, or intoxicants of any kind.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days. Additional interventions as assigned. ^
Distributing and/or selling illegal drugs, marijuana, controlled substances, or intoxicants of any kind.	5-10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned. ^

Purchasing illegal drugs, marijuana, controlled substances, or intoxicants of any kind.	5-10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days. Additional interventions as assigned. ^
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USING, POSSESSING, CONTROLLING, OR TRANSFERRING A FIREARM OR OTHER WEAPON IN VIOLATION OF BOARD POLICY 3311.		
1st Offense		
Confiscation of device(s), 10 day suspension, parent conference and recommendation for expulsion for 180 days. Referral to law enforcement. Parent/student liable for damages. ^		

USING, POSSESSING, CONTROLLING, OR TRANSFERRING ANY OBJECT THAT REASONABLY COULD BE CONSIDERED OR USED AS A WEAPON AS REFERRED TO IN BOARD POLICY 3311.		
1st Offense		
Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days. Parent conference and referral to law enforcement. ^		

DISOBEYING DIRECTIVES FROM STAFF MEMBERS OR SCHOOL OFFICIALS OR DISOBEYING RULES AND REGULATION GOVERNING STUDENT CONDUCT.		
1st Offense	2nd Offense	Additional Offenses
Loss of student/bus privileges -1 day suspension and parent notification.	1-2 day suspension and parent notification.	3-10 day suspension and parent conference.

USING VIOLENCE, FORCE, NOISE, COERCION, THREATS, INTIMIDATION, FEAR, OR OTHER COMPARABLE CONDUCT TOWARD ANYONE OR URGING OTHER STUDENTS TO ENGAGE IN SUCH CONDUCT.			
Offense	1st Offense	2nd Offense	Additional Offenses
Willful disregard for the safety of others or self (MCA 45-5-207). Committing acts that may endanger other students, including throwing snowballs, potentially dangerous objects, rubber bands, running in crowded areas, or pushing and shoving.	Detention - 3 day suspension and parent notification. Additional interventions as assigned.	1-3 day suspension and parent notification. Additional interventions as assigned.	3-5 day suspension and parent conference. Additional interventions as assigned.
Abusive, threatening, willfully defiant behavior or verbal/physical altercation (MCA 45-8-101). Typically this is a mutually joined altercation or conflict between students.	Detention - 3 day suspension and parent notification. Additional interventions as assigned. ^	3-5 day suspension and parent notification and additional interventions as assigned. ^	5 day suspension. Parent conference. Referral to law enforcement. Additional interventions as assigned. ^
Fighting and/or inciting a fight (MCA 45-8-101). Typically this is a mutually joined altercation between students.	3-5 day suspension and parent notification. Possible referral to law enforcement. Additional interventions as assigned. ^	5-10 day suspension and parent conference. Possible referral to law enforcement. Possible recommendation for expulsion up to 45 days. Additional interventions as assigned. ^	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned. ^
Assault (MCA 45-5-201, 202, 206, 207, 208, 210, 211, 212, 213, 214)	5-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 45 days. ^	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 45 days. ^	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion for up to 180 days. ^

COMMITTED AN OBSCENE ACT OR ENGAGED IN PROFANITY OR VULGARITY (MCA 45-8-101, 45-5-504, 45-8-201).			
Offense	1st Offense	2nd Offense	Additional Offenses
Profanity/Unacceptable language (MCA 45-8-101)	Detention - 1 day suspension and parent notification.	1-3 days suspension and parent notification.	3-5 days suspension and parent conference.
Profanity, obscene acts or gestures toward staff, habitual profanity (MCA 45-8-101)	1-3 days suspension and parent notification. Possible referral to law enforcement.	4 day suspension and required parent conference. Possible referral to law enforcement.	5 day suspension and parent conference. Referral to law enforcement.
Obscene gestures or unsanitary acts (MCA 45-8-101, 45-5-504)	1-3 days suspension and parent notification or conference.	3-5 days suspension and parent conference.	5-10 days suspension and parent conference. Possible referral to law enforcement.
Lewd Acts (MCA 45-8-201)	1-3 days suspension and parent notification or conference; possible referral to law enforcement and DPHHS.	3-5 days suspension and parent conference; possible referral to law enforcement and DPHHS.	5-10 day suspension and parent conference; referral to law enforcement and possible citation by law enforcement; possible recommendation for expulsion up to 180 days.

CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO, OR STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR ANOTHER PERSON'S PROPERTY.			
Offense	1st Offense	2nd Offense	Additional Offenses
Arson - Lighting a fire on school property.	1-10 day suspension and parent conference. Referral to law enforcement, restitution, possible recommendation for expulsion for up to 45 days. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 90 days. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days. ^
Vandalism - Willful damage to, or destruction or defacement of, school property or personal property of other students or adults.	Detention - 3 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 45 days. ^	3-5 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 90 days. ^	5-10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days. ^
Stealing or attempting to steal school property or private property belonging to other students or adults.	Detention - 2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. Recommendation for expulsion for up to 90 days.
Knowingly receiving stolen school property or private property belonging to other students or adults.	Detention - 2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement.

ENGAGING IN ANY ACTIVITY THAT CONSTITUTES AN INTERFERENCE WITH SCHOOL PURPOSES OR AN EDUCATIONAL FUNCTION OR ANY OTHER DISRUPTIVE ACTIVITY.			
Offense	1st Offense	2nd Offense	Additional Offenses
False fire/emergency alarm.	1-3 day suspension, restitution, and parent conference. Referral to law enforcement. ^	3-5 day suspension, restitution, and parent conference. Referral to law enforcement. ^	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. ^
Willful disobedience - disrupting school activities; failure to follow directions.	Detention -1 day suspension and parent notification.	2 day suspension and parent notification.	3-10 day suspension and parent conference.
Unauthorized use of cell phones and personal electronic devices (Board Policy 3630).	Confiscation of device, and parent must pick up the device from administrator.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator.	1-3 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.

Possession of disruptive devices (beepers, pagers, unapproved electronic devices or other nuisance items).	Confiscate device and parent must pick up the device from administrator. Possible confiscation until year end.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.	Detention(s) or 1-3 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.
Refusal to cooperate in an investigation and/or impeding an investigation.	1-3 day suspension and parent notification. Possible referral to law enforcement.	3-5 day suspension and parent conference. Possible referral to law enforcement.	5-10 day suspension and parent conference. Referral to law enforcement and recommendation for expulsion for up to 180 days. ^

UNEXCUSED ABSENTEEISM. TRUANCY STATUTES THE BOARD POLICY WILL BE UTILIZED FOR CHRONIC AND HABITUAL TRUANTS.

Offense	1st Offense	2nd Offense	Additional Offenses
Attendance violation	Detention - 1 day suspension and parent notification.	1-3 days suspension. Attendance letters, parent conference, detention, and suspension. Citation by law enforcement, possible recommendation for expulsion up to 45 days.	3-5 days suspension. Attendance letters, parent conference, citation by law enforcement, and possible recommendation for expulsion for up to 90 days.
Closed campus policy violation	1-3 day suspension and parent notification.	4 day suspension and parent conference.	5 day suspension and parent conference.

INTIMIDATION, HARASSMENT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, HAZING OR BULLYING; OR RETALIATION AGAINST ANY PERSON WHO ALLEGED MISCONDUCT UNDER BOARD POLICY 3225 OR 3226 OR PARTICIPATED IN AN INVESTIGATION INTO ALLEGED MISCONDUCT UNDER BOARD POLICY 3225 OR 3226

Offense	1st Offense	2nd Offense	Additional Offenses
Creating a hostile environment - Remarks and/or actions directed toward a student or staff member designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. Can be either physical or verbal (pantsing is one example).	Detention - 1 day suspension and parent notification. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.
Inappropriate display of affection.	Possible detention and parent notification.	Detention - 1 day suspension and parent conference.	1-3 days suspension and parent conference.
Sexual Harassment - Sexual remarks or physical actions directed at and/or perceived by the receiving student(s) or staff as designed to demean, intimidate, embarrass, tease/taunt, excluded or humiliate. (pantsing is one example)	Due to the potential seriousness of this offense and the requirements of this section of the Montana Code Annotated, any infraction of this rule may result in suspension or recommendation for expulsion. The conduct described in board policy 3226 and 5012 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. (board policy 3226 and 5012)		
Bullying - Repeatedly doing mean or hurtful things designed to demean, intimidate, embarrass, tease/taunt, exclude or humiliate and the targeted party has a hard time defending him/herself (pantsing is one example).	Principal conference; detention - 2 day suspension and parent notification. Possible additional interventions as assigned.	Principal conference; 1-3 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible referral to law enforcement; and/or recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program. Additional interventions as assigned.

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.

1st Offense	2nd Offense	Additional Offenses
Loss of student privileges - 1 day suspension and parent notification.	1-2 day suspension and parent notification.	3-10 day suspension and parent conference.

RECORDS OR CAUSES TO BE RECORDED A CONVERSATION BY USE OF A HIDDEN ELECTRONIC OR MECHANICAL DEVICE WHICH MAY INCLUDE ANY COMBINATION OF AUDIO OR VIDEO THAT REPRODUCES A HUMAN CONVERSATION WITHOUT THE KNOWLEDGE OF ALL PARTIES TO THE CONVERSATION.

1st Offense	2nd Offense	Additional Offenses
Detention - 1 day suspension and parent contact. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.

ENGAGING IN ACADEMIC MISCONDUCT WHICH MAY INCLUDE BUT IS NOT LIMITED TO: CHEATING, UNAUTHORIZED SHARING OR EXAM RESPONSES OR GRADED ASSIGNMENT WORK, PLAGIARISM, ACCESSING WEBSITE OR ELECTRONIC RESOURCES WITHOUT AUTHORIZATION TO COMPLETE ASSIGNED COURSEWORK, AND ANY OTHER ACT DESIGNED TO GIVE UNFAIR ACADEMIC ADVANTAGE TO THE STUDENT.

Offense	1st Offense	2nd Offense	Additional Offenses
Lying or presenting false information	1-5 day suspension and parent notification.	2-5 day suspension and parent notification.	5 day suspension and parent conference.
Academic dishonesty: cheating and plagiarism	Detention -1 day suspension. Parent conference and recording of incident in disciplinary file.	1-3 days suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class.	3-5 day suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class.

VIOLATION OF SCHOOL DRESS CODE (BOARD POLICY 3224).

1st Offense	2nd Offense	Additional Offenses
Change clothes, possible detention, and parent notification.	Change clothes, 1 day suspension, and parent notification.	Change clothes, 2 day suspension, and parent notification.

UNAUTHORIZED MAKING, DUPLICATING OR POSSESSION OF A KEY TO A PUBLIC BUILDING AND UNAUTHORIZED PRESENCE IN SCHOOL BUILDING OUTSIDE OF THE SCHOOL DAY OR SCHOOL SPONSORED ACTIVITY (MCA 45-6-203, 205).

1st Offense	2nd Offense	Additional Offenses
3-10 day suspension, parent conference, and restitution. Possible recommendation for expulsion for up to 90 days.	5-10 day suspension, parent conference, and restitution. Recommendation for expulsion for up to 180 days.	10 day suspension, parent conference, and restitution. Recommendation for expulsion for up to 180 days.

MISUSE OF THE INTERNET (BOARD POLICY 3612).

1st Offense	2nd Offense	Additional Offenses
Student loss of school computer privileges, parent notification and restitution	Detention - 3 day suspension, parent conference, banned from school computer use and possible referral to law enforcement.	5-10 day suspension, parent conference, banned from school computer use and possible referral to law enforcement.

ENGAGING IN GAMBLING FOR MONEY WHILE IN SCHOOL, ON SCHOOL PROPERTY, IN SCHOOL VEHICLES, WHILE ON SCHOOL-SPONSORED TRIPS, OR WHEN REPRESENTING THE SCHOOL DURING ACTIVITY OR ATHLETIC FUNCTIONS (BOARD POLICY 3345 and 23-5-158 MCA).

1st Offense	2nd Offense	Additional Offenses
Student loss of privilege; detention - 1 day suspension and parent notification.	1-3 day suspension and parent conference.	3-5 day suspension and parent conference.

INVOLVEMENT, AFFILIATION, OR ASSOCIATION WITH GANGS OR GANG ACTIVITY (BOARD POLICY 3611).			
Offense	1st Offense	2nd Offense	Additional Offenses
Wear, possess, use, distribute, or sell any clothing, jewelry, emblem badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang.	Detention - 1 day suspension and parent notification. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days. Additional interventions as assigned.
Engage in acts, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or representative of any gang.	Detention - 1 day suspension and parent notification. Possible additional interventions as assigned. ^	1-2 days suspension, parent conference, and possible referral to law enforcement. Additional interventions as assigned. ^	3-10 days suspension, parent conference, and referral to law enforcement. Additional interventions as assigned. ^
Engage in acts furthering the interest of any gang or gang activity, including, but not limited to 1) soliciting membership, 2) soliciting any person to pay for protection or threatening another person, 3) painting, writing, inscribing gang-related graffiti, messages, symbols, or signs on school property, or 4) engaging in violence, extortion, or any other illegal act.	1 day suspension and parent notification. Possible additional interventions as assigned. ^	1-3 days suspension, parent conference, and possible referral to law enforcement. Additional interventions as assigned. ^	3-10 days suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days. ^

FAILURE TO SERVE SCHOOL DETENTION		
1st Offense	2nd Offense	Additional Offenses
3-5 lunch detentions or 1 day suspension and parent notification.	1-2 days suspension, combination suspension/lunch detentions, and parent notification.	3-5 day suspension and parent notification.

FAILURE TO SERVE ISS		
1st Offense	2nd Offense	Additional Offenses
1 additional day suspension (reverts to original day of suspension when appropriate) and parent notification.	2 day additional suspension or reverts to original days of suspension and parent notification.	4 day additional suspension and parent conference.

CURRICULAR ACTIVITIES

A. REQUIREMENTS FOR GRADUATION

1. State Requirements: The State Board of Education requires that every person, in order to be eligible for graduation from an accredited high school in the State of Montana, must have completed a minimum of twenty units of course work as prescribed by the state accrediting rules.
2. Manhattan School Board Requirements: each graduation candidate must complete a minimum of 23 units (credits) or course work to be eligible for graduation. Students are required to enroll in an English course each semester of enrollment. Students must also enroll in a full year of math, a math-based, or science course for the entire senior year. The State Board of Education and the Manhattan School Board further specify that work in the following areas be completed in order to be eligible for high school graduation. **Foreign exchange students may not graduate or receive a diploma from Manhattan High School. However, they may participate in graduation and receive a certificate of attendance (Policy 3145).**

a.	English	required (9-11) – English 1; English 2; 1/2 year Speech and 1/2 year Composition required (12) – English elective	4 credits
b.	Social Studies	required (11-12) – 1 year American History, 1/2 year Government, 1/2 year Montana Cultural Studies, required (can take place any year) – 1/2 year elective	2.5 credits
c.	Science	required (9-10) – 1 year Intro to Chem/Physics and 1 year Biology	2 credits
d.	Math	required (9-11) – recommended to include 1 year Algebra and 1 year Geometry	2 credits
e.	Physical Education	required (9-10) – two semesters of Physical Education and 1/2 year of Health	1.5 credits
f.	Vocational Arts	required (9) – 1/2 credit Computers required (11) - 1/2 credit Personal Finance (<i>in place starting with Class of 2027</i>)	1 credit
g.	Fine Arts	required (can take place any year) – two ½ credit electives OR 1 year elective (Art, Music, Drama, Music/Radio)	1 credit
h.	Additional Electives	required (can take place over the course of all 4 years) – any area seniors – required to take 1 year of either a math, math-based*, OR science elective (*accounting or digital design and manufacturing)	9 credits

B. FOUR YEAR ACADEMIC PLANS

In order to assist parents and students in academic planning, we have included a sample of common schedules for students. These four-year plans are generally adhered to; however, class conflicts arise that dictate exceptions from time to time. Every student is required to have a four-year plan on file in the counseling office. These plans are flexible and are revisited and revised on a yearly basis to assist students with planning for their future.

1. General Graduation Plan

Freshman

1. English I
2. Algebra I or Algebra 1A
3. Intro to Chem/Physics
4. P.E. I/Computers

Sophomore

1. English II
2. Geometry or Algebra 1B
3. Biology
4. P.E. II/Health

Junior

1. Composition/Speech
2. American History
3. Personal Finance/Elective
4. Chemistry I (recommended)

Senior

1. English elective (1 credit total)
2. Government/Cultural Studies
3. Math/Math-Based/Science
4. Elective

- 5. Elective
- 6. Elective
- 7. Elective

- 5. Elective
- 6. Elective
- 7. Elective

- 4. Algebra II (recommended)
- 6. Elective
- 7. Elective

- 5. Elective
- 6. Elective
- 7. Elective

2. College Preparatory Plan

Freshman

- 1. English I
- 2. Alg. I
(Geom. if Alg. 1 in 8th gr)
- 3. Intro to Chem/Physics
- 4. P.E. I/Computers
- 5. Spanish I
- 6. World History
- 7. Elective

Sophomore

- 1. English II
- 2. Geometry or Algebra II
- 3. Biology
- 4. P.E. II/Health
- 5. Spanish II
- 6. Elective
- 7. Elective

Junior

- 1. Composition/Speech
- 2. American History
- 3. Personal Finance/Elective
- 4. Algebra II or Pre-Calc
- 4. Chemistry I (recommended)
- 6. Elective
- 7. Elective

Senior

- 1. English elective (1 credit total)
- 2. Government/Cultural Studies
- 3. Physics or Adv. Biology
- 4. Pre-Calc or Calculus
- 5. Elective
- 6. Elective
- 7. Elective

C. GRADING

The purpose and intent of any grading system is to accurately report a student's progress to the student as well as their parent/guardian. Below is the letter grading system that will be used along with the coordinating percentage range and the number of grade points used to calculate the student's GPA.

The grading scale at Manhattan High School is as follows:

A+	100-98	4.0	A	97-94	4.0	A-	93-90	3.7
B+	89-87	3.4	B	86-84	3.0	B-	83-80	2.7
C+	79-77	2.4	C	76-74	2.0	C-	73-70	1.7
D+	69-67	1.4	D	66-64	1.0	D-	63-60	0.7
F	<60	0.0						

D. HONOR ROLL

A student must maintain a minimum 3.50 GPA average to earn a place on the honor roll. Students with a term GPA of 3.50 to 3.99 will earn "Honors" status for that term. Students with a term GPA of 4.0 will earn "High Honors" status for that term. All courses will count toward honor roll except for special education, teacher's aide, and specialized studies. A student must be enrolled in three courses excluding the above to be on the honor roll. No student may have an "F" or an "I" and be on the honor roll. GPA will be calculated using the student's letter grade and corresponding grade points.

E. CREDITS

Credits are earned at the end of a semester by maintaining a passing grade and acceptable attendance. Credit is awarded at the rate of .5 credit for each full semester of a course completed. Some courses which do not meet on a daily basis will earn .25 credits for each full semester (ex. Jazz Band and Jazz Choir).

F. CREDITS FOR PLACEMENT

The following scale indicates appropriate credit levels for class placement:

Freshmen	0 - 5.5	Credits
Sophomores	6 - 11.5	Credits
Juniors	12 - 17.5	Credits
Seniors	18 - 28	Credits

A regular education student who does not meet class-standing requirements due to lack of credit, will be allowed to enroll with their class based on years of attendance. Students who do not attain sufficient credits to graduate from their senior year will not be eligible to participate in Manhattan High School graduation ceremonies.

Manhattan High School will accept up to two (2) credits of correspondence course work to be counted towards graduation credit requirements. All correspondence credit must be approved by the administration. No correspondence courses are allowed that serve to supplement required course work at Manhattan High School.

Grades transferred into Manhattan High School from another school will be based on the sending school transcript. Whenever possible, a percentage will be used. If only letter grades are available, the Manhattan High School scale will be used.

G. ADVANCED PLACEMENT/DUAL CREDIT/MTDA

Manhattan High School offers Advanced Placement (AP) and Dual Credit courses. These classes are year-long and will not be considered for withdrawal beyond the allowed deadline of first-semester schedule changes. All students are encouraged to participate in these courses if they have completed course prerequisites. Advanced Placement is a national program copyrighted by the College Board. Dual credit courses are courses offered that align with Montana college requirements. Students can garner college credit through AP or Dual Credit but cannot attain double credit for the same course. Credit toward high school graduation for these courses will be counted as a normal high school course.

Advanced placement courses are free to the student; however, a fee is charged for each test a student registers for. Students can gain college credit for a course by passing the AP exam for a specific course. These credits are generally acceptable to most colleges and universities on a national level.

Dual credit courses are offered and credit earned through the Montana University System. Students must pay a fee for the course that is determined by the number of credits attempted. For dual credit enrollment, students must apply, enroll, pay for, and complete the course. There are three forms associated with this process; two are required, and one is optional but strongly advised. The three forms are: application form and checklist (required), the registration form (required), and the student authorization for release of information form (optional but recommended). Forms are available on each cooperating college website (<http://gallatin.montana.edu/programs/dual/php>) and (http://umhelenia.edu/admissions_enrollment/forms/Dual_Enrollment_Application.pdf).

Distance learning courses are available at no charge through the University of Montana/Montana Digital Academy. These courses can be used to supplement coursework offered at Manhattan but cannot be used to supplant required coursework at Manhattan High School.

H. WORK-BASED LEARNING

It is recognized that some students must work, and for some it can be a valuable experience. To this end the school will utilize a work-based learning program, which will allow students to obtain work experience while also earning high school credit. The term "Work-Based Learning" means sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks of a given career field, that are aligned to curriculum and instruction.

All seniors who wish to enroll in the work-based learning program must first meet with the work-based learning coordinator and counselor and submit a proposal. These seniors must be on course to graduate on time before they are allowed to participate in the work-based learning experience. Only senior students will be permitted work-based learning privileges during school hours and they must be enrolled in at least four courses (excluding study hall) in addition to the work-based learning program. Any special exceptions must be approved by the building principal.

The work-based learning experience will be incorporated into the school schedule; the school schedule will not be built around the work-based learning experience. Work experience will be arranged to begin at the start of a grading period.

Students enrolled in Work-Based Learning must also meet the following criteria:

1. legitimate supervised employment at a place of business that is of no relation to the applicant for four days per week **at the employers place of business or job site** – a minimum of four days which must be scheduled Monday through Friday with the start time during school hours;
2. parental consent;
3. Completion of a work-based learning contract and parental agreement form before the job is permitted during school time
4. two review meetings quarterly with the work-based learning coordinator

5. workplace/site visits by work-based learning coordinator
6. work-based learning time/task card turned in by employer every two weeks
7. contact the employer by work-based learning coordinator
8. enrollment in a minimum of four classes (excluding a study hall) in addition to the work-based learning
9. excellent attendance at school
10. excellent tardy record at school
11. acceptable grades
12. satisfactory compliance with all school rules and regulations
13. agreement to leave the school building within five minutes of the last scheduled class or the end of lunch (whichever comes first)

Disciplinary Action

1. A student with a work-based learning contract who skips school will have the work-based learning contract revoked.
2. A student with detention time must make up the detention and will not be excused to work.
3. A student absent from school shall not be at work that day.
4. Any other consideration unique to an individual student and failure to comply with the work-based learning policy will result in the loss of the work-based learning experience.
5. If a job should be terminated for any reason, the student will be rescheduled into classes immediately.

I. DRIVER EDUCATION

Manhattan High School offers driver education as part of the regular class schedule. Students who take this course and receive a passing grade will earn 0.5 elective credit. The driver education class will be graded as pass/fail and will not impact students' GPAs. To earn a passing grade, students must obtain an 80% or higher in the course. The course is comprised of in-class instruction as well as behind the wheel instruction (laboratory component). Classroom and laboratory courses provide students with the knowledge and experience to become safe drivers on America's roadways. Topics covered in this course include legal obligations and responsibility, rules of the road and traffic procedures, safe driving strategies and practices, and the physical and mental factors affecting the driver's capability (including alcohol and other drugs). Experience in driving a vehicle is an essential component of the driver education course.

There is an age requirement, fee, application, and parent meeting required for this course. A parent is required to attend the parent meeting that begins each driver education session. The fee for the class is \$200 if taken during the school year and \$350 if taken during the summer. Once the course begins the school cannot refund payment for the class to the student or parent. Students are placed in the class by order of birth date and Manhattan High School district residence. Students in the 8th grade may enroll in the summer driver education class after January 1 if they do not displace an in-district high school student.

J. VALEDICTORIAN, SALUTATORIAN & CLASS RANK

Valedictorian and Salutatorian will be determined at the completion of students' 7th semester (first semester of senior year). Valedictorian and Salutatorian will be determined by rounding students' weighted GPA to the nearest hundredth of a point. Advanced Placement courses, as determined by the administration and staff, will receive a greater grade point average weighting than standard classes. This scale multiplier will be the number of quality points times the factor of 1.25. The weighted grade point average will only be used in determining class rank and will not be factored into students' cumulative GPA calculations. Other considerations/requirements factored into the determination of Valedictorian and Salutatorian will include total quality points earned, involvement in extra-curricular activities, contributions to the school community, and disciplinary records. Valedictorian and Salutatorian will be used in determining graduation speaking privileges. Top Ten Percent of students will receive special recognition during the graduation ceremony.

Foreign exchange students will not be calculated in class rank.

K. GRADUATION

Senior and early-out students who wish to go through the graduation ceremony must be present for graduation practice. Any senior who *does not* wish to participate in graduation must have a letter signed by their parent(s)/guardian(s) submitted to the Principal by the first of May.

1. Gowns will not be decorated for the graduation ceremony. Caps may be decorated for the graduation ceremony but must be approved by the principal by the graduation ceremony rehearsal.

2. Only seniors who are legitimately graduating **and foreign exchange students receiving a certificate of attendance** will be allowed to participate in the graduation ceremony. No other certificates of attendance will be given unless specified by legal requirements.
3. Manhattan High School will recognize students who are the academic top ten percent of the graduating class. Valedictorian and Salutatorian will be provided speaking privileges during the ceremony.

L. EARLY GRADUATION

Under special circumstances, a student may graduate at the end of the first semester of their senior year. Such a student must submit a request for this special privilege to the School Board prior to the June board meeting of their junior year. It must state the reason for the request, student's birth date, and the curricular program that will be followed to fulfill the requirements for graduation. Reasons considered for early graduation shall include admission to a planned post-secondary educational program, military, medical, religious or family emergency considerations. Early graduates are not eligible for the Montana Board of Regents Scholarship, Valedictorian or Salutatorian, and Top Ten Percent recognition. Two credits of correspondence work can be used toward qualifying for early graduation.

M. MONTANA UNIVERSITY SYSTEM

1. **Entrance Requirements – Four-year Campuses, Two-Year Campuses, & Two-Year Programs**
 - a. Follow link → [Admissions Requirements](#)
 - b. <https://applymontana.mus.edu/prepare/applying-for-college/admissions-standards.html#four-year-campuses>
2. **Scholarships & Grants**
 - a. Follow link → [Information & Requirements](#)
 - b. <https://applymontana.mus.edu/paying-for-school/scholarships/index.html>

N. SCHOLARSHIPS

A list of available scholarships and deadlines are available on the counselor's website found at rollontigers.org.

O. STUDENTS ENTERING FROM A NON-ACCREDITED SCHOOL

Only credits earned from a school that is recognized for accreditation through the state of Montana and/or member schools located only within the original states of the Middle States Association of Colleges and Schools, North Central Association of Schools and Colleges, New England Association of Schools and Colleges, Northwest Association of Accredited Schools, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges, and subject to any of their own state laws will be accepted by MHS upon presentation of an official transcript. Credits will also be accepted from third-party schools that are accredited by the Northwest Association or other above agencies through official third-party agreement with those agencies.

Requests for transfer of credit or grade placement from any non-accredited, nonpublic school or home school will be subject to examination and approval before being accepted by the District. This will be done by the appropriate administrator or designee, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and a school principal. Our teachers have assessments that a student entering from a non-accredited home school must take for placement purposes.

Board Policy 2413

P. REPORTING SYSTEM

1. Report cards are issued following the end of each grading period.
2. Credit is awarded at the semester end for courses which credit is earned.
3. Comments are written in good faith, with the student's proper development being the teacher's major concern. Parents and students are encouraged to talk with teachers about progress being made in any area deemed necessary.
4. Midterm report: A midterm report will be sent to the parents of any student who is not working up to their potential and/or whose grades are in jeopardy. Parents are encouraged to respond to these letters by meeting with teachers to discuss remedies for the problem areas.

Q. ACADEMIC NON-PERFORMANCE AND DROP OUT

1. Academic non-performance results when a student does little or no home-work, fails to complete assignments, and receives grades of Fs and/or Ds on a regular basis. Non-performers are students sixteen years of age or

older who choose not to take advantage of their educational opportunities. These students will be assessed to determine their educational needs and placement. Non-performers may face expulsion by the board of trustees.

2. Students who choose to discontinue their education at Manhattan High School are expected to enter a program resulting in a high school diploma. Manhattan High School will not release students to complete a Hi-Set (GED) in-lieu of a regular diploma unless approved by the board of trustees.

R. SEMESTER EXAMS & EXEMPTION PRIVILEGES

Semester tests (20% weight on students' semester grades) will be given for grades 9-12 at the culmination of each semester. **Teachers have individual discretion in determining whether exemptions will be available for students to earn.** Teachers will have autonomy in the formatting of their final semester assessments. The minimum school-wide requirements to qualify for any allowed semester test exemptions are as follows:

1. **Behavior** – applicable for the **entire** school year and NOT on a class period basis
 - a. no cheating/academic dishonesty reports in Infinite Campus
 - b. no ISS/OSS
2. **Attendance** – applicable on a class period basis
 - a. no more than 4 excused absences
 - b. zero unexcused absences
 - c. no more than 3 tardies
3. **Grades** – minimum semester percentage (left to teacher/department discretion)
4. **Semester Test Exemption Form** – completed for EACH class allowing exemptions (provided by teachers)

Missed exams will need to be rescheduled with the administrator. Exams will not be given early unless approved by administration. In these situations, students will receive incompletes until exam(s) are completed.

S. FLEX TIME

Any student wishing to leave Flex Time must sign out and carry a pass to their destination. No student will be dismissed to another class without a pass. Students must also obtain the receiving teacher's signature and return the pass to their Flex Time teacher by the end of this period.

1. Students must abide by the electronic device policy meaning that all personal electronic devices must be off and away during all times of the school day.
2. Students are expected to arrive to Flex Time prepared with school work and/or a book for leisure reading.
3. If necessary, students will be allowed to use school Chromebooks and calculators for classwork.

T. COURSE WORK REQUIREMENT

Students will participate in all course work requirements. In the event of a medical condition, a note from the attending physician stating the reason for the exception and the date the exception ends must be submitted to the office. This rule is applicable to all courses including physical education courses. Non-medical exceptions will be handled on a case-by-case basis by the administration.

U. MAKE-UP WORK

When students are not present at school, they are required to complete all assignments.

1. School Sponsored Activities/Events
 - a. All work that is missed will have to be completed to gain the necessary skills taught in the courses. A student missing class for a school activity is expected to see their teacher(s) to request their work and submit their assignment(s) **prior to departure**. It is the student's responsibility to make special arrangements with the teacher prior to departure if the student wishes to have these requirements changed.
2. Excused Absence
 - a. It is the student's responsibility to communicate with their teacher(s) regarding the work they missed due to an absence.
 - i. Students have the number of days absent plus one additional day to make up assigned work for days absent (# of days absent + 1 day = # of make-up days). Work will be due by the start of the class period the day following that last makeup day.
 1. **Example:** A student is absent Monday & Tuesday. 2 days absent + 1 makeup day = 3 days (Wed, Thurs, Fri). Work would be due by the start of each class period on Monday.

- ii. Students absent on the due date of an ongoing/long-term assignment or pre-announced assignment/test are expected to turn in the assignment or complete the test the first day back in school.
3. Unexcused Absence
- a. Work due during unexcused absences must be completed and submitted to the teacher to earn credit immediately upon return to the class. Extra days will **not** be provided to complete work assigned during the absence.

V. COURSE FEES

Some courses require excessive supplies to be used in commercial, industrial arts, music, domestic science, science, or agriculture courses. The following course fee(s) must be paid by students taking each of the respective courses below.

Fees	Courses (fee applied for each semester class below)
\$10	Historical Survey of Engineering
\$15	Industrial Tech 1 Industrial Tech 2
\$20	Pottery 1 Pottery 2 Foods Advanced Foods Baking and Pastry
\$40	Woods 1 Woods 2 Woods 3 Metals 1 Metals 2 Metals 3
\$200	Driver Education

Manhattan High School does not want to limit students' access to academic courses due to financial hardships, therefore it is important to discuss any difficulties or financial restraints in regard to course fees with the high school principal so that support or assistance can be provided.

Board Policy: 3520

W. COMPUTERS AND INTERNET USAGE

Manhattan School District Policy states:

The District makes internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. The District may withdraw student access to its network and to the internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and internet access; however, student cooperation is vital in exercising and promoting responsible use of this access. (Policy 3612)

In order to comply with the Children's Internet Protection Act (CIPA), Manhattan School District has installed filtering software. Other requirements of CIPA prohibit students from using chat rooms without prior administrative approval.

Part of the district's responsibility in preparing students in the 21st Century is to provide access to the tools they will use as adults. We believe that responsible use of this global information network is important. As teachers, we will do our best to teach students strategies to use the Internet responsibly. We suggest that you, as parents and guardians, also be aware of your student's use of the Internet. Students will be expected to abide by the following standards of Network Etiquette, keeping in mind that email and chat rooms are not allowed for use without prior administrative approval from the principal.

1. DO NOT bring food or beverages into any computer lab.
2. Be polite. Do not become abusive in messages to others.
3. Use appropriate language.
4. Do not reveal personal information, including the addresses or telephone number or students or colleagues.
5. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Do not use the network in such a way that would disrupt its use by other users.

The following are Unacceptable Uses of the District network and Internet access:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law.
2. Unauthorized downloading of software, regardless of whether it is copyrighted or cleaned of viruses.
3. Downloading copyrighted material for other than personal use.
4. Using the network for private financial or commercial gain.
5. Wastefully using resources, such as file space.
6. Hacking or gaining unauthorized access to files, resources or entities.
7. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination and use of information of a personal nature about anyone.
8. Using another user's account or password.
9. Posting material authored or created by another, without their consent.
10. Posting anonymous messages.
11. Using the network for commercial or private advertising.
12. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
13. Using the network while access privileges are suspended or revoked.

X. LIBRARY RULES AND PROCEDURES

The Library is to be used by students doing research, browsing, or leisure reading. A quiet study atmosphere will be maintained. Small groups may work together at the discretion of the Librarian. A student transferring to the library must be prepared to work quietly or they will lose library privileges. Water bottles are allowed in the library. **No other food or drink of any kind is allowed in the library.**

The school library is open from 8:00 AM- 4:00 PM. throughout the school year. Our library doubles as the Manhattan Community Library. The community library hours are as follow:

- Monday -Thursday 1:00 PM-7:00 PM
- Friday 10:00 AM-4:00 PM
- Saturday 11:00 AM-3:00 PM (No Saturdays from Memorial Day - Labor Day)
- **No access to the school building will be granted during non-school hours.**

Passes: Students transferring to the library must have a pass. Please fill in the time and purpose. Students will not transfer to the bathroom, locker, or office from the library.

Computer Use: All computer use will be in compliance with the district Internet Use Policy. Use of the computer stations will be scheduled at the circulation desk.

Material Circulation/Check Out:

Bring all materials to the Circulation desk for check out.

- Books may be checked out for 28 days.
- Reference books, encyclopedias and oversized books may be checked out upon librarian approval only.
- Magazines may be checked out for one week, except the current issue which is for browsing purposes only.
- Books may be renewed until another student or teacher requests the book.

Lost or damaged materials will be charged to the student at the replacement cost of the book or media. All books must be returned and all fees attached to a student's library account must be paid before the librarian will sign the checkout sheet at the end of the school year.

Failure to return materials at the end of the school year will result in report cards being held until payment is made or materials are returned. Materials and equipment that are lost or damaged must be paid for by the student. Treat all property with respect; your parents have paid for these materials with school taxes.

Y. HIGHLY QUALIFIED TEACHING STAFF

Manhattan High School District employs highly qualified teachers and is a fully accredited high school. Parents may request information regarding teacher and/or paraprofessional qualification through the Manhattan School District office.

Z. FOREIGN EXCHANGE CREDIT

Manhattan public schools recognize that foreign exchange programs are an important option for some students. If a Manhattan High School student elects to enroll and attend school through a foreign exchange program, credits and grade point average will be calculated in the following manner. The student must provide documentation from the foreign school that the course hours consisted of a minimum of 75 classroom hours (.5 credit) or 150 classroom hours (1 credit). All courses will be reviewed for alignment with state requirements and Manhattan High School courses. Those that do align will count toward the minimum graduation requirement. Those courses that are not common to the Manhattan and Montana core curriculum will not count toward minimum graduation requirements. As foreign schools are not accredited by the state of Montana or the recognized American regional accreditation agencies, credits earned while enrolled in foreign programs will not be counted toward the student grade point average. **Foreign exchange students may not graduate or receive a diploma from Manhattan High School. However, they may participate in graduation and receive a certificate of attendance (Policy 3145). MHS accepts up to 2 exchange students per year on a first come first serve basis.**

AA. SPECIAL EDUCATION CURRICULUM

Curriculum may be applied or modified according to a student's Individual Education Plan. The following are explanations of applied and modified curriculum.

1. **Applied Curriculum:** Curriculum expectations of the content learned **ARE NOT** fundamentally altered or lowered from the regular curriculum. The curricular accommodations, which are clearly spelled out in the student's Individual Education Plan (IEP), provide the student with disabilities the opportunity to participate in an inclusive environment. Students who receive applied curriculum will receive standard letter grades.
2. **Modified Curriculum:** Curriculum expectations of the content learned **ARE** fundamentally altered or lowered from the regular curriculum. The curricular modifications, which are clearly spelled out in the student's Individual Education Plan (IEP), provide the student with disabilities the opportunity to participate in the learning process while respecting the unique needs of the student. Students who receive modified curriculum will receive a pass/fail grade.

EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

The purpose of this handbook is to encourage every student in Manhattan High School to join our athletic and activities programs. When the choice is made to participate, it is understood that the athletes/participants will abide by the policies set forth. The following information is for those who want to represent their high school as a competitor or participant.

A. PHILOSOPHY OF DEPARTMENT

It is our belief that the fundamental purpose of the athletic/activity program is:

1. To develop within the participants, the qualities of sportsmanship
2. To develop a sense of responsibility to themselves and others
3. To develop devotion to an assignment
4. Build a sense of pride in the accomplishment of doing a job to the best of one's ability
5. Instill the sense of belonging to a group
6. Encourage the social values derived from contact with students and adults from other communities

It is our sincere hope that through participation in athletics/activities students will be better prepared to become positive members of our society.

B. CODE OF CONDUCT FOR SCHOOL CLUB AND ACTIVITY GROUP OFFICERS & REPRESENTATIVES

Students eligible for positions as officers and/or representatives in school-sponsored and affiliated groups will adhere to the following guidelines:

1. adhere to the Student Handbook Code of Conduct
2. student officers and representatives must
 - a. maintain academic eligibility according to the Extra-Curricular Eligibility policy. Elected student officers or student representatives not passing all classes at the end of the quarter grading period will be removed from office for the remainder of the school year
 - b. earn no in-school or out-of-school suspensions
 - c. engage in no behavior that results in prosecution of misdemeanors (excluding minor traffic violations) or felonies
 - d. attend all scheduled meetings unless excused in advance by the group advisor
 - e. participate in all planned activities unless excused in advance by the group advisor

Failure to adhere to these guidelines will result in removal from office or position.

Code of Conduct Appeal:

Appeal may be made to a Faculty Council of five members that will consist of the school counselor and four teachers. The group advisor will serve as an ex officio member, for informational purposes only. A written request for appeal must be made within five school days of dismissal from office/position and turned in to the school Principal. A hearing with the Faculty Council will be scheduled upon receipt of the written notice of appeal. The Faculty Council will make a recommendation to the building administrator upon hearing the appeal.

C. STUDENT GOVERNMENT AND ELECTIONS

Students will run for the following class officer positions: President, Vice-President, Secretary, Treasurer, one male Student Council Rep and one female Student Council Rep.

During the first week of school, petitions will be available to run for class office positions. These petitions will be available either through the class sponsors, or in the office. Each student running must obtain ten signatures from students in their class; students may sign multiple petitions.

The petitions are due on Wednesday of the following week (second week of school), and on that Friday (of the second week of school), students will vote by ballot for their class officers.

VOTING

In the event that positions are not filled due to students not running for these offices, the following will apply:

1. If multiple students run for the office of Class President and there are still spots open for the other offices (Vice-President, Secretary, Treasurer, one male Student Council Rep and one female Student Council Rep), then these students who finished in second, third, fourth place (and so on) will choose those empty positions, in order of vote tally.
2. If after elections, these positions have not been filled from the system mentioned above, then the following will happen: the current class officers and the sponsors for each class will meet and collectively select three candidates for each position remaining vacant. There will then be an additional election for these remaining positions. This will be on an as needed basis, per class.

D. DANCES AND SPECIAL EVENTS

Manhattan High School sponsors dances and activities for our student population. These activities are for high school students and all rules and expectations regarding student behavior will be enforced. Students who are not in high school will not be allowed to attend these functions with the exception of Morp and Prom. For Morp and Prom, persons beyond the age of high school may attend as guests of a Manhattan High student. No junior high students will be allowed to attend. All individuals who are not students in the Manhattan School District must be approved by the principal prior to the event. **Guest passes are limited to one pass per Manhattan student and must be submitted to the principal by 4:15pm 2 days prior to the event. Admittance to all dances will end one hour after starting time unless an exception is approved by administration.**

School sponsored dances are activities for the student population, and school rules and behavioral expectations will be enforced. Questionable dancing such as body slamming and sexually suggestive dancing such as grinding are not appropriate and will not be allowed.

1. Homecoming

a. Royalty

- i. Candidates for court will be nominated by each of the classes at a class meeting the week prior to homecoming. Each class will select two candidates to nominate for King and Queen. Students must meet eligibility requirements to be considered for nomination.
- ii. The student body will vote at school during homecoming week and royalty will be announced at the home football game.
- iii. Individuals selected as dance “King” or “Queen” are not eligible for subsequent courts. Nominated students not winning the King and Queen title at a dance are eligible to be nominated for subsequent dance courts.

2. Morp & Prom

a. Royalty

- i. Seniors will nominate the candidates for King and Queen. Candidates must meet eligibility requirements to be considered for nomination.
- ii. Voting will take place upon entrance to the dance and be announced after Grand March.
- iii. Individuals selected as dance “King” or “Queen” are not eligible for subsequent courts. Nominated students not winning the King and Queen title at a dance are eligible to be nominated for subsequent dance courts.

E. ASSEMBLIES/PEP RALLIES

A student’s behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include cell-phone use; uncalled-for whistling, clapping, and boisterousness; and talking during a program. **At pep rallies poor sportsmanship toward the school, other classes, and refusal to participate is considered unacceptable.**

F. EXTRA-CURRICULAR/CO-CURRICULAR ELIGIBILITY RULES

These rules will be in effect for the following school curricular, co-curricular, and extra-curricular clubs and activities:

Football	Track & Field	Speech & Drama
Volleyball	Golf	BPA
Cross Country	Softball	FCCLA
Boys Basketball	Pep Band	Skills USA
Girls Basketball	Extra-curricular music events (<i>Pep Band, State Music Festival, Music Group Tours</i>)	School Play
Wrestling	Cheerleaders	Student Council
		National Honor Society

Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity (Appendix A). Parents also have the right to withdraw their child from any club or extracurricular activity.

Manhattan High School requires the following eligibility criteria for participation in extra-curricular and co-curricular activities. Students must:

1. Be enrolled in at least five classes (excluding study hall, work-based learning, and teacher’s aide).
2. Attain passing grades in all classes in which the student is enrolled for the duration of the quarter. **Failing students would not be eligible to participate at the end of the first or third quarter as grades are based on the quarter.** For purposes of this rule, all students are considered eligible at the beginning of the second semester.

If a student fails to meet these criteria, the following procedure will be initiated:

1. To determine participant eligibility, grades will be monitored on a weekly basis. A warning list and an ineligible list will be generated and posted every week on Tuesday. If school is not in session on Monday, the list will be generated on Wednesday.

2. The week following a three day or shorter week, the warning list will be continued without change and no student will be added to the ineligible list. However, a student may be removed from either the warning or ineligible list following a short week as described if they attain passing status.
3. A student failing a class will be placed on the warning list and will have the opportunity to bring their grade to passing in any deficient course by the next scheduled list posting.
4. A student failing the same class for a second continuous week will be placed on the ineligible list. This list is emailed to all staff and coaches and is posted outside the office window for student notice. A student on the ineligible list will become eligible to participate when their name has been removed from the ineligible list on the posting date. Warning and ineligible status will be determined on a weekly basis.
5. **Students on the ineligible list are ineligible to participate in events until the next scheduled list posting.** Extenuating circumstances, based on medical or family emergency, and **protracted teacher absence** may be grounds for initiation of an appeal process.
6. **The final quarter grade at the end of the first and third quarter will be used to determine eligibility in the first week of the next quarter (2nd or 4th quarter).**

Students placed on the warning and/or ineligible lists WILL practice/rehearse with their respective teams or groups during the time they are ineligible. **Ineligible students may not travel or attend activity events during instructional school hours.** Students on the ineligible list will not compete or perform in events during the time they are ineligible.

Please note: Coaches/advisors/directors may impose higher academic standards based on program needs.

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

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Manhattan School District subject to the student's eligibility as set out in the Student Activities Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

Academic Eligibility Appeal Process:

In the event of extenuating circumstances, due to medical or family emergency, an appeal can be made through the school administration chain of command, beginning with the Activities Director.

MHSA Athletics Participants

Student-athletes and their parents or guardians should understand the following basic regulations from the Montana High School Association (MHSA), Manhattan High School (MHS), policies from the Manhattan School Board, or other administrative directives.

The Manhattan High School Activities programs are subject to all current rules and regulations of the MHSA concerning eligibility, age, transfers, residence, awards, and student recruitment. All rules and regulations of the MHSA can be found online at www.mhsa.org, or in the current year's official MHSA Handbook (available in the high school activity office).

Basic Eligibility Rules of the MHSA

You are not eligible if:

1. you are 19 years of age on or before midnight, August 31, of any school year
2. you are in a four-year high school longer than eight semesters or in a three-year senior high school after six semesters of attendance (Attendance of twenty days or participation in an activity contest shall constitute a semester's attendance under this rule.)
3. you are not in regular attendance and passing in at least four solid subjects this semester (See MHSA handbook for exceptions)
4. you failed to pass at least four regular subjects of unit weight the last semester you were in school
5. you enrolled later than October 15 for the fall semester or later than the eleventh school day of the spring semester (This rule does not apply to a student who has transferred from another school.)

6. you have graduated from a high school or have enough credits to be entitled to graduate on any regular graduation date
7. you have participated in athletics in an institution of learning higher than secondary rank
8. you have changed high schools without the corresponding change in residence by parents or legal guardians (This pertains only to varsity activities.)
9. you have been a member of a professional or semi-professional athletic team
10. you have ever been accepted a personal award exceeding **\$100** in value given by anyone except your parents or the Montana High School Association
11. you ever accepted pay directly, or indirectly, for playing on athletic teams, managing athletics or playing under an assumed name
12. you have transferred from another state and a record of your transfer has not been filed by your principal with the Montana High School Association
13. there is any undue influence used by anyone to secure or retain you as a student in this school

NOTE: There are some exceptions to these MHS rules. Consult your principal or the MHS Handbook.

G. TRYOUTS

1. Tryouts for teams will be a set period of time determined by the head coach/advisor/director. Students unable to attend team tryouts in the set time period must obtain prior administrative approval or be a new student in the district enrolling after the tryout date.
2. Tryout criteria and dates will be determined by the head coach/advisor/director. Cuts of students from programs can and will occur.

H. TRAINING REGULATIONS

1. All participants, managers or auxiliary students using any tobacco or e-cigarette products shall be subject to immediate suspension from the team until the administration reinstates the participant to the specific activity organization.
2. Any participant, manager or auxiliary student drinking alcoholic beverages or in possession, or being under the influence to any degree or alcoholic beverages at any time shall be subject to immediate suspension until the administration reinstates the participant to the specific activity organization.
3. Any participant, manager or auxiliary student using **illegal drugs of any kind** or in possession of the same shall be subject to immediate suspension until the administration reinstates the participant to the specific activity organization.
4. Any participant, manager or auxiliary student in the company of **others illegally using alcohol or drugs** can be subject to immediate suspension (guilt by association) until the administration reinstates the participant to the specific activity organization.
5. Curfew designated by the coach must be adhered to.
6. Any member of an activity team who is suspended from school is automatically suspended from all organizations or activities until the administration reinstates the participant to the specific activity organization.
7. **Any student committing an act(s) of severe misconduct or unlawful act(s) may be suspended from participation with the team until the administration reinstates the participant to the specific activity organization.**
8. Students must be in attendance on the date of the event or competition, except on Saturday or on the day of an out-of-town contest in which the group leaves before school is dismissed, unless excused with prior administrative approval (Principal or Activities Director).
9. A Participant Agreement must be signed by the student and parent prior to competitive participation in the activity.
10. All participants in athletics must purchase an activity ticket.

Training Regulation Appeal:

In the event of extenuating circumstances an appeal can be made through the school administration chain of command, beginning with the Activities Director.

I. PARTICIPATION & SPECTATOR FEES AND PASSES

Student and Family passes will be sold at the high school office.

Participation Fees:

- Students in grade 6 \$25/year (participation only, must still pay spectator fees or purchase pass for HS events)
- Students grades 7-12 \$100/year (participation w/ spectator pass included)

Spectator Passes:

- Single K-12 Student Spectator Pass : \$60/year
- Single Adult Spectator Pass : \$80/year
- Single Senior (age 65+) Pass : FREE
- Bundles (2 or more passes purchased at the same time): K-12 student \$50 and Adult \$70

J. PRACTICE RULES

Coaches, sponsors and directors will establish practice and meeting rules for their respective activities.

1. Players and participants will report for scheduled practices and meetings on time.
2. Players and participants will adhere to the practice and meeting rules as set by the coach, sponsor or director.
3. **Students must be in attendance at least four complete class periods to participate in a practice or game(s) unless an extenuating circumstance is approved by administration.**

K. PERFORMANCE & GAME RULES

During a performance or game you will be expected to maintain poise at all times. Avoid the following:

1. Yelling criticism at teammates or other participants
2. Excuses for poor performance
3. Swearing and foul signs
4. Criticism of officials or judges

Any student committing an act(s) of severe misconduct or unlawful act(s) may result in the parent being required to travel to the activity site to pick up their student. This decision will be based on the time required to resolve the incident.

L. TRAVEL RULES

Co-curricular and extra-curricular groups travel to represent Manhattan High School and the Manhattan community in interscholastic activities. As representatives of this school and community, students' behavior while traveling will meet or exceed the standards for student conduct, as outlined in the Student Handbook.

In addition to Student Handbook rules, traveling participants **may not**:

1. Leave the site of the event unless accompanied by school personnel
2. Gamble at public gaming facilities

Additional rules may be implemented at the Coach's/Sponsor's/Director's discretion.

To build team unity and esprit de corps, students are expected to:

1. Ride transportation provided by the district to and from each event.
 - a. If transportation distance to the event is less than the distance to the school to meet the bus, the student's parent/guardian can be responsible for student transport to and from the event. Parents must complete an official transportation release form in advance of each event.
 - b. Students may only ride home FROM an event with a parent/guardian or adult designee with a transportation release form signed by the parent/guardian in advance of departure from the event. Once the bus departs the event site, the student will ride home on the bus and cannot be released (e.g, if a meal is provided after departure from the event, the student will not be released at the restaurant).
2. Be on time for bus loading and departure. Students who miss the bus will not be allowed to participate.
3. In cases where a team **returns to the school after midnight**, students will be excused by the school from the 1st period of class the following day.

M. OVERNIGHT STAYS

Some Co-Curricular and Extra-Curricular groups participate in events that require overnight stays. In the event students are required to stay overnight the following expectations will be enforced:

1. Students must abide by all rules and regulations set forth by the student handbook.
2. Cross gender contact is limited to hallways - no males in females' rooms and no females in males' rooms.
3. Any damage or extra expenses (phone calls, movies etc.) will be reimbursed by the students.
4. Any students not traveling home with the team/group must sign the proper release form with a coach or advisor.

Failure to abide by the school rules and policies may result in student(s) needing to be picked up and taken home by their parent(s)/guardian(s).

N. APPEARANCE

Participants will be required to follow the school dress code. Coaches/sponsors/directors may enforce additional expectations/requirements as they pertain to dress and appearance. You are not only representing yourself but also Manhattan High School and the community. Appearance will be regulated by the coach/sponsor/director and ultimately, the administration. If a participant is unclear as to what is acceptable, they should ask their coach/sponsor/director. Loss of playing time or participation rights will result if violations occur.

O. EQUIPMENT

1. Equipment issued to the participant is their responsibility and if not returned in satisfactory condition, the participant will be financially responsible for the replacement of said equipment.
2. Taping will be done following an injury or when required by a physician. The athlete can obtain their own brace(s) as needed.
3. Student athletes will be issued a combination lock and will pay a five-dollar deposit. It is expected that all lockers be locked at all times to prevent theft. The five-dollar deposit will be refunded when the correct lock is returned by the student athlete.

P. LOCKER ROOM

There should be no horseplay in the locker room. Any swearing or careless use of facilities will be dealt with severely. The locker room is not a gathering place for non-participant students. Students are not allowed in locker rooms unless an adult is supervising or an event/activity is taking place. You will be asked to leave if it is felt you have no business in this area. The equipment and towel rooms are off limits to all students except managers.

Q. PHYSICAL EXAMINATIONS

Before competing in a MHS school activity, on behalf of Manhattan Schools, each competing student must have had a physical examination **dated after May 1st for the upcoming year** by a licensed medical provider. A copy of the results of the examination will be maintained by the high school office. The district will not pay for any cost incurred by the student for the physical examination.

R. AWARDS

The Activity Department shall provide letters for any participant who has earned them. The coach will set up **lettering requirements**. The coach will **award** a letter to any participant who has all requirements and completed the season in good standing. **The coach** may also give letters to those who deserve them for other reasons.

S. MANAGERS

A manager of any major sport is eligible to earn a letter. Letter requirements will be determined by the coach of each sport. Managers will adhere to all training rules. The Activity Department recognizes the importance of the managerial position and actively encourages all interested to consider this most vital position of responsibility. Managers are responsible only to the coach and not the players.

T. INSURANCE

School District #3 does not provide standard athletic insurance coverage. District #3 does carry catastrophic insurance. Parents may purchase supplemental insurance coverage through SMIC (Special Markets Insurance Consultants) or their own insurance carrier. Forms are available on the school website for SMIC (Special Markets Insurance Consultants).

U. PARTICIPANT AGREEMENTS & PARENT MEETINGS

Each participant must have a parent attend the meeting and/or sign off on a Participant Agreement verifying that they viewed the video presentation and understands and agrees to the policies and rules regulating activities outlined in the activity portion of this handbook. Any violation will result in consequences, up to removal from activities and may include suspension or expulsion.

V. MANAGEMENT OF SPORTS RELATED CONCUSSIONS

The Manhattan School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all competitive sport activities in the District will be identified for head injury management practices by the administration.

Consistent with the National Federation of High Schools (NFHS), the Montana High School Association (MHSA), and other nationally recognized concussion management programs, the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Return to Play after Concussion or Head Injury: In accordance with the MHSA Return to Play Rules and Regulations, a student-athlete who has been removed from play may not return to play until the athlete is evaluated by a trained licensed and released in writing by a healthcare provider (MD, DO, PAC or NP).

Resources are available on the MHSA resource page at www.mhsa.org and National Federation of High Schools (www.nfhs.org).

W. IMPACT TESTING

As a component of the Manhattan School District's mild traumatic brain injury management procedures, the school district will utilize a neurocognitive computer based test or other recognized neurocognitive testing programs to establish a baseline of short term memory processing speed and reaction time. Post injury tests and analyses of test results should be handled by a medical care provider. The baseline results may be considered near normal and compared to the student-athlete's post injury neurocognitive score to note any deficiencies. Post injury scores should be comparable to the original baseline score and student-athletes must be asymptomatic prior to being released. The IMPACT testing will be initiated at the high school level in competitive sports activities identified for head injury management practices by the administration.

X. SCHOOL CLUBS, AFFILIATED GROUPS & ATHLETICS

STUDENT COUNCIL

Sponsor: Heather Hjelle & Shane Moore

- The president and vice president are elected by a majority vote of the student body. The president-elect appoints a secretary and treasurer. Officers must meet the requirements of the MHS Student Council Constitution.
- Two representatives from each class are elected by their classmates.
- Activities of the Student Council are controlled by the MHS Student Council constitution.
- Student Council meetings will be held when called by the Student Council president.
- Student Council Members will follow all training rules.

NATIONAL HONOR SOCIETY

Sponsors: Justin Kitto

- National Honor Society is a National Organization that is affiliated with Manhattan High School. The main purpose of NHS is to provide service for the school and community.
- Membership in National Honor Society is based on four separate criteria. The first criteria is that the student has attained a cumulative GPA of 3.33. Sophomores and juniors with a cumulative GPA of 3.33 may apply at the end of the fall semester. Juniors that meet this criterion at the end of the second semester of their

sophomore year may apply at the end of the first nine weeks. Seniors that have attained eligibility the 3.33 GPA criteria for the first time at the end of second semester during their junior year may apply at the end of the first nine weeks of their senior year. Seniors not meeting this timeline will not be eligible to apply unless extenuating circumstances have prevented application. Once a student is eligible, they have two semesters to apply for membership. After that time, applications will not be accepted. The faculty council will decide appeals for seniors with extenuating circumstances.

- The other criteria for membership are: 1) demonstrated leadership qualities, 2) character, and 3) service to the school and community.
- Once a student is a member of NHS they must maintain a cumulative a GPA of 3.0 or higher. The member is also expected to be a leader in the school displaying outstanding character, leadership, and service.
- Anyone wishing to apply for membership in National Honor Society that first meets the grade requirement may request an application from Mr. Kitto. The applications and pertinent information will then be screened by the Faculty Council using a rubric that takes into consideration behavior data, academic performance, community service, leadership and involvement in various organizations and extra-curricular activities. The Faculty Council will then vote for membership in or denial of membership in National Honor Society based on a set minimum criterion from the rubric.

MUSIC

Band Director: Anthony Borowiecki & Choral Director: Becky Frank

- Music is a co-curricular program.
- The band program includes participation in preparation for school concerts, District Festivals, and other performances of the Director's choice. The band also participates as Pep Band for football games, basketball games, volleyball matches, and tournament appearances for any of the sports.
- The choir program includes participation in preparation for school concerts, District Festivals, Commencement and other performances of the Director's choice.
- Beginning Guitar is also offered to students who have their own guitars and wish to learn to read music, sing and accompany, play solos and ensembles, and other basic guitar techniques.
- Manhattan High School will offer other music activities if there is enough student interest and time available to rehearse. These activities may include pop choir and jazz band. These ensembles will meet at least twice a week for an hour. Their performance schedule will be related to that of the concert band and choir. In order for a student to perform in a specialized group, the student must also be a member of at least one of the large performing ensembles. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

BUSINESS PROFESSIONALS OF AMERICA

Sponsor: Kay Adams

- Membership is for individuals who are interested in business and related fields. Students compete at the district and state level. If students qualify at the state level, they can compete at the national level.

Skills USA

Sponsor: Joshua Mostad

- Membership is for students who are interested in vocational and industrial arts. This club is controlled by state and national constitutions and meets throughout the school year. Competition is available at the district and state level.

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)

Sponsor: Amanda Swenson

- Membership is limited to students who are or have been enrolled in a Family and Consumer Sciences course. Meeting times will be arranged. Competition is available at the district and state level. Students can qualify for national competition.

CROSS COUNTRY

Coach: Sarah Jambor

- Cross Country is a fall sport offered to both male and female athletes. Both varsity and J.V. teams are available for both males and females. This program competes in six to eight meets in a season. All athletes

are accepted in the program and no cuts are made as this is both an individual and team sport with top runners qualifying for the team score. All athletes must adhere to the training rules in this handbook and other rules deemed necessary by the coaching staff. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

FOOTBALL

Coach: Wes Kragt

- Football is a fall sport. Games are scheduled with the Southwest Division teams in order to determine the District Champion. Requirements for participation are passing grades in four (4) core classes (including all MHS regulations), physical qualification, and parental consent to try out for the football team. There are eight regular season games with the possibility of post-season play-off games. All athletes must agree to training rules developed by the athletic program and the football program. These rules include training hours. Failure to follow rules can result in suspensions or dismissal from the program. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

SPEECH AND DRAMA

Coach: Julie Frank

- This activity is open to all students of Manhattan High School. Meets are held at the District, Divisional and State levels. Speech offers nine different events. Drama offers five different events. Students must adhere to the same training rules as outlined in the Activities Handbook. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

VOLLEYBALL

Coach: Dinah Sime

- Volleyball is a major sport for girls, at Manhattan High School. The school sponsors three teams: C squad, Junior Varsity, and Varsity squad. The squads play approximately sixteen matches each season with the varsity playing additional tournament games. All athletes must agree to training rules developed by the athletic program and the volleyball program. These rules include training hours. Failure to follow rules can result in suspensions or dismissal from the program. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

BASKETBALL - BOYS

Coach: Mike Deming

- All boys, grades 9-12, who have a current athletic physical and meet academic eligibility requirements, are eligible to try-out for the boys' basketball program. Manhattan has three separate team levels: "C," Junior Varsity, and Varsity. The season runs from the end of November until the State Tournament in early March. All athletes must agree to training rules developed by the athletic program and the basketball program. These rules include training hours. Failure to follow rules can result in suspensions or dismissal from the program. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

BASKETBALL - GIRLS

Coach: Ty Heaps

- All girls, grades 9-12, who have a current athletic physical and meet academic eligibility requirements, are eligible to try-out for the girls' basketball program. Manhattan has three separate team levels: "C," Junior Varsity, and Varsity. The season runs from the end of November until the State Tournament in early March. All athletes must agree to training rules developed by the athletic program and the basketball program. These rules include training hours. Failure to follow rules can result in suspensions or dismissal from the program. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

GOLF

Coach: Torger Sikveland

- Golf is a spring sport for both boys and girls. There are two competitive teams: Junior Varsity and Varsity. Teams play approximately seven golf tournaments during the regular season, plus the State Tournament for the Varsity teams.

- Team selection is based on a weekly qualification round of nine holes, plus attendance at practices scheduled Tuesdays through Fridays. Requirements before tryouts are an activity ticket, a parental permission form, and a completed doctor's physical form, before the athlete is allowed to practice. The top five Monday qualifiers, both boys and girls, participate in the meet(s) for that week.
- Participants in the golf program follow training rules and guidelines set down by the coaching staff, administration, and Varsity team captains. Lettering can be achieved by meeting standards and requirements set by the coaching staff in the golf handbook.

TRACK

Coach: TBD

- Track is a spring sport for boys and girls. Most track meets are held late in the school day or on Saturdays with the exception of the MSU Indoor, Divisional, and State meets. Track season starts late in March and concludes with the State meet the last week of May. Because Track is both an individual and a team sport, no tryouts are held. All students are encouraged to participate, as major emphasis is placed on individual improvement and team effort. Field, sprints, middle distance, and long distance events provide a wide variety of participation opportunities. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

CHEERLEADERS

Coach: Megan Ely

- Cheerleaders are chosen through tryouts before a committee. Any MHS student may try out for the Cheerleading squad. Lettering can be achieved by meeting standards and requirements set by the coaching staff and school policy.

WRESTLING

Coach: Patrick Hutchins

- Wrestling is a new winter sport for Manhattan High School. Wrestling will begin in late November and will be completed by late February. Participants in the wrestling program follow training rules and guidelines set down by the coaching staff and administration. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

Softball

Coach: Dennis Elgas

- Softball is in its second year as a spring sport for girls. Participants in the softball program follow training rules and guidelines set down by the coaching staff and administration. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

Y. RULES GOVERNING STUDENT CONDUCT ON SCHOOL BUSES

Riding the bus is a privilege not a right. The driver is in complete charge. Students are expected to demonstrate good behavior, observe established BUS RIDER SAFETY RULES, and cooperate fully with the driver in order to continue this privilege and insure their safety during the ride to and from school. Safety is most important! Safe, clean and well-maintained buses will be provided.

1. **BE AT YOUR BUS STOP ON TIME. WAIT FOR YOUR BUS SAFELY.** Be at the school bus stop 5 minutes before the scheduled pickup time-and stay there. Respect private property at stop location. Keep yourself and others safe by waiting at the designated area and do not play or wait in the road.
2. **ENTER YOUR BUS IN AN ORDERLY MANNER AND TAKE YOUR SEAT.** Line up in single-file. Wait for the bus to stop, get on immediately and go to your seat.
3. **OBEY YOUR SCHOOL BUS DRIVER.**
4. Cooperate and comply with your bus driver's requests. The following are not allowed on the school bus: Use of foul language or gestures, eating, drinking, use of tobacco products, possession of alcohol or illegal drugs, weapons, explosive or flammable materials and live animals. If other bulky or dangerous items (such as class projects and skate boards) are required at school, other transportation should be arranged. Otherwise, the driver has authority to require objects to be placed in a safe place, or deny transportation of such items. School books, notebooks, lunch pails, purses, small backpacks and small musical instruments are allowed and should be held on the student's lap.

5. **REMAIN IN YOUR SEAT WHILE YOUR BUS IS IN MOTION.** If you wish to change seats, you must request the driver's permission to do so. If granted, move only when the bus is stopped. Standing, kneeling on the seats, or facing the rear are unsafe riding positions and not allowed. The correct and safest position is seated facing forward with your back against the seat back cushion. The driver has full authority to assign seats.
6. **KEEP YOUR BODY INSIDE THE BUS AT ALL TIMES.**
7. **TAMPERING WITH EMERGENCY EQUIPMENT OR EXITS IS ILLEGAL.**
8. **KEEP AISLES CLEAR.** Feet, legs, arms and bodies, as well as books, bags, lunch pails, instruments and other "stuff" must be kept out of the aisle: the driver must have a clear view down the aisle to the back of the bus at all times.
9. **REMAIN QUIET AND ORDERLY.** State law requires complete silence at all railroad crossings; use a quiet voice at all other times. Talking to the driver while the bus is moving is distracting and shouting or any loud noise is not acceptable. A low noise level is necessary for the safest driving conditions.
10. **BE COURTEOUS TO YOUR SCHOOL BUS DRIVER AND FELLOW PASSENGERS.** Keep your hands to yourself; this includes high fives, pushing, grabbing, reaching over seats, etc. can be dangerous and is not permitted. Avoid roughhousing and any kind of physical play. Throwing, spitting, kicking or shooting items inside the bus or out the window is hazardous and prohibited. Any willful damage inflicted to the bus will be paid for by the student.
11. **BE ALERT TO TRAFFIC WHEN LEAVING THE BUS.** Use only the front door and follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.
12. **OBTAIN WRITTEN PERMISSION FOR A BUS STOP CHANGE.** Students must have written permission from their parents to use a stop other than their own.

ADDITIONAL INFORMATION: In general, rule violations will be dealt with on an individual basis between rider and the driver. If a problem continues, a written report will be made to Harlow's School Bus Service and the administrator will determine the appropriate action or consequence and parents will be contacted. Remember, school bus transportation is a privilege, not a right, and may be suspended or terminated for repeated misconduct, a single serious offense or endangering the overall safety of the school bus or its occupants. These rules are from the management and to be carried out by all drivers.

APPENDIX A – AUTHORIZATION TO PARTICIPATE AND RECORD

The District offers student clubs and extracurricular activities, events, and programs to the Student, including, but not limited to, curricular and co-curricular programs and clubs, sporting events, athletics, band, cheerleading as identified in the Student Handbook, and transportation and lodging to, from, and associated with these activities (collectively “Clubs and Activities”).

Parental permission is required for the Student to participate in a Club or Activity. By signing this form, you give permission for your child to participate in the Club(s) and Activity(ies) identified by you and:

1. Represent the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the District, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
2. Understand and acknowledge that the Student may not be skilled in one or all of the Clubs and Activities;
3. Understand and acknowledge that the Student is subject to all eligibility requirements adopted by the District for participation as well as any governing agency, including but not limited to the Montana High School Association;
4. Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge which the Student may not possess;
5. Understand and acknowledge that the Club or Activity in which the Student seeks to participate may require an audition or try-out to determine if the Student has the required skills/abilities to participate and that the Student may be “cut” from the Club or Activity through the audition/try-out process;
6. Understand and acknowledge that the District has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
7. Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
8. Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the District, to ask for instruction or clarification whenever needed, and to follow instructions; and
9. Understand and acknowledge that the District may remove the Student from Activities for any breach of safety policies, or any conduct that the District deems unsafe.

You further acknowledge and consent to the Student being recorded by audio or video means by a school employee/representative/coach/advisor during participation in a Club or Activity for purposes of coaching or instruction.

The Student and Parents hereby consent to the Student participating in the Club(s) and Activit(ies) identified in spite of, and with full knowledge of, risks which may be associated with that Activity. By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

Club(s) and/or Activity(ies) for which permission is given for the Student to participate (mark all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Football | <input type="checkbox"/> Track & Field | <input type="checkbox"/> Speech & Drama |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Golf | <input type="checkbox"/> BPA |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Softball | <input type="checkbox"/> FCCLA |
| <input type="checkbox"/> Boys Basketball | <input type="checkbox"/> Pep Band | <input type="checkbox"/> Skills USA |
| <input type="checkbox"/> Girls Basketball | <input type="checkbox"/> Extra-curricular music events (<i>Pep Band, State Music Festival, Music Group Tours</i>) | <input type="checkbox"/> School Play |
| <input type="checkbox"/> Wrestling | <input type="checkbox"/> Cheerleaders | <input type="checkbox"/> Student Council |
| | | <input type="checkbox"/> National Honor Society |

STUDENT NAME

STUDENT SIGNATURE

DATE

NAME OF PARENT OR GUARDIAN

PARENT OR GUARDIAN SIGNATURE

DATE

Please return form to the High School office by September 1st, 2024.

Signed permission must be provided before a student can participate in a Club or Activity.

Manhattan School District 3

2024-2025 CALENDAR

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26 First day of School

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 Presidents' Day

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2-3 Parent Conferences
17-18 State Conferences
30 End of 1st Qtr
31 Halloween

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 End of 3rd Qtr
20 Easter

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

28 Thanksgiving Day

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 HS Concert
14 Jr High Concert
15 Elem Concert
26 Memorial Day
31 Graduation

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12-13 Tip Off Tourney
10 HS Concert
11 Jr High Concert
12 Elem Concert
23-3 Winter Break

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

5 Last day of School

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 Welcome Back!
23 End of 2nd Qtr

Color Code Key		Quarter Days	
PIR – No School		Quarter 1	38 days
Vacation – No School		Quarter 2	38 days
		Quarter 3	38 days
		Quarter 4	38 days
Music Concerts			