

# **Lame Deer Junior & Senior High School**

Student Handbook 2009-2010

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Lame Deer High School

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## **Lame Deer Junior and Senior High School's**

### **Vision and Mission Statement**

**OUR VISION: MORNING STARS:** Where students are sacred and learning comes first. Morning Stars Rock!

**OUR MISSION:** Education engages every student and provides them with the knowledge and skills to be productive members of society.

### **WELCOME**

Lame Deer Junior/Senior High School welcomes you as a member of its student body. We are proud of the past accomplishments of our students, and we know we will be equally proud of you. Our philosophy is to recognize and provide for the individual needs, interests and abilities of all students. We are concerned not only with the accumulation of knowledge, development of skills, and the improvement of understanding; but also with the development of interests, appreciations, ideals and attitudes, and the functioning of all these in our local community, reservation, state, and nation.

The information in this handbook has been approved by the Board of Trustees and presented to every student so that it will be of value in helping you to adjust to our school. Become familiar with the contents of this handbook, because contained in it are the rules and regulations by which you will abide while you attend this school. **Following the rules will help all students have a successful and pleasant school career at Lame Deer Junior and Senior High School.** You and your parent/guardian are asked to read, study, and sign this student handbook.

**STUDENTS: YOUR SUCCESS IN SCHOOL WILL BE DIRECTLY PROPORTIONAL TO YOUR EFFORTS.**

**S**tudents

**T**aking

**A**ction and

**R**esponsibility for

**S**uccess

**ADMISSIONS AND ENROLLMENT**

Lame Deer School District #6 serves the students and family located within our geographical boundaries. The District reserves the right to refuse to admit non-resident or any other student into the School District. The District may refuse to admit a student in the Lame Deer District if he/she is **NOT** in good standing.

A student is not in good standing if he/she:

1. Was previously expelled from a public school district or an accredited non-public school or was the subject of a recommendation of an authorized school official for expulsion but withdrew from the public school or accredited non- public school prior to the Board of Trustees or governing authority taking action on the recommendation.
2. Does not have current check-out grades, immunization records, and attendance and behavior log reports from the other school.
3. Has missed more than ten (10) days in the current semester.
4. Was previously engaged in conduct which caused the student to be the subject of a petition to declare the youth in need of supervision, serious juvenile offender, or juvenile delinquent, or is presently under parole or probation or referred to adult court.
5. After Friday, September 11, 2009 and Friday, January 29, 2010, the student must have the approval of the District Superintendent.
6. Parent/Guardian refuses to sign student handbook.

**PROCEDURAL DUE PROCESS**

When a student is accused of violating any school regulation, prior to the administering of consequences, as observed by witnesses/school cameras, the student shall be informed of the school rules of which he/she is in violation, and the district's due process procedure. If the charges can be substantiated, the Principal/Assistant Principals may then suspend or

discipline the student. In all instances the student will be allowed the opportunity to tell his/her side of the story.

### **SCHOOL HOURS**

The doors of the school open at 7:30 a.m. and close at 6:00 p.m. Students are not to come to the school before this time unless they have a specific reason, such as obtaining assistance from a teacher. Students are asked to leave the building at the end of seventh period unless they are participating in a supervised activity. All students and visitors must use the main front doors to the high school.

### **BUILDING USE AFTER SCHOOL HOURS**

Areas of the building may be used after school hours when a faculty member is in attendance and in charge. The activity or group sponsor must be with the students or adults and is responsible for the security of the facility. Students must stay with assigned sponsor/teacher at all times. Unauthorized students in the building will be asked to leave and are expected do so immediately.

### **Parent/Guardian/Student/Teacher Agreement**

*I want my child to succeed. Therefore, I shall encourage him/her by doing the following:*

- provide for the basic needs of my child so that he/she is equipped and prepared to learn;
- provide a home environment that encourages my child to learn;
- motivate my child to attend school regularly and punctually;
- provide appropriate materials, space and a specific time for my child to study;
- insist that all homework assignments be completed and review my child's homework;
- communicate regularly with my child's teachers;
- together with the school, provide support in developing positive behaviors in school and at home;
- support the school discipline policy;
- talk with my child about his/her school activities every day;
- read daily to/with my child and monitor his/her TV viewing;
- show respect and support for my child, the teacher and the school.

## **CLASS STANDING**

Sophomore - 6 credits; Junior – 12 credits; Senior – 17 credits; Graduate – 23 credits

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

English – 4 credits

Math – 3 credits

Science – 2 credits

Social Studies – 3 credits

Required

*World History*

*Cheyenne government*

*U.S. Government*

*U.S. History*

Health Enhancement – 1 credit

Fine Arts – 1 credit

VoTech – 1 credit

Required *Keyboarding*

Electives – 8 credits

Required *JROTC*

## **ONLY STUDENTS WHO HAVE FULLY COMPLETED ALL REQUIREMENTS TO GRADUATE WILL BE ALLOWED TO PARTICIPATE IN GRADUATION EXERCISES.**

**Those Seniors and Eighth Graders who have not completed the school requirements must attend Summer School in order to get their high school diploma or promotion to high school.**

## **VALEDICTORIAN AND SALUTATORIAN**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected according to the following procedure:

- I. The valedictorian will be the student with the highest grade point average as computed to the nearest thousandth (.000) at the end of the third nine week period of the current school year. The salutatorian will be the student with the second highest grade point average as computed to the nearest thousandth (.000) at the end of the third nine week period of the current school year.
- II. In case of a tie for valedictorian or salutatorian, co-valedictorians or co-salutatorians will be honored.

- III. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Lane Deer High School all four years of high school.
- IV. To be eligible for valedictorian or salutatorian honors, a student must also successfully complete: English I, II, III, & IV; Algebra I, Geometry, Algebra II or Advanced Math; World History, American History, Senior Government and Tribal Government.
- V. Every grade earned in High School will count toward the class ranking.

### **WITHDRAWALS AND TRANSFERS**

All withdrawals and transfers will be coordinated with the Guidance Counselor. Transcripts will not be released until all textbooks, library books, uniforms, fees/fines, and other school property have been returned or paid for.

### **GRADING SYSTEM AND REPORT CARDS**

The evaluation of student achievement is one of the most important functions of the teacher. Credits are awarded on the basis of two factors: 1. attendance and 2. grades. Credit can be lost for poor grades and/or poor attendance of ten (10) unexcused absences per class. The accepted marking system is as follows:

- A+** 100% (Indicates work of excellent and outstanding quality.)
- A** 93%
- A-** 90%
- B+** 87%
- B** 83% (Indicates work of better than average, very good quality.)
- B-** 80%
- C+** 77%
- C** 73% (Indicates work of average quality.)
- C-** 70%
- D+** 67%
- D** 63% (Indicates work of less than average quality, passing.)
- D-** 60%
- F** 0 – 59% (Indicates work below *minimum* quality, considered failing, and no credit is granted.)
- NC** No Credit: The student passed the work but did not meet attendance requirements.

**I** Incomplete: This may be given upon agreement between the student and the teacher with the approval of the Principal. The student has two (2) weeks to finish the classroom material so the incomplete can be changed to the grade earned. After the 2-week period, the incomplete changes to an

“F” if the student doesn’t complete the required make up work. This work is the responsibility of the student. An incomplete grade is equal to an “F” according to the Montana High School Association and may declare the student ineligible.

**NG** No Grade: Classes that receive no grade.

**P** Passing: Classes which do not assign a grade for credit. (Aide)

Report cards will be issued to the students at the end of every (9) week period. The nine-week grade is an indication of how well the student is doing at the midpoint of the semester. Credit is earned on a semester basis in high school. The semester grades on the report cards are entered on the student’s transcript at the end of each semester. Progress reports are mailed out to the parents at midterm (4 1/2 weeks into the quarter). Junior High students do not receive semester grades.

### **HONOR ROLL**

The Lame Deer Junior/Senior High School honor rolls are published at the end of each nine-week period. All grades earned in subjects will count toward the honor roll grade points. Any student having a grade below a “D” or lower in a core subject is automatically eliminated from the honor roll. The honor roll consists of those students maintaining a **3.0 - 4.0**

**G.P.A.**

### **COOPERATIVE EMPLOYMENT/COLLEGE COURSES**

Seniors may work during school hours if the employment is verified by the employer and he/she has met all graduation requirements. If the 23 credit graduation requirement has not been met, the student must continue to attend high school, Chief Dull Knife College or both for a full day. Employment must be verified by a letter from the employer or a registration form from CDKC.

### **SEMESTER EXAMS**

The last two days of the final week of each semester will be devoted to final exams or projects for all students. The achieved grades will be utilized in computing the semester grades for each class.

### **AFTER SCHOOL TUTORING PROGRAM**

After school tutoring is available to all students Monday through Thursday between 3:45 and 6:00 PM. Parents and students will be notified when a student is failing any classes. Students failing classes will be required to attend the Mandatory After School Tutoring Program, Monday through Thursday, until he/she is passing all classes. **Failure to attend**

**Mandatory After School Tutoring will result in ISS.** Parents/guardians may request that their son/daughter participate in the After School Tutoring Program. An activity bus and snacks will be provided.

## **LIBRARY**

The Lame Deer Junior/Senior High School library is provided for all junior high and high school students. The following rules will be followed during a library visit:

- Each student must have a signed pass to enter the library to get a book.
- If the student needs to use the computer, then the teacher must accompany the student to the library.
- Library computers cannot be used for personal use.
- No student may leave the library without his or her pass signed by the librarian.
- No food, gum, drink or music is allowed in the library.
- Backpacks will not be allowed in the library.
- Students will not be allowed to check out another book until the books are returned.
- Faculty/staff wishing to use the library for class work, must schedule times with the Librarian in advance (and accompany their class to the library).

## **Student Rights and Responsibilities**

*It is important that I work to the best of my ability; therefore I shall strive to do the following:*

- Attend school regularly and punctually.
- Respect myself, individuals, my school, my community.
- Respect cultural diversity.
- Always try to do my best in my work.
- Come to school each day prepared with appropriate materials and completed assignments.
- Follow individual teacher's classroom expectations.
- Be at my best behavior and conform to rules of student conduct at school and at school sponsored activities.
- Take pride in my school.
- Communicate struggles/triumphs with parents/guardians, teachers, and staff.
- Believe that I can and will learn.

## **DUTIES OF A STUDENT**

*In order to obtain and advance the school mission, it will be the responsibility of each student to:*

- Accept responsibility for his/her education, decisions, words, and actions.
- Comply with the written rules/expectations of the Lame Deer School District.
- Submit to the authority of the principals, teachers, and other staff members while the student is in the school, on the school premises, on his/her way to and from school, or during any school sponsored activity.
- Submit to reasonable corrective action imposed by the school district and its agents for violation(s) of such rules/expectations.

## **DISCIPLINE STATEMENT**

“Discipline is a process of teaching and learning.” Students need to know that “we live in a disciplined world.” We are disciplined whether we like it or not. We have the choice of disciplining ourselves or being disciplined by others. Discipline is controlled behavior designed to develop within an individual responsibility for his/her own actions as well as recognition and consideration of rights and feelings of others. Discipline should not be confused with punishment. The goal of discipline is a mature individual, with mature attitudes and socially acceptable standards of conduct.

State Law and Northern Cheyenne Tribal Law require schools to enforce the same rules on all students regardless of their age. Therefore, if you are 18 years old or older, while you are in school, the same rules apply to you as to the rest of the student body. As an 18 year old, you will be treated as an adult if there are any criminal violations.

**Proper behavior is appreciated by everyone, and is expected at Lame Deer Junior and Senior High School.**

## **“Zero Tolerance Policy”**

Any action which endangers the safety and well being of any individual will not be tolerated. The Lame Deer Junior/Senior High School will have a zero tolerance policy on the following: arson, use/sale or transfer of illegal drugs and/or alcohol, possession of weapons, intentional threats, any

acts of physical/verbal intimidation/aggression/assault, sexual harassment, and any types of other dangerous conduct. Any action which endangers the safety and well being of any individual will not be tolerated.

### **Weapons-Free School**

The term weapon shall include knife, explosive, incendiary, poison gas, spiked collar or spiked wrist band, chains (to include wallet chains), and martial arts items. The term firearm shall include any device designed to expel a projectile by the action, or explosion; any device that may be converted to do the same. No student shall possess any weapon (to include look-alikes) in his/her possession, in their locker or vehicle.

A student who brings a weapon onto school property shall be expelled for the period of not less than one calendar year unless modified by the Board of Trustees, upon recommendation from the District Superintendent

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. Recommend expulsion to the School District Superintendent.**
- 5. OSS until next scheduled School Board Meeting.**

### **Incendiary Devices/Aerosol Sprays**

Students will not be allowed to use matches, lighters, candles or any other type of open flame (to include cans/bottles of body spray/deodorant) in the school building except when using laboratory science equipment, in the locker room, and under the immediate supervision and direction of the instructor/teacher. All aerosol sprays will be maintained and locked in the student's locker. Students violating this policy may be suspended and cited by the police. **Students possessing and /or using fireworks anywhere on school grounds will be immediately suspended and cited.**

### **Fighting/Physical Aggression/Antagonizing`**

Disputes between students should be resolved through talking to a teacher, counselor, Principal, and Assistant Principals, utilizing conflict resolution skills. Pushing, hitting, slapping, shoving, tripping, scratching, spitting at/on, biting, wrestling, blocking the right of way, unwanted personal contact, packing, spanking, and throwing any object(s) that could inflict harm (this includes snow/ice/slush/dirt balls) will be considered fighting/physical aggression, regardless of the intent. *“I/we were just*

*fooling/playing around.....” is not an excuse.* Furthermore, no student shall cause physical injury to any student/staff, attempt to cause physical injury to another student/staff, or intentionally behave in such a manner that could reasonably cause physical injury to any student/staff member. Refer to Activities Handbook for sports/extracurricular activities for further consequences.

**First Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. OSS five (5) Days.**
- 5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

**Second Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. Recommend expulsion to the School District Superintendent.**
- 5. OSS until next scheduled School Board Meeting.**

**Sexual Harassment/Intimidation**

Lame Deer School District #6 is committed to providing a positive and productive working and learning environment that is free from discrimination. The School District prohibits sexual harassment, intimidation, bullying, hazing, packing, and spanking of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The School District will not tolerate such behavior between members of the same or opposite sex. The School District will take prompt effective and remedial action on complaints, grievances, and reports of sexual harassment, intimidation, bullying, or hazing (including formal reports of inappropriate sexual or gender-directed conduct) that comes to the attention of the School District. Any sexual comments, gestures, name-calling, inappropriate touching or other abusive actions are not acceptable in a learning environment or society in general. Refer to

Activities Handbook for sports/extracurricular activities for further consequences.

**First Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. OSS 1-5 Days**
- 5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

**Second Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. Recommend expulsion to the School District Superintendent**
- 5. OSS until next scheduled School Board Meeting**

**Racism**

Racism has absolutely no place in a learning environment or society in general and will be disciplined as follows:

**First Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. OSS five (5) Days.**
- 5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

**Second Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**

2. **SRO and/or police will also be notified, and charges may be issued.**
3. **Parent/guardian will be contacted.**
4. **Recommend expulsion to the School District Superintendent.**
5. **OSS until next scheduled School Board Meeting.**

### **Dangerous Conduct**

Examples include, but are not limited to the following: Sounding the fire alarm, possession of explosives/flammable materials (including ammunition), sale and/or negotiating to sell, and distribution of illegal/controlled substances (including over the counter medications), and/or causing physical harm to a student or staff member. Furthermore, if a student has knowledge or has reason to believe that the safety of a member of the school community may be at risk, the student will immediately contact the Principal, Assistant Principals, teacher/staff member. Refer to Activities Handbook for sports/extracurricular activities for further consequences.

### **First Violation:**

1. **Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
2. **SRO and/or police will also be notified, and charges may be issued.**
3. **Parent/guardian will be contacted.**
4. **OSS 1-10 Days.**
5. **Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

### **Second Violation:**

1. **Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
2. **SRO and/or police will also be notified, and charges may be issued.**
3. **Parent/guardian will be contacted.**
4. **Recommend expulsion to the School District Superintendent.**
5. **OSS until next scheduled School Board Meeting.**

### **Alcohol and Other Drugs**

Possession, use, transfer, and/or being under the influence of any mind altering substance, to include over the counter drugs, during school hours, in the school building, on school campus, in vehicles on school grounds,

and/or during school sponsored activities is strictly prohibited. If during the current academic school year a student is caught violating alcohol and other drugs at another school, then this transfer student is not eligible for extracurricular activities at Lame Deer Junior and Senior High School.

All students suspected of being under the influence of a mind altering substance (this includes the coming down phase/hung over) will be given a field sobriety test by the SRO/police (if available), and seen by the Alcohol and Drug Counselor. The family will be contacted and a drug test will be requested; the family will have 24 hours to have a test. The school is willing to provide an alcohol and drug test with the parent's written consent. If test results are not provided (to the school) within 24 hours, the student will be considered in violation of the policy, and disciplined accordingly. Students who violate this policy will be turned over to the police and subject to arrest.

All students who violate the Alcohol and Other Drug Policy must be seen by the Alcohol and Drug Counselor within 5 days of the incident, or as soon as possible; the student will be provided an initial chemical dependency evaluation (SASSI-A). Depending on this evaluation, the student will be referred to the Northern Cheyenne Recovery Center for further evaluation and/or an appropriate level of treatment. The school will take every possible step to help these students, however, the student must be willing to take responsibility for their substance abuse issues and help themselves. Students who refuse to cooperate or comply with all recommendations of the Alcohol and Drug Counselor, or the Counselors of the Northern Cheyenne Seven Feathers Recovery Center, are subject to expulsion proceedings. Refer to Activities Handbook for sports/extracurricular activities for further consequences.

**First Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. OSS five (5) days.**
- 5. The student must comply and successfully complete all recommendations made by the Drug and Alcohol Counselor and Seven Feathers Healing Center.**

- 6. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

#### **Second Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. Recommend expulsion to the School District Superintendent.**
- 5. OSS until next scheduled School Board Meeting.**

#### **Tobacco**

Montana State Law requires that there will be no tobacco, or tobacco products, allowed anywhere on school campus; therefore, the possession and/or use of any tobacco product(s) is/are prohibited at any time in the school building, on school campus/grounds, and during any school sponsored activity.

All students referred for tobacco violations must meet with the Drug and Alcohol Counselor. If the student desires assistance with their tobacco abuse/dependency, they will be referred to the Tobacco Prevention Department of the Clinic. If there is a nicotine abuse/addiction diagnosed, the student, just as with other Substance Abuse/Dependencies, must be willing to take responsibility for his/her abuse/addiction; all recommendations/assistance must be complied with. The Alcohol and Drug Counselor is always available to students, and family members, who have questions/concerns, or want to consider some type of assistance for their substance abuse issues. Refer to Activities Handbook for sports/extracurricular activities for further consequences.

#### **First Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. ISS five (5) days.**
- 5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

**Second Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. OSS three (3) days.**
- 5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

**Third Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. Recommend expulsion to the School District Superintendent.**
- 5. OSS until next scheduled School Board Meeting.**

**Gross Disrespect/Insubordination/Disobedience**

Any action, verbal or otherwise, that produces an open air of hostility which becomes threatening and/or abusive; any time a student openly defies or refuses to follow the direction/redirection of a faculty/staff member, and/or openly disrespects that person(s) will not be tolerated. This includes the use of profanity, name calling, and any other means of communicating a hostile, disrespectful attitude/behavior. Refer to Activities Handbook for sports/extracurricular activities for further consequences.

**First Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. ISS three (3) days.**
- 5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

### **Second Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. OSS three (3) days.**
- 5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

### **Third Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**
- 2. SRO and/or police will also be notified, and charges may be issued.**
- 3. Parent/guardian will be contacted.**
- 4. Recommend expulsion to the School District Superintendent.**
- 5. OSS until next scheduled School Board Meeting.**

### **Bus Incidents**

All Lame Deer Junior/Senior High School students riding the bus should always display positive role modeling behaviors for our younger students. Riding the bus is a privilege, which if abused, will be taken away. Students are expected to follow the rules of the bus. Safety for self and others should always come first. **Profanity, disrespect and physical aggression will not be tolerated. Refusal to respond to the driver and/or monitor requests/redirection, including providing proper identification if asked for, will be dealt with as insubordination/disrespect.**

*The bus drivers and monitors may give:*

- Give verbal warnings.
- Assign students seats.
- Issue written warnings (Behavioral Referral), which will be presented to the Principal/Dean of Students and dealt with as disciplinary issues.

### **First Violation:**

- 1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.**

2. SRO and/or police will also be notified, and charges may be issued.
3. Parent/guardian will be contacted.
4. ISS three (3) days.
5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.

**Second Violation:**

1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.
2. SRO and/or police will also be notified, and charges may be issued.
3. Parent/guardian will be contacted.
4. OSS three (3) days.
5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.

**Third Violation:**

1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.
2. SRO and/or police will also be notified, and charges may be issued.
3. Parent/guardian will be contacted.
4. OSS five (5) days.
5. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.

**Fourth Violation:**

1. Zero Tolerance infractions will be referred to the Principal and/or Assistant Principal.
2. Student will lose bus privileges for the remainder of the school year.
3. Parent/guardian will be contacted.

**“MAJOR INFRACTIONS”**

**Gang and Gang Related Activities**

Lame Deer Junior and Senior High School is considered a safe place and a neutral educational institution where students can gain an education. The

school reserves the right to determine what symbolizes gang related clothing, gestures, slogans, and/or activities. Any student involvement in gang related activities on school grounds or at school related activities is strictly prohibited. Our students will not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem(s), symbol(s), sign(s), graffiti or other things which may be viewed as evidence of membership or affiliation in any gang. This includes, but not limited to: any badge, symbol, gang colors (hats, handkerchiefs, shirts), or sign(s) that may be displayed in/on student's notebooks, lockers, or other personal possessions (i.e. handkerchiefs purposely displayed, hanging out of the pants pockets).

Our students will not commit any act or omission, or use any speech, either verbal or nonverbal (gestures/handshakes) showing membership or gang affiliation, or use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to: soliciting others for membership in any gang; requesting any person to pay for protection, or otherwise intimidating or threatening any person; committing any other illegal act or other violation of school district policies; and/or inciting other students to act with physical violence upon any other person. Penalties for involvement in gang and gang related activities are cumulative over the full period that a student is enrolled in the Lane Deer School District

**First Violation: Verbal Warning to stop/remove gang and gang related activities.**

**Second Violation: ISS one (1) day and parent/guardian will be contacted.**

**Third Violation: OSS one to five (1-5) days and parent/guardian will be contacted.**

**After each incident a parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

### **Leaving Campus and Check-Out Policy**

Students will not leave campus at any time during the school day, unless they receive a pass from the front office. The student can only be checked out by the parent/guardian or adult listed as Emergency Contact. Students 18 years of age or older can only leave campus with the written permission of their parent or guardian.

- If a student needs to leave school, he/she should go to the main office to check out.

- Parent/guardian must be notified before the student leaves school grounds.
- Parent must write a note for each time that a student needs to leave campus. (The parent can call to notify the school when the student needs to leave campus only in case of an emergency.)
- When the student returns to school, he/she should check back in at the main office to record the time of the student's return.

### Consequences:

1. **ISS one (1) day and parent/guardian will be contacted.**
2. **OSS three (3) days and parent/guardian will be contacted. Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**
3. **OSS five (5) days and parent/guardian will be contacted.**
  - **Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**

### Driving and Parking on School Grounds

Lame Deer Junior/Senior High School students should remember driving and parking on school campus is a privilege that should not be taken for granted. Students are expected to drive in an appropriate and safe manner, at all times, in all areas of the campus.

Parking and driving regulations are in effect and will be enforced by the SRO. The SRO will be responsible for authorizing vehicle/registration/passes, and ensuring that keys are turned in, and all traffic laws are obeyed. Parking on campus entitles the Principal, or a designee of the Principal, to search that vehicle upon reasonable suspicion that a school policy has been violated.

Lame Deer School District #6 assumes no liability/responsibility for damaged or vandalized vehicles.

- Students who drive to and from school in their own vehicles must hold a **valid driver's license**, and have **proof of insurance (Montana State Law)**.
- All motor vehicles driven by students to and from school must be **registered with the main office**.
- Students are to park in the **designated parking area only**. Students must remember that parking is at the driver's own risk.

- Once the vehicle is parked, the student must **turn in the keys to the main office.**
- Students are **not allowed in the vehicle during school hours.**
- **Maximum speed** while driving on campus is **15 MPH**; no students should be in the back of pickups, unless properly belted, when the vehicle is being driven on/off campus.

**Consequences:**

1. **ISS one (1) day and parent/guardian will be contacted.**
2. **OSS three (3) days and parent/guardian will be contacted.**
  - **Parent/guardian conference with the Principal and/or Assistant Principal will be required before the student is allowed to return to school.**
3. **A loss of driving privileges for the school year.**

**Hallways**

Students may not be in the hallways during class time. Hallway passes are for emergencies only. Students are only authorized to be in the hallways at the beginning and close of school, and while moving from one class to another during passing time. Students are expected to be courteous at all times, keeping their hands and feet to themselves, and staying to the right when moving in the halls. Gates to the halls will be closed during lunch and at 6:00 PM each night.

**Obscene and Libelous Materials**

Libelous material is that which tends to falsely injure the reputation of another. Distribution of material that is obscene is prohibited on, or adjacent to school property; or at school-related activities. Obscene material is material that depicts or describes sexual conduct in such a manner that an average person viewing the material, as a whole and applying community standards for children of a relevant age, would find the material offensive and lacking serious literary, artistic, political or scientific value. Prohibited materials include but are not limited to: drawings, photos, clothing, letters/notes, movies, and/or electronic media (cell-phones). Slanderous statements and/or comments are also prohibited.

**Consequences:**

1. **ISS one (1) day and parent/guardian will be contacted.**
2. **OSS two (2) day and parent/guardian will be contacted.**
3. **Parent/guardian will be contacted.**

- **Recommend expulsion to the School District Superintendent**
- **OSS until next scheduled School Board Meeting**

### **Vandalism/Theft/Destruction/Possession of Stolen Property**

All of these acts show no respect/consideration for self and/or others. Incidents of vandalism and theft will be referred to the SRO and/or the police.

Vandalism/Destruction of school property is considered to be, but not limited to: intentionally drawing words or images on inappropriate items or places, breaking windows, furniture, walls, doors, whiteboards, damaging computers/other electronic equipment, books, and/or other school property.

Students who destroy, vandalize or lose school property will be required to pay for such losses or damages. Students unable to pay will agree to do community service to compensate for the losses and/or damages.

- **Theft** is defined as: taking an item or items that belong to another without their consent. Borrowing without consent is still considered to be theft. Possession of stolen materials is having possession of an item or items that belong to another person. Possession includes having items in these areas: on their person, in their locker, bags, and/or car.
- **Misdemeanor Vandalism/Theft:** Losses of less than \$300 is considered a felony.
- **Felony Vandalism/Theft:** Losses of more than \$300 can result in expulsion after first violation.

### **First Violation:**

1. **Infractions will be referred to the Principal and/or Assistant Principal.**
2. **SRO and/or police will also be notified, and charges may be issued.**
3. **ISS one (1) day and restitution.**
4. **Parent/guardian will be contacted.**

### **Second Violation:**

1. **Infractions will be referred to the Principal and/or Assistant Principal.**
2. **SRO and/or police will also be notified, and charges may be issued.**

3. **OSS two (2) days and restitution.**
4. **Parent/guardian will be contacted.**

#### **Third Violation:**

1. **Infractions will be referred to the Principal and/or Assistant Principal.**
2. **SRO and/or police will also be notified, and charges may be issued.**
3. **Recommend expulsion to the School District Superintendent.**
4. **OSS until next scheduled School Board Meeting.**

#### **“MINOR INFRACTIONS”**

All minor infractions will be handled immediately by Faculty/Staff members. These infractions may become Major Infractions depending upon the incident and number of infractions. Continued incidents will be considered Gross Insubordination/Disobedience/Disrespect and dealt with accordingly.

- **Habitual Offender** is when a student has more than three (3) violations of the same handbook rule/regulation OR has six (6) handbook violations that have resulted in After-School Detention, ISS, or OSS.
- **Habitual Offenders** will be given multiple days of in-school-suspension and/or out-of-school suspension.
- **Habitual Offenders** may be recommended to the Board of Trustees for expulsion.

#### **Classroom Disruption**

Behavior that interferes with instruction is considered to be a serious violation to the Discipline Code which interferes with instruction and the learning of others. The teacher has the right and responsibility to maintain order in the classroom. Classroom disruption will be handled in the classroom according to the classroom rules. The teacher will notify the parent/guardian by telephone; if this is not possible, a letter from the teacher will be delivered by the Home School Coordinator (HSC). It is the teacher's responsibility to connect with the parent/guardian and work together in the best interest of the student. If student does not attend After School Detention, then they must be in ISS the following day.

**First Violation: After School Detention and parent/guardian will be contacted.**

**Second Violation: ISS one (1) day and parent/guardian will be contacted.**

**Third Violation: OSS one to three (1-3) days and parent/guardian will be contacted.**

**Fourth Violation: Habitual Offender.**

### **Cheating/Plagiarism/Copyright Infringement**

Dishonesty and lying are not telling the whole truth. Plagiarism is calling someone else's work your own, or using someone else's work without their permission. Copyright infringement is using someone else's published and copyrighted material without permission/authorization. This includes but is not limited to: copying software, photographs, movies, music, etc. for personal use or trade.

**First Violation: The assignment will be redone but the grade will be reduced by one letter grade for that assignment/test and parent/guardian will be contacted.**

**Second Violation: The assignment will be redone but the grade will be reduced by two letter grade for that assignment/test and parent/guardian will be contacted.**

**Third Violation: If in the same class as first and second violation, the student will get an "F" for that quarter.**

### **Public Displays of Affection (PDA)**

School is a formal setting, much like a place of business. The inappropriate display of affection in our halls and around our school has no place in this setting. This behavior includes but is not limited to: kissing, embracing, touching. If student does not attend After School Detention, then they must be in ISS the following day.

**First Violation: After School Detention and parent/guardian will be contacted.**

**Second Violation: ISS one (1) day and parent/guardian will be contacted.**

**Third Violation: OSS one to three (1-3) days and parent/guardian will be contacted.**

**Fourth Violation: Habitual Offender.**

### **Hickeys and love bites/marks**

Hickeys and love bites/marks (those visible to the eye) are also not appropriate in this setting, and anyone refusing to comply with these expectations will be sent home until the marks are no longer visible.

**First Violation: ISS until all marks are gone (can not be disguised by makeup/band aid) and parent/guardian will be contacted.**

**“NO” sports/practice/extracurricular activities until all marks are gone.**

**Second Violation:OSS until all marks are gone and parent/guardian will be contacted. “NO” sports/practice/extracurricular activities until all marks are gone.**

**Third Violation: Habitual Offender.**

### **Student Dress and Appearance**

Students need to be aware that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students and their parents/guardians. Dress standards shall be observed by all students in order to maintain an effective educational environment both at school and at sports/extracurricular activities. The appropriateness of dress will be determined by the building administrators.

**Students wearing inappropriate apparel will need to change, or be sent home and parent/guardian will be contacted.**

**“Game” Day is considered “Dress Up” Day and “Spirit” Day for all students. Incentives will be awarded to those who voluntarily dress up for these days.**

Students are not to wear clothing that may create any disruption; no representation or encouragement of alcohol/other drug/tobacco products; sexually offensive or suggestive language or graphics; no Bob Marley related attire; no skulls/skeleton attire; or any offensively revealing or distasteful material will be allowed.

All pants/sports trunks/capris must be up on the waist; not on hips or lower while standing or sitting.

Undergarments and shoes/sandals are required. Undergarments are to be fully covered, including bra straps, waistbands, and the tops of underwear.

Bare midriff, see through, mesh and backless garments, any tops tied together by strings across the back or around the neck, such as “bandana” or “halter” tops may not be worn. Spaghetti straps, tube tops, and any tops with straps that do not cover the bra strap may not be worn.

Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armholes. Slim tees (beaters) are allowed, as they are considered to be undergarments, which should not be seen.

Half shirts and belly shirts cannot be worn. Strapless, low-cut, or deep scoop necked clothing will not be allowed.

Dresses, skirts and shorts must be no shorter than the finger tip when the arm is extended (including slits).

A teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the activities required in class (i.e. science labs, vocational classes, PE, or any special project). This may extend to footwear, fabric content requirements, head coverings, and safety protection.

### **Hats, Hoods, Bandanas, Sweatbands, Doo-rags, Sunglasses, and Backpacks**

Hats, hoods, bandanas, sweatbands, doo-rags, and sunglasses are not to be worn in doors (this includes hallways, gym, and classrooms) during school hours. Backpacks/sports bag/purses are not authorized to be worn/carried during the normal school day. They are to be placed in the respective lockers, and maintained there for the day. Books and other supplies must be hand carried to/from classes.

**First Offense: Verbal Warning to put/leave items in the locker.**

**Second Offense: Items will be confiscated for the day until a parent can pick up the items.**

**Third Offense: Items will be confiscated and kept until the end of the school year.**

### **Unsupervised Areas**

Students may not be present in any unsupervised or locked area on campus at any time. Examples include but are not limited to: athletic facilities, locker rooms, media storage room, unattended classrooms, parking lot, back or sides of the main building, the abandoned vehicles in

the back of the school, up on the adjacent hills, in the storm culverts located just off campus, and/or in the closed spaces between the outside doors. If student does not attend After School Detention, then they must be in ISS the following day.

**First Violation: After School Detention and parent/guardian will be contacted.**

**Second Violation: ISS one (1) day and parent/guardian will be contacted.**

**Third Violation: OSS one to three (1-3) days and parent/guardian will be contacted.**

**Fourth Violation: Habitual Offender.**

### **Food and Beverages**

Food, beverages (to include all of the energy/power drinks) are not allowed on campus during school hours. Gum and sunflower seeds are not allowed anywhere on school grounds. Only water (water bottles) will be allowed. Classroom/Holiday/Incentive parties must be approved by the principal/assistant principal. If a student does not attend After School Detention, then they will be in ISS for following day.

**First Violation: After School Detention and parent/guardian will be contacted.**

**Second Violation: ISS one (1) day and parent/guardian will be contacted.**

**Third Violation: OSS one to three (1-3) days and parent/guardian will be contacted.**

**Fourth Violation: Habitual Offender.**

### **Items Not Allowed In School**

Walkmans, Discmans, MP3, iPods, cell phones, headphones (to include ear buds), electronic games, other music devices, and skateboards/skates are not allowed anywhere indoors during school hours (7:30 AM-6:30 PM). Students are strongly advised to leave these items at home as school has proven to be an unsafe place for them. **The school will NOT be liable / responsible for any lost or stolen items.** This statement acts as the warning.

**First Violation:** Items will be confiscated by staff/faculty and held by the Principal/Assistant Principal until a parent /guardian picks the items up.

**Second Violation:** Items will be confiscated by staff/faculty and held by the Principal/Assistant Principal until the end of the Semester.

### **Gambling**

Students are prohibited from any type of gambling anywhere on school campus. Continued violations will be considered to be Gross Insubordination and will be dealt with accordingly. If student does not attend After School Detention, then they must be in ISS the following day.

**First Violation: After School Detention and parent/guardian will be contacted.**

**Second Violation: ISS one (1) day and parent/guardian will be contacted.**

**Third Violation: OSS one to three (1-3) days and parent/guardian will be contacted.**

**Fourth Violation: Habitual Offender.**

### **Student Conduct At All School Sponsored Activities/Games**

Students are to remember that they represent the Lane Deer Junior and Senior High School Morning Stars and Lady Stars, and should demonstrate appropriate behavior which includes good sportsmanship and respect.

**Any violation to this policy will result in a family conference, possible suspension, and depending on the situation, possible referral to expulsion proceedings.**

### **Respect for the Flag/Honor Songs**

Honoring the flag is symbolic of the respect we hold for our great country. When the flag is presented at athletic events and assemblies, all attendees should **stand at attention and remove hats** while the flag is entering or leaving the basketball court or football field.

Any violation to this policy will include a family contact/conference; subsequent violations will be considered to be Gross Disrespect and dealt with accordingly.

### **Detainment**

A teacher may ask a student to meet before school, at lunchtime, or after school to discuss academic or behavioral issues. If a student fails to meet

with the teacher, the teacher will inform the Principal/Assistant Principal for disciplinary action.

### **After School Detention**

Students will be given a one-day notice so they can make arrangements to serve detention. Any appeal of the detention must be lodged during this one-day period. Failure to report to detention, or poor behavior during detention, will result in a family contact and suspension. After-school detention may be assigned to any student regardless of distance traveled to and from school. This is a key point in decision making on the part of the student, and the student must be ready to accept the responsibility of his/her actions. Detention would be ineffective and discriminatory if the rules only pertained to in-town students. Those assigned detention will serve the time in an assigned room after school or may work in an assigned area. **If the student fails to report to After School Detention, then the student will serve all day ISS the following day.**

### **Lunch Detention**

Noon detention is assigned for specific discipline infractions and may be presented by the teacher. This detention will last the entire lunch period. The student will be assigned to the Refocus Room where he/she will stay until the bell rings to end the lunch period. A sack lunch will be provided to the student.

### **In-School Suspension (ISS)/Refocus**

Students assigned ISS or Refocus Time will arrive at school by 8:20 and report to the Refocus Room. Students assigned in-school suspension must have assigned work completed the following day in order to earn a daily grade. All students serving in-school suspension will not be recorded as absent. **Any student who is sent to ISS/Refocus can not participate in any sports/extracurricular/practice activities, nor can they travel for that week which includes the weekend following the incident.**

### **Out-of-School Suspension (OSS)**

Students earning an out-of-school suspension must make up any work missed if they want a daily grade.

**If a student receives three (3) separate out-of-school suspensions during a semester, that student will not be allowed to attend Lane Deer Junior/Senior High School for the remainder of the semester; however, they have the option to attend Credit Recovery from 4:00 – 6:00 p.m.** The student may re-enroll in Lane Deer Junior/Senior High School the following semester. Students under suspension are not

permitted to participate in or attend any school- sponsored activity during the period of suspension.

## **ATTENDANCE POLICY**

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom, and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. School success, scholarship, and job opportunity are greatly affected by a good attendance record. Students are expected to be in school each day school is in session. If a student is absent, the parent or guardian is asked to telephone the school secretary the day of the absence to verify parental knowledge of the absence. If the student is absent, the parent/guardian may call in to get homework which will be ready for pickup at the end of the day – 4:00 p.m.

### **ATTENDANCE SECRETARY'S NUMBER IS: 477-8900 ext. 221**

1. A student will be allowed ten (10) absences per class, per semester. Any absence beyond that number **MAY** result in unearned credit in those subjects missed.
2. **APPROVED EXCUSES** that will not be used in calculating the attendance record are listed below. **All excuses need to be submitted in writing.**
  - **School sponsored activities**, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, club sponsored trips/activities, academic field trips, and others deemed co-curricular.

*It is the student's responsibility to notify teachers prior to being absent for school -sponsored activities. Teachers may require the work to be completed and turned in prior to departure. If the work is not requested by a teacher, students will have 3 days for every 1 day missed to make up the work.*
  - **Health Care verified by a doctor's statement.** Class time is important. Doctor and dental appointments should be scheduled at times when the student will not miss class.

- **Illness.** If a student has a fever of 100 or higher he/she should remain home because a person is contagious during that time. Medical attention should be considered. The student may return to school after the fever/illness is over.
  - **Death** in the immediate family.
  - **Juvenile court** proceeding documented by a probation officer/court official. Subpoenas to appear in court or court ordered out-of district placements for special services.
  - **State or local welfare** authority placement.
  - **Family emergency** requiring immediate attention. An explanation is required as to the emergency.
  - **College campus visit.**
  - **Religious, cultural/traditional** activities/ceremonies.
3. **Absences which will be counted in the ten (10) day limit** will include such areas as: reporting for class 10 minutes or more after the tardy bell, being checked out of class with more than half of the class remaining, and any time the student is not in class except the reasons listed above.
  4. After **three (3) absences** from school/class, a letter will be sent to the student and parent to notify them of the problem and the *possible* loss of credit due to excessive absence.
  5. After **five (5) absences** from school/class, a letter will be sent to the student and parent to notify them of the problem and the *possible* loss of credit due to excessive absence.
  6. After **eight (8) absences**, another letter will be sent home, indicating the severity of the situation and to notify parents/guardians the *possible* loss of credit due to excessive absence. Within five days of the letter, parents must meet with the administration to develop an Individual Attendance Contract to address the student's absences.
  7. Upon the **tenth (10) absences**, another letter will be sent home, indicating the severity of the situation. Within five days of the letter, parents must meet with the administration to develop an Individual Attendance Contract to address the student's absences.

### **Excessive Absence**

Upon the **eleventh (11) absence**, the student will be dropped from school for the current semester. **Within 5 days of the letter, parent/guardian may petition the Principal for enrollment in Credit Recovery courses**

**from 4:00 p.m. to 6:00 p.m.** When a student has been removed from three classroom periods because of excessive absence, corrective action may include suspension for the current semester, expulsion, and /or **filing a complaint against the parent, guardian or other person responsible for the care of the child in a court of competent jurisdiction.**

### **Credit Recovery**

Credit Recovery will be available to Juniors and Seniors only. **If a student is absent from Credit Recovery more than three unexcused days, then that student will be dropped from school** and must reenroll the following semester. Any student enrolled in school must have four (4) hours of being on campus in order to participate/play in sports/extracurricular activities.

### **Tardiness**

Individual teachers will record when a student is tardy for class. A student is considered tardy if he/she is not physically in the classroom when the last bell ends. Students are expected to be in class on time. **The teacher should handle classroom tardies, and be consistent with the implementation of this policy.** Periodically the classroom doors will be locked and sweeps will be done, any student caught in the hallways at that time will be sent to ISS/Refocus for one full day.

1. **Lunch detention.** These detentions will be served in the ISS/Refocus Room.
2. **Parent/guardian** will be contacted.
3. Failure to serve any lunch detention will earn an all day **ISS.**
4. Students with more than **three (3) lunch detentions will earn an ISS** and the student will not be able to participate in sports/practice and extracurricular activities for that week and weekend following the incident.
5. **Fourth (4) tardy** in one week, the student will be placed on **OSS** for one day and parent/guardian will be contacted.

### **Unexcused Class/Activity Absence/Skipping/Walking Out of Class**

All enrolled students fall under the **Tribal Code Truancy Policy (Northern Cheyenne Tribal Juvenile Code 7-5-5 Truancy).** It is the student's responsibility to attend all classes as scheduled. If there is a scheduling conflict, it must be presented to the Guidance Counselor within the first 10 classroom days of the quarter. Any conflicts after that will need to be worked out with the teacher.

A violation to this policy will include a family contact/conference and assignment to an appropriate number of lunch detentions. Chronic

violations to this policy will be considered Gross Insubordination and dealt with accordingly. It should be remembered that only 10 class absences are permitted, subsequent absences will be considered justification for an academic drop from that class.

### **Make-up Work**

When students miss a class for any reason, they are expected to make up the class work they missed by the end of the quarter. Students are responsible for securing work missed due to absences.

### **Family Education Rights Privacy Act (FERPA)**

Information that can personally identify a student may be released without prior consent when the information is considered “directory information” as defined:

Directory information includes a student’s name, address, phone number, birth date, email address, class schedule, height, weight, dates of attendance, honors and awards, clubs and teams to which the student belongs, and pictures of the student participating in school events.

Parents can, with written notification given to the school, opt out by September 7, 2009 and January 29, 2010 (any transfer student will have one week after enrollment date). In this case student directory information would not be released.

Due to FERPA laws, only **school administrators and SRO can view the surveillance cameras.**

### **Student & Family Privacy Rights**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District’s educational objectives as identified in the Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **Surveys Created by a Third Party**

Before the administrator distributes a survey created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) That is created by a person or entity other than a District Official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### **Surveys Requesting Personal Information**

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incrimination, or demeaning behavior; critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as with lawyers, physicians and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's family.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

*The student's parent(s)/guardian(s) may:*

- Inspect the survey within a reasonable time of the request and/or refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

### **Substitute Teachers**

When students have a substitute teacher, he/she is entitled to **and will receive the same respect as the classroom teacher**. Any student causing a problem for a substitute teacher will be disciplined.

- **A substitute teacher is not allowed to issue passes out of the classroom except for an extreme emergency.**

### **Assemblies**

At all times the student's behavior should be refined and courteous. An indication of the developmental level of the school is the conduct of its

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 includes but is not limited to: whistling, uncalled for clapping, boisterousness (to include booing/jeering), talking, sleeping, wearing hats/hoodies, reading anything, and/or listening to any type of music equipment during the assembly.

Students who display inappropriate behavior will be assigned to the Refocus Room during assemblies and not allowed to attend assemblies in the future.

### **Prom Regulations**

The following rules will be observed when hosting the Lame Deer School Prom.:

The Prom request must be approved by the Student Council; then forwarded to the Principal for approval. This approval will be forwarded on to the Superintendent.

- The Prom must be chaperoned by at least (8) staff/faculty members, and the School Resource Officer (SRO). The support of the BIA Police will be requested, and is always welcomed. Staff/faculty members attending the Prom are welcomed to bring a date.
- The Prom will generally be held on one of the weekends by April 30.
- The Junior Class will be responsible for organizing and hosting the Prom. They are also responsible for providing the cleanup crew and assist the activities with the clean up which must be completed by Monday, 8:00 a.m.
- Sophomore sponsor and class may salvage what they want for the following years prom (which is encouraged).
- The Prom hours may be flexible considering the arrangements for food; however, music will begin at 7:00 PM, and continue until the end of the evening's ceremony (generally after the Parade of Seniors/guests).
- Prom tickets will be available three weeks prior to the Prom. There will be no tickets available at the door.
- All guests who are not members of Lame Deer School's student body must have guest passes (which have been approved by the Principal) and present them at the door. These passes will have to be picked up prior to the Prom, as there will be no Guest Passes available at the door.

- Guest/Dates cannot be over the age of twenty (20) years old.
- Junior High students from Lame Deer Junior High School, or any other Junior High/Middle School, are **NOT** authorized to attend the Prom.
- Adult family members of Prom attendees are NOT allowed into the school. Pictures must be taken outside or at home. This is a clean and sober event! There is zero tolerance for tobacco, alcohol and other mood altering substances at the Prom (or on school campus). Any such incidents will be seriously dealt with; the SRO/BIA Police will be involved.
- Once a student and/or guest leave the Prom, they **will not** be permitted to reenter the Prom.
- Improper behavior at the Prom will result with the offending student(s)/guest(s) being removed from the activity. All incidents will be dealt with in a serious manner; depending on the behavior, legal action may be sought out.
- The Principal has her discretion to change, alter, and/or modify any of these rules.

**Reminder: Anyone attending a school sponsored dance agrees to abide by the approved rules and regulations of the Lame Deer Public Schools.**

### **Halls**

Students are not allowed to have any form of beverage, other than water, sealed or open, in lockers, hallways, classrooms, or bags.

### **Telephones**

No telephone calls are to be made during class time, except in emergencies, and with only the Principal/Assistant Principals/Administrative Supervisor (Georgia) permission.

Students will be called out of class for emergency phone calls only. All other messages will be taken by the administrative personnel and forwarded on to the students.

### **Office Use**

Students are not to be in the main office unless they have official school business to conduct. A student must ask permission from the administrative personnel before they may enter the main office.

## **Lockers**

Students are assigned lockers and are responsible for the contents of the assigned locker. *Do not change or trade lockers without administrative approval.*

Students are highly encouraged to lock their lockers when unattended.

**Students are strongly advised against leaving money or other valuables in their backpacks/lockers.** Large amounts of money or items of personal value should not be brought to school. It is further expected that students will keep the areas around their respective lockers clean and free of personal possessions and trash. Lockers are not to be damaged in any way.

The Principal/Assistant Principals shall be responsible for conducting and supervising routine inspections of all lockers and desks. Articles and substances considered by the Principal/Assistant Principals to be detrimental to education, health, and/or safety of the student(s) may be removed during such inspections and may be held in the custody of the Principal/Assistant Principals until disciplinary actions can be taken; parents will be informed and/or legal authorities will be notified.

## **Locker Search**

The student lockers are a part of the school building, and as such are under the supervision and jurisdiction of school officials and may be searched at any time.

If the student is present, they may be asked to accompany the school official and a 3rd party to search the locker. If the student is not available, or refuses to open the locker, a school official and 3rd party of legal age may conduct the search and record the content of the locker.

In the event illegal materials/contraband belonging to another party is found in the student's locker, the school officials are to use their judgment as to the disposition of the material and action to be taken.

All illegal materials/contraband will be turned over to the SRO/police and charges will be issued accordingly.

## **Fire Drills**

Fire drills are required by law and are held periodically so orderly evacuation of building(s) may be accomplished without panic. Instructions are posted in each room. All students need to acquaint themselves with these evacuation procedures.

## **Emergency Codes**

A handbook for emergency procedures is available to parents upon request at the Lame Deer Junior/Senior High School.

## **Counseling/Guidance/Other Service**

Counseling and guidance services, to include, personal, educational and vocational counseling are available to all students. The doors of our Guidance Counselor, Drug and Alcohol Counselor, and our Principals are always open. Parents/guardians are welcomed and encouraged to confer with these individuals.

## **Guidance Counseling**

Our counselor has many years of experience working with students and their families. She will act as a facilitator in the decision-making process explaining curriculum; describing course content; interpreting achievement and aptitude test scores, advising the student of requirements for various colleges and careers; helping the student to assess his/her needs and interests, and assisting the student in developing an education plan that will help the student achieve his/her goals. The counselor can be reached at (406) 477-8900 extension 224.

## **Alcohol and Other Drug Counseling**

There are counseling services available for all students and families of Lame Deer Junior/Senior High School. Mr. Pete Gonder, Certified Addiction Counselor, is an internationally certified alcohol and drug counselor who has many years of experience counseling individuals and families. His experience is not limited to substance abuse issues; students and/or family members struggling with any type of issues/concerns can contact Pete at (406) 477-8900 extension 222.

## **Home School Coordinator**

The Home School Coordinator (HSC) is on hand to help communicate with our community, school, and/or home. As bussing is provided throughout the district, the HSC is not available to bring students to school that have missed the bus. The HSC may be available to transport students

to/from appointments, however, these appointments should be made ahead of time and the front office needs to know when they are scheduled for.

### **Special Education Services**

Students recommended for Special Education Services are thoroughly tested to identify their individual needs. Our professional educators determine an individualized education plan (IEP) for each student so they are able to be successful at school. Parents who believe their child in need of such services may contact the Special Education Director, Mr. Sid Richardson at (406) 477-6305 extension 349.

### **School Resource Officer**

Lame Deer Junior/Senior High School is fortunate to have a School Resource Officer (SRO) who will be present throughout the school day. This officer will assist in maintaining order and discipline throughout the school. It is important that our students feel safe and respected at school in order for them to gain maximum benefit of the learning process.

### **Bus Service**

Lame Deer provides bus transportation for all students. If a bus fails to arrive at the student's stop, call the dispatcher at the bus garage, 477-6305 extension 374. If a student continues to have problems with the bus, or difficulty locating his/her route, please see/notify the Transportation Supervisor, Mr. Morton Other Bull, at the telephone number listed above. Please remember that the bus driver is responsible for the lives of all the students on his/her bus. All of our students riding the bus are expected to treat themselves and others with respect and consideration.

### **Medication**

School personnel are prohibited to provide medications to students. If a student must take medication from home, he/she must bring that medication to the school nurse, along with the Doctor's standing orders for the medicine/means of administration.

### **Accidents**

A student may be injured in the classroom, on campus, or while participating in PE. All staff/faculty and students must follow the safety procedures at all times. In case of an accident, the following procedure should be followed:

- Report the accident to the teacher or coach if the injury occurs in the classroom or athletic program. If an accident occurs outside, on campus, immediately contact a school representative.
- Fill out an accident report, which is available from any teacher, coach or administrator.
- If medical attention is required, the school will attempt to notify the parent/guardian and procedures to remediate the injury will be followed.

In case of an emergency, every means of contacting the parent/guardian will be made by school personnel. If the student needs to be transported to the Clinic, either the Ambulance Service will be contacted, or a School representative will transport the student to the Clinic.

### **Excuse for Not Participating in P.E.**

Students assigned to PE, will be expected to dress out daily and participate in the program. Students not dressing out will be counted present but may not receive full credit for that day. **A student will be excused from suiting-up and participating in PE with a medical excuse only.** Any student refusing to participate will be considered insubordinate and dealt with accordingly.

### **Visitors**

Parents, guests, and visitors must register at the front office and obtain a Guest Pass. Students are not allowed to bring visitors to school as this can cause disruptions for both teachers and students.

### **Student Council**

Elections for Student Council are held within the first three weeks of school for all classes. Members of the Student Council (grades 7-12) are your elected representatives and have direct access to the school Administration. Your Student Council:

- The Student Council will meet every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month.
- Provides the student activities.
- Serves as a training experience for both leaders and followers.
- Promotes the common good for the student body and school.
- Develops high ideals of personal conduct.
- Acts as a clearing house for student activities and concerns.
- Gives students a share in the management of the school.

- Helps solve problems that may arise within the student body and school.

To run for an office in the Student Council, a student must have and maintain at least a 2.95 GPA. All other student officers (class officers) are required to have and maintain at least a 2.5 GPA. To initially run for an office, the student must have a 2.0 GPA, however, once elected, they must maintain a 2.5 GPA. If an officer is OSS at any time, they will be removed from office.

### **Chain of Command**

To solve a problem informally, begin discussing it with the person lowest on the chain. If the problem remains unresolved, continue the discussion with the next person on the chain:

1. Student
2. Teacher, coach or sponsor
3. Activities Director (by pass if problem is unrelated to athletics)
4. Assistant Principals
5. Principal
6. Assistant Superintendent
7. Superintendent
8. Board of Trustees.

If a parent/guardian requests a meeting with a teacher, an Administrator will be present for the meeting.

### **Grievances**

A student/parent/guardian with a formal grievance should first discuss it with the building administrator involved. The Principal shall attempt to resolve the issue through a conference with the person and the staff member.

If the problem is not satisfactorily resolved at the building level, the person should file a written complaint that describes the problem, and suggested solution. The Superintendent should send copies to the Principal and staff member. The staff member shall respond to the Superintendent in writing or in person.

The Superintendent shall then attempt to resolve the matter through a conference with the person, staff member, and Principal. If the problem is

not resolved at this level, the person has the right to take the problem to the Board of Trustees.

### **Regulations on Supervised Trips and School Activities**

Students who are on school sponsored trips as a performance group or at activities as spectators when Lane Deer Junior/Senior High School is participating are under the jurisdiction of our school's policies. All students will be expected to conduct themselves in a respectful, courteous manner. A respectful dress code for all students/athletes will be enforced. **Any negative behavior that brings embarrassment to the student body and/or school will not be tolerated; any such violations will be dealt with harshly.**

Students must travel to and from the activities by transportation authorized by the school. If the parent/guardian wants to take their student during/from the activity, they must request and sign a consent form, in person, 2 days prior to the activity. At the time of bus departure from an event, and the parent/guardian requests that their student accompany them, they must, in person, sign a consent form. If a student is transported with anyone other than a parent or guardian, the student will earn a one day suspension from school, and suspension from the activity. There will be no exceptions to this policy.

Students apprehended/cited for breaking the law, or violating the school discipline policy while on a school activity, will forfeit their opportunity to participate in the scheduled event; and depending on the circumstances, may be subject to further disciplinary action.

### School Incentive Programs

#### **STAR CARDS**

The "Star Card" is a recognition and incentive program designed to promote student achievement. The "Star" project will focus on academics, attendance, and attitude to recognize and reward student excellence. Students must fill out a "Star" application form prior to the quarter they will participate in. These applications are available at the office along with the program philosophy sheet. There are four levels and incentives to apply for according to a student's academic, attendance and behavioral standing.

#### **TOKENS**

We offer student incentives for achieving our six core values. Students showing **Integrity, Trust, Honesty, Generosity, Responsibility, and**

**Respect** can receive an incentive token. These tokens can be used to receive items from the school incentive cabinet. These items include, but are not limited to: basketballs, water bottles, Morning Star clothing and cameras. This program is designed to show appreciation to our students.

#### **GOOD STANDING LIST**

A Good Standing List will be published once a week. The names of the students listed will be placed into a weekly drawing, and the winner(s) will be eligible for free passes to the home games, or accredited goods at the concession stand.

#### **Internet Acceptable Use Policy**

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. All use of the Internet must be in support of education and research and consistent with the purposes of Lame Deer School District. It is a general policy that all computers used through Lame Deer are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines for the use of Internet, as described below, will result in the revocation of access privileges.

#### **Unacceptable uses of Internet include:**

- Violating the conditions of Montana Education Code dealing with students' rights to privacy.
- Using profanity, obscenity, or other language that may be offensive to other users.
- Re-posting (forwarding) personal communication without the author's prior consent.
- Copying commercial software in violation of copyright laws.
- Using the network for financial gain, for commercial activity, or for any illegal activity.

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that neither the Lame Deer School District nor District staff members control the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. The Lame Deer School District does not condone the use of such materials.

**Lame Deer acceptable use policy rules and regulations:**

- The Internet account is free to users.
- It is a privilege to use the Internet

**A RESPONSIBLE user of the Internet may keep an account as long as the user is a staff member or student in the Lame Deer School District.**

**A responsible user may:**

- Use the Internet to research assigned classroom projects.

**A responsible user:**

- May NOT use the Internet for an illegal purpose.
- May NOT use impolite, abusive, harassing, defamatory, or pornographic language or graphics.
- May NOT violate the rules of common sense or etiquette.
- May NOT access or change computer files that do not belong to the user.
- May NOT send or receive copyrighted material without permission.
- May NOT share his or her password with another student.
- May NOT access a Chat room.
- May NOT attempt to harm or destroy property or data or to infiltrate another computer system, including creating or uploading computer viruses.
- May NOT send hate mail, obscene remarks, discriminatory remarks, or other antisocial behavioral remarks.
- May NOT access Proxy Server sites.

By signing on to Internet you acknowledge that you:

Understand the rules and regulations of the Lame Deer Acceptable Use Policy.

Any user who does not comply with the Rules/Code of Ethics for Computer Users stands to lose computer privileges for two weeks (1<sup>st</sup> Offense) and the Remainder of the Year (2<sup>nd</sup> Offense). Offenses will be documented and filed with the Technology Coordinator by the supervising teacher. Repeated infractions will result in permanent termination of privileges. Discipline, including suspension or expulsion, also may be imposed on student users in accordance with Lame Deer School District

policy. The Technology Committee reserves the right to impose greater penalties for severe 1<sup>st</sup> and/or 2<sup>nd</sup> offenses.

Lame Deer School District's Technology Coordinator may access others' files when necessary for the maintenance of the computing facilities. When performing maintenance, however, every effort will be made to insure the privacy of users' files.

Lame Deer School District and its Technology Committee may modify its Acceptable Use Policy (AUP) and Rules/Code of Ethics for Computer Users as the need arises. Users will be notified of any changes.

This Acceptable Use Policy is approved by the Lame Deer School District Technology Committee. The Lame Deer School District believes that technology is an integral part of today's workforce and must serve as a fundamental element of the learning environment. It will enhance the independent learning process and promote student-centered learning. This district is committed to promoting lifelong learning skills and developing productive members of society by using technology. The Lame Deer School District and Technology Committee welcomes input from community members, parents and other staff members.

By signing this Internet Acceptable Use Policy agreement, the student and parent/guardian agree to the above terms.

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Student Signature  
Date

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Parent/Guardian Signature  
Date

Please read and sign this page to indicate that you have read the student handbook. Return this page to the school office.

Lame Deer Junior/Senior High School

Dear Parents and Students:

The Lame Deer Junior and Senior High School Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term “parent/guardian” is used to refer to the student’s 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 be aware that this handbook is updated each year, while Board policy revision and adoption is ongoing throughout the year. Therefore, any changes that affect the student handbook will be sent to parents with their student. These changes will replace items in this handbook. Please note that references to policy codes are included to help parents know what the current policy is.

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

To ensure that parents/guardians have received the student handbook, we require this letter to be signed and returned to the student’s first period teacher.

By signing this agreement, the student and parent/guardian agree to the above terms of the Student Handbook.

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Parent/Guardian’s Signature  
Date

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Student’s Signature  
Date