

**Victor Pirates  
2016-2017**

**MS/HS Student  
Handbook**



- Pirate Code**
- **Be Respectful**
  - **Be Responsible**
  - **Be Ready**

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# WELCOME

Revised 8/09/2016 LP

Victor School welcomes you as a member of its student body. Our philosophy is to accept each student as you are and help you develop to your fullest potential.

Students, parents, school and community are all partners in the educational process. A positive relationship, one based on trust and communication is essential for the continued growth and success of you, the student, and the school.

This handbook contains basic rules and regulations, which are necessary for the smooth and efficient operation of Victor School. All students are expected to know its contents, and as a citizen of this school, you are expected to follow these regulations. When situations occur which are not covered in the handbook, students should consult with the administration.

The faculty and administration extend to you our best wishes for a most meaningful and rewarding education at Victor School.

If a student or parent has a concern with a teacher, school program, or school student policy, the Victor School Board requests that the parent/guardian or student follow this procedure to express concerns or issue a complaint. It is our goal to solve a school concern at the lowest possible level:

1. Parent or student with teacher/staff
2. Parent or student with administrator
3. Parent or student with teacher/staff and administrator
4. Parent or student with board

Forms for the complaint may be obtained from the school. (A copy is at the back of this handbook) A copy of the handbook will be available in the library and the main office of the school.

Lance Pearson, Superintendent

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## BOARD OF TRUSTEES

Paul Rosen, Chairperson  
Marcy Smith, Vice Chairperson  
Chris Bishop  
Steve Wilson  
Roy Perry

## ADMINISTRATION

Lance Pearson, Superintendent/ HS Principal  
Danny Johnston, K-8 Principal  
Sue Neville, Business Manager  
Shelley O'Leary, Assistant Business Manager/District Clerk

## **MISSION**

*OUR MISSION AT VICTOR SCHOOL IS TO PROVIDE AN EDUCATIONAL ENVIRONMENT THAT DEVELOPS WELL-INFORMED, WELL-EDUCATED, SELF-DISCIPLINED INDIVIDUALS WHO HAVE A SENSE OF PURPOSE AND DIRECTION.*

*IT IS OUR HOPE THAT OUR SCHOOL WILL ENCOURAGE STUDENTS TO LIVE UP TO THEIR POTENTIAL.*

*WE PLEDGE TO WORK WITH HOME AND COMMUNITY IN OUR MISSION, AS THEY ARE OUR PARTNERS. ONLY WITH THIS TEAM EFFORT CAN OUR SCHOOL PREPARE OUR YOUTH FOR THE TASK OF CONTINUING OUR GREAT AMERICAN HERITAGE.*

*Paul Rosen, School Board Chairperson*

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

### STUDENT RIGHTS AND RESPONSIBILITIES

#### RIGHTS:

1. To an education that is well-planned by the teacher.
2. To an educational experience which utilizes interesting and well-prepared materials.
3. To fair and impartial treatment.
4. To an educational experience where all parties, students and teachers understand clearly what is expected in terms of behavior and work.
5. To an educational experience which helps to build a positive self-image and self-concept.
6. To an educational facility which is conducive to learning.
7. To have recourse to appeal a situation which is deemed unfair.

#### RESPONSIBILITIES:

1. To be present and on time unless ill or excused.
2. To follow the rules and regulations established by the classroom teacher, the administration, and the school Board.
3. To treat fellow students and teachers with respect at all times.
4. To treat the property of the school and others with respect.
5. To do one's own work and try your best at all times.

*EVERY STUDENT ENROLLED IN THIS SCHOOL IS SUBJECT TO ALL THE SCHOOL'S POLICIES AND RULES, NO MATTER WHAT HIS/HER AGE MAY BE.*

### **I. Enrollment Requirements**

- A. A birth certificate shall be presented at the time of registration.
- B. A child must be five (5) years of age by September 10<sup>th</sup> to enter kindergarten and six (6) years of age by the same date to enter 1<sup>st</sup> grade.
- C. Students entering school for the first time are required by state law to show proof that proper immunizations have been secured or an appropriate exemption executed.
- D. The trustees may at their discretion assign and admit an adult who is nineteen (19) years of age or older, if there are exceptional circumstances that merit waiving the age provision of this section.
- E. A student must attend school until he/she reaches his/her 16<sup>th</sup> birthday or completes the 8<sup>th</sup> grade, whichever is later.

### **II. Attendance**

Victor School believes that regular attendance is a shared responsibility of the student, the parent/guardian and the school. The following policies and regulations have been developed. As a student of Victor School, **YOU WILL BE HELD ACCOUNTABLE FOR EACH CLASS MISSED.**

Regular attendance at school is necessary, if students are to gain full benefit from their educational opportunity. It is not the responsibility of the school to force students to attend high school after they have reached the age of sixteen (16), but it is the responsibility of the school to do everything it can to provide a learning environment, which will encourage students to attend. Students between the ages of six (6) and sixteen (16) must attend school by law. Accordingly, the administration is directed to enforce rules, which will bring about this result.

- A. **ABSENCES:** An absence is defined as any time a student is not physically present in a class, unless the student

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

is participating in a school sponsored activity, or having a conference with a teacher, counselor, or administrator.

- B. **ADMIT SLIPS:** All 6-12 students **MUST** come to the office upon returning after an absence.
- C. **EXCUSED ABSENCES:** All absences with parent/guardian permission by phone or note will be excused. Examples of excused absences include illness, medical and dental appointments, family emergencies, obtaining a driver's license, court appearances, and school related or extra-curricular activities. Vacations or trips that would place a student over four (4) absences in a quarter may be excused by the School Board. **Students will not be excused for absences during quarter/semester test week except for medical reasons.**

During a student's junior and/or senior year absences may be excused as school related for visits to post-secondary institutions. The student must have post-secondary visits pre-arranged through the counselor or administrator and proof of attendance by the college is required upon the student's return.

- D. **UNEXCUSED ABSENCES:** Any student who returns to school after an absence without notification from the parent/guardian will receive an unexcused absence.

**A student will receive no credit for the class missed during an unexcused absence, will receive a discipline referral, and will be classified as truant.**

- E. **TRUANCY:** Any student who is absent from school without his/her parent/guardian's knowledge or permission will be considered truant or unexcused. Students leaving school without properly checking out will be considered truant.

Truancy includes skipping school, leaving class without being excused, not having parent/guardian permission to leave school, or not attending school without parent/guardian permission. Truancy is grounds for in-school suspension.

An absence is considered a truancy until parent/guardian approval for the absence is received.

- F. **NOTIFICATION OF ABSENCE:** Parents/guardians are charged with reporting to the school the fact of their child's absence and the reason for it. **PLEASE CALL THE OFFICE AT 642-3221 AS EARLY AS POSSIBLE.** However, if parents fail to meet this responsibility, the school will call the home and verify the absence and its cause.
- G. **ACCUMULATED ABSENCES:** Parents/guardians will be notified when students reach four and eight absences. Students who accumulate a total of eight or more (**unexcused**) absences, excused or unexcused, in any one class in a semester and who do not have prior Board approval:

1. Will meet with the Principal to set up an attendance appeal committee meeting.
2. Will be counted as unexcused for all subsequent absences in that class. This means that students will not be allowed to make up credit for any work missed and will receive a no credit for those day's activities.
3. Will not be allowed to miss school for any school activities such as field trips.
4. Will be considered ineligible for athletic activities.

Attendance Appeal Committee:

An appeal committee will be appointed by the administration consisting of two teachers, the guidance counselor, and an administrator. Guidelines for a successful appeal are:

1. No out of school suspensions
2. The review committee finds that the absences are the result of extenuating circumstances, such as:
  - a. An extracurricular activity or public performance, approved by the School Board
  - b. Religious instruction

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

- c. A documented health care appointment - if the student begins classes or returns to school on the same day as the appointment
  - d. A temporary absence resulting from any cause acceptable to the teacher, principal or superintendent, including personal illness, or illness or death in the immediate family
  - e. A court proceeding documented by a court officer
  - f. An absence required by State or local welfare authorities
  - g. A family emergency or unforeseen instance requiring immediate attention
  - h. An approved visit to a college campus
- H. **Participation & Absences:** A student absent periods 5, 6 and 7 on a day of a scheduled activity will not be allowed to participate or practice in that activity unless approval has been obtained from an administrator. A student with an un-excused absence on the last day of the school week will not be allowed to participate in an activity on the following day, until they attend the next school day. Extenuating circumstances may be accepted with the prior approval of the administration.
- I. **MAKE-UP WORK:** For assignments given while the student was absent, one day of make-up time will be allowed for each day of absence. With absences longer than five days, the teacher may allow additional time.

**Class Work:** Students will have opportunities for learning course content by doing applied practice activities in class; thoughtful and relevant tasks which advance current themes. Students are responsible for all assigned coursework. Students will be provided specific instruction, guidelines and assistance for coursework criteria, and will be provided time in class to complete said work. Teachers will provide supplemental explanation and support as needed, before school, after school and any prearranged times with individual teachers. Students are required to submit coursework in accordance to due dates which are expressly communicated to students by their teachers in advance.

**Late Class Work:** Work submitted beyond the specified due date will be considered late. Students will be allowed eight school days to turn in coursework deemed late. Late work can be penalized no more than 25%. The teacher will provide specific guidelines.

- J. **Tardiness:** Tardiness, unless the student is detained by a staff member or has parent/guardian's permission, is defined as any unexcused attendance of a student beyond the scheduled time that a class begins. TARDINESS OF TEN (10) MINUTES OR MORE TO A CLASS WILL BE CONSIDERED AN ABSENCE.
1. On the second unexcused tardy in a class per quarter, and all subsequent tardies, the student will be given detention.
  2. A student arriving late to first period on any day or fifth period on an open campus day must report to the office for a tardy slip. Ethos is considered part of first period.
  3. A student arriving late to any other class will be dealt with by the classroom teacher.

### III. General Information

- A. **SCHOOL DAY:** The school day for grades 1-12 is from 8:10 a.m. to 4:20 p.m. STUDENTS SHOULD NOT ARRIVE AT SCHOOL ANY EARLIER THAN 7:45 A.M. Students should be picked up promptly after dismissal! A supervisor will be on duty until the buses depart at 4:20 p.m.
- B. **CLASSROOM VISITATIONS:** Parents are always welcome to visit their child's classrooms as frequently as they would like and to observe the instructional program. However, classroom schedules need to be taken into consideration when parents plan a visit. Teachers cannot be expected to visit with parents during classroom instructional time. Out of common courtesy, please make arrangements with the classroom teacher in advance and notify the principal.
- C. **GUESTS/VISITORS:** Students may not bring guests to school. ALL VISITORS MUST CHECK IN WITH THE MAIN SCHOOL OFFICE UPON THEIR ARRIVAL TO RECEIVE BADGES.
- D. **LOST & FOUND:** Lost and found items will be placed in the Brown Clarke building, on the old stage by the

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

new Art room and in the Gym, for a reasonable length of time. Students and parents should check the area when something has been lost. Unclaimed items will be disposed of periodically.

PLEASE MARK YOUR CHILD'S CLOTHING, GYM SHOES, BOOTS, ETC. SO THEY MAY BE EASILY IDENTIFIED.

- E. **MEDICATION:** The school personnel are NOT permitted to administer medicine without parental permission (including aspirin) to students. If your child has been ill, and it is necessary to give medication at school, please obtain a medication form from the office or the website and bring it to the school with the medication. There is a prescription medication form that must be completed and signed by the physician and parent or guardian and an over the counter medication form that needs to be completed and signed by a parent or guardian. All medications (including non-prescription) brought to school must be turned in to the office and kept there.
- F. **NURSE:** The school does not have a school nurse on a regular basis.
- G. **PHYSICAL EDUCATION:** Physical Education is an important part of the school curriculum. Students are required to participate in PE unless they have a written medical excuse from a MD. Students are asked to have a pair of gym shoes to be left at the school for PE only. Wellness Education is a part of the curriculum in the Middle and High School. A link can be found on the school website at [www.victor.k12.mt.us](http://www.victor.k12.mt.us).
- H. **TELEPHONE:** No student will be called to the office from class for telephone messages except in the case of emergencies. Messages will be taken and delivered to students. Be sure to have your child make arrangements for after school activities at home before coming to school.
- I. **CELL PHONE:** Students may use cellular phones, and other electronic signaling devices before and after school, and at lunch. There is no expectation of privacy with personal electronic devices on school property or school sanctioned events. Use of electronic devices in the classroom will be at the discretion of the teacher. At no time will any individual be allowed to take pictures or video in a locker room, bathroom, or other location where the privacy of another may be violated. **See discipline policy, pg. 19.**
- J. **CONFERENCES:** Conferences may be initiated either by the school or the parents. Parents wishing to arrange conferences may do so by contacting either the teacher or the school office.
- K. **CHECK-OUT/TRANSFER PROCEDURE:** Any student leaving Victor school either during the school year or at the end of the year, must fill out the appropriate forms or pay any fees required.
- L. **EIGHTEEN (18) & OLDER:** A student who is eighteen (18) or older and resides with a legal guardian must comply with the same rules as all students.
- M. **LUNCH/ BREAKFAST: Purchasing Breakfast/Lunch/Milk**

The kitchen will modify the menu to accommodate special dietary needs, however, a doctor's order is required to keep on file.

**Lunchroom Rules:** The students will:

1. Have good manners.
2. Use a quiet voice at all times.
3. Try all foods served before asking the cook for seconds.
4. Food and containers shall remain in the multipurpose room.
5. No gum

Kindergarten – high school lunches are FREE this year.  
Price for adult lunches is \$3.50 and breakfast is \$1.75

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

### IV. Grading & Reporting Pupil Progress

Grades will be reported on transcripts and progress reports on a 4.0 scale.

4.0=A  
3.0=B  
2.0=C  
1.0=D

### V. Dress Code

(Proposed)

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

1. Shoes must be worn at all times.
2. Underwear will be covered and excessive skin will not be shown during normal activities such as walking, sitting, and going up or down stairs.
3. Clothing will not contain wording or graphics that advertise or promote illegal activities, are sexually explicit, or that contain obscenity or profanity.
4. Wearing items that have been associated with gang activity (regardless of color) will not be tolerated

Personal appearance is primarily the responsibility of the parent/guardian and the student. **The mode of dress for Victor students shall be based on safety, sanitation, modesty and good taste.**

### VI. General Restrictions

- A. At no time will any individual be allowed to take pictures or videos in a locker room, bathroom, classroom or other location where the privacy of another may be violated.

### VII. Homework

A. At times, especially in the upper grades, but even in the primary school, students will be asked to do some home work. Homework refers to work, which the student is assigned to do on his/her own time as an extension of his/her regular work. Homework may result from the non-completion of work assigned and begun in class.

Homework serves a valid purpose when it:

1. Provides essential practice in needed skills
2. Trains students in good work habits
3. Promotes growth in individual responsibility
4. Enriches and extends school experiences
5. Brings students in contact with out-of-school learning resources
6. Helps students learn to budget their time
7. Can be done independently by the student

- B. Parents, you can help the school and the student's teacher a by providing time and encouragement for the student to get his/her homework done. If the student experiences continued difficulty in getting homework done on his/her own, let the teacher and/or counselor know.



## **HIGH SCHOOL/ MIDDLE SCHOOL SECTION**

### **VIII. Emergency Regulations**

Montana law requires at least eight (8) emergency drills be conducted each year. These drills will be conducted at various times during the school day.

#### **A. FIRE DRILLS/BOMB THREATS:**

1. During emergency drills, students are to remain quiet, walk briskly, and keep to the side of the corridor as directed.
2. The student seated nearest the classroom door should hold it open until the last person has vacated the room and then close the door as he/she leaves.
3. Students sitting next to windows should see that they are closed.
4. All students who leave the building should be directed to move away from the building at a safe distance.
5. Teachers are to keep their classes together outside the building, take attendance and report to administration. If a class is with a specialist, the classroom teacher should go to his/her class.
6. The building should not be re-entered until the all-clear signal is given.
7. An evacuation map is posted near the exit of each room.

#### **B. LOCK DOWN PROCEDURES:**

1. Lock down will start with the consecutive rings of the bells in sets of three.
2. All students are to remain in or proceed to nearest classroom and remain calm.
3. The teacher will secure all doors and windows and ensure that all windows are covered.
4. All students are to be in a classroom and accounted for.

### **IX. Title IX & Section 504 Grievance Procedure**

#### **A. STATEMENT OF NON-DISCRIMINATION**

No student shall be denied equal opportunity for education, instruction, participation in extracurricular activities, or employment by the Victor Schools because of policies or practices which discriminate on the basis of sex, race, age or handicap as required by Section 86.91 of the regulations of Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973.

The Title IX designated coordinator will be Juliana Arechaga. The Section 504 Compliance Officer will be Dan Johnston. Inquiries concerning Title IX and Section 504 may be referred to these individuals or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington DC.

A complaint regarding a violation of law and this policy shall be subject to a grievance procedure that provide for the prompt and equitable resolution of disputes.

#### **B. GRIEVANCE PROCEDURE:**

1. The grievant will file a written complaint, stating the specific facts of his/her grievance and the alleged discriminatory act, with the Title IX/Section 504 compliance officer.
2. The compliance officer shall make all reasonable efforts to resolve the matter informally at the administrative level most immediate to the complaint.
3. In the event the complaint cannot be resolved informally, the compliance officer will convene an informal hearing, no later than ten (10) working days after the filing of the complaint, at which both the grievant and the administrator responsible for the disputed action may present testimony and documents relevant to the complaint. Witnesses may be called and cross examined. Detailed minutes of the hearing will be made then kept; a copy of the minutes will be made available to each party. Within ten (10) working days of the hearing, the compliance officer will provide a written copy of his/her determination to both parties.
4. The grievant may appeal the determination of the compliance officer to the Board of Education with ten (10) working days of the receipt of the compliance officer's determination. The appeal shall be in writing and attached to copies of the original complaint, the minutes of the hearing, and the written determination of the compliance officer. The Board may, in its discretion, convene a hearing at which the parties may present additional testimony and argument.
5. With ten (10) working days of the filing of the appeal, the Board shall provide both parties with a written decision.

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

### X. Student Services

- A. **RESOURCE ROOM:** The Victor Resource Room serves students who have special learning needs. In order to be eligible for the services offered in the resource room, the student must have been referred by the parent/guardian, teacher, counselor, or principal for testing. If qualified, and it is the opinion of a child study team, the student will be admitted to the program. An individual education plan (IEP) is developed for each student which helps the student learn at his/her level and rate. Periodic reviews of the student's progress will help insure the awareness of progress and will allow for revision.
- B. **TITLE I:** Our Title I program is designed to meet the needs of students who have not reached the level of performance in reading or math they should have attained. It is the objective of the program to have each identified student increase his/her skills to grade level. Our instructional techniques include teaching students on a one-to-one basis, small groups, and teaching students on their instructional level. Both an elementary and a middle school program are offered.
- C. **SPEECH:** Speech services are available for students who need them. The speech pathologist will:
1. Evaluate speech, language, and voice disorders.
  2. Participate as a member of a child study team to determine if a student is handicapped and, if so determine his/her placement in the program.
  3. Design a speech/language program for the resource room teacher, parent/guardian, or classroom teacher to implement.
  4. Provide periodic follow-up and re-evaluation services to the student.
- D. **VISION SCREENING:** Good vision is one of the keys to good academic performance. Therefore, it is very important that students be screened yearly for vision problems. Parents/guardians of students who appear to have problems are informed by letter of the results of the screening and asked to take the student to an eye care specialist.
- E. **HEARING SCREENING:** Screening is provided each year as well. Results and recommendations are communicated to the parent/guardian of the student.
- F. **GUIDANCE SERVICES:** Victor School provides a counselor to assist students with problems, either personal or school related. All staff members will provide assistance to students as well if needed. The purpose of the guidance program is to help students make a satisfactory adjustment to school, obtain information regarding advanced training, evaluate their abilities and talents, and help the student plan for the future. Support groups will be available for students who wish to join.
- G. **FLUORIDE MOUTH RINSE PROGRAM:** Victor School in cooperation with the local board of health offers students K-6 a fluoride mouth rinsing program to prevent dental decay. Participants will rinse their mouths in school for one minute once each week under supervision. The solution is not swallowed. Participation is entirely voluntary and without cost to the parent/guardian.

### XI. Transportation

Victor School contracts buses with Majestic Bus Services. Victor School will still be involved with the discipline and/or any problems that arise with transportation.

- A. **PARENT/GUARDIAN & STUDENT RESPONSIBILITIES:** Bus riding is a PRIVILEGE and may be revoked if a student chooses to display inappropriate behavior.
1. All students need to be careful when walking adjacent to the buses, especially when they are arriving or departing.
  2. The right of students to ride a school bus is contingent upon their good behavior and their observance of established regulations.
  3. The driver of a school bus shall be responsible for the safety of students on the bus. It is the bus driver's duty to notify the principal if any student persists in violating the established rules of conduct.

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

All students who ride school buses operated by or for the district are expected to abide by the following:

- a. Be on time at the designated school bus stops. Keep the bus on schedule.
- b. Stay off the road while waiting for the bus.
- c. Wait until the bus comes to a complete stop before attempting to enter.
- d. Be careful in approaching the bus stops.
- e. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
- f. Keep all body parts inside the bus at all times after entering and until leaving the bus.
- g. Assist in keeping the bus safe and clean at all times.
- h. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- i. Treat bus equipment with respect. Damage to seats, etc. must be paid for by the offender.
- j. Bus riders should never tamper with the bus or any of its equipment, including the windows.
- k. Keep books, packages, coats, and all other objects out of the aisles.
- l. Help look after the safety and comfort of small children.
- m. Leave no books, lunches, or other articles on the bus. Eating on the bus is allowed only with special permission.
- n. Bus riders are expected to be courteous to fellow pupils and the bus driver.
- o. Bus riders are not permitted to leave their seats or stand while the bus is in motion.
- p. Horseplay is not permitted around or on the bus.
- q. In case of a road emergency, students are to remain in the bus unless otherwise directed by the driver.
- r. The rear door will be used only in time of emergency and only at the direction of the driver.
- s. Absolutely no profane language will be tolerated.
- t. The use of alcohol, drugs, or tobacco products is not permitted on any school bus.
- u. No parking in the bus area, across the street, or in faculty/visitor parking lot.

### B. SCHOOL BUS DISCIPLINE

First (1 <sup>st</sup> ) Violation	Warning (Front Seat Placement)
Second (2 <sup>nd</sup> ) Violation	One (1) week off the bus
Third (3 <sup>rd</sup> ) Violation	Riding the bus is a privilege - Removal for the rest of the year

Severity of the violation will determine the level of discipline, one violation could mean removal from the bus for the full year.

C. **BICYCLES** - Bicycles may be used as transportation. Bicycles will be parked upon arrival on campus.

## SECTION 2

### I. Middle School Academic Requirements:

- A. To be eligible to move to the next grade level, each middle school student must accrue 35 points a year, based on the following:  
**Five (5)** points are awarded each semester for passing each of the following: Communication, Arts, Mathematics, Science, and Social Studies.  
**Two (2)** points are awarded each semester for other classes.  
**One (1)** point is awarded for each trimester course passed.

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

### II. Class Placement

Freshman - 00 - 06 credits  
 Sophomore - 06 - 12 credits  
 Junior - 12 - 18 credits  
 Senior - 18 + credits

Any student who has not attained the necessary credits to place him/her into the next year's class must attend the first board meeting of the year with his/her parents.

Transfer student's credits will be adjusted.

### III. Graduation Requirements for High School

Victor High School students must meet the credit requirements for a diploma to participate in the graduation ceremony and to have their name published in the graduation ceremony brochure and in the newspaper articles.

Victor High School students who plan to participate in the graduation ceremony must be passing all of their required 4<sup>th</sup> quarter mid-term courses (usually at the beginning of May) to participate in the graduation ceremony. Students failing required courses at the 4<sup>th</sup> mid-term will not be allowed to participate in the ceremony, unless they have extenuating circumstances, such as a chronic illness. Students will be issued a diploma when they complete the required courses and can choose to participate in the ceremony for the following year.

#### A. REQUIRED CREDITS:

#### DIPLOMA OPTIONS

STATE DIPLOMA *USED ONLY FOR EXCEPTIONAL CIRCUMSTANCES	GENERAL STUDIES VICTOR HIGH DIPLOMA	COLLEGE/TECH PREP VICTOR HIGH DIPLOMA  (If a student does not get a score of proficiency on the ACT or SAT-the student must take the "Most Rigorous Core" to qualify for university admissions)	(Most Rigorous Core) <b>HONORS VICTOR HIGH DIPLOMA 3.5+G.P.A.</b> *Students must commit to completing a 3 <sup>rd</sup> or 4 <sup>th</sup> year in the areas indicated, both semesters, to qualify for Valedictorian and Salutatorian, and or get the honors mark on their diploma Valedictorian Preference-Top student in class with the following requirements and a 3.5 GPA+ Must have attended Victor Schools for a least 2 semesters prior to the 7 <sup>th</sup> semester to be considered.
ENGLISH: 4 credits	ENGLISH: 4 credits	ENGLISH: 4 credits Must include Eng I ,II, and III	ENGLISH: 4 credits Senior Writing and/ or AP if available
MATHEMATICS: 2 credits	MATHEMATICS: 3 credits Algebra, Geometry & Alg. II recommended	MATHEMATICS: 3 credits Algebra, Geometry and Algebra II required Advanced Math recommended	MATHEMATICS: 4 credits Algebra, Geometry, Algebra II, Advanced Math or Pre Calculus Pre-Calculus, Calculus recommended for Engineering and Science majors and/ or AP if available
SCIENCE: 2 credits	SCIENCE: 2 credits	SCIENCE: 2 credits (additional credits in science recommended such as Chemistry and/or Physics)	SCIENCE: 3 or 4 credits Chemistry (Recommended for future medical careers especially) Physics(Recommended for future engineering careers) and/ or AP if available or other advanced science Chemistry is usually needed for any medical degree program such as Nursing
SOCIAL STUDIES: 2 credits (Must include .5 credit in Government)	SOCIAL STUDIES: 3 credits (Must include 1.0 credit in Government)  *transfer credits from other	SOCIAL STUDIES: 3 credits (Must include World History, US History and Government) *transfer credits from other schools may be considered	SOCIAL STUDIES: 3 or 4 credits (Must include World History, US History and Government) and/ or AP if available *transfer credits in social sciences from other schools may be considered for replacement

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

	schools may be considered for replacement	for replacement	
HEALTH ENHANCEMENT/PE: 2 credits	HEALTH ENHANCEMENT/PE: 2 credits	HEALTH ENHANCEMENT/PE: 2 credits	HEALTH ENHANCEMENT/PE: 2 credits
FINE ARTS (Music & Art): 1credit	FINE ARTS: (Music & Art) 1credit	FINE ARTS: (Music & Art) 1credit	FINE ARTS:(Music & Art) 1credit
Career and Technical Education: ( Technology Ed., Agricultural Sciences , and or Business Ed.): 1 credit	Career Class Requirement: One year of a Business Ed or Agriculture Sci. Class.-this is required for the class of 2017+ (Technology Ed., Agricultural Sciences, and or Business Ed.) 1 credit	Career Class Requirement: One year of a Business Ed or Agriculture Sci. Class.-this is required for the class of 2017+ (Technology Ed., Agricultural Sciences and/ or Business Ed.) 1 credit <u>Tech Prep Courses can count as post-secondary credit</u>	Career Class Requirement: One year of a Business Ed or Agriculture Sci. Class.-this is required for the class of 2017+ (Technology Ed., Agricultural Sciences, and or Business Ed.) 1 credit
	COMPUTER COURSES: 1 credit	COMPUTERS COURSES: 1 credit	COMPUTERS COURSES: 1 credit
ELECTIVES: 8 credits minimum	ELECTIVES: 2 yrs Foreign Language and Career Decisions highly recommended 8 credits minimum	ELECTIVES: 2 yrs. Foreign Language highly recommended 9 credits minimum	ELECTIVES: 2 yrs. Foreign Language highly recommended 9 credits minimum
MINIMUM CREDITS: 20	MINIMUM CREDITS: 25	MINIMUM CREDITS: 26	MINIMUM CREDITS: 27-28
	Any class over the minimal amount in any category is considered an elective credit for the count	This diploma prepares students for admission in the <u>Montana University System</u> (Out of State Colleges may have additional requirements)	This diploma offers difficult and challenging courses designed to prepare students for competitive universities, academic scholarships, and AP courses can lead to early college credit. It is also considered the most rigorous core option and can be used to apply for more financial aid moneys if your family qualifies.

\* 1 credit = 2 semester \* .5 credit = 1 semester \*AP = Advanced Placement- College level courses offered on the internet. Students must pass an exam to receive college credit. # Highly recommended but will be required starting with the Class of 2015.

### IV. Pupil Load

The minimum pupil load for grades 9-12 is up to the administration. Dropping a course more than four (4) days after the beginning of the semester means a failing grade in the course. In extreme circumstances exceptions may be made subject to approval of the administration and the teacher.

A student will have two (2) days to drop or change a course for the FIRST Semester and two (2) days to drop or change a course during the SECOND semester.

A teacher assistant (TA) position is for .25 credit/semester. A student with upper class status must make a request to the administration or counselor for a TA position. Priority for teacher assistant positions will be given to students in grades 11 and 12.

Office Aide, mentorship, Athletic assistant, Math assistant, Reading Assistant, Science Assistant, and Library aide

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

will be given .5 credit. (Mentorship is defined as tutoring elementary students.)

### Course Plan

The counselor will work with each student to develop a four-year plan of course of study.

The plan will be sent home for parent approval and updated each spring as necessary.

### VI. Correspondence Course

For a correspondence course to count towards graduation, that course must be approved by the administration. No more than two (2) credits earned through approved correspondence, extension or summer school courses from accredited institutions may be applied toward graduation.

### VII. Independent Study

- A. Independent study courses have been developed in the Victor School District to be used for summer school courses, alternative school courses and for courses needed for special circumstances. Students can take up to 2 credits (4 semesters) in independent study credit that will be counted toward high school graduation. The independent study credits and correspondence credits will be combined when both are used and they may not exceed 2 credits. Independent study courses will be available to students in the following circumstances:
  1. As a summer school credit.
  2. To make up for courses that have been failed in the regular curriculum.
  3. As an advanced course that is not offered through the regular curriculum these will be offered by the staff in charge of these subject areas (example- Independent Study Computer Science).
  4. When schedule conflicts prevent the student from taking the course through the regular curriculum.
- B. Students must meet with a counselor, the independent study teacher, and an administrator for approval prior to enrollment.
- C. Credit will be given when the student completes the course at .5 credits for each semester course. Detailed information on independent study courses can be obtained at the school.
- D. MTDA Online Courses: Courses offered through the Montana Digital Academy are offered at Victor School District. The courses are taught by instructors from Montana schools with the main purpose for the course offerings being to expand course offerings in smaller rural schools. The courses are accredited and recorded as a course on the student's transcripts. The courses are taught through an online form and are usually facilitated by an onsite teacher/monitor in the computer labs. Students enrolling in these course offerings should be upperclassmen in grades 11 or 12 because the courses are challenging, and the course instructor is not available for daily help as the instruction/communication is entirely online. Students who would like to enroll, who are not in grades 11 or 12 must appeal to a committee made up of administrator, teacher and counselor. The committee will review the appeal and decide to enrollment. Student appealing enrollment must have at least a 3.0 cumulative GPA.

The MTDA courses cannot be used to bypass a regular course that is offered at Victor High School unless there are extenuating circumstances, such as the regular class cannot be fit into a student's schedule or the student has a medical hardship and must learn online at home. Other unusual circumstances will be considered. Students who enroll in a MTDA course to by pass a regular course that is offered at Victor High School must appeal to a committee made up of an administrator, teacher from the academic area in question and counselor. The committee will decide on enrollment.

### VIII. Dual Credit

- Students in grades 11 and 12 have the opportunity to take dual credit classes through an accredited university or college.
- Students taking dual credit courses will be allowed release time equivalent to the time the course time of the class being taken.

## HIGH SCHOOL/ MIDDLE SCHOOL SECTION

- Dual Credit classes will count as one half high school credit for each 3 hour course being taken.

### **Student Mentors/ Office Assistants/ Teacher Assistants**

- A. Athletic assistants, Math assistants, Reading assistants, Science assistants, Office aides, Library aides and Mentorship will earn  $\frac{1}{2}$  (.5) credit per semester for completion of the pass/fail course. A student may only have one mentor class per semester.
- B. Teacher Assistants will earn  $\frac{1}{4}$  (.25) credit per semester for completion of the pass/fail teacher assistant course and/or Office Assistants course. A student can only have one TA class per semester.

### **IX. Work Study**

One-half elective credit per period for work study is available to second semester seniors. The grade will be determined by combining information from the employer and the school work study supervisor.

#### **A. QUALIFICATIONS FOR WORK-TO-CAREER:**

1. Students will be admitted by completing course prerequisites.
2. Students will have completed paperwork. This includes proof of car insurance, Montana Driver's license (if applicable) and a contract signed by employer, parent or guardian and work-to-career supervisor.

#### **B. REQUIREMENTS FOR WORK-SITE:**

1. Prior to employment the site must be approved by a school representative.
2. Must have job prior to enrolling in the class.
3. The employer must be willing to train the student in a marketable job skill.
4. The student must be covered by workers' compensation.
5. The employer supervisor will report all absences to the school work study supervisor.
6. The employer will provide supervision 100% of the work study time.
7. The employer has a work site where student can be located.
8. The work site must be within fifteen (15) miles of Victor.
9. The position may be paid or unpaid.
10. A grade and a written evaluation will be given by the supervisor at the end of each quarter on the work performed.

#### **C. EXPECTATIONS DURING WORK STUDY:**

1. Weekly time sheets must be submitted to the school work study supervisor no later than Wednesday for the preceding week. Late time sheets will be docked five (5) points per day.
2. A final work site evaluation must be turned in one week before graduation using established criteria.
3. The student is expected to be punctual and notify the school and employer if he/she will be absent from work either for illness or school-related activities.

### **X. Honor Roll**

Students earning a 3.0, with no grade below a "C" for a marking period, will be listed on the Honor Roll. In addition a student earning a 3.5 with no grade below a "C" will be listed on the High Honor Roll. All course grades will count towards computing the honor rolls.

### **XI. Progress Reports**

Progress reports will be distributed at mid-quarter.

### **XII. Course Work**

- A. Incompletes: A student will have two (2) weeks unless other arrangements are made to make up an incomplete "I" grade after the quarter ends. If that is not

## **HIGH SCHOOL/ MIDDLE SCHOOL SECTION**

- accomplished, the student will receive an “F” or a “0” for all work not completed.
- B. **Class Work:** Students will have opportunities for learning course content by doing applied practice activities in class; thoughtful and relevant tasks which advance current themes. Students are responsible for all assigned coursework. Students will be provided specific instruction, guidelines and assistance for coursework criteria, and will be provided time in class to complete said work. Teachers will provide supplemental explanation and support as needed: before school, after school and any prearranged times with individual teachers. Students are required to submit coursework in accordance to due dates which are expressly communicated to students by their teachers in advance.
  - C. **Late Class Work:** Work submitted beyond the specified due date will be considered late. Student will be allowed eight school days to turn in coursework deemed late. Late work can be penalized no more than 25%. The teacher will provide specific guidelines.

### **XIII. Valedictorian/Salutatorian**

The selection of VALEDICTORIAN/SALUTATORIAN is based on grades through the 7th semester. Selection will be made by March 31<sup>st</sup>. Only students who have completed the requirements for the **Honors Diploma** will be considered for Valedictorian/Salutatorian.

### **XIV. Lockers**

- A. School lockers and desks are and shall remain the property of the school district. The school board authorizes the superintendent and/or principal to inspect a student's locker when there is reason to believe that the locker is being improperly used or if used for storage of contraband.
- B. Articles of value and money should not be left in lockers. If it is necessary to bring such articles or money to School, students should check them in at the office when arriving at school.
- C. If a student puts a lock on his/her locker, he/she is required to give the principal a copy of the combination or an extra key.
- D. Locker inspections may be held periodically. Students are encouraged to keep lockers tidy at all times.
- E. Items placed in or on lockers must meet appropriate standards for viewing.

### **XV. Closed Campus**

Victor Schools will maintain a Closed Campus during lunch periods for the 2016-2017 School Year. It is the belief of the administration that the risks of an open campus outweigh the benefits.

#### **LEAVING THE SCHOOL GROUNDS OR BUILDING**

- 1. Students may **NOT** leave the school building or grounds at any time during the day unless they have reported to the office and received permission to do so. Parents who wish to have their student leave the school during the day must contact the school office in advance or send a note with the student before the student may be released.
- 2. All motorized vehicles brought to school are to remain parked until school is dismissed or the student has checked out of school with permission.
- 3. Students leaving campus without permission are considered truant whether it is during the school day or at lunch. If the student leaves without permission, he/she will receive in-school suspension.
- 4. Students must be properly checked out in the office to leave in a car.



## DISCIPLINE

### VI. Library Policy

- A. The library will be open from 7:45 to 4:45, as well as during each period of the day. Middle school and high school students must show pass slips to enter from a class. Middle school and high school students should make prior arrangements to use the library if possible. Please do not interrupt scheduled elementary classes.
- B. A quiet and purposeful atmosphere will be maintained for individual study and recreational reading. Group studying will not be allowed without permission. Students causing disturbances will be asked to leave.
- C. Books must be checked out by library personnel only.
- D. Books may be checked out for a two (2) week period and renewed for an additional two (2) weeks.
- E. The library fines for lost books are ten dollars (\$10.00) for paperback and twenty dollars (\$20.00) for a hardback.

### XVII. Recycling

Victor School encourages staff and students to recycle paper as well as other reusable products when it is reasonable and available to the school.

### XVIII. Academic Letter

High school academic letters will be awarded to high school students who have maintained a high school cumulative GPA of 3.5, or above, for 2 consecutive semesters. Students will be awarded a letter or pin at the Annual Academic Awards Ceremony

\*New students to Victor High School, and 9th grade students, cannot receive the award until they have completed two consecutive semesters at Victor High School.

### XIV. **Semester Test Exemption** – A student may be exempt from semester tests if all the following criteria are met at the end of each semester:

1. Accumulate no more than three absences in a class
2. Accumulate no more than two tardies in a class
3. Earn a grade of at least 3.5 in a class
4. Acquire no in-school or out-of-school suspensions
5. Accumulate no more than one detention

Two tests will be mandatory for all students. Mandatory tests will be determined by the administration and faculty. If a student is exempt from a test he or she is NOT required to attend that particular class on the day of the test. Students who are exempt may attend class, go to a designated room or be checked out by a parent. The student may choose to take the semester test even if he or she is exempt in order to raise their grade without the risk of lowering their grade.

### XX. Semester Reward Trip Guidelines

1. Passing all classes with a “C” or better in a quarter and semester.
2. No detentions or suspensions.
3. No more than 4 absences in any one class, excluding approved family emergencies, verified medical absences and school related absences.

# DISCIPLINE

## SECTION 3

### POSITIVE BEHAVIOR INTERVENTION SYSTEM

Positive Behavior Intervention System (PBIS) is a positive behavior system that teaches students to be respectful, responsible and ready. Students are expected to follow codes of conduct posted through the school. Students who are observed being responsible, respectful and ready can receive rewards from school staff. Refer to Appendix C to view the PBIS Behavior Matrix.

A strong and fair discipline system helps to insure safety and order in the learning environment. It can also help to insure that no one will be denied his/her education because of the actions of others in the classroom or school. A discipline system should also be at the heart of our desire to teach students the difference between right and wrong and that they are responsible for their actions and the consequences of those actions. The staff and administration at Victor School will work together to achieve these ends.

It is hoped that students will follow our rules and show respect to others around them, as well as to school property. When they fail to do so, they are liable for disciplinary action.

#### **I. State Law**

It is important, too, that it is recognized that Montana law clearly establishes guidelines for student behavior:

Any pupil shall comply with the policies of the trustees and the rules of the school which he/she attends; pursue the required course of instruction; submit to the authority of the teachers, principal, and district superintendent while he/she is in school or on school premises, on his way to and from school, during lunch hour or recess.

Any pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, or books belonging to the district, or harms or threatens to harm another person or his/her property shall be liable for punishment, suspension, or expulsion under the provisions of this title.

When a pupil defaces or damages school property, as defined above, his/her parent or guardian shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of such damage.

#### **II. Due Process**

Courts tend to agree today that in serious disciplinary matters; i.e. those that might result in expulsion or long-term suspension, students have a right to due process. As a general rule, then, the more serious the alleged offense, the more thorough and careful our procedures must be. Due process is a legal term which implies procedural fairness. We therefore will:

- A. Tell the student what he/she is alleged to have done and mention the school rule prohibiting such action.
- B. Tell the student the evidence against him/her and hear his/her side of the story.
- C. If it becomes necessary to pursue the matter beyond simple in-school discipline, the responsibility for assuring the student's right to adequate due process will be assumed by the administration.

#### **III. Appeal**

A basic ingredient of law, is that one who is not satisfied with a decision may appeal it to a higher authority - this, too, is an integral part of due process. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent. The superintendent's decision may then be appealed to the Board of Trustees, and if still not satisfied, the student may (through an adult) appeal his/her case to a court.

## DISCIPLINE

### IV. Fairness

It is understood that teachers and the administration will always attempt to administer these policies and rules in a fair and equitable manner. It must be remembered by all, though, that each case must be judged on its own merit.

### V. High School/ Middle School - Be Responsible, Be Respectful, Be Ready

- A. **RESPECT FOR STAFF** - It is expected that all students will show respect for all school staff. Failure to show proper respect for staff and/or to obey their reasonable directives will result in being sent to the office immediately.  
*Minimum punishment: In-school Suspension*
- B. **CARE OF SCHOOL PROPERTY** - It is expected that students will be proud of their school and take care of it. Students who damage school property intentionally shall be held responsible for the cost of repairing or replacing said property. Students caught damaging or defacing school property will be sent to the office.  
*Minimum punishment: Restitution and/or In-School Suspension*
- C. **RESPECT FOR OTHER STUDENTS** - It is expected that all students will show respect for each other. There is to be no harassment (this means unauthorized freshman initiation as well as sexual harassment) of any student, including intimidation, initiation, and physical abuse. This includes online and or digital media. The following behaviors will not be tolerated:
1. Fighting of any kind will not be tolerated.
  2. Intimidation or verbal threats.
  3. Sexual harassment (See Sexual Harassment Policy #3225 in back of book)
  4. Bullying
  5. Hazing of any kind, including initiations
  6. Lewd comments of any kind
- Minimum punishment: In-school Suspension or Out-of-School Suspension*
- D. **RESPECT FOR PROPERTY** - Theft of any nature is unacceptable. Any student caught stealing will be sent to the office immediately.  
*Minimum punishment: Out-of-school Suspension*
- E. **TEST TAKING** - Federal and State required testing (i.e. Montana CRT, Measured Progress Test) is essential to receive Federal and State funding. Therefore, not cooperating with the testing format is unacceptable. This includes, but is not limited to: refusing to take the test, bubbling the test sheet, and disruption of the class.  
*Minimum punishment: In-School Suspension*
- F. **DRUGS AND ALCOHOL** - A student shall not knowingly possess, use, transmit, or show evidence of being under the influence of any illegal drug or alcoholic product during school hours on or off campus, or at school sponsored functions. This includes all prescription drugs and over-the-counter medications that are not on file in the office for a specified use. Further, a student shall not possess any drug paraphernalia during school hours on or off campus, or at school sponsored functions.  
*Minimum punishment:*  
*1<sup>st</sup> Offense: 3 days OSS/Behavior Contract/Rehabilitation for student at student expense.*  
*2<sup>nd</sup> Offense: 5 days OSS/Drug counseling or classes/ No Extracurricular activities for remainder of school Year.*  
*3<sup>rd</sup> Offense: Recommend for expulsion.*  
*A first or second offense may be upgraded as necessary, depending upon the severity of the offense.*
- G. **TOBACCO PRODUCTS** - A student shall not possess or use any tobacco product during the school day or at school sponsored functions. *Minimum punishment: Out-of-school Suspension*

## DISCIPLINE

### H. POP/FOOD/GUM -

1. For middle school: no gum shall be allowed in any classroom during class time.
2. For High School: Teachers may allow food or drinks at their own discretion.
3. Sunflower seeds that are in the shell are not allowed in the school building at any time.
4. Any pop purchased during a class period without a teacher's permission, will be confiscated.
5. Tobacco look-alike products (i.e. bubble gum or jerky in tobacco cans) are not allowed.
6. Please be aware of the need to keep litter and trash out of the halls. Use the trash cans.

#### **HAVE PRIDE IN YOUR SCHOOL!**

*Minimum punishment: Detention*

### I. HALL RULES - Students are expected to walk while in the halls, and not push or harass other students.

### J. HALL PASSES - All Student must have a pass from his/her teacher.

*Minimum punishment: Detention*

### K. SNOWBALLS, ROCKS, - Throwing inappropriate objects such as snowballs, rocks, wood chips, etc. will not be tolerated.

*Minimum punishment: Detention or ISS*

### L. CARS - Students are not to be in or near cars during school hours unless authorized to do so by the office.

*Minimum punishment: In-school Suspension and loss of open campus privileges*

### M. PUBLIC DISPLAY OF AFFECTION - Couples must conduct themselves properly at all times, while in school and at all after-school activities. In high school, couples are restricted to holding hands in the halls and on the school grounds. Otherwise a strict "hands off" policy will be observed.

*Minimum punishment: Detention*

### N. CHEATING AND PLAGIARIZING - A student who is determined to be cheating or plagiarizing will be given no credit for that assignment or test.

*Minimum punishment: Detention*

### O. CELL PHONE USE- Students may use cellular phones, and other electronic signaling devices before and after school, and at lunch. Uses of electronic device in the classroom will be at the discretion of the teacher. At no time will any individual be allowed to take pictures or video in a locker room, bathroom, or other location where the privacy of another may be violated. Students who are defiant and do not comply to teacher request will be sent to the office.

*Minimum Punishment: Detention and parent notification.*

### P. WEAPONS - No weapons may be allowed in the school. This includes any type of pocketknife. Any knife taken from one class into another class will be an infraction of this rule.

*Minimum Punishment: Out-of-school suspension - Possible Expulsion*

### Q. DISCRIMINATION - Students will not make racial slurs or discriminating remarks in any way in regards to gender, race or religion.

*Minimum Punishment: In-school suspension*

### R. Smoking Devices – Devices used to inhale substances of any kind and or that emulate smoking are strictly prohibited at school, school sponsored activities, field trips and activity trips. Medically prescribed inhalers are permitted but must be kept in the office during school hours and with the coach or teacher during activities.

*Minimum Punishment: Out-of-school suspension*

### S. TECHNOLOGY/ INTERNET POLICY VIOLATION - *See Appendix B* - Students will not tamper with any technology, such as computers, CD ROM, etc., with malicious intent or in violation of internet policy. This

## **DISCIPLINE**

includes downloading inappropriate websites, and printing for personal use.

*Minimum Punishment: In-school suspension and loss of computer privileges for nine (9) weeks. A suspension from computer or internet use for up to one year may be administered depending on the seriousness of the offense.*

- T. LANGUAGE** - Profanity, vulgarity or other types of disrespectful language will not be tolerated.  
*Minimum Punishment - Detention*
  
- U. TRUANCY** - Truancy is any unexcused absence, ditching from class, leaving campus without being properly checked out, leaving class without permission, or not returning to class promptly.  
*Minimum Punishment: In-School Suspension*
  
- V. HONORS** - Victor School expects our high school and middle school students to be good examples for our younger students as well as quality representatives for their school. School awards and honors are visible rewards for such outstanding behavior and achievement. Certain behavior can and should be cause for not granting such honors. THE SCHOOL BOARD HAS DETERMINED THAT IF A STUDENT IS SUSPENDED FROM SCHOOL FOR THE USE OF DRUGS OR ALCOHOL OR EXPULSION FROM SCHOOL, HE/SHE WILL FORFEIT THE RIGHT TO ANY SCHOOL SPONSORED AWARD OR HONOR FOR THE REMAINDER OF THE YEAR. Any awards earned for athletic season prior to the suspension or expulsion will be granted.

### **VI. Classroom/School Wide Discipline**

At all levels of our discipline process, we want to involve the parents/guardians of our students. It is absolutely essential that the school and parents/guardians work together to help students become responsible young people who know and understand the difference between right and wrong. Students are under the jurisdiction of all school personnel, whenever they are on school property or are involved with school activities.

Students may be ineligible for school-sponsored trips (class field trips, pep-bus trips, senior trip, 8th grade trip) if there is documented evidence of persistent and major discipline referrals for that quarter/semester.

#### **A. DETENTION**

1. Individual teachers will determine the rules and guidelines for conduct in their own classroom. The rules will be explained during their first week. The teacher will also explain the consequences if the rules are violated.
2. In addition, good behavior, both on the grounds and in the halls, is important in helping set the tone of behavior in the classroom and during the other scheduled times during the school day. It also helps the individual students improve their own self-discipline.
3. Detention – Major Infraction
  - a. Detentions may be assigned to students for violations of classroom and/or school rules.
  - b. Detention **MUST** be served the next school day following the day it is given unless prior arrangements are made with the Principal. Bus students may not be kept after school the day of the infraction unless the parent/guardian has been contacted to arrange for a ride.
  - c. Failure to serve the detention will be reported to the office and result in an In-School Suspension.
  - d. Detention has priority over extra-curricular activities.
  - e. Re-occurring (3) detentions will result in ISS.
  - f. A student serving detention **MUST** be working on school related subjects/materials during detention time. Newspapers and magazines will not be accepted.

#### **B. IN-SCHOOL SUSPENSION**

1. In-School Suspension (ISS) involves the disciplinarian/administration and includes an effective in-school suspension. Such a program can be an effective deterrent to chronic misbehavior and/or serve as a viable step in a progressive system of discipline. These programs seek to create a situation where the students, especially one with a chronic behavior problem, can be isolated from the rest of the students, counseled, and given an opportunity to consider their behavior and how he/she can change that behavior.

## DISCIPLINE

2. Basic Guidelines for In-School Suspension:
  - a. The student will be in the in-school suspension room or designated area.
  - b. The student will be closely supervised.
  - c. The student will eat by him/herself only at the designated lunch period.
  - d. Students may not sleep and must be working on school related activities at all times.
  - e. Students may leave to use the bathroom once in the morning and once in the afternoon. They will be escorted.
  - f. Students cannot practice, play, or participate in extracurricular activities on the day of an ISS whether they serve the entire day or any part.
  - g. Students may not talk or communicate in any way to other students.
  - h. Students placed on in-school suspension will not be counted absent from their regularly scheduled classes. They will be awarded credit for the assigned work they accomplish just as they would were they in attendance in their regular classes. Should their class work involve discussion, debate or other group work that can be done only in the classroom, an alternative writing assignment will be given by the teacher for make-up.
  - i. Cell phones, i-pods or any other electronic devices are not allowed.
  - j. The students will receive counseling and complete additional tasks as deemed necessary by the disciplinarian/administration.
  - k. Parents/guardians will be notified when students are placed on in-school suspension.
  - l. If a student is placed in in-school suspension and displays the same behavior in the future, the next offense will result in out-of-school suspension.

### C. OUT-OF-SCHOOL SUSPENSION

OUT OF SCHOOL SUSPENSION (OSS) IS FOR AN ACCUMULATION OF DISCIPLINE REFERRALS OR A MAJOR INFRACTION.

1. Students who are absent as a result of a suspension are responsible for the work missed. Credit will not be granted for the makeup work, unless there are extenuating circumstances.
2. After a hearing with the administration, punishment will be out-of-school suspension for no more than 10 days. When the student completes his/her out-of-school suspension, his/her parents/guardians will be asked to bring the student back to school for a conference with the disciplinarian/administrator in charge of the disciplinary action.
3. If a student displays chronic misbehavior which merits more than **ONE** out-of-school suspension, he/she may be recommended for expulsion.

### D. EXPULSION

"Expulsion" is the exclusion of a student from school by action of the Board of Trustees for not less than the rest of the semester for which the student is presently enrolled and for not more than one complete academic year after that semester. If a student is expelled during a semester, the student may or may not receive credit for that semester.

#### **Procedure:**

The principal of a school may recommend the expulsion of a student. The recommendation shall be in writing, addressed to the superintendent and shall set forth in detail the charges of misconduct upon which the recommendation is based. The recommendation shall propose the length of the expulsion, when it shall begin and whether or not the student should be granted credit for work completed in the present semester. The names of the persons who may be called as witnesses shall be listed on the recommendation.

Attached to the copy of the recommendation shall be a printed statement informing the student that expulsion has been recommended and of the student's right to request a hearing of the charges, to present a defense, to be represented by another person, to confront and cross-examine witnesses and to present information against the punishment recommended. This statement shall also state the maximum length of time for which the student may be expelled and the possibility of loss of credit for the present semester. It shall also inform the student that he/she must request in writing a hearing within 10 days or he/she shall be held to have admitted the truth of the recommendation.

## ACTIVITIES

### E. PROGRESSION OF CONSEQUENCES

1. Three detentions in one quarter - ISS
2. Three ISS in one semester - OSS
3. Three OSS in one year - Long term suspension or expulsion
4. ANY OFFENSE MAY BE UPGRADED DEPENDING ON THE SEVERITY OF THE ACTION.
5. STUDENTS WHO ARE REPEATEDLY IN OSS WILL BE REVIEWED BY AN INTERVENTION TEAM.

## VII. Activities

EXTRA-CURRICULAR ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO: ATHLETICS, DRAMA, PEP BAND, STUDENT COUNCIL, NATIONAL HONOR SOCIETY, CLASS REPRESENTATIVES, FFA AND BPA.

It is the belief of Victor School that participation in Victor's extracurricular program is a privilege. Sound educational programs must be based on some kind of philosophy which gives them direction and support. This premise holds true even for our extracurricular and athletic programs. All our endeavors with young people teach skills and values either directly or indirectly. We must be sure that what we teach and why we teach it is for the right reasons.

We want to provide worthwhile educational experiences for all students participating in our extracurricular activities. We believe students learn to work together towards a common goal and to accept individual responsibility.

In athletics they learn as well the qualities of good sportsmanship. We also believe that athletics should provide enjoyable recreation for all concerned whether the game is won or lost.

STUDENTS AT VICTOR HAVE DEMONSTRATED DEDICATION AND COMMITMENT TO ACTIVITIES AT THE SCHOOL. WE ARE PROUD OF THEIR PARTICIPATION, EFFORTS, AND ACCOMPLISHMENTS.

### A. ELIGIBILITY - Eligibility will be determined by the following:

1. Students must maintain a 2.0 (C) in each of five of their classes. Eligibility will be considered at the end of each quarter grading period. Students must also meet all MHSA eligibility requirements. A "P" for passing will be considered a "C" or better.
2. A student may become eligible at mid-quarter if they meet the above criteria.
3. Grades will be updated each Tuesday morning by 8:30 a.m.
4. As a support measure, grades will be checked weekly. Students who have a "D" or an "F" in any class, will be required to attend tutoring in that class before they will be allowed to practice. If practice is in the morning, students must have gone to tutoring the day prior. Coaches and teachers will be responsible for enforcing the tutoring policy.
5. Eligibility will go into effect each quarter and continue through to the midterm or following quarter, with exception of the first quarter. Students who were ineligible at the end of the 4<sup>th</sup> quarter will become eligible on the first day of school but will be on a weekly grade check until mid-quarter.
6. On one-time activities such as reward trips, homecoming activities etc., the administration and staff may meet to discuss possible participation, with consideration given to the student's effort or progress.
7. A student may become eligible by taking a summer school course, at the student's expense.
8. Middle school will start clean each fall quarter. Sixth graders will not be included in eligibility.
9. 7<sup>th</sup> and 8<sup>th</sup> grade students must maintain an average of 70% (2.0) per quarter.

**New Student Eligibility:** Transfer student's eligibility will be determined according to MHSA eligibility standards (Article II, Section 3) to determine eligibility. Transfer students will comply with Victor School eligibility standards upon the first official, published eligibility grading period during which that student attends Victor School.

These criteria adhere to and exceed the MHSA Academic Eligibility set forth in Montana High School Association Handbook.

## ACTIVITIES

- B. **PHYSICAL EXAM** - A current physical examination is required of all athletes. Managers do not need a physical.
- C. **RANDOM DRUG TESTING** - Students in grades 9-12 and their parents must sign a form consenting to confidential random drug testing as set forth in board policy #3350.
- D. **Participation Rules:**
1. The possession, distribution, and use of alcohol, drugs, tobacco/nicotine, and/or any other illicit controlled substances by students is illegal and not permitted at Victor School.

The effects of using these products greatly impact a person's ability to properly function, rationalize, react, operate machinery or a vehicle and in many cases can cause bodily harm and/or death.

The School Board, administrators, staff, and parents strongly suggest that if a student encounters any other student breaking this rule/law on or off campus it is the responsibility of that student to immediately remove themselves from this potentially dangerous situation and notify the proper authorities. Association with this type of illegal behavior can have negative impacts and/or consequences on the student who is in the presence of someone breaking this rule.

Any student involved in athletics or extra-curricular activities who disobeys this rule WILL minimally be subjected to the following consequences (Refer to Board Policy 3340). Depending upon the severity of the infraction the student may not be able to participate in any extra-curricular activities at Victor School and could potentially be expelled from Victor School.

### **First Violation:**

- a. Upon suspicion of violation Parents/Guardian will be notified and a meeting will be scheduled with involved parties.
- b. Suspension of up to two games/activities (the student may practice, but not play or participate in the contest, games or events).
- c. Upon negative test results from a school-approved test (taken at the student's expense) and after completing the suspension of two games/activities, the student may participate again in all events.
- d. Students must enroll and participate in a school approved chemical dependency program at the student's expense. Certification of successful completion must be presented to the administration. The student may resume play or participation in contests or events as long as they remain active in the chemical dependency class until completed.
- e. The authorities will/may be contacted.

### **Second Violation:**

- a. Upon suspicion of violation Parents/Guardian will be notified and a meeting will be scheduled with involved parties.
- b. Suspension of all games/activities for the current sports/activities season (the student may practice, but not play or participate in ANY contests, games or events).
- c. Student must obtain a school approved professional drug/alcohol/tobacco/nicotine evaluation and then follow the evaluation recommendations. Upon completion of the evaluation and subsequent recommendations, the student is then eligible to participate in the next sports season.
- d. The authorities will/may be contacted.
- e. Any student found in their second violation of this policy will not be nominated for all conference, all-state or any post-season awards.

### **Third Violation:**

- a. Upon suspicion of violation Parents/Guardian will be notified and a meeting will be scheduled with involved parties.
- b. Prohibited from ALL contests, games and/or events (including practices) for one school calendar year.
- c. Student must obtain a school approved professional drug/alcohol/tobacco/nicotine evaluation and then follow the evaluation recommendations. Upon completion of the evaluation and subsequent



## ACTIVITIES

recommendations, the student is then eligible to participate in the next calendar year sports/activities season.

- d. The authorities will/may be contacted.
- e. Any student found in their third violation of this policy will not be nominated for all conference, all-state or any post-season awards.

The following curfew hours are in effect during an athletic/activity season. The student will:

- a. Be at home or under supervision of a parent/guardian by 12 midnight on weekends. A weekend is considered Thursday, Friday and Saturday.
  - b. Be at home or under supervision of a parent/guardian by 10:00pm on week nights and nights before a sports game or event. Weeknights are considered Sunday through Wednesday.
  - c. If it becomes necessary to change the above hours for any reason, it must be cleared with the coach/advisor in advance.
3. **Good sportsmanship is one of the main goals of all athletic programs.** Foul and/or abusive language, and/or obscene gestures will not be tolerated.
  4. A student absent on the day of a scheduled activity will not be allowed to participate in that activity unless prior approval has been obtained for an excused absence. A student with an unexcused absence on the prior school day will not be allowed to participate in an activity on the following day, until they attend the next school day. Extenuating circumstances may be accepted with the prior approval of the administration.
  5. Students are to ride to all away events with the team on the team bus. Students are to return to the school on the team bus under the supervision of coaches unless they have been released to their parent/guardian (A parent must sign a form when they take their child). **When travel with parent/guardian is requested**, the parent/guardian must make a face-to-face request to the coach/supervisor. **Normal bus rules will be enforced for all activities. Failure to comply can lead to loss of riding privilege.**
  6. Students are expected to dress in a proper manner as representatives of Victor School. Students will wear appropriate pants, shirts, dresses, skirts and/or blouses. No alcohol or tobacco endorsements. No baseball style hats are allowed.
  7. The coach/supervisor has the final authority to supplement any rules he/she considers necessary. Any athlete reported for a violation of participation rules will be called in for a conference with the principal, athletic director and the coach involved. After careful examination of the facts, disciplinary action will be taken if warranted. Discipline could include partial suspension from participation in the activity or sport or permanent removal from said activity or sport.
- E. **APPEAL** - Should a student feel he/she is being unjustly treated in a suspension instance, he/she may present to the principal, athletic director or superintendent a written request for a hearing before the following committee. Said document should present all pertinent facts in the case and be signed by the student and the student's parent or guardian. The committee shall consist of the school board chairman or designee, the head coach/supervisor, the superintendent, the principal, and the athletic director.

It should be understood that the power of this committee cannot override the duties and powers of the administration as directed by state statutes, the board of trustees, and the Montana High School Association.

1. Appeal Progression:
  - a. Athletic Director, if the decision is not acceptable, student has five (5) days to appeal to next level
  - b. Superintendent, if the decision is not acceptable, student has five (5) days to appeal to next level
  - c. Appeals Committee, if the decision is not acceptable, student has five (5) days to appeal to next level

## ACTIVITIES

### d. School Board

#### F. **LETTERING** - The following criteria have been established:

1. Basketball - A student must participate in twenty-four (24) quarters.
2. Football - A student must participate in twelve (12) quarters.
3. Volleyball - A student must participate in twenty (20) games.
4. Track - A student must earn twelve (12) team points or qualify for the divisional meet.
5. Any violation of the first two participation rules will result in no letter being awarded for the season.
6. Lettering criteria exceptions may be made by the coach for all athletes and managers.
7. Managers - A student must attend all practices and required games unless excused by the coach, and do as requested.
8. Music
  - a. In order to be eligible to receive a letter, students must have maintained at least an 80% grade score on all quarter and semester grades.
  - b. Members **MUST** attend all scheduled performances or in the event of an unavoidable absence turn in the required individual performance tape.
  - c. Members must be enrolled in at least three (3) quarters, unless there are mitigating circumstances.
  - d. Members must have exhibited the desire to become better performers, and represent the school and the music program in a positive manner when performing or traveling.
9. Academic - In order to be eligible to receive an academic letter students must maintain for two (2) consecutive semesters a 3.5 or above GPA.

#### G. **RIDGEWAY SETTLEMENT AGREEMENT** - The district will comply with the intent and terms of the Karyn Ridgeway et al., v. Montana High School Association et al. settlement agreement as outlined in the MHSA Handbook to whatever extent those terms are applicable to the athletic programs at Victor School.

#### H. **MIDDLE SCHOOL ATHLETIC GUIDELINES**

1. Safety is the paramount concern. At this stage in the student's development, conditioning against injury must be stressed. As well, putting students in positions where they must face much larger or stronger opponents cannot be allowed. Coaches must insure that athletes do not re-enter a contest after being injured and/or dazed unless he/she is confident that the condition will not be further aggravated.
2. This is the age where fundamentals must be emphasized. These are the fundamentals of the game, working as a team, and good sportsmanship. A greater amount of practice time must be spent on these aspects. Also, as fans and parents, we must strive always to model the good sportsmanship behavior that we want these young athletes to learn.
3. It is important to coordinate high school and middle school programs. Head coaches will provide input on what can and should be taught and stressed concerning skills and drills.
4. In order to make the sport as enjoyable and as individually profitable as possible, the student must have playing time in a game situation. Therefore, if the student has been to practice on a regular basis, is willing and able to play, and all safety considerations have been satisfied, the athlete will be afforded every opportunity to play in each game.
5. It is hoped that this approach will provide a strong foundation for an outstanding athletic program at Victor School and that it will enhance the personal development of all students it touches.

#### I. **PRINCIPAL APPROVAL** - All school sponsored activities must be approved by the principal. The teacher/coach must notify all staff members one week in advance with a list of students involved. Students are to make up work in advance whenever possible.

#### J. **DANCE RULES**

1. Faculty advisors must be present at all dances.
2. Only Victor high school students, 9 - 12, will be allowed unless special permission is granted in advance by the principal. (Middle school students may not bring guests under any condition.)
3. All dances will require the supervision of at least one male and one female chaperone.
4. The organization sponsoring the dance is responsible for cleanup.
5. High school students may not attend middle school dances and middle school students may not attend

## **ACTIVITIES**

high school dances.

6. If a student leaves the dance, he/she will not be allowed to return.
7. All school rules will be enforced.
8. Hours for dances are: No later than 1:00 a.m. for high school.
9. Middle school dances will only take place during the academic day.

### **K. STUDENT RESPONSIBILITIES WHILE ON ACTIVITY TRIPS**

1. The student should be at the school at least fifteen (15) minutes before the bus is ready to depart. When there is a charge for the bus, payment must be made in advance of the trip. Insufficient numbers will force cancellation of buses.
2. Students are under the full authority of the chaperon and bus driver from the time they are picked up until they return to school. Students may be assigned seats on the bus.
3. Students need to maintain reasonable quietness throughout the entire trip. Remember your safety is in the bus driver's hands. Your cooperation is needed.
4. When arriving at the destination, the student will conduct himself/herself in such a manner that we can all be proud to say we are from Victor. Once the bus unloads, the student is to enter the building and remain there until the activity is over, unless given instructions to do differently.
5. Any student who signs up to ride an activity bus must return with the activity bus, unless they have been released and signed out to his/her parent/guardian. Violation of this rule will result in the student losing the privilege to ride on further activity trips for the remainder of the year.

## **VIII. Honor Activities**

- A. **NATIONAL HONOR SOCIETY** - National Honor Society is open to sophomores, juniors and seniors who have a cumulative 3.5 GPA by the end of the first semester each year. Students are selected on the basis of leadership, service and character by a faculty council.
- B. **HUGH O'BRIEN CONFERENCE (HOBY)** - The Hugh O'Brien leadership conference brings together outstanding sophomores from all over the state for workshops on leadership and our free enterprise system. Each year one sophomore from Victor High School is selected to represent the school at the conference.
- C. **MONTANA BOYS & GIRLS STATE** - These programs are designed to familiarize students with the practical function and operation of our state and local governments. Delegates are juniors selected by the faculty and administration on the basis of leadership, character, scholarship and interest in the governmental process. The delegate and alternate must submit an application that is reviewed by the faculty and administration. The final selection is based on communication, persistence, integrity, cooperation, scholarship, and interest in the governmental process.

**IX. Admission Prices**

*Admission prices subject to change at the discretion of the Administration (in accordance with other schools).*

<b>High School Athletics</b>	<b>Single Games</b>
Adults	\$4.00
Students K-12	\$2.00
Preschool	Free if accompanied by parent/guardian
Victor students K-12	Free
Seniors (65 yrs. or older)	\$1.00
Former students with college ID	\$1.00

<b>Double Headers</b>	
Adults	\$6.00
Students	\$3.00
Seniors (65 yrs. or older)	\$2.00

<b>Middle School Athletics</b>	
Adults and Students	\$2.00
Seniors (65 yrs. or older)	\$2.00

**Activity Pass Fee:**

Parents will have an opportunity to purchase an activity pass that will provide entry to all paid Victor School extra-curricular activities.

- \$ 60.00 Per adult to attend all paid Victor School extra-curricular activities
- \$130.00 For all immediate family members to attend any paid Victor School extra-curricular sports activity **PLUS allow their children to play in any or all school sponsored sports**

**FREE BREAKFAST AND LUNCH FOR GRADES K-12**

All students in grades K-8 will have free breakfast and lunches through the year 2019 and 9-12 through the year 2020, due to the community being eligible for the program. At the time of renewal the community may or may not qualify and the District may have to charge for meals at that time. The District does have the right to cancel the program at any time. Seconds do cost \$.55 (K-12). Extra milk is \$.40 (K-12)

**ADULT LUNCHEES AND BREAKFASTS**

Adult lunches and breakfasts have been changed this year.  
Adult Breakfasts are \$1.75  
Adult Lunches are \$3.50

## SECTION 4

### APPENDIX A

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#### I. Students

##### Hazing/Harassment/Intimidation/Bullying/Menacing

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated.

##### A. Definitions

1. Third parties include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
2. District includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
5. Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop, and that has the effect of:
  - a. Physically harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - c. Creating a hostile educational environment.Bullying is prohibited even at non-school-related locations/events or through use of non-school-owned technology if it creates a hostile environment at school for the victim, infringes on the victim's rights at school, if a student's welfare is impacted, or materially and substantially disrupts the education process or the orderly operation of the school.
6. Intimidation includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
7. "Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, or menacing in violation of this policy is encouraged to immediately report his/her

concerns to the building Principal or the Superintendent, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building Principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

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

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

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

## **APPENDIX B**

### **Victor School District Internet Acceptable Use Procedure**

We are very pleased to bring internet access to the Victor School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- A. Electronic mail (email) communication with people all over the world.
- B. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- C. Public domain software and graphics of all types for school use.
- D. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics.
- E. Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
- F. Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

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

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Victor School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The Signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed have read the terms and conditions carefully and understand (s) their significance.

## Internet -Terms and Conditions of Use

- A. Acceptable Use - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Victor School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- B. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Victor School District staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Victor School District may request the system administrator to deny, revoke, or suspend specific use accounts.
- C. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but not limited to) the following:
  - 1. Be polite. Do not get abusive in your messages to other.
  - 2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - 3. Do not reveal your personal address or phone numbers of students or colleagues.
  - 4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - 5. Do not use the network in such a way that you would disrupt to use of the network by other users.
  - 6. All communications and information accessible via the network should be assumed to be private property.
- D. Victor School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Victor School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Victor School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- E. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Victor District Internet Coordinator. Do not demonstrate the problem to others. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- F. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

Students must abide by the above Internet Use Procedure. Violation(s) of the regulations above is unethical and may constitute a criminal offense. Should violations be committed access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Victor School District has taken precautions to eliminate controversial material. However, it is impossible for Victor School District to completely restrict access to all controversial materials and cannot be held responsible for all materials acquired on the network.

**Appendix C**  
PBIS Behavior Matrix

Updated 2/25/15

	Hallways	Restrooms	Lunchrooms	Playground	Instructional Settings	Bus			
Be Respectful	<ol style="list-style-type: none"> <li>1. Walk forward on the right side of the hallway</li> <li>2. Keep hands and feet to yourself</li> <li>3. Talk quietly with clean language</li> <li>4. Close lockers gently</li> </ol>	<ol style="list-style-type: none"> <li>1. Allow others privacy</li> <li>2. Talk quietly with clean language</li> </ol>	<ol style="list-style-type: none"> <li>1. Sit at appropriate tables</li> <li>2. Keep hands, feet and food to yourself</li> <li>3. Be polite, use please and thank you</li> <li>4. Talk quietly with clean language</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep hands and feet to yourself</li> <li>2. Use equipment as it was intended</li> <li>3. Be inclusive</li> <li>4. Take turns and share</li> </ol>	<ol style="list-style-type: none"> <li>1. Come with a positive attitude, ready to learn</li> <li>2. Encourage others with positive comments</li> <li>3. Talk quietly with clean language when appropriate</li> <li>4. Use materials appropriately and as instructed</li> <li>5. Treat substitutes as school personnel</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep legs in your own seat</li> <li>2. Keep possessions in your own lap</li> <li>3. Keep area clean</li> <li>4. Face forward</li> </ol>			
Be Responsible	<ol style="list-style-type: none"> <li>1. Have a hall pass</li> <li>2. Pack it in, pack it out or throw it away</li> <li>3. Keep lockers organized (your stuff in your locker completely)</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash hands, paper towels in trash cans</li> <li>2. Flush toilets</li> <li>3. Use with permission during class times</li> <li>4. Report problems to staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Pack it in, pack it out or throw it away</li> <li>2. Food leaves only with permission</li> <li>3. Eat the variety of food choices</li> <li>4. Report problems, spills</li> </ol>	<ol style="list-style-type: none"> <li>1. Ask the playground adult permission to leave</li> <li>2. Follow game rules</li> <li>3. Return equipment to inside the building by the doors</li> <li>4. Collect personal belongings</li> </ol>	<ol style="list-style-type: none"> <li>1. Do your best work</li> <li>2. Follow dress code</li> <li>3. Follow classroom rules</li> <li>4. Turn in homework on time</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay in seat</li> <li>2. Must have note from parent to alter route</li> <li>3. Keep body parts and objects in bus</li> </ol>			



				<ul style="list-style-type: none"> <li>5. Wear appropriate clothing for the weather</li> <li>6. Report problems to staff</li> </ul>					
Be Ready	<ul style="list-style-type: none"> <li>1. Move promptly to next destination</li> </ul>	<ul style="list-style-type: none"> <li>1. Use during passing time, lunch or coming in from recess</li> </ul>	<ul style="list-style-type: none"> <li>1. Know your lunch number</li> <li>2. Stay at your table</li> </ul>	<ul style="list-style-type: none"> <li>1. Freeze when you hear whistle and wait for directions</li> <li>2. Line up quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>1. Come to class prepared with required materials for that class</li> <li>2. Be in class on time</li> </ul>	<ul style="list-style-type: none"> <li>1. Be prepared to board bus on time with all of your materials</li> </ul>			

**COMPLAINT FORM**

Person filing this complaint: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Statement involves complaint against whom:  
\_\_\_\_\_

Please describe in detail the events surrounding the complaint against the above-named person. Please include dates, time, locations, persons present, substance of statements, and conversations, etc. Please be as factual as possible. If you must express an opinion, please make it clear that you are doing so:

(Multiple pages if necessary)

Note: When you are finished, please reread your statement in its entirety. Make any necessary changes and initial those changes. Then initial each sheet in the top left hand corner. Sign and date below.

I affirm that the above statement is the truth to the best of my knowledge.

\_\_\_\_\_  
Signature of Person      Date  
Making Statement

\_\_\_\_\_  
Signature of Person      Date  
Receiving Statement

\_\_\_\_\_  
Outcome:

\_\_\_\_\_  
Signature                      Date

Need to add updated sheets from office and forms file