

Centerville High School Centerville Junior High School

Student Handbook



2017-2018

Where we achieve the best by being:

**Inspired to dream
Challenged to think
Encouraged to try
Equipped to succeed**

August 2017

Dear Centerville Parents,

On behalf of the faculty, staff, Mr. McGee and the Board of Trustees, welcome to the 2017-2018 school year! We all look forward to an exciting and academically challenging school year.

There are many ways to teach children. And there are many people – educators in our building – who try their best to do just that. These individuals are professional educators, and each day they work hard in ways that cause deep and lasting impressions on others.

As educators, it is our business to care! We care about our community and demonstrate it through providing an excellent education for students. We care about each other. Centerville is a caring institution. Parents that step forward and express a question or concern are treated with respect. We have many teachers who take extra-time to listen carefully, and ask clarifying questions so they can focus on parent issues or concerns. Our teachers know problem solving is, in itself, an indication that we care. When students are struggling in the room, halls, or on the field of play many of our staff members take the time to work with parents to get their child back on the road to success. However, the most important way to show we care is by understanding that belonging and success are key to a strong caring school. Our teachers know that each student must experience some success while at school. For this reason, you will find many examples of how teachers work on ways to provide sound recognition, encouraging comments along with treating each student with genuine respect and politeness. We at Centerville School care! That's why we are teachers.

This handbook is intended to keep you informed as to the operation of the school, as well as to explain and clarify procedures, policies and regulations of the Centerville Schools. Please set aside some time to review the handbook with your children and **return the signoff sheet** with any questions or comments you might have.

When a policy number is referenced, be aware that the handbook summarizes the policy. You can get a copy of the full policy by contacting the office. Please call if you have any questions.

As parents, you are most central to your children's lives. As educators, we know that success is reached when children become the best they can be and develop their potential. Together let's commit to work each and every day to instill a desire for learning in your children. We want students who want to come to school each and every day.

Go Miners!!

John McGee,
District Superintendent

BELL SCHEDULE FOR 2017-2018

Period 1	8:00 - 9:03	
Period 2	9:06 - 10:09	
Period 3	10:12 - 11:15	
JH Lunch	11:15 - 11:45	6 th and 7 th and 8 th Graders
Period 4	11:15 - 12:21	
HS Lunch	12:21 - 12:51	Seniors and Juniors
	12:24 - 12:51	Sophomores & Freshman
Period 5	12:51 - 1:54	
Period 6	1:57 - 3:00	
Period 7	3:03 - 4:06	

District Directory

Centerville School District, 693 Stockett Road, Sand Coulee, MT 59472 Office: 736-5167/FAX: 736-5210
 Centerville Web Page Address: www.centerville.k12.mt.us The Administration and most faculty can be accessed by e-mail. E-mail addresses are formatted with first name, then first letter of last name, followed by @centerville.k12.mt.us (all in lower case)

<u>Name</u>	<u>Position</u>	<u>Voice Mail</u>
Brain Davison	Director of Facilities & Maintenance	227
Amy Schmeckle	Science	246
Karl Berg	Industrial Arts	251
Skye Bumgarner	Pre-Kindergarten	243
Jamie Burton	3 rd Grade	247
Lynda Kohut	District Clerk	224
Alex Lowry	P.E./Athletic Director	230
Katie Chartier	Title I	237
Janet Card	Speech Therapist	235
Steven O'Neil	4 th Grade	242
Connie Darko	Librarian	233
Donna Marchington	Guidance & Counseling	232
Mark Garber	Art	249
Denise Goff	Paraprofessional	257
Jerry Harrington	Mathematics	245
Jennifer Holtz	Music	244
Sue Lorang	Food Service	226
Lynn Kindred	2 nd Grade	240
Michelle Lencioni	1 st Grade	238
Lydia McCracken	Big Stone Colony 5 th – 8 th	736-5476
Scott Marko	Facilities & Maintenance	227
	1 st Grade Aide	238
Patty Martin	Receptionist	228
Kendra Ereaux	6 th – 8 th Grade Science	241
Karla McCale	Technology/Speech	258
Angela McDaniel	JH/HS I.D.E.A.	234
John McGee	Superintendent	222
Randi Rains	Pre-k – 5 th IDEA	231
Lisa Navarro	Kindergarten	255
Ted Richards	7 th Grade/History/Mathematics	254
Kim Romanchuk	Food Service Manager	226
Wendy Cavill	IDEA/Title Aide	
Samantha Seceast	PK Aide	
Clarissa Schaffer	Hill Top Colony 5 th – 8 th grades	736- 5712
Krista Scott	1 st Grade Aide	238
Becky Sullivan	Business/Computers	253
Mike Taylor	K-12 Principal	248
Melyn Maxfield	English/Spanish	252
Malisa Therriault	Hill Top Colony K – 4 th grades	736-5712
Abraham Travis	Facilities & Maintenance	227
Valerie Steele	Big Stone Colony K-4 th grades	736-5476
Rhonda Umphres	Administrative Secretary	221
Julie Weigum	6 th – 8 th English	250

Bus Drivers:

Jim Gasvoda 736-5416
 Ronnie Phillips 868-4242

Punky Guisti 736-5579
 Roxanne Swartz 736-5681

Steve Perry 799-2888

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ACADEMIC AWARDS

- Class Awards:** To recognize excellence in academic performance, each academic class will award the student with the highest numeric GPA, an award of excellence. Other awards may additionally be given in each academic class for improvement, outstanding accomplishments, excellence in project work, and other works as deemed significant by the Instructor.
- Honor Roll:** To reward excellence in academic achievement, Centerville High School will award recognition to students who reach Honor Roll Status. Students will be honored with a certificate of Accomplishment at three levels. Honor Roll: GPA 3.0-3.49, High Honor Roll: GPA 3.5-3.99, and 4.0 Honor Roll: GPA 4.0
- Class Scholar:** The student in each grade level (9th, 10th, 11th, and 12th) who has the highest numeric GPA will be recognized as Class Scholar during the Spring Achievement Night Awards Ceremony.

ACADEMIC LETTERING

The Academic letter is designed to give recognition to those students at Centerville High School for excellence in academics. These awards will be presented during Achievement Night. All currently enrolled, full-time students meeting the criteria are eligible to receive the letter.

Once a high school student has been awarded an academic letter and continues to maintain both active enrollment status and the required cumulative average subsequent awards will consist of a bar to be affixed to the original academic letter.

Criteria for Academic Letter:	Freshman	3.80 cumulative average
	Sophomore	3.70 cumulative average
	Junior	3.60 cumulative average
	Senior	3.50 cumulative average

In addition to GPA requirements, Academic Letter winner should demonstrate excellent attendance, minimal tardies, and responsible citizenship.

ACCIDENT / INCIDENT REPORTS

All accidents and/or incidents causing bodily injury or property damage, which occur on the grounds or in the school buildings, are to be reported immediately to the teacher in charge.

ACTIVITIES

The Centerville Public Schools offer a comprehensive extracurricular activity program designed to provide opportunities for academic and social growth. Through participation in extracurricular activities, students develop an appreciation for teamwork, sportsmanship, competition, self-discipline and citizenship. Extracurricular activities increase student's personal development and self-esteem. Students should examine the available organizations, clubs, and teams and select activities, scholastic completions dramatic and musical performance and other scheduled events.

Centerville High School offers the following sports and organizations:

Cross Country	Football	Volleyball	Basketball	Track	Golf
Student Council	Skills USA	Color Guard	Close-Up	Band	Choir
Student Store	MBI Team	BPA	National Honor Society		

ACTIVITY EVENTS/TRIPS

Students participating in activities are expected to conduct themselves appropriately at all times. This includes language, dress, respect for others, sportsmanship, adherence to laws, and respect for property, etc.

An adult must supervise all activities sponsored by an organization of CHS. Eligibility rules apply to **ALL** extracurricular activities. Student organizations will not schedule events or activities for Wednesday to begin after 6:45 P.M.

Any student representing CHS in an activity will adhere to all the rules and regulations of CHS. Any student that violates any rule(s) or exhibits flagrant conduct of any kind shall be referred to a school administrator for a review of any possible violation of any school rule. A student who violates any rule(s) on trips will receive the same discipline as if the student were in school and violated a rule(s).

The purpose of activity trips is to broaden educational awareness for students. The objective is to make field activities a pleasant experience for all students and chaperons. Acceptable behavior, therefore, is necessary.

In accordance with the above, the following policy is in effect:

1. Chaperons will have the right to exclude any student from boarding the bus for an activity trip if the student is visibly under the influence of any intoxicating substance. In the event any student is not allowed to board the bus, the parents will be notified as soon as possible. Upon parental notification reasons for the exclusion will be given.
2. Because chaperons are responsible for the behavior and safety of all students, it is imperative that the chaperons know the general whereabouts of all students. Any student wishing to leave the group or general vicinity where the event is held should consult the chaperon prior to leaving. The chaperon should know the estimated time of return with the group.
3. Permission to return by other means will be denied unless specific written permission is given by parents. Parents are discouraged from granting permission to return home by other means except in the case of an emergency.
4. In the event a student cannot be found at the time of departure, local law enforcement authorities will be notified as well as the parents. Disciplinary action may result ranging from in-school suspension to expulsion, depending on why the student was missing.

6. If overnight accommodations are necessary, a time will be set by the chaperons for the students to be in their assigned rooms. The students are not to leave their assigned rooms after the curfew time has been set. Chaperons will have duplicate keys to all rooms occupied by the students.
7. If a student is deemed unmanageable by the chaperons due to the use of any intoxicating substance or any other violations of law, the student will be turned over to local law enforcement authorities, and the parents will be notified as soon as possible. (In such an event, the chaperon and school will no longer be responsible for the student.)
8. Any misbehavior not warranting involvement of law enforcement authorities will result in disciplinary action by the school administration and/or school board. Disciplinary action could range with a minimum of in-school suspension to a maximum of expulsion.
9. Chaperons will reserve the option of returning from the trip at any time before the scheduled return date and time after consulting with administration.
10. Chaperons will be seated strategically throughout the bus, to better supervise students.

ACTIVITY FEE AND ACTIVITY TICKETS

All students that participate in any extracurricular activities (athletic) must pay a fee in order to participate in CHS extracurricular programs. Programs included are: Football, Basketball, Volleyball, Cross Country, Cheerleading, Golf and Track Participation Fees:

FEE SCHEDULE PER STUDENT:

1. \$20.00 per sport
2. \$30.00 for two or more sports
3. \$50.00 for all sports for all members of one family

The participation fee will be non-refundable at the point when the student dresses out for a school sponsored competitive event. If the student pays for multiple sports, but only participates in one, the student will be able to obtain a partial refund at the end of the academic year.

If payment of the fee is a hardship for the student, the District will arrange for the participation of the student regardless of the fee payment. Free and reduced lunch data will be used for this purpose and confidentiality will be strictly maintained. The cost of the activity ticket will remain the responsibility of the student.

Activity tickets may be purchased for \$20.00. Any student attending a game and not a participant in the sport must either present an activity ticket or pay the regular fee to attend.

Student activity tickets are available to all students. This activity ticket sells for \$20.00. It is a \$100.00 value. The activities to which you will be entitled are as follows:

10 home football games	15 home girls basketball games
10 home volleyball games	15 home boys basketball games

****Students involved in activities must purchase a ticket.**

ABSENCES

1. Please telephone the office by 8:30 am on the day your child is absent, tardy or will be arriving later in the day. We ask that you do this so that each Centerville student is safe and accounted for. If we have not received a call from you, the office will call to confirm the absence. Our attendance number is 736-5167.
2. During the cold and flu season, we have requests to keep students in during recess and at noon. We encourage parents not to send children who are too sick to go out to recess. If there are extenuating circumstances, please call the office.
3. In addition to contacting the office, please contact your child's teacher ahead of time for planned absences. The teacher can then gather schoolwork so your child does not fall behind.
4. Students may not have more than 8 absences per semester. School Board Policy requires that letters be mailed to parents when students have been absent 3, 5 and 7 days in a semester. These letters are to inform that your child may be in danger of failing due to poor attendance.

Students are expected to attend school each day. In addition to Montana's compulsory education law, the general welfare of all students is best served by regular school attendance. Completion of a course in the Centerville District is defined as 65% mastery of the material and no more than 8 absences per semester.

Absences counted in the 8-day absence limit include such areas as: Family trips, vacations, visiting friends or relatives, suspension out of school, skiing, hunting, etc.

Absences that will NOT be used in calculating the attendance record are:

School sponsored activities such as a science fair or music trips, bereavement in the immediate family (grandparent, parent, sibling), subpoenas to appear in court, or illness or hospitalization verified by a doctor's statement.

If a student goes over the 8th absence in a semester, parents and students must meet with the Attendance Board, which consists of the principal, counselor and the student's teachers. The Attendance Board will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface.

Policy 3122P

Tardiness

Students are expected to arrive to class on time, with the appropriate materials, and be ready to learn. The teacher will handle classroom tardies. Excessive tardies will be referred to the Principal's office. All students who are late at the beginning of the school day must report to the office before going to class. A tardy of more than 15 minutes will be counted as an absence.

Standard Tardy Penalties:

- 1st Offense warn student
- 2nd Offense 30 minutes Detention
- 3rd Offense 60 minutes Detention
- 4th Offense ISS – Half day

Office - Weekly tardy report will be generated.

Staff -Expectation of reporting within STI system.

Tardy -Student needs to have a signed pass from staff member if late to class or **beginning of school day**.

Tardy admits **WILL NOT** be issued from the office except for first period

If students continue to be insubordinate beyond any of these expectations, administration will have a meeting with parents and teacher(s) to find a solution.

AUTOS, TRUCKS & MOTORCYCLES

Students should use extreme care in driving around adjacent school property. The following rules and regulations will be followed carefully:

1. Driving to school is a privilege subject to revocation.
2. Students must have a current driver's license, and appropriate insurance before being allowed to drive their car or motorcycle to school.
3. Vehicles may not be driven at anytime during the school day except by permission of the principal.
4. Cars may not be used for a lounge area during the school day.
5. The Parking Lot Speed Limit is 10 MPH and proper parking is expected
6. At the end of the school day, students who have driven to the school must exit from the south parking lot in a very safe manner.
7. Students driving motorcycles must wear a helmet.
8. All cars and motorcycles must possess a current registration.
9. Failure to operate the car or motorcycle in a safe and prudent manner will result in the loss of the privilege of driving to school.
10. **Failure to sign and comply with a request for Drug Testing will result in a permanent suspension of student parking on School property.**

*Students are not to park in restricted areas. Restricted areas include: front row on main parking lot. (This area is reserved for employees and visitors) No parking along the walls of the gymnasium (reserved for Bus repairs), or in front of flag. (Reserved for handicapped & administration)

BULLYING/HARASSMENT/INTIMIDATION

All forms of bullying, harassment, and intimidation detract from the learning environment. A teacher or principal has the authority to take disciplinary action against any student guilty of using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. Any form of hazing that falls under these definitions is also prohibited.

Policy 3226

BUS TRANSPORTATION

District school bus transportation is a convenience and a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he or she is assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by a parent or via a telephone call by a parent. Students riding the bus must comply with the requests of the driver and posted rules.

Rules and Regulations

The following rules and regulations have been developed to provide safe, enjoyable, and efficient transportation for students.

Prior to boarding school bus, students should:

- a. Be on time and waiting for the bus at the approved bus stop.
- b. Stay off the road while waiting for the bus.
- c. Refrain from destructive activities or behavior that is irritating to others.
- d. Wait for the school bus to come to a complete stop before attempting to board.
- e. Do not run toward the bus in an effort to be the first one to board.
- f. Do not cross the street at the bus stop until the traffic has stopped for flashing red lights on the bus.
- g. When it is necessary to cross the road at the bus stop, the following procedures should be used to insure the safety of the students:

Always cross in **FRONT** of the bus **AFTER** the driver has signaled you to cross and **AFTER** you have looked up and down the road to be sure no traffic is approaching from either direction.

1. The driver is in full charge of the bus and pupils. Students must obey the driver promptly and willingly.
2. Each student may be assigned a seat in which he or she will be seated at all times unless permission to change seats is given by the driver.
3. Outside of ordinary conversation, classroom conduct must be observed.
4. Students are to assist in keeping the bus clean by keeping their paper off the floor. Students must refrain from throwing materials out the window.
5. No student shall open a window on the bus without first obtaining permission from the driver.

6. No students shall at any time extend their heads, hands or arms out of the windows, whether the bus is moving or standing still.
7. Each student must see that his or her books and personal belongings are kept out of the aisle.
8. No student shall sit in the driver's seat.
9. No student is allowed to talk to the driver more than is necessary.
10. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a complete stop.
11. Students must exit and enter the bus in an orderly manner.

12. Dress appropriately for weather conditions.
13. Students must be on time for the bus. The driver is on a very strict schedule and will not wait at the stop.

Revoking bus riding privileges

1. Students who abuse the privilege of bus transportation by breaking any of the rules may lose their riding privileges. In all instances parents will be notified either by phone or in writing by the Principal.

1st Offense: A warning to the student with a report to the parents. It is hoped that the parents will help prevent a reoccurrence.

2nd Offense: Automatic suspension of riding privileges with a minimum of three (3) school days.

3rd Offense: Student riding privileges are suspended for a minimum of ten (10) days.

4th Offense: Student riding privileges are suspended for the remainder of the year.

2. The Principal may bypass any of the first three offenses depending on the seriousness of the violation.
3. Students who are provided transportation under the provisions of IDEA will be provided an appropriate IEP meeting.

Bus Switching

1. If your student rides the bus, they are expected to ride the assigned bus to and from school.
2. If you know ahead that your student will be riding a different bus please fill out the Bus Switch form that is available in the office.
3. In case of an emergency, the parent or responsible adult may call the office and request a temporary change of bus.

CAFETERIA & LUNCH PROGRAM

ALL students are expected to eat lunch in the cafeteria. *This includes students who chose to bring their lunch to school.* The only exception will be with the permission of a teacher or activity advisor.

Policy 3630

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

CHEATING

The Centerville Board of Trustees wishes to promote and encourage honesty and integrity among its students. Students will be held responsible for completing their own work. Those students caught cheating will be dealt with in the following manner:

- 1st Offense* Student will receive a zero (0) grade on any assignment or test on which there is conclusive evidence that they cheated. Student will serve a 1 hour detention on Wednesday.
- 2nd Offense* Student receives a zero (0) grade on any assignment or test on which there is conclusive evidence that the student cheated. The student will receive a one (1) day out - of - school suspension. Any student who is in National Honor Society will forfeit his or her eligibility. Any student who is eligible for National Honor Society will forfeit their eligibility. Students found guilty of cheating on a second occurrence during their four years of high school will be considered ineligible for valedictorian or salutatorian. In addition, a second offense may result in a □F□ for the quarter for the class. Student will be sent to the office.
- 3rd or more* Student receives a zero (0) on the assignment or test and will be suspended from school a minimum of five (5) days. A hearing before the Board of Trustees regarding expulsion may be an option.

COLLEGE & CAREER VISITS (JUNIORS/SENIORS)

All Students and Parents are encouraged to attend help sessions on preparing for life after high school. All students are encouraged to take the ACT or SAT in their junior year.

COLLEGE/CAREER VISITATION POLICY

1. You must be a senior or junior.
2. You are allowed two (2) visitational days per year. The principal, upon consultation with the student's teachers, may approve additional days for college visits.
3. Student must fill out an application form prior to leaving.
4. When a student applies to visit a school/career site, he/she must not be on the ineligible list.
5. Homework should be made up as determined by the instructor.
6. Proof of visitation is required (i.e. a letter with college/military/career letterhead with official signature and phone number).

COMPUTER CENTER

Computer equipment is only available for class-related or school related work. Substitute teachers are not authorized to sign passes for the Computer Lab.

No food or drink allowed in labs.

When using the computer lab:

1. Do not use other student's files. Each student must type his or her own work only. You are not authorized to give your password to any other student. Please follow the rules as posted.
2. The student may only use the computer for appropriate research. Inappropriate use of the computer example: inappropriate use of the Internet, inappropriate E-mail, etc.) will result in the loss of computer privileges for a period of time to be determined on the severity of the abuse of the use of the computer.

If you violate the rules found at the back of this handbook:

1st Offense: Nine weeks restricted access from all computers with access only during computer related classes. One (1) day of in-school suspension. Repayment of technical support

2nd Offense: Permanent restriction from all computers with access only during computer related classes. One (1) day out-of-school suspension. Repayment of technical support costs.

3rd Offense: Long-term out-of-school suspension or a hearing before the School Board with recommendation for expulsion. Referral to legal authorities for possible criminal charges under Section 45-6-311 of the School Laws of Montana. Repayment of technical support costs.

Severity Clause: If circumstances warrant, perpetrators may be subject to third offense consequences without having gone through steps one and two of the above upon recommendation of the Superintendent after consulting with the Systems Operator.

3. If you are found tampering with equipment in any way, the student will be subject to the loss of computer privileges for a period of up to one year.
4. The student will be responsible for any willful damage to the technology equipment. If necessary, law enforcement officials will be involved.
5. School administration has the discretion to impose greater consequences in cases of severe infractions.

DETENTION

After school detention is an effort to curb truancies, excessive tardies, and other infractions. Detention, instead of suspension, is an attempt to keep students in school.

Detention time for first offenses or minor offenses will be determined by the teacher giving the detention. Times will be for a minimum of thirty (30) minutes to a maximum of 1 hour.

Detention Time: MORNING and/or AFTERNOON.

Rules for Student Detention:

- a) Be on time and be seated.
- b) If tardy for detention, the student will receive an additional detention.
- c) Bring and do school work.

Failure to complete assigned detention brings the following consequences:

- Level 1 30 minutes – Detention
- Level 2 60 minutes – Detention
- Level 3 ISS - 2-4 hours
- Level 4 O.S.S. – 1-3 days

DISCIPLINE INFRACTION

Student Self-Discipline: Each student should assume responsibilities by showing proper respect for fellow students and school personnel and by disciplining himself/herself to abide by school regulations concerning classroom, library, and hallway behavior.

Basic rule of conduct expectations: The administration has established four (4) basic rules of conduct which shall be applicable at Centerville Junior/Senior High School.

Rule #1: Be Where You Are Supposed To Be.....And Be On Time.

Lateness to school or class often causes disruption. Students are responsible for being at school and in the classroom punctually.

1. Students are required to attend all assigned classes.
2. Students must be on time to class. Students are to be present in the class when the bell rings.
3. Students must obtain a hall pass to be outside the classroom while classes are in session.

Rule #2: Be Prepared And On Time To Class.....And Stay On Task.

Students shall be prepared for class with books and materials as prescribed by the teacher. The full use of allotted time improves educational opportunities for everyone.

1. Students will not be allowed to disrupt classes.
2. Students are expected to bring the necessary books and materials to class.
3. Students are expected to use the entire class time for learning.

Rule #3: Respect The Rights and Responsibilities Of Others.

Students have a right and a responsibility to learn. Teachers have a right and a responsibility to teach. When students cause disruption, they deprive others of their basic right to learn.

1. Students must show respect for their teacher and fellow students. Obscene language, threats, harassment or insubordination are not acceptable behaviors.
2. Students are expected to use appropriate language at all times.
3. Students must not fight/scuffle.
4. Students must not use or possess any of the following:
 - Tobacco products of any kind

- Alcoholic beverages of any kind
 - Illegal drugs or drug paraphernalia
 - Obscene materials
 - Weapons of any kind
 - Fireworks, incendiary, or explosive devices
5. Students must not initiate a false alarm (fire, bomb threat, misuse of 911)
 6. Students must not vandalize school property
 7. Students must obey all local, state, and federal laws
 8. Students must respect substitute teachers as they have the same authority as regular teachers.

Rule #4: Strive for Excellence.

Excellence in performance is an ideal for which students should strive. Pride in workmanship is shown when learning tasks are completed successfully.

1. Students are expected to complete assignments on time
2. Students are expected to be honest in completing tests and assignments

The following disciplinary infractions are classified major offenses due to the severity and/or legal ramifications of the actions. There may be other situations not listed that could be considered by the administration as major offenses. Major infractions are computed annually.

1. **Fighting**

The student provoking the fight may have the more serious penalty. In cases of severe violence, fight participants may be turned over to law enforcement.

1st Offense: 1-3 day in-school suspension

2nd Offense: 5 day out-of-school suspension or longer

3rd Offense: Indefinite suspension pending outcome of school board action on a recommendation for expulsion

2. **Harassment/Intimidation/Bullying (one student to another):**

Efforts will be made to mediate the conflict. If a pattern of harassment/intimidation continues, penalties will be assessed in accordance with the severity of the case.

3. **Insubordination Toward Staff:**

Repeatedly or aggressively refusing to follow teacher/staff requests:

1st Offense: 1-day in-school suspension

2nd Offense: 1-5 days out-of-school suspension

3rd Offense: Indefinite suspension pending the outcome of school board action a recommendation for expulsion.

4. **Physical Abuse of a Staff Member, Including Harassment:**

Immediate suspension, charges filed with County Attorney. Indefinite suspension pending the outcome of school board action on a recommendation for expulsion.

5. **Theft (includes receiving and possession of stolen property):**

1st Offense: 1day in-school suspension & law enforcement notified if appropriate

2nd Offense: 1-5 days out-of-school suspension & law enforcement notified if appropriate

3rd Offense: Indefinite suspension pending outcome of school board action with the recommendation for expulsion

6. **Vandalism:**

1st Offense: Parent Conference. Penalty may range from detention to a 3-day suspension. In severe cases, expulsion may be recommended. The student will pay any incurred costs.

2nd Offense: 1-10 days out-of-school suspension – possible recommendation of expulsion.

7. **Verbal/non-verbal altercation:**

Disrespectful behavior toward any employee will result in:

1st Offense: 1-3 days in or out-of-school suspension.

2nd Offense: Five-day out-of-school suspension.

3rd Offense: Recommendation for expulsion.

8. **Verbal Abuse of School Employee (vulgar language and/or obscene gesture):**

1st Offense: 1-3 days in or out-of-school suspension

2nd Offense: Indefinite suspension pending outcome of school board action on a recommendation for expulsion.

9. **Habitual Offender:**

A student who has demonstrated a constant disregard of rules and procedures associated with Centerville Public Schools may be subjected to long-term suspension or possible expulsion.

10. **Academic Insubordination**

The expectation for all students is to experience success every school day. It is important that all students participate in their classes to the best of their ability. Students who choose not to attempt assigned course work and consistently fail to submit assignments are exercising the student malpractice option of academic insubordination.

This is not an acceptable direction in which a student may be permitted to travel. Students, like teachers, are required to perform their duties. Teachers are to make every effort to address matters of academic insubordination first with the student. If wider involvement is necessitated, the parent and guidance counselor are to be consulted. If the problem continues, the teacher is directed to submit a STUDENT DISCIPLINARY REFERRAL FORM to the principal to address this continuing concern. The principal will then meet with the student to seek resolution of the problem(s). If necessary the principal will communicate directly with parents to involve them in the process of resolving this problem.

When student has fallen to a D - the teacher will contact parents via phone / email.

- **Probation week:** contact parents via phone/email, letter home, form completed by teacher and meeting with student.
- **Ineligible week 1:** letter home, Friday school.
- **Ineligible week 2:** letter home, Friday school, contact with parent.
- **Ineligible week 3:** letter home, Friday School, contact with parent, meeting with administration.

DRESS CODE

Students are expected to dress in a manner conducive to a good educational environment. Students are asked to maintain an appearance that is in good taste and not distracting to others. The administration reserves the right to define what is excessive or in bad taste. To help you understand what is expected, the following guidelines are in effect:

☐ **Culottes, skirts, or shorts must have at least 7" inseam**

☐ **Leggings and yoga pants must be worn with a long garment that covers to mid-thigh**

The following items are **inappropriate and are not permitted to be worn anywhere in the building:**

- Low cut muscle shirts, halters, tank tops, or crop tops
- Midriffs may not be showing
- Undergarments may not be visible
- Hats, bandannas, headbands
- Clothing with excessive holes, cuts, or tears
- Sunglasses
- Jewelry, clothing, or school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products, or having sexual or vulgar connotations

Participation in certain activities may necessitate stricter regulations for dress and grooming. The sponsor or coach will determine these regulations.

1st Offense: Warning. Student will be required to replace clothes if necessary with clothing available from the office or from home. Class time lost to go home will be considered unexcused and treated accordingly.

2nd Offense: Same as above and parental contact made.

3rd Offense: Same as first offense, ½ day ISS.

4th Offense: One day out-of-school suspension.

DRIVER EDUCATION

Driver Education will be offered through an endorsed teacher during the summer after school is out. Students will be charged a fee per class. The class will consist of both classroom instruction and behind-the-wheel experience. Centerville Public School students must reach be 14 1/2 years of age by completion of the course to be eligible. All school rules and procedures will apply to the course.

DRUGS/ALCOHOL & TOBACCO

The possession, use or selling of alcohol, other intoxicants, illegal drugs or drug paraphernalia, and the use of tobacco on school grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action and/or referral to law enforcement officials and to the student's parents or guardians. This applies to all school activities at any time, including

activities at other schools, when our school is participating. No person who physically manifests the results of prior indulgence of alcohol beverages is permitted in the school or on school grounds at any time. Use of dangerous or unprescribed drugs by a student in the school buildings or on the school grounds or at any school function at home or away at any time will be grounds for permanent expulsion from Centerville Public Schools.

Possessing, using, or purchasing of alcohol and/or other drugs, drug paraphernalia or being under the influence will result in the following:

First violation during the present school year:

1. The parents or legal guardian will be notified. Law enforcement will be notified if appropriate.
2. An immediate conference between student and principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
3. The student will be suspended from attendance at school for a period of three (3) to five (5) days.*If the student self reports he/she will receive ISS for a period of three days
4. A conference with the student, parent or legal guardian, principal, drug and alcohol program coordinator and counselor will take place prior to school reinstatement. An individualized re-entry plan will be formulated at this time.
5. Possible recommendation for long-term suspension or expulsion may occur depending on the seriousness of the offense.
6. Students who are involved in extracurricular activities are also subject to the provisions found under Extracurricular Activities Rules Policy found at the end of this handbook.

Second and subsequent violations during the school year:

1. The parents or legal guardians will be notified and local law enforcement will be notified if appropriate.
2. An immediate conference between student and principal or his or her designee will take place prior to any recommendations for suspension or expulsion.
3. Disciplinary action will be - Suspension of the student from attendance at school for a period not to exceed ten (10) days and possible recommendation for expulsion of the student.
4. The student may be expelled by the Board of Trustees.
5. An individualized plan will be formulated for each re-entering student during the same academic year.
6. A written report will be filed with the Superintendent.

Selling/providing/distributing/manufacturing alcohol and/or drugs will result in the following:

1. The parents or legal guardians and local law enforcement will be notified.
2. An immediate due process hearing between student and principal or his or her designee will take place prior to a recommendation for expulsion.
3. Disciplinary due process will result in suspension of the student from attendance for a period not to exceed ten (10) days and possible recommendation for expulsion.
4. The student may be expelled by the Board of Trustees in compliance with the districts Expulsion Policy.

5. A written report will be filed with the Superintendent.

TOBACCO

Possessing or using tobacco products will result in the following:

First Violation:

1. The parents/guardian will be notified and law enforcement will be notified if appropriate.
2. The student will be assigned to ½ day In School Suspension
3. The student will be required to complete an assignment relating to health problems associated with the use of tobacco products.

Second Violation:

1. The parents/guardian will be notified and law enforcement will be notified if appropriate.
2. The student will be assigned to one day In School Suspension and will be required to complete an assignment relating to health problems associated with the use of tobacco products.

Third Violation:

1. The parents/guardian will be notified and law enforcement will be notified if appropriate.
2. The student will be assigned in-school suspension for up to 3 days.
3. The parent/guardian will be required to come in for a conference with the principal and student. The student will be required to complete an assignment relating to health problems associated with the use of tobacco products.

Fourth Violation:

1. The parent/guardian will be notified and law enforcement will be notified if appropriate.
2. Disciplinary due process will result in:
 - a. The student will be suspended from school not to exceed ten (10) days.
 - b. The student may be recommended for expulsion.
3. The student may be expelled by the Board of Trustees.

Re-entry and aftercare

Weekly evaluations concerning the student's re-entry program, academic performance, and behavior in school will be held. The counselor in consultation with the administrator will make this evaluation.

For a student to return to school following treatment, the following will occur:

1. Conference with the student, parent or guardian, principal, and counselor will take place to formulate an individualized plan for the student's re-entry. Written

documentation for after-care procedures shall be presented from the appropriate treatment center.

2. The student re-entry plan may include, but is not limited to the following:
 - a. Attending in school support groups and/or individual sessions with a school counselor.
 - b. Arranging the class schedule to meet the student's individual needs.
 - c. Becoming involved in co-curricular and extra-curricular activities.
 - d. Following school policies and individualized plan.
 - e. Attending academic classes consistently, while maintaining the best grades possible.

DUE PROCESS/UNIFORM COMPLAINT PROCEDURE

The district endeavors to address problems promptly, respectfully and equitably. We endeavor to respond to resolve complaints without resorting to a complaint procedure. Generally speaking use the following procedure:

- Level 1: Informal – Speak to the person involved (except for sexual harassment complaints which should be discussed with an administrator).
- Level 2: Principal – If the complaint is not resolved at Level 1, a written complaint may be filed.
- Level 3: Superintendent – A meeting will be scheduled between the parties and the principal.
- Level 4: The School Board
- Level 5: County Superintendent

Policy 1700

EMERGENCY CLOSURE

Closure or changes in the schedule will be given to the following radio stations by 7:00 am on the day of the change: **KMON AM 560, FM 94.9, FM 104.9, KQDI FM 98.9 as well as School Messenger (a schoolwide automated message system)**

EMERGENCY PHONE CONTACT

The emergency phone numbers on the student record card are important, especially when accidents or illnesses occur. Without accurate data we may find it impossible to notify parents. It is vital to keep this card up-to-date. Students will be asked to list information on their enrollment cards at the time of Fall registration. Parents are requested to inform the school of any changes in home, work or emergency telephone numbers.

EXTRA HELP FROM TEACHERS

All students are encouraged to request extra help from teachers. It is the goal of the staff at Centerville Public Schools to help students become mature, assertive, and able to communicate their needs to appropriate personnel. Every teacher at Centerville High School is ready to give you extra help any time you need it, please seek that help out.

Your school can offer you many opportunities to be successful; together we can accomplish academic excellence. Your teachers, superintendent, principal, and guidance counselor stand ready

to help you help. Don't hesitate to communicate with your teachers. Encourage your parents to call the teacher, principal, or guidance counselor if you need extra help with your studies.

FUND RAISING ACTIVITES

The Board acknowledges that the solicitation of funds from students, staff and citizens must be limited since students are a captive audience and since solicitations can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazines subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent, providing that the instructional program is not adversely affected.

Policy 3530

GANG RELATED BEHAVIOR

The Centerville Public Schools and its Board of Trustees are committed to ensuring a safe and orderly environment where learning and teaching may occur, void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities.

Definition: A gang is any group of two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

- A. One or more criminal acts, or
- B. Acts which threaten the safety or well being of property or persons including, but not limited to, harassment, intimidation, or bullying.

Students on school property or at any school-sponsored activity shall not:

- 1. Wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affirmation with any gang and/or is representative of any gang; or
- 2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or that is representative of any gang; or
- 3. Engage in any act furthering the interests of any gang or gang activity including, but not limited to:
 - a. Soliciting membership in or affiliation with any gang.
 - b. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
 - c. Painting, writing, or inscribing gang-related graffiti, messages, symbols, or signs on school property.

Students in violation of this section of the Student Handbook shall be recommended for expulsion.

Policy 3611

GRADES/GRADING

The grading scale for each class is determined by Board policy and will be articulated to students at the beginning of the school year. Generally letter grades are interpreted to mean:

A - 100-92	Superior Work	(4.0 GPA)
B - 91-84	Above Average Work	(3.0 GPA)
C - 83-74	Average Work	(2.0 GPA)
D - 73-65	Below Average Work	(1.0 GPA)
F - 64-0	Failing/Unacceptable	(0.0 GPA)
I	Incomplete	

The following upper division courses: All Advance Placement courses, Physics, Chemistry, Algebra II, Advanced Math, Advanced Animal Biology, and Human Anatomy will use the following scale:

A- 100-90 Superior work	B- 89-80 Above Average work	C- 79-70 Average work	D- 69-60 Below Average work	F- 59-0 Failing
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Incomplete (I) grades must be changed to a letter grade within two weeks following the end of the reporting period. Incomplete (I) not changed to a letter grade within that time frame will automatically become F's. Progress reports containing teacher comments are distributed at midterm. Report cards are mailed to parents/students at the end of each nine-week grading period. Parent/teacher communication is strongly recommended.

Semester grades are NOT necessarily the average of the two nine-weeks grades. Semester grades are assessments of work done over the entire semester. The major goal is to ascertain and report the level of knowledge acquired over the eighteen weeks.

GRADE LEVEL CLASSIFICATION

The classification of each student is determined by the number of credits he/she has earned.

Freshman	0 - 5	credits
Sophomore	6 - 11	credits
Junior	12 - 17	credits
Senior	18 +	credits

Students must enroll in at least seven (7) graded classes per semester. Any deviations from the seven class rule must be approved by the administration.

GRADUATION, REQUIREMENTS, AP

For graduation, Centerville High School requires 24 credits.

The following required courses must be completed for graduation:

Freshmen	Algebra I, English 1, Earth Science, 9th Health and PE Applications Band Art	Sophomore	Geometry or Business Math English 2 Biology 10 th Health and PE World History
Juniors	English 3, U.S. History Speech	Seniors	English 4 or AP English Government Speech

At some time during the four years of high school a student must take:
One additional year of math or science

Students must enroll in at least seven graded classes per semester, unless approved by the administration.

Students who fail required classes will need to repeat them. Students may need to make up the course through correspondence work, summer school, or night classes in Great Falls.

Montana Preparatory Program - Montana University System

The Board of Regents of Higher Education require the following College Preparatory Program for students who wish to enter a unit of the Montana University System.

1. **Four years of English:** Each year the content of the courses should have an emphasis upon the development of written and oral communication skills and literature.
2. **Three years of mathematics:** which shall include Algebra I, Geometry, and Algebra II, (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.
3. **Three years of social studies:** which shall include global studies (such as World History or World Geography), American History, and Government, Economics, Indian History or other third year courses.
4. **Two years of laboratory science:** one year must be earth science, biology, chemistry, or physics, the other year can be one of those sciences or another college preparatory laboratory science.
5. **Two years chosen from the following:**
 - computer science
 - visual and performing arts or
 - vocational education units which meet the Office of Public Instruction Guidelines

To implement the recommended College Preparatory Program, and to encourage a high level of academic preparation for students who wish to continue on to higher education, the Board of Regents of Higher Education adopted the following procedures.

Procedures:

1. Only persons who have completed the College Preparatory Program shall be eligible for:
 - a. Regents High School Honor Scholarship.
 - b. Other state-supported scholarships, fee waivers, or grants-in-aid awarded on the basis of academic achievement.
2. In awarding scholarships based on academic achievement, special consideration should be given to persons who have completed available academic solids beyond those specified in the College Preparatory Program. Honors and advanced placement courses should be given extra weighting.
3. Qualifications for Valedictorian/Salutatorian:

To be eligible for the Valedictorian/Salutatorian honors a student must:

Have taken and successfully passed and/or currently enrolled in four years of English /Language Arts; four years of Mathematics (to include Algebra II and Advanced Math; four years of Science (to include Physics and Chemistry); three years of Social Science; two years chosen from foreign language, computer science, visual and performing arts, or vocational educational units; and all courses required for graduation by Centerville High School. Accumulate 28 credits by the completion of the 8th semester and have the highest GPA/numerical value with review of caseload. Meet the transfer criteria as established by Board Policy 3110 Secondary Grades (9-12) Credit Transfer. Final interpretation and disposition of all placements rest with the Principal, subject to review by the Superintendent and the Board.

Advanced Placement

Centerville High School will offer Advanced Placement classes that may be used for college credit as well as high school credit. The award of college credit will depend entirely on the successful completion of a very strict and comprehensive final exam in May.

2017-2018 AP courses: **AP Calculus**

Placement in this AP class will require a minimum of junior classification and approval of the Advanced Placement instructor.

GRADUATION EXERCISES

The graduation exercise is a privilege, not a right. It is an extra-curricular activity, therefore, participation is earned. A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3), MCA. In such instances, the diploma will be awarded after the official ceremony has been held.

The expectations are for each graduate:

1. Be free from drugs and alcohol.
2. Have appropriate dress.
3. Wear graduation cap and gown in the same condition as purchased.
4. Follow the established graduation procedures.

Policy 2410

GUIDANCE COUNSELING

Centerville Public Schools recognize guidance and counseling are a vital part of the total program of instruction. The general goals of this program are to help students achieve the greatest personal value from their educational opportunities. The program will include providing students with planned opportunities to develop future career and educational goals, refer student with special needs to appropriate specialists and agencies, assist student in developing a sense of belonging and self-respect, and encourage students to explore and develop their individual interest in career and vocational technical programs and employment opportunities.

GUN - FREE SCHOOLS

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm or other weapon onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the board of trustees, upon a recommendation from the district superintendent.

1. In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922(q), students may bring unloaded firearms onto school property for use in an approved program with the prior written permission of the district superintendent.
2. No student shall possess any firearm or other weapon, without authorization, on the way to school, or during intermission or recess. Violation of this provision shall result in discipline up to and including expulsion.
3. The Term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.
4. The district superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought on to the school property. The firearm must be unloaded and in a condition that renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.
5. If a student violating this policy is identified as a child with a disability either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten (10) days.
6. Any student subject to expulsion shall be entitled to a hearing before the board of education in accordance with Section 20-5-202, MCA. Nothing in this policy shall

prevent the board of trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

The Centerville School District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law. Policy 3310

HALL PASSES

Students out of classrooms will need a hall pass. Teachers may use a permanent bathroom pass for student use of the restrooms. Students arriving in the office, library, computer lab, classrooms, or other school areas without a pass will be immediately sent back to their classes. Repeated offenses will result in disciplinary action.

HONOR ROLL GPA

The Centerville High School Honor Roll is published at the end of each semester. All grades earned in subjects will count toward honor roll grade points.

INTERROGATIONS AND SEARCHES Interrogations

The principal or his/her authorized representative possesses the authority to conduct reasonable interrogations of students in order to properly investigate charges of student misconduct.

Searches

The district endeavors to provide a safe and secure environment for all students. The board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principal or his/her authorized representative possesses the authority to conduct inspection of student's school lockers or articles carried upon their person. Such search shall be based on a reasonable suspicion of the presence of deleterious items. Examples or items shall include, but are not limited to, sacred noisemakers, water guns, contraband drugs, a handgun, fireworks, or other dangerous weapons.

In the event a search of a student's person, his/her personal possessions, or his/her locker reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law enforcement, authorities shall be notified so that they may take appropriate action. Appropriate action concerning this issue may include drug and paraphernalia search dogs.

LOCKERS & DESKS

A locker is assigned to a student the first day of school or upon registration. Lockers are school property and are provided for student use. Students are responsible for the proper care and the contents of their locker. The school assumes no responsibility for articles lost or stolen from lockers. This also includes lockers in the physical education wing of the school. Students are discouraged from keeping personal valuables, calculators, and money in their lockers. Students are to use a lock for the lockers located in the PE area. A duplicate key or combination must be left with the instructor or coach, or the lock will be removed. Students may place a lock on their assigned hall lockers. A duplicate key or combination must be left with the school secretary or the lock will be removed.

School lockers and desks are and shall remain the property of the school district. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to periodic check or

search at any time by designated officials. No student may use a locker or desk as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. The Board authorizes the superintendent or principal to inspect an individual students locker when there is reasonable suspicion to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school. The superintendent may authorize the use of canines to aid in the search for contraband in school owned property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dogs actions. An indication by the dog that contraband is present on school property shall be deemed reasonable suspicion for a further search by school officials. Canines will not be used to search students.

Students may place posters in their lockers provided the posters are appropriate. Posters advertising alcohol, tobacco or drugs or scantily clothed bodies are all inappropriate. Students will be fined for any damage they are responsible for to any locker and/or desk.

Policies 3231-3231P

LUNCH/BREAKFAST PROGRAM

Delicious and filling hot lunches are offered at Centerville Public Schools. A menu is sent home at the beginning of each month. We use "Bank-a-meal" accounting, which works much like a personal checking account for lunches. Call the office for details. Lunch prices for this school year are \$2.00 for PK-5, \$2.25 for 6-12, and \$3.65 for adults. Breakfast prices are \$1.25 for PK12 and \$1.70 for adults.

You may be eligible for the Free and Reduced School Lunch Program. Please call Mrs. Umphres if you think you may qualify. The income guidelines for the program are pretty generous, from a Montanan's perspective. For example, a family of four qualifies for reduces lunch if their yearly gross income is \$45,510 or below. This information is confidential your child doesn't even have to

be aware of it. Additionally, the school is assisted with additional federal monies for books, materials, and staff, based on the number of Free and Reduced Lunch recipients.

The board has implemented a new school lunch charge policy. This policy limits the amount a family may charge and explains the steps of negative balance notifications. Please see policy 8205 for further information

MAKE-UP IN ADVANCE

There will be Make-up in Advances. If a student is to be gone from school for any reason it will be the responsibility of that student to sign out of the office. The student must also check with his/her teachers, to receive assignments due. The work must be completed to be graded. Work handed in late will receive a “0”. If the absence is to attend an extra-curricular activity, the student must be in attendance at the activity. Students are encouraged to complete their work in advance.

MAKE-UP WORK

Students who have been absent from school will receive one day make-up for each school day of excused absence. Example: If a student has three days of excused absence, the student will be given 3 school days to make up school work (one day for each day of absence). Cases involving prolonged absences will receive special consideration.

Make up work pertains to assignments and projects assigned on days absent. Assignments and projects assigned before absence will be required to be handed in on the due date.

MEDICINES

Students must bring any medicine that needs to be taken during school hours to the office to be dispensed by office personnel. Absolutely no drug or medicine may be provided or administered by an employee of the district unless specific written direction and signed permission by the parent is given to the principal. Policy 3416

NATIONAL HONOR SOCIETY

National Honor Society candidates are selected for induction into the NHS during the spring of each year. Students are eligible for nomination upon completing three semesters of high school coursework Membership in the Centerville High School National Honor Society is an honor bestowed upon a student and is based on outstanding scholarship (GPA 3.5), character, leadership, and service. Students will be notified of their successful meeting of the criteria during each spring. The student must complete the application process including a written essay to be considered for induction. The sponsor and high school faculty will evaluate and select worthy candidates based on national standards for National Honor Society membership. Once selected, members have the responsibility to continue to demonstrate these qualities.

OUT-OF-DISTRICT STUDENTS

There are a number of criteria, which need to be met if a student lives out-of-district, and desires to be enrolled in the Centerville School District. Please contact the office for those criteria. Out-of-District students must sign a Behavior and Academic contract. The Principal on a periodic basis reviews these contracts. Standards outline in the contract state that students must remain in good-standing academically, have limited absences and tardies, and exhibit excellent conduct.

PARENT CONFERENCES

At the end of the first quarter, parent-teacher conferences are held. Your child's progress is discussed. It is vital that you attend this conference. If you are unable to make the assigned time, please call to reschedule. If additional conferences with the teacher are necessary, they may be requested as needed.

PERMISSION TO LEAVE SCHOOL

Students who are ill, or for any other reason must leave school are required to come to the office, receive proper permission, and sign out. Permission to check out must be granted by the administration or school secretary. Students leaving the building must be kept at a minimum. Students are urged to stay in school all day. Doctor or other appointments should be scheduled outside school hours, on school holidays and Friday's as much as possible.

PTA

The PTA meets the last Tuesday of each month. This is an important supportive organization and there are various levels of involvement in the group. Valuable work occurs here!

SCHOLARSHIPS

Many colleges and organizations throughout Montana and the United States offer various scholarships to high school students who are graduating. Scholarships are announced throughout the year and applications may be obtained from the Guidance Counselor. The Guidance Counselor will provide appropriate assistance but it must be recognized that the primary responsibility for applying for scholarships is the responsibility of the student and his/her parents.

SEXUAL HARASSMENT\INTIMIDATION

The Centerville Public School District is committed to a positive and productive working and learning environment free of discrimination. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. An employee, District agent, or student engages in sexual harassment whenever he/she

makes unwelcome advances, request sexual favors, or engages in other verbal, nonverbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with the student's educational environment;
 - b. creating an intimidating, hostile or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, opportunities or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Example of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussion of sexual experiences, pressure for sexual activity, intimidating by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, or administrator who will assist them in the complaint process. A formal complaint form will be available from the guidance counselor or administrator. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex. Policies 3225-3225F

SHOW OF AFFECTION

Couples must conduct themselves properly at all times. While the school recognizes that boy-girl relationships are normal and natural, a proper school atmosphere must be maintained. Couples are restricted to holding hands in the halls and on school grounds. Referrals to the office will result in parent notification. Continued willful disobedience will result in more severe disciplinary measures that may include suspension.

SPECIAL SERVICES

Centerville Public Schools has a variety of instructional services and activities designed to meet the needs of individual students. If you feel your child is having difficulties, please talk to Counselor or Principal Michael Taylor. These special programs include:

- *Title I; *School Counseling; *Special Education;
- *Enrichment Opportunities; *Speech Therapy; *School Psychologist.

SPORTSMANSHIP

Students will portray good sportsmanship and conduct at all school activities at all times. Students who fail to display good sportsmanship will be asked to leave the activity and appropriate disciplinary action will be taken.

STEREOS

The playing of music devices is prohibited on school grounds during school time.

STUDENT BEHAVIOR CODE

The following types of behavior will result in disciplinary action which may include in-school suspension, out-of-school suspension, and/or expulsion.

1. Fighting, disruption or interference with curricular or extra-curricular activities.
2. Damage or destruction of school property.
3. Damage or destruction of private property.
4. Assault on school employee, student, or other person while in custody and control of the school in the course of a school related activity.
5. Possession of dangerous weapon.
6. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises, or while in the custody and control of the school, or in the course of a school activity.
7. Violation of rules of conduct on school buses.
8. Use or possession of smoking or chewing tobacco while on school premises or while in the custody and control of the school, or in the course of a school related activity.
9. Stealing of school or private property while on school premises, or while in the custody and control of the school, or in the course of a school related activity, or possession or sale of said stolen property.
10. Violation of attendance rules and regulation and/or truancy policy.
11. Violation of Centerville Board of Education dress code as determined by the administration.
12. Abuse of student driving and parking privileges including reckless operation of a motor vehicle on or near school premises.
13. Being insubordinate or showing disrespect toward a school employee, student, or guest of our school.
14. Disregard of reasonable direction or commands by school personnel.
15. Inappropriate display of affection while on school premises or while in the custody and control of the school, or in the course of a school related activity.
16. A student shall not use any form of profanity - written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.
17. A student shall not engage in any act which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff by written, verbal, or other form of gesture.
18. Students will not sell or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the administration.

19. Skipping or cutting class, which is defined as not being in the assigned classroom, study hall, library, assembly, or homeroom.
20. Leaving school grounds during school hours without proper permission.
21. Removing vehicle from parking lot during school without proper permission.
22. Repeated violations - any series of behavioral violations that create a pattern of misconduct - may result in suspension and/or expulsion.

STUDENT COUNCIL

The purpose of Student Council is to serve as the governing body for student activities, help mold the climate and culture on the school, and serve as a liaison to the administration dealing with student input to the successfulness of Centerville High School. The student body on a yearly basis shall elect Student Council officers. The elected officers for Student Council are: President, Vice President, Secretary-Treasurer, and Historian.

To be eligible, you must have at least a 2.0 cumulative GPA for completed courses. The candidate will be at least a Sophomore and will have completed at least three consecutive semesters of work at Centerville H.S. In order to hold office, the elected officer must maintain at least a 2.0 GPA for each semester while in office. Failure to maintain such an average will result in the removal of the student from office.

Each high school class (Freshmen, Sophomores, Juniors, and Seniors) shall elect one representative to the Student Council. Each recognized school organization shall elect one representative to the Student Council. These representatives must also maintain a 2.0 GPA.

SUSPENSION

If for some reason a student is suspended from school, make-up privileges will not be allowed (out of school = no credit). Any Senior receiving Out-of-School-Suspension during his or her senior year will not be eligible to participate in Senior privileges and the Senior Sneak Trip.

TELEPHONE CALLS

A telephone is available for student use out in the foyer of the gym. Students are required to use this phone for all non-emergency calls. It is highly recommended that each student possess a calling card. Calls should be made before school, at lunch, or after school. Students should not expect to use the office phone to make or receive calls during class periods. The telephone should be used for essential (emergency) phone calls only. The phone in the classroom is not for student use.

VIDEO SURVEILLANCE

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

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

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

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

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

WORK PERMITS

School-To-Work permits are available to seniors through the principal. If a student obtains a part-time job, the qualified employer with which the student seeks employment must be an established business. Once granted, a STW permit remains in force as long as the student has the job, providing he/she maintains the academic and behavioral standards specified on the permit. The student/employer must submit a work schedule to the principal on a weekly basis. STW permits are granted quarterly. If a student obtains a part-time job, the student will be required to attend school on days that they are not working.

USE OF SCHOOL FACILITIES

Use of school facilities by an individual student or group of students will be permitted after school hours, on weekends, or vacations provided a faculty member supervises them.

EXTRACURRICULAR ACTIVITIES RULES

Extracurricular activities should include all athletics, clubs, organizations, ski trips, senior trip, music, plays, etc., named here and any other not named but associated with Centerville Schools.

ATHLETIC AND MUSIC EVENTS

All athletic and music events are subject to the rules of the school board, administration, and the Montana High School Association.

Athletic Rules:

1. The athletic rules of the Centerville Public Schools are based on the belief that each student should have an opportunity to become a member of an athletic team, to receive adequate coaching, and to participate in a representative interscholastic athletic schedule in all sports.
2. All teams and contests shall be governed by the M.H.S.A. rules and regulations, and school regulations.
3. Policies and rules, which apply to general student conduct, also apply to the program of athletics.
4. Every student has a right to try out for an authorized sport unless he is ineligible under any disciplinary action or the rules set forth in the constitution and by-laws of the M.H.S.A.
5. All athletes and cheerleaders will observe the curfew regulations during season:

- a. Weekdays 10:00 P.M.
- b. Friday 11:00 P.M.
- c. Saturday 12:00 P.M.

These are recommended times and are subject to change by the individual coaches. Violations will be handled by in-season coach or sponsor.

- 6. Physical appearance: To be winner, one must look like a winner. Appropriate appearance will be determined by the in-season coach or sponsor.

General behavior for an athlete

- 1. Because the conduct of an athlete is closely observed by all citizens and emulated by many youngsters, it is important for the athlete to set a proper example at all times. This includes refraining from profanity or illegal tactics. This also means the athlete should control his/her temper and always display good sportsmanship. Each athlete is expected to demonstrate respect and courtesy for others. Each athlete must maintain passing grades and maintain good attendance without truancy. Each athlete is reminded that he or she is a representative of Centerville High School.
- 2. If a student is absent from school any portion of the day, he/she will be unable to participate in any event that day. Exceptions to this policy may be granted at the discretion of the principal or superintendent or with the presences of a doctors note.
- 3. If any student of Centerville School is ejected from an interscholastic athletic event for unsportsmanlike conduct, he/she will not be able to participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition. A second violation will result in a four game competition suspension by the offending

athlete. If penalties are imposed at the end of the season and no contests remain, the penalty will be carried over to that particular sport until the next school year. In the case of a Senior student, the penalty will continue to the next MHSA sport or activity.

APPEAL: The infraction may be appealed to the Athletic Director and Principal. The Athletic Director and Principal will hear the appeal within 48 hours of the receipt of a complete report of the incident. Appeals will then follow the Uniform Grievance Procedure. Appeals may not deal with decisions made by a contest official.

SPORTS OFFERING

When a sport is offered as a sanctioned activity to the students of Centerville Schools, the decision to implement or drop the sport will depend on the number of participants.

The established number for playing a team sport will be more than the minimum necessary to field the team. For example: seven (7) members are needed for basketball, ten (10) for football, and eight (8) for volleyball.

In a sport where a student can compete individually, such as in track or cross-country, or golf: the decision to offer or drop that sport will be left to the Board and Administration.

CHEERLEADING

There may be two squads: junior high and varsity. Each squad will consist of girls and/or boys. Students who are sixth, seventh and eighth graders may qualify for the junior high squads; students who are freshmen, sophomores, juniors, seniors may qualify for high school squad. Boys are encouraged to try out. An alternate will be elected for each squad in the event that a cheerleader cannot perform his or her duties. Cheerleaders will follow the same eligibility and training rules required of the participants in the sport for which they are cheering. In addition, all cheerleaders will follow the rules outlined in the cheerleader's constitution.

MISSING PRACTICE

A practice is defined as 2 or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and some conditioning. This may occur only once a day.

*If an athlete misses 5 consecutive practices he or she must practice two days before they can participate in an activity.

*If the athlete misses 6 to 10 consecutive days of practice he or she must practice three days before participating in an activity.

*If the athlete misses more than 10 consecutive days of practice he or she must practice for four days before participating in an activity.

Exceptions to this policy may be granted at the discretion of the Athletic Director and Principal.

SCHOOL PROVIDED MEALS

The school will be responsible for meals at tournaments and post-season competitions only.

ATHLETIC AWARDS

Student Athletes will be eligible for an athletic letters based on the criteria established by each varsity coach in Cross Country, Football, Volleyball, Basketball, Track, and Cheerleading.

Miner Award: Each year, an outstanding senior male and female athlete will be selected to receive this award. Coaches of the senior athletes will utilize the following criteria for selection:

1. Participation in and Success in Athletics (85%)
 - a. Number of Sports
 - b. Value to Team
 - c. Individual Success
 - d. Coachability
2. Academics (10%)
 - a. Eligibility standards

- b. Effort
 - c. Attendance
3. Co Curricular Activities (5%)

Casey Guisti Award: Each year, an outstanding Senior male and female athlete will be selected by the Guisti Family that exemplifies the characteristics portrayed by Casey Guisti, that of determination, enthusiasm and desire.

ILLEGAL SUBSTANCES:

The use or possession of illegal drugs, alcohol, or tobacco is prohibited for all Centerville students participating in extracurricular activities.

1. The use or possession of alcohol, drugs, and /or tobacco will result in the following:

First Offense – Alcohol and/or drugs

Self-Report

- a. In the event a student self-reports a violation of the rules pertaining to drugs, alcohol, and/or tobacco to a coach, administrator, or other appropriate adult, he/she will be suspended from participation in all extracurricular activities for fourteen (14) calendar days from the date of the infraction. Athletes must continue to practice unless the length of suspension extends beyond the conclusion of the season. This rule applies to all athletes of all sports and any student involved in other extracurricular activities from the first day of fall sports practice until the final school sponsored event of the school year.
- b. If a student fails to self-report and is subsequently found to be in violation of the rules pertaining to drugs, alcohol, and/or tobacco, he/she will be suspended from participation in all extracurricular activities for a period of thirty (30) calendar days from the date of the determination that a violation occurred. Athletes must continue to attend practice unless the length of the suspension extends beyond the conclusion of the season.

First Offense – Tobacco

Self-Report

- a. In the event a student self-reports a violation of the rules pertaining to drugs, alcohol, and/or tobacco to a coach, administrator, or other appropriate adult, he/she will be suspended from participation in all extracurricular activities for seven (7) calendar days from the date of the infraction. Athletes must continue to practice unless the length of suspension extends beyond the conclusion of the season. This rule applies to all athletes of all sports and any student involved in other extracurricular activities from the first day of fall sports practice until the final school sponsored event of the school year.

- b. If a student fails to self-report and is subsequently found to be in violation of the rules pertaining to drugs, alcohol, and/or tobacco, he/she will be suspended from participation in all extracurricular activities for a period of fifteen (15) calendar days from the date of the determination that a violation occurred. Athletes must continue to attend practice unless the length of the suspension extends beyond the conclusion of the season.

Second and Subsequent Offenses(s): alcohol, drugs, and /or tobacco

- c. Any student who possesses or consumes alcohol, drugs, and/or tobacco for a second time during the school year will be immediately suspended from any extracurricular program(s) for twelve (12) months from the date of the infraction. This rule applies to all athletes of all sports and any student involved in other extracurricular activities from the first day of fall sports practice until the final school sponsored event of the school year.

If the student and parent enroll in and complete a Drug/Alcohol Awareness class together the suspension will then be reduced to 15 calendar weeks from the day of the incident (reduction applies only to the second offense). The Insight Class must be completed prior to resuming practice or club activities after any violation of the possession or consumption rule.

Any student who competes only a partial season will be considered ineligible to receive a letter or an award for the activities that were affected by the suspension.

Students shall not be associated with the use of drugs and/or alcohol. If arriving at a gathering where the student is made aware of the presence of these items, the student must leave the site immediately. The administration will be responsible for the issuing the discipline regarding association violations. Punishment for an association violation may include suspension or complete removal from the activity upon the second offense.

Drug Testing Program: The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities or driving automobiles, while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as stated herein.

It is mandatory that each student who participates in extracurricular activities and/or drives a vehicle on school owned property, sign and return the consent form prior to participation in any extracurricular activity and operating a motor vehicle on school property. Failure to comply will result in nonparticipation and suspension of driving privileges on school owned property. Each

extracurricular participant and driver shall be provided with the consent form, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug-testing program at Centerville High School. Any violation of the Drug/Alcohol policy will be handled pursuant to the policy.

GRADES FOR EXTRA CURRICULAR ACTIVITIES

Definition: An extra-curricular activity in not part of the regular school day and the student does not receive a school grade or credit.

1. All students involved in any of Centerville's extra-curricular activities must not receive a failing grade in any subject and must maintain at least a combined "C" average in all subjects in which they are enrolled.
2. Grades will be averaged on a weekly basis and will accumulate throughout the quarter. The process will begin anew each quarter. (NOTE: A grace period of three (3) weeks will be allowed at the beginning of the school year and second semester.)
3. Grades will be posted Tuesday and weekly eligibility/ineligibility will run from Tuesday to Tuesday. Individual subject areas must have at least three (3) grades before determining eligibility. During quarter changeover, any subject that does not have three current grades, the previous quarter grade will be used. Any student receiving a failing grade in any subject or not maintaining a combined "C" average in all subjects they are currently enrolled in will be placed on academic probation for one (1) week. If the student has a failing grade or has not maintained a combined "C" average after the probationary week, they will then be ineligible to participate in extracurricular activities until their grades meet the standards. Student will be allowed to practice during ineligibility.
4. Any student receiving an ISS or OSS resulting from a missed detention will be ineligible for the week that he/she receives the ISS or OSS. There will be no exceptions for ISS or OSS ineligibles.

CENTERVILLE SCHOOL DISTRICT ELECTRONIC ACCEPTABLE USE POLICY

It is the policy of the Board of Trustees that information accessed and disseminated electronically in the Centerville School district appropriately reflects the educational goals and objectives of the district and educational missions of the schools.

Educators have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information resources, to identify information appropriate to their age and developmental levels, to acquire related safety skills and to evaluate and use telecommunication technologies to meet their educational goals.

Centerville School district recognizes that the telecommunication environment is constantly changing; therefore, it is impossible to predict with certainty what information students might

locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their content by school officials, neither does making electronic information available to students imply endorsement of that content. Telecommunication technologies are to be utilized at Centerville Public Schools to realize curricular objectives through the retrieval of information and/or communication with others and Centerville personnel will provide appropriate supervision.

GUIDELINES FOR TELECOMMUNICATIONS NETWORK SYSTEM USE

No student shall have access to the telecommunications network without having a signed Computer Network Consent form on file with the District. Students who are under 18 must have their parent's signature on the consent form before it becomes valid. Students over 18 must realize they are responsible as students and individually as adults for misuse of electronic equipment. At the time of filing the completed user release form, the user shall be designated Authorized User privileges and shall be eligible to use the telecommunications network via either a district or personally owned computer operated in district owned facilities

Authorized use of the system shall be only for legitimate educational pursuits that are in support of educational endeavors that are consistent with the goals and objectives of the District. Additionally, any use of the system must conform to state and federal laws governing network provider policies and licenses.

Examples of misuse include, but are not limited to:

- Activities that lend themselves to the support or opposition of a political candidate, group, or ballot measure
- The use of the system for charitable purposes that have not been cleared with the Technology Coordinator or designee.
- The use of the system for non-district commercial purposes or solicitations.
- The unauthorized downloading, installation, use, storage, or distribution of copyrighted software, and/or materials on district computers
- Malicious use of the system to develop programs or documents that harass or harm other, to gain access to any computer or computer system to damage the components of the computer or the system be it District owned or otherwise.
- Any distribution of private or public materials that are inconsistent with the District harassment-free environment policies, or hate mail, discriminatory remarks, or other unwelcome statements and/or compliments or other anti-social items
- Use of the system to access, store, or distribute obscene, pornographic, or inappropriately suggestive materials.
- The use of the system to promote or participate in any activity that is in violation of any state or federal regulation, or that purports to discredit any person, agency, or organization of local, state, or federal government.
- The use of the District's system to construct personal home pages published under the school's auspices.
- The revelation of personal information, their own or other, such as home addresses and telephone numbers in areas not consistent with educational purposes.

- Meeting people in person that they have contacted on the system without parent/guardian permission.
- Failure to notify the Technology Coordinator, teacher, adult or District representative whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

Nothing in these guidelines is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with District policy and procedure.

SECURITY GUIDELINES FOR NETWORK USE

System accounts are to be used only by the authorized owner of the account for authorized purposes. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account. There is no reasonable expectation of personal privacy in the use of account files. Such files are district property and are subject to regular review and monitoring by District personnel to ensure the responsible use of electronic files consistent with the terms of this policy.

Users shall not gain or seek information, obtain copies of, or modify files or passwords, or use any other means, to gain unauthorized access to district systems and information.

Communication may not be encrypted in order to avoid review for security and policy violations.

CENTERVILLE SCHOOL DISTRICT SHALL:

Review and monitor, as appropriate, all activity on the network for responsible use consistent with the terms of this policy and procedure, and state and federal guidelines controlling Internet activities.

Make determinations in regard to whether specific uses of the network are consistent with these acceptable use guidelines.

Remove a users access to the network; with or without notice, at any time the District determines that the user is engaged in unauthorized activity or violation of this policy. In addition, further disciplinary or corrective actions (s) may be imposed for violations of the policy up to and including termination of employment for staff or appropriate disciplinary sanctions for students.

CENTERVILLE PUBLIC SCHOOLS

693 Stockett Road

PO Box 100

Sand Coulee, MT 59472

Phone (406) 736-5167 / Fax (406) 736-5210

Home of the Centerville Miners

Dear Parent/Guardian of Centerville Public Schools

RE: FERPA [Family Educational Rights and Privacy Act]

In regard to student records, federal law requires that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten [10] days of the time of receipt of this letter. Directory information ordinarily includes birth, categorized honor roll posting in school, newsletter and web page, immunizations, college and military acceptances, scholarships, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school and most recent previous school attended.

Please sign the line below and return this with the Consent Signature Form, if you have drawn a line through any of the above information.

Signature _____ Date _____

Students Name _____

If you have any questions about FERPA and this letter please contact the School Office.

CENTERVILLE PUBLIC SCHOOLS
693 Stockett Road
PO Box 100
Sand Coulee, MT 59472
Phone (406) 736-5167 / Fax (406) 736-5210

Home of the Centerville Miners

CONSENT SIGNATURE FORM

This document must be signed and returned to Centerville Public Schools acknowledging that the student and parents/guardians have read and understand all of the rules enclosed in this handbook.

As you read each of the following procedures, **please initial on the line provided following each regulation.**

	<u>Parent</u>	<u>Student</u>
Student Handbook	_____	_____
Computer Network/Internet Regulations	_____	_____
Athletic Training Rule (JH & HS)	_____	_____
Drug Testing Program (JH & HS)	_____	_____
FERPA (Family Educational Rights & Privacy Act)	_____	_____

Complete the form on back if you do not want directory information released.

I have read, understand and agree to abide by the conditions set forth in each of the regulations listed above.

Student's Signature

Date

I have read the above regulations that my child has signed and agree that should a violation occur the district has the right to enforce the disciplinary action outlined for each regulation.

Parent's Signature

Date

PLEASE RETURN THIS FORM BY SEPTEMBER 7, 2017