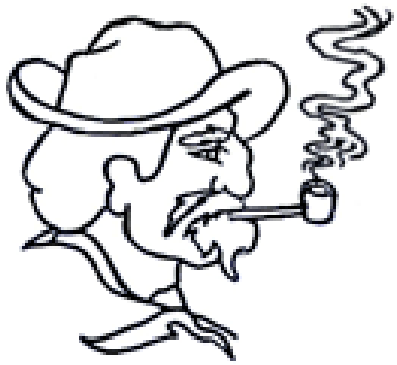
SWEET GRASS COUNTY HIGH SCHOOL
STUDENT HANDBOOK 2026-2027

Reviewed and revised 8/6/2024



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STUDENT RIGHTS AND RESPONSIBILITIES

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

All students who attend the district's school shall comply with the written policy, rules, and regulations of the school, shall pursue the required course of studies.

STUDENT INFORMATION

ACTIVITY FEE/CHROMEBOOK FEE

The activity fee $40/Chromebook fee $30 is to assist all student activities and organizations. It will grant admission to all home athletic events and concerts. The Chromebook fee of $30 will be used to cover usage and wear of the Chromebook computers issued to each student for use during the year. The Chromebook fee is not intended to cover damages to the computer that are the result of student neglect or carelessness. Students are expected to pay these fees at registration or the first day of school. A late fee will be accessed for students who have not paid the fees by the end of the second week of school.

CLASS SCHEDULES

Students are to report to their first period class when the warning bell rings at 8:25. There is no other bell before the tardy bell. Please cooperate with your teachers on this so that roll may be taken promptly and class can start.

A. Regular Schedule

1st period	8:30-9:23
2nd period	9:26 -10:19
3rd period	10:22 -11:15
4th period	11:18 – 12:11
Lunch	12:11 – 12:40
5th period	12:45 – 1:38
6th period	1:41 – 2:34
7th period	2:37 – 3:30

B. Early Release/ Holiday

1st period	8:30 – 9:05
2nd period	9:08 – 9:43
3rd period	9:46-10:21
4th period	10:24-10:59
5th period	11:02 -11:37
Lunch	11:37 – 12:11
6th period	12:16-12:51
7th period	12:54-1:30

C. Tuesday Help Session/ In-Service/ Game Day Schedule

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

ATTENDANCE

Students are encouraged to view school as an opportunity. Since parents are ultimately responsible for their child, the parent should call the school if their child is unable to attend. Parents are encouraged to notify the school in advance when possible. Students are encouraged to complete their work in advance whenever possible. Students will be given one school day to make up work for each day of absence recorded unless their absence is an extended one.

Excused and unexcused absences:

When parent reasons are supplied in advance or within one school day of the student returning to class, the absence will be excused. Excused absences are those for which students have the opportunity to make up all work missed during the absence with no penalty.

Unexcused absences are absences that do not have a parent excuse supplied within a day of the student returning to class, and truancy. Unexcused absences will result in zeroes for any assignments missed during the absence.

An absence will be considered a disciplinary write-up for truancy when the parent is not aware of the absence or does not request that an absence be excused within one school day of the absence. In addition to the loss of grades, the student will be subject to disciplinary action for truancy.

Suspensions:

Students will be allowed to receive credit for all make-up work during an In School Suspension provided all work is handed in when the student returns to class. Work missed during an Out of School Suspension will be recorded as zeroes.

Credit/attendance regulations:

In all absences, excused or unexcused, if a student misses more than ten (10) periods of a class in a semester, the following guidelines will be adhered to:

1. Students/parents will receive a written letter when students accumulate six (6) days/periods of absences and again when the number of absences has reached the limit of ten.
2. When a student exceeds ten absences, they will be informed of their situation. Students and parents have the right to appeal to the Attendance Committee with the following procedures in place:
    a. Absences from 11-14 will result in a Pass/Fail grade. If the student is passing the class, a “P” will be recorded on their transcript. Having a failing grade will result in an “F”.
    b. Absence 15 and over will result in No Credit “NC”.
3. The student has the right to appeal that decision to the superintendent at which time he/she will have a meeting before the superintendent. The written notice of appeal must be given within five days of any Attendance Committee decision or of being informed of the loss of credit. The meeting will take place as soon as possible after the notice of appeal.
4. Classes in which the student is losing credit due to absences will be recorded on the student’s transcript as “NC” if the student passes the class. If they were failing the class, their grade will be recorded as an “F”. “NC” grades will not be used in the GPA calculations but “F” grades will be included in those calculations.
5. All absences will be applied to the credit/attendance requirements of this policy with the following exceptions:
    a. Absences due to illnesses, hospital stays, or medical appointments that are excused by a written doctor’s note provided within one school day after the student has returned to school. (A student excused by a medical doctor from participation in P.E. activities must still attend the P.E. class unless excused by the instructor.) Extended or chronic absences related to doctor’s excuses will be dealt with on an individual basis through documentation and conferences with the administration or the Attendance Committee.

b. Absences related to demonstrable educational benefits that have been accepted and documented by administration. College visitations are an example of this type of absence which has a limit of two days per semester.
c. Absences due to family emergencies or bereavement that have been excused by the administration.
d. Absences related to family functions that have been excused by the administration before the absence occurs. (3 days per semester)
e. Absences related to school sponsored functions or organizations will be excused.
f. Special exceptions to attendance requirements will be considered by administration on an individual basis in compliance with School Law
g. Absences due to suspension or discipline measures cannot be excused from this policy.

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

Tardies

Students will be considered absent from a class period if they miss more than 15 minutes of the period. Students who miss less than 15 minutes of class will be considered tardy. Staff can excuse tardiness during the school day. All other tardies will be considered unexcused. Students with excessive unexcused tardies per quarter will serve detention and/or suspension discipline as follows:

1. Six unexcused tardies – half hour detention
2. Nine unexcused tardies – one hour detention
3. Twelve or more unexcused tardies – In School Suspension, possible loss of credit

Other absence/tardy occurrences:

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

Parents (guardians, or legal custodians) have the following responsibilities:

1. In the event the child will be absent from school, the parent shall report that absence to the Secretary or designee by 9:00 AM in the morning, or by 1:00 PM if absent in the afternoon.
2. The parent shall report the absence of the child every day they are absent or inform the school as to the length of the absence.
3. Parents shall provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.
4. The parent shall provide an alternative phone number where they may be contacted or the number of another person who can be accountable for their child's attendance.

INCOMING STUDENT TRANSFER PROCEDURE

Incoming students transferring to the Sweet Grass High School district will be accepted and placed accordingly under the following considerations:

1. Receipt of sending school transcripts verifying the appropriate grade level and credits needed for graduation.
2. If sending school grades are not available or are not in the current school year, the incoming student will take SGHS proficiency examinations for SGHS administration to determine proper grade and subject level placement.
3. If students request to transfer to SGHS within 10 days of the start of the semester, the students will be allowed to attend SGHS in person on campus. If the student requests to transfer enrollment to SGHS with greater than 10 days missed they will be subject to attending an online credit program until the end of the current semester at SGHS. The student will be allowed to attend in-person classes at the beginning of the next semester if there was successful completion of the on-line credit program.
4. SGHS will pay for the initial expenses involved with on-line instruction and registration. If the student does not earn credit from the on-line class, the student's parent/guardian will be responsible for all costs incurred by the district for that class.
5. On-line instruction will take place off campus.

The previous considerations are not all inclusive and amendments or additions may be included for future student placements.

INTERNET/CHROMEBOOK USE

Students are required to have a parental permission/student agreement form completed and on file before they can use the district internet. In addition, students must have a Chromebook Agreement form completed by their parents and the student to be able to use their assigned Chromebook. Students must follow the expectations of these agreements to be able to use the internet and school equipment. Students can face disciplinary actions for infractions.

EMERGENCY SIGNALS

Follow the directions of your teacher and do not evacuate the building until instructed to do so. The Lock Down signal will be given verbally over the intercom. Follow teacher instructions regarding whether to leave the building or to hide in the classroom. If instructed to stay in hiding, be prepared to create a barricade and distract or disarm any intruder until help arrives or it becomes safe to leave.

GRADUATION REQUIREMENTS

Students of Sweet Grass County High School must earn a minimum of 23 credits to graduate. The SGCHS course requirements for graduation are:

Language Arts	4 credits	Vocational Ed	1 credit
American History	1 credit	Fine Arts	1 credit
American Government	1 credit	Health & P.E.	1 credit
Math	3 credits	Ninth grade	1\2 credit
Science	2 credits	Tenth grade	1\2 credit
Financial Literacy	1\2 credit		

Students may earn credits towards graduation through correspondence courses approved by the administration. Any correspondence courses not completed by a specified time shall be recorded as an F. Students must earn 11 credits to be a member of the junior class. Students must have completed 16 credits or be currently enrolled in correspondence courses which will contribute to graduation requirements to be considered a member of the senior class. This placement in correspondence courses will be made during the first ten days of the school year.

CREDITS/GRADES/REPORTS

The school year is divided into two semesters. Each semester is made up of two quarters approximately nine to ten weeks in length. While grade reports are available at any time through the school on-line internet source and at the end of the quarter, the grade earned at the semester determines successful completion of a course and the number of credits earned. All semester grades are entered on the student's high school transcript along with a record of the student's attendance. It is in the student's best interest to be sure that every entry into that record is a positive reflection of their effort and ability.

The on-line internet service and quarter grades are intended to keep a student and their parents informed about their progress. In addition, a weekly list is generated and tutor sessions are required for students failing classes at that time along with this support, students are encouraged to check their progress at any time to assist them in their responsibility of maintaining passing grades and earning credits.

Grades for courses are determined by the following scale:

A…….95-100	B+……87-89	C+……77-79	D+……67-69	F……Below 59 percent
A-……90-94	B……..83-86	C……..73-76	D……63-66	P……0.67
	B-…….80-82	C-…….70-72	D-…….60-62	P+….for PIL

Grades are explained or reflected as an A = Superior work, B= good/above average work, C= average work, D= below average work, and F= failing, unsatisfactory work. The determination of these grades includes references to the following characteristics:

Scholarship – meeting or exceeding the requirements of the instructor and class work, a primary condition for earning a grade.

Initiative – contributions related to assignments or independent resourcefulness.

Attitude – level of benefit to the class or group.

Cooperation – amount of support and collaboration within the class or group.

Individual Improvement – evidence of progress or self-growth.

Responsibility – accepting one's own role in getting work done well.

TUTOR TIME TUESDAYS

The school schedule includes shortened periods each Tuesday to allow Tutor Time for students failing any classes. Students who are on the Eligibility Warning list are required to attend a mandatory tutor session from 2:15pm until 3:30pm. Students may spend that time in a supervised study hall to receive help in the classes they are failing. This time is also an opportunity for students passing all classes to make up work or receive extra help.

HONOR ROLL

Grade Point Average (GPA) used for honor roll and cumulative GPA calculations are determined on the basis of the scale given here:

A=4.0	B+=3.33	C+=2.33	D+=1.33	F=0
A-=3.67	B=3.0	C=2.0	D=1.0	
	B-=2.67	C-=1.67`	D-=0.67	

NC=refers to courses in which the student has a passing grade but will not earn credit due to excessive absences; these courses will not be used in the calculation of GPA averages.

Students must have a 3.0 average on their grades in a quarter or semester to be on the honor roll for that quarter or semester.

HONOR LOUNGE

The Student Council has created an Honor Lounge for SGCHS students. In order to qualify for the honor-lounge you must earn a 3.5 GPA on your most recent quarter grades with no D's or F's in any class. First semester freshmen are not eligible for Honor Lounge.

Rules and Regulations of Honor Lounge:

1. The Honor Lounge will be supervised by participating members of the honor lounge.
2. There will be no inappropriate behavior, excessive noise, or gambling.
3. The Honor Lounge is for use during your Study Hall only. You are to report to your study hall at the beginning of the period and follow normal check out procedures for study hall. After checking out of the study hall, you must go directly to the honor lounge. You must return to study hall before the end of the period and check in. There is to be no meandering in the hall or disturbing of other classes. They may use the office counter phone with permission.
4. The Honor Lounge area available to students is the cafeteria, library, gymnasium, the hallway between the cafeteria and gym, and the lawn in front of the gym.
5. The gym and weight room are available for use when there is no P.E. class. If a P.E. class is using the gym or weight room, it is not available for use unless the instructor gives consent.
6. If Honor Lounge students go outside the building, they are to remain in the area of the lawn in front of the gym, the benches in front of the building, or the memorial area. Students are not to use areas by classroom windows and are not allowed to distract classes in that manner. The lawn is the boundary of the Honor Lounge. No one will be allowed in the parking lot unless they have permission from the office to get something from their car. The football field area is not part of the honor lounge.
7. If students leave school grounds during Honor Lounge without permission, normal consequences for truancy will result.
8. If there is any report of loud or obnoxious behavior or disregard for school rules, the students involved will have their honor lounge privileges revoked for a minimum of four school days or time allocated by the study hall teacher or administration. Continued misbehavior will result in longer suspension or revocation of Honor Lounge privileges for the rest of the quarter.

9. If noise from the Honor Lounge gets too loud, the entire honor lounge may be suspended.
10. A list of qualifying students will be given to each study hall teacher. The Principal will review the honor lounge expectations with new honor lounge students each quarter.
11. Optional teacher-led or student-led tutoring sessions will be available before and/or after school. Extra credit points will be given to students who volunteer to be a tutor in the class they are assisting in. Students who tutor regularly will receive a quarter of a credit per semester as a teacher's aide.

LIBRARY

The library will be available for use by any student before/after school and during noon hour. Please do not abuse the privilege. Students who wish to check books out of the school library may do so by checking them with the student library aide or the librarian. Any books damaged or lost will be charged to the student checking out the book. Students will also pay fines for overdue books.

STUDY HALL

The following rules apply at all times in the study hall:

1. No talking without permission from the study hall teacher.
2. No sleeping.
3. Students must be working on school work or reading.
4. All passes must be secured before study hall begins.
5. There will be no checking out of study hall without a pass.
6. No cell phones without permission of the study hall teacher. Students may not have permission to use their cell phones if they are on the Tutor Time list.
7. One boy and one girl may use the restroom pass at a time.
8. Students not in their seats when the bell sounds are tardy.
9. All honor lounge students must check back in before the end of study hall. Failure to check in will result in loss of honor lounge privileges for one day, one week and then one quarter.

Violation of any of these rules will result in a discipline write up or detention. Please bring something to do and keep quiet so others may get their work done.

LOCKERS

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

Students may also be assigned lockers in the gym for use in PE or when participating with school athletic teams. These lockers have combination locks and students are expected to use them.

LOCKER AND VEHICLE SEARCHES

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

STUDENT DRESS

Students should dress in clean clothes that are in good taste, wear shoes, and be well groomed during school hours and when representing a school organization or group. Students may not wear clothing advertising alcohol, drugs, or tobacco; displaying nude or scantily clothed persons; containing obscene, offensive or suggestive lettering. The basic principle is that certain body parts (genitals, buttocks, abdomen, breasts, and nipples) must be covered at all times. Fitted pants, ripped jeans, tank tops, T-back shirts, or spaghetti strap tops are allowed provided they have necklines or arm holes that do not expose body parts mentioned earlier or expose the midriff.

If undergarments are visible or would be visible with the student's attire, students will be in violation of this policy. Shorts, skirts, or dresses are expected to be of appropriate length. The administration will make the final determination on the acceptability of any clothing worn. If the administration or staff determines any clothing is obscene or offensive, the student will be asked to turn the shirt inside out, be offered a different shirt to wear, or be sent home to change clothing depending on the circumstances. Failure to comply will result in disciplinary action.

In addition, students are to remove hats or head coverings when entering the school building during school hours. Hats or head coverings are to remain off until the student leaves the building through exit doors. This is a social issue of respect that is expected of all students.

CELL PHONE USE

While SGCHS recognizes the necessity of staying current with advancements in technology, use of cell phones will be supervised and regulated to ensure proper use. The use of cell phones will not be allowed in classrooms unless specific approval is given by the classroom teacher. Students will be allowed to use phones in the hallways before and after school, between classes, and during lunch. Earphones may be used in hallways but only in one ear to allow communication to occur. Honor Lounge students may use cell phones in the Honor Lounge area. While students will be allowed to have cell phones on school grounds and on activity trips, they are expected to cause no interruptions of instruction, practice or activities without permission from teachers, coaches, or administration. Cell phones are never to be used in restrooms or locker rooms. Violations or inappropriate use of the devices will result in disciplinary write ups or actions.

CLASSROOM/SCHOOL DISCIPLINE LEVELS

In order to better inform parents/guardians of students who are disciplined, Sweet Grass County High School has developed and adopted a Five Level System as a means of communicating to students, staff, and parents/guardians the disciplinary record of a student. The system is a means of documenting progressive discipline and providing parents/guardians with a record of disciplinary actions. The discipline expectations listed in the Discipline Levels apply to student behaviors and actions during the school day, on school grounds, or at any school function or to and from any school function.

Disciplinary consequences will follow the grid scale at the appropriate level of the infraction. Level 1 infractions will result in progressive Level 1 consequences, Level 2 infractions will result in progressive Level 2 consequences, etc. Once the student has reached the maximum consequence at that level of the grid, all additional infractions will be dealt with at the maximum consequence.

Sweet Grass County High School has discipline guidelines with five levels.

1. **Level I** – are minor infractions that affect the daily educational processes. A Level 1 infraction alone cannot be grounds for expulsion. Individual teachers will determine the rules and guidelines for conduct in their own classroom. These rules will be explained to students during their first day. The teacher will also explain the consequences if the rules are violated.

2. **Level II** – are deemed more serious in nature resulting in increasing disruption to the educational processes. Level 2 infractions alone or in combination with Level 1 cannot be grounds for expulsion, but may be subject to long-term suspension.

Level I and Level II seek to create a situation where the student, especially one with a chronic behavior problem, can be isolated from the rest of the students, counseled, and given an opportunity to consider his/her behavior and how he/she can change that behavior.

3. **Level III** – are those offenses that are more aggressive or threatening in nature and cause concern for the safety of self, students, and staff. After a hearing with the principal, consequence will be out-of-school suspension for not more than 5 days. When the student finishes an out-of-school suspension of three days or longer**,** his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action. The goal of these meetings is to provide the student and his/her parents/guardians with an opportunity to jointly develop a course of action to improve the student's behavior and educational experiences at Sweet Grass County High School. A fourth infraction at Level III will result in long-term suspension and may result in a recommendation for expulsion to the school board.

4. **Level IV** – are those offenses that are malicious and defiant in nature where there is an immediate concern for the safety or welfare of self, students, staff and property. Level IV offenses will result in out-of-school suspension no less than 5 days. When the student finishes his/her out-of-school suspension, his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action. The goal of these meetings is to provide the student and his/her parents/guardians with an explanation of the seriousness of the offense and an understanding that a second Level IV offense will result in long-term suspension and may result in a recommendation for expulsion to the school board.

5. **Level V** – are extreme and unacceptable offenses resulting in immediate suspension until an expulsion hearing before the school board. "Expulsion" is the exclusion of a student from school by action of the Board of Trustees for not less than the rest of the semester for which the student is presently enrolled and for not more than one complete academic year after that semester. If a student is expelled during a semester, the student will not receive credit for the semester.

If an offense is deemed serious enough by the administration, a recommendation for long-term suspension and/or expulsion may be made if the offense(s) seriously endangers or threatens students, staff or other people or creates serious disruption to the orderly function of the school.

DETENTION

1. Detention may be assigned to students for any violation of classroom and/or school rules.
2. Detention may be served for the purpose of students completing assignments, increasing participation in class activities, and to "catch-up" students who may have missed class for other reasons. The persistent offender will be assigned more severe consequences.
3. Detention will be served the day assigned unless other arrangements are made with the Principal. Bus students may not be kept after school the day of the infraction unless the parent/guardian has been contacted to arrange for a ride.
4. Failure to serve the detention will be reported to the office and the student will be placed on the appropriate level of the discipline grid.
5. Detention has priority over extracurricular activities.
6. The teacher will make first contact with the students' household.

Students are under the jurisdiction of all school personnel whenever they are on school property or are involved with school activities, including bus transportation to and from school.
PARENT NOTIFICATION OF DISCIPLINARY ACTION – when students receive disciplinary action for a significant/major infraction, the administration will inform parents of the infraction and penalty through appropriate methods related to the Level of the disciplinary infraction.
EXPULSION PROCEDURES - Should the record indicate that expulsion is necessary, written charges specifying the circumstances will be filed by the principal with the superintendent and the District Clerk. Upon receipt of said written charges, the School Trustees shall immediately set a time and place of a hearing related to said charges and shall direct the School Clerk to give written notice of said time and place of the hearing, together with a copy of the said written charges, to be served upon the parent or guardian of the student not less than three (3) days from the date of the order setting the time and place of the hearing. The student and parent/guardian will be informed as well as to their rights to a hearing, open or closed session, representation, called witnesses, and appeal. The School Trustees shall meet at the time and place set for the hearing, hear all witnesses and examine all evidence pertaining to said written charges of expulsion and, by it

written decision concurred by four (4) or more members, determine whether there is good cause to expel the student from SGCHS. The decision of expulsion is solely the power of the School Trustees and shall be in writing and recorded in the minutes of the Board. During the period of time between the filing of said written charges and the date of the hearing, the student will be suspended from school.

SGHS DISCIPLINE GRID

Administrative discretion for all disciplinary action will be applied.

LEVEL I						
OFFENSE- # OF OCCURRENCES	1	2	3	4	5	6
School/Classroom Disruption	Detention 1/2 Hour	Detention 1 Hour	1 Day ISS	1 Day ISS	2 Days ISS	3 Days ISS
Inappropriate Behavior						
Inappropriate Dress						
Parking Lot Violations						
Rude, Inappropriate Language						
Inappropriate Materials						
Cut Class/Left School Without Permission						
Disrespect of Staff/Environment						
Inappropriate Cell Phone use						
Truancy						
LEVEL II						
OFFENSE- # OF OCCURRENCES	1	2	3	4	5	
Disruption of an Assembly	1 Day ISS	2 Days ISS	2 Days ISS	3 Days OSS	5 Days OSS	
Cheating/Forgery/Plagiarism						
Damage to School Property or on School Grounds/Restitution Required						
Inappropriate Use of Technology (In addition to current technology policy)						
Severe Disrespect of Staff/Environment						
Failure to Serve Detention						
Verbal or Physical Peer to Peer Conflict						
LEVEL III						
OFFENSE- # OF OCCURRENCES	1	2	3	4	5	
Fighting/Physical Injury	1 Day ISS	1 Day OSS	3 Days OSS	5 Days OSS	Long-Term OSS w/Possible Recomm.Expulsion	
Fireworks/Endangerment						
Harassment/Intimidation						
Flagrant, Vulgar, Deliberate Misbehavior						
Theft/Vandalism, Restitution Required						
Verbal Assault/Insubordination/Outburst with Profanity						
LEVEL IV						
OFFENSE- # OF OCCURRENCES			1	2	3	
Open & Persistent Defiance/Profane Insubordination			3 Days OSS	5 Days OSS	Long-Term OSS w/Possible Recomm.Expulsion	
False Alarm/Tampering with Fire Protection System						
Indecent Exposure						
Felony Theft/Vandalism, Restitution Required						
Threatening Behavior (Written, Verbal, or Physical)						
Use or Possession of Alcohol during School or Activities (In addition to training rules enforcement)						
Tobacco/Possession or Use (In addition to training rules enforcement)						
LEVEL V						
OFFENSE- # OF OCCURRENCES					1	
Possession or Use of Firearms, Dangerous Weapons, or Explosives					Possible Recomm. For Expulsion	
Possession and/or Use of any Illicit or Illegal Drugs in Measurable Amount, or Possession of Drug Paraphernalia (In addition to training rules enforcement)						
Physical Assault						

**Any student with a Level 3 or higher infraction will not be allowed to participate in class activities (such as float building). Further, classroom based lab activities may also be limited.

***Level I and Level II infractions will reset yearly. Level III and higher infractions will remain throughout the student's high school career.

RESTRICTED CAMPUS

Students in violation of the Activity Policy, the Chemical Abuse Policy or the Eligibility Policy may have restrictions placed on them regarding campus privileges such as leaving the school grounds or being allowed in the halls or gym during lunch. The duration of these restrictions will be determined by the policy or the administration.

ASSEMBLIES

Assemblies may involve pep assemblies for activities or teams, special awards, presentations, or entertainment. Students are expected to behave appropriately and courteously during these opportunities. Regular class periods are shortened to allow time for assemblies. Please be a gracious audience for all of our guests.

EQUAL EDUCATION OPPORTUNITIES

As provided in the Constitution of the State of Montana, Sweet Grass County High School District is committed to equality of educational opportunity. The district is also committed to equal employment opportunity. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school-related activities. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Inquiries or complaints regarding discrimination should be directed to Mr. Corey Austin, Title IX/Section 504 Coordinator, Box 886, Big Timber, MT 59011 (phone 406-932-5993.) (Optional – to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, MT 59620 (phone 406-444-2884), or Director, Office of Civil Rights, Federal Office Building, Denver, CO 80294 (phone 303-844-5695.)

UNIFORM GRIEVANCE PROCEDURE

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Superintendent, who acts as Nondiscrimination Coordinator for the District and who shall investigate the complaint The Superintendent/Coordinator will complete the investigation and file a report within thirty (30) days after receipt of the written grievance. The Superintendent/Coordinator may hire an outside investigator if necessary. The report will include a recommendation for resolution of the complaint. If the complaint party or other parties involved are not satisfied

with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator/Superintendent to the Board for a hearing (Level 4.)

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration by applying the procedures of policy. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

ADDITIONAL FEDERAL NOTICES

SGCHS adheres to the following federal requirements:

1. Compliance with Elementary and Secondary Education Act requirements includes: all staff meeting requirements of highly qualified, this information is available on request.
2. Basic contact information about students is supplied to military recruiters unless specifically denied by parents.
3. Parents of students in Title I courses will receive information related to those classes and will be given opportunities to give input into the operation of that program.
4. National School Lunch Program: parents can request information regarding free or reduced lunch and breakfast prices based on family income. Information is also available regarding the school wellness policy.
5. McKinney-Vento Assistance Act: educational rights of students who find themselves or their families homeless are protected. Information regarding this can be obtained at the high school office.
6. HIPAA: all health information gathered by SGCHS to assist with serving students is kept confidential.
7. Individuals with Disabilities Act (IDEA): SCHS meets all the requirements for establishing programs for students who need assistance as determined by an IEP or 504 Plan.
8. Asbestos Emergency Response Act: SGCHS inspects its buildings every six months and offers training to staff members to comply with its federally approved Asbestos Management Plan.
9. Students Records: Under the Family Educational Rights & Privacy Act, parents, legal guardians, and legal age students have the right to examine records maintained by the school of their child. Parents should contact the guidance office if they wish to review or request a change in those records. While the school board has the final decision about what information is included in educational records, the parents or students have the right to place a statement in the file. The school district may disclose directory items, information requested by the juvenile justice system, disciplinary action in appropriate cases, or information to federal or state agencies.

SPECIAL SERVICES

Transportation

All students who are transported by the school buses on regular routes are expected to comply with the following rules:

1. Students will be held responsible for being on time at bus stops and for boarding the bus which transport high school riders to their route buses at the grade school.
2. There is to be no pushing, fighting, throwing rocks or snowballs, or harassing behavior while waiting to board the bus.
3. Do not run alongside a bus when it is moving. Wait until the bus comes to a complete stop before attempting to board.
4. When riding a moving school bus, students are to be seated at all times. There shall be no throwing of objects, loud boisterous conduct, or any other activity which may distract a driver.

Process for bus discipline:

1. A student who misbehaves on a school bus and is reported to the administration will be warned for the first offense.
2. A second offense or referral to the office will result in a temporary suspension from riding the bus. Before being suspended, a student will be given a hearing before the Principal to explain his actions. If the Principal rules against the student, the student will be suspended for riding the school bus for up to three days. The student's parents will be notified by the Principal by personal contact and the discipline will be documented with a letter to the parents.
3. If there is a third offense or a student's actions are so severe that it endangers other students riding the bus or the student is guilty of harassing other students, the student may be suspended from riding the school bus for an extended period of time up to and including for the remainder of the school year. Parents will be notified in writing regarding the suspension.
4. Before a student is expelled from riding the bus for the remainder of the year, a registered letter will be sent to the parents explaining the conduct and circumstances surrounding the situation. The letter will contain the time and place of a hearing that will be conducted by the SGCHS Board. The student will have all rights of due process in the hearing including the right to legal counsel, calling witnesses, and the opportunity to have a closed session with the board. If a four or more board members concur with expelling the student, the student will not be allowed to ride the bus for the remainder of the school year. All proceeds will be documented. During the period of time between the filing of the written charges and the date of the hearing, the student will be suspended from riding the bus.

Conduct for school sponsored activity buses:

1. All students must dress according to the school dress code. Sponsors may require students to dress better than school code requires.
2. When staying overnight, the time at which students are to be in bed by the time specified by coaches/sponsors.
3. Students are to be where they are expected to be and conduct themselves in an appropriate manner at all times. If they need to leave an area they must notify their supervisors.
4. There is to be no use of tobacco, alcohol, vape pens or other alternative tobacco delivery methods, or drugs at any time during the trip – on buses, at events, or in the motel room.
5. The sponsors shall check the bus after each unloading of students. Students are to put all paper, cans, etc., in waste cans.
6. When riding on a moving bus, students are to be seated at all times. There shall be no throwing of objects, loud boisterous conduct, or any other activity which moves prove distracting to the bus driver. The sponsor/ coach is responsible for student conduct. The bus driver shall have the right to stop the bus and refuse to proceed until all distracting activities have ceased.
7. All serious deviations from expected behavior at any time during the trip shall be reported to the Principal. The Principal reserves the right to bar students from future bus trips and to take disciplinary actions as is deemed necessary.

8. Students are to use good judgment in regard to their conduct at all times while on a trip and to represent themselves so as to bring praise to Big Timber.
9. Students who travel on a school bus or other authorized school transportation must return in the same vehicle unless your parents have signed a release form. Release forms must be signed by parents in advance of the activity trip. Please return the forms to the school office or the sponsor/coach of the activity.
10. Students are to use the front doors of the bus to exit. Emergency exits are to be used only in cases of emergencies.

Hot Lunch

The high school has a hot lunch program for all students who wish to take advantage of it. All students desiring to eat hot lunch are expected to raise their hand for morning lunch count taken during the first period. Lunch costs will be determined annually. Money to be used for credit on the automated lunch account system must be brought to the front office in the morning. Students will be issued an identification number which they will enter on the keypad as they move through the lunch line. Students will be warned when their account is getting low. They will be allowed to charge up to $10.00 before a school official calls the students' parents, as a reminder of their students' lunch status.

The lunch line forms at the office area cafeteria doors. Good, orderly conduct is expected of every student in the lunch line and in the cafeteria. If a student tries to "cut" the lunch line, they will be moved to the end of the line. After eating lunch, students should clean up their area and return empty plates to the dish window.

SGCHS SCHOOL COLORS

Royal Blue and White

SGCHS SCHOOL SONG

(To tune of University of Minnesota Rouser)
Sweet Grass High School Hats off to thee.
To your colors, true we shall ever be.
Firm and strong, united are we.
Rah, rah, rah for Sweet Grass High
Rah, rah, rah, rah.
Rah for old Sweet Grass High.

STUDENT / PARENT ACKNOWLEDGMENT FORM

The Student Handbook describes important information for parents and students at Sweet Grass County High School and I understand that I should consult the Principal regarding any questions not answered in the handbook.

Since the information described here is subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Only the school board of Sweet Grass County High School has the ability to adopt any revisions to the policies in this handbook.

I have received the Student Handbook. I understand that it is my responsibilities to read and comply with the policies contained in this handbook and any revisions made to it.

STUDENT NAME (printed): _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT NAME (printed): _____

PARENT SIGNATURE: _____

DATE: _____