

Manhattan High School Student Handbook

2020-21



Enter here to learn. Go forth to serve.

Staff, Students, and Parents,

8/7/2020

On behalf of Manhattan High School, I welcome everyone to the start of the 2020-21 school year. I am excited for the school year to begin and honored to serve the Manhattan community. The high school staff and I are committed to providing all of our students a great high school experience. We are appreciative to the community for their support of the high school. Together we are strong in the face of all challenges. Big thanks to the summer staff for taking care of the grounds and preparing our facilities for the school year.

Public schools across the state open their doors to a new generation of learners every Fall. Every school year is unique, presents challenges and changes. Together we will adapt and overcome challenges by adhering to the things that define our school community. Our mission and belief statements remain unchanged. These items are core to our identity, represent mutual expectations, and are essential to our success.

Mission:

“Enter Here to Learn, Go Forth to Serve.”

We Believe In:

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

Information regarding the reopening of school will continue to be provided through announcements and available on the school website (www.rollontigers.org). Following are High School **registration dates**:

- | | | | |
|-------------|------|-----------------------|-------------------|
| • Tuesday | 8/18 | 9am- 12pm & 1pm - 3pm | Seniors |
| • Wednesday | 8/19 | 9am- 12pm & 1pm - 3pm | Juniors |
| • Thursday | 8/20 | 9am- 12pm | Sophomores |
| • Thursday | 8/20 | 1pm - 3pm | Freshman |

**New students may contact the office to register and schedule courses beginning August 16th.*

The academic school year officially begins August 26th, office staff is available starting August 16th. Please stop in if you have any questions or just want to say hello. Fall athletic practices begin on August **14th**, enjoy the rest of your summer!

Take care,
Jason J. Slater

Mr. Jason J. Slater
Manhattan High School Principal

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School Improvement Planning

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

Manhattan High School

Mission Statement:

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

We Believe In:

A cooperative effort for achieving excellence in all things

The value of individuals and diversity

Accountability and integrity

A safe and welcoming educational environment

Desired Learner Results:

Students will show respect for self, others, and property

Students will demonstrate the ability to work effectively with others

Students will demonstrate pride in, appreciation of, and service to our community

Students will accept responsibility for their own behavior

Students will set goals and work toward achieving those goals

Students will recognize the benefits of wellness

Students will meet or exceed state standards in all subjects

Students will demonstrate awareness of both individual and global diversity

Students will think critically, learn independently, and respond effectively to a changing world

Goals:

With the Support and Guidance of All Staff Members, Students Will Be Accountable for Academic Performance and Behavior

Students Will Improve Their Reading and Writing Ability

Target Areas:

Reading for pleasure and recreation

Curriculum content area reading strategies

Reduce the number of novice and nearing-proficient students on standardized assessments

Students Will Improve Their Mathematical and Science Ability

Target Areas:

Maintain computational skills

Utilize math skills in other content areas

Reduce the number of novice and nearing proficient students on standardized assessments.

Manhattan High School History and Demographics

The students of Manhattan High School (MHS) are residents of Gallatin County in southwest Montana. These students are primarily from the town of Manhattan and outlying communities including Amsterdam and Churchill. The Manhattan Public Schools does not accept out of district enrollments. Parent or legal guardian's household must be located within the Manhattan School District boundaries.

Gallatin County encompasses an area of approximately 2,500 square miles with a population of 107,000 people (2017 Census). This is an increase of 57% from 67,831 in 2002. According to the census, the population of Manhattan is 1,750. The ethnic makeup of the community is 96.2% white, with the other 3.8% being made up of American Indians, Filipinos, Hispanics, Japanese, Koreans, and Native Hawaiians.

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

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

The 2019-2020 enrollment at Manhattan High School was 259 at the end of the year. The enrollment is estimated at 260 for the 2020-2021 school year. This may indicate a temporary leveling of the growth experienced in recent years. The development of several new housing developments within the District have resulted in a substantial increase in enrollment over the past five years. Overall our population trends are related to the rapid growth experienced across the Gallatin Valley.

Manhattan High School Song

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

MANHATTAN HIGH SCHOOL STUDENT HANDBOOK

This handbook is designed to acquaint students, parents and staff members with Manhattan High School. You, as a student, are a young citizen, and it is important for each of you to be aware of what makes us a school community. We encourage you to become familiar with our organization, our rules, and our customs. This handbook will help to serve this purpose.

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

A. GUIDELINES OF CONDUCT

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

- **Profanity – Offensive language. Using language that is vulgar, offensive and/or racially or ethnically degrading**
- **Dress Code – In order to provide a safe orderly school environment the district will enforce a dress code. See “Student Appearance,” in this handbook for specific guidelines.**
- **Vandalism and Graffiti – Damage or defacing private or school property. Students will be financially responsible, with parent or guardian, for willful damage or destruction of school property.**
- **Theft of Personal or School Property. This includes stealing while at school sponsored activities.**
- **Inappropriate Display of Affection – “Holding Hands Policy” only. Physical contact that is not generally acceptable in a school setting is dictated by common sense and decency. Kissing is not acceptable.**
- **Hazing, Intimidation and Bullying - Manhattan High School will not permit any acts of hazing, intimidation or bullying between students. Montana law and the Civil Rights amendment prohibit such actions as hazing and intimidation. Students caught hazing may be suspended immediately from school and may be referred to law enforcement. Bullying by any intentional means such as written, electronic, verbal or physical acts will not be tolerated.**
- **Use of or Possession of a Weapon – Firearm (Federal Gun Free School Act), a knife, chemical or explosive - No student shall bring onto school property or possess any firearm, knife, dangerous chemical, weapon or explosive. Violation of the Gun Free School Act policy may result in discipline up to and including expulsion for not less than one calendar year.**
- **Trespassing - unauthorized entry into, or misuse or damage of school property.**
- **Alcohol, Dangerous Drugs or Narcotics (including marijuana) – Use/possession of these controlled substances on school premises and at school functions is prohibited (see “Chemical Use and Dependency” policy in this book).**
- **Tobacco – Use and possession are prohibited on school grounds and at school functions.**

- **E-cigarettes** – Use and possession are prohibited on school grounds and at school functions.
- **Phones, Cameras, and Communication and Recording Equipment** — Use of cameras, communication equipment is not permitted during school hours unless approved for classroom purposes. These items are frequently stolen, lost and present cheating issues in the classroom. Students are required to turn off and store cell phones while in the school building unless during the times outlined on page 21 section BB. *Illegal acts including illegal photographs, recordings, and using these devices for hazing, bullying, cheating will be referred to the Principal. Please note that Montana law requires that any person being recorded must give their consent. Use of these items is absolutely banned from restrooms and locker rooms at all times. Illegal use of these items will be referred to law enforcement.*
- **Forgery, Cheating and Plagiarism** – Includes forgery of absence notes, tampering or altering school records, cheating on academic assignments and exams.
- **Sexual Harassment** - Sexual harassment is generally defined as un-welcome sexual advances, requests for favors, and other verbal, physical, and/or visual contact of a sexual nature.
- **Sexual, Drug, Alcohol, and Tobacco Materials and Content** - Possession or distribution of written or visual materials that advocate or advertise drugs, drug paraphernalia, alcohol, or sexual materials/connnotations. This item includes internet media. Legitimate education research excluded as approved by administration.
- **Open Defiance of Authority** – Refusal to comply with a staff member’s directions. Continuous violation of school regulations also constitutes open defiance of authority.
- **Fighting** – In school, on school property, at a school function, during school or while traveling to or from school. Students encouraging a fight will be considered in violation of the fighting rule.
- **Threats to, or Intimidation of School Personnel** – Whether physical, written, spoken, in act or deed, on or off school grounds -- will not be tolerated.

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

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

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

B. STUDENT APPEARANCE

Because a definite correlation exists between dress, attitude, and achievement in school, students will be expected to be well groomed and neatly dressed at all times. Any personal appearance, which is distracting and/or disruptive in nature will not be permitted. The determination of what is distracting or disruptive shall be made by the school administrator(s). The following is considered unacceptable and may not be worn to school:

- hats or headgear inside the building for boys and girls
- shorts that are not appropriate include attire that expose buttocks; shorts must have at least a 4 inch inseam and not be excessively short, as to disrupt or exceed generally held notions of modesty.
- muscle shirts, mesh or see-through shirts or blouses
- apparel and jewelry that displays messages or illustrations of a profane or questionable nature, including advertisements for any kind of drugs, alcohol, tobacco, or illegal substances including mushrooms.
- clothing that has cutouts or holes which expose any portion of the midriff or private parts of the body and or underwear. The waistline of pants and shorts will need to be at the hip bone or above. *Pant waist lines will be a point of emphasis.*
- skirt and/or short length must not be excessively short, as to disrupt or exceed generally held notions of modesty
- body piercing for all students – excluding earrings and small nose rings. The principal will have the discretion to determine acceptability of these rings and earrings.
- heavy chains, spiked collars, spiked wristbands, and items dangerous to others.
- As there is a wide interpretation of tank top shirts and dresses, judgment of appropriateness will be based on the modesty of the neckline and width of the shoulder strap.

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

C. DISCIPLINARY PRACTICES

1. All students shall submit to the rules of the Manhattan School District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion (School Board Policy 3300). In an attempt to maintain a school atmosphere conducive to learning, procedures dealing with a student who constantly attempts to disrupt the normal routine or displays other behavior problems are set down as follows.
 - a. Detention: A Student who disrupts classes, wastes time, etc. may be given detention. Detention may be assigned by both administrators and teachers.
 - b. Probation: A student who is guilty of misconduct may be placed on probationary status at the discretion of the principal.
 - c. In-School Detention/Recovery: A student who is guilty of misconduct may also be placed on in-school detention. This may be for a duration of one to three days. A student will be given credit for his/ her work. Parents may be contacted concerning the student's conduct at school.
 - d. Suspension: A student who is guilty of extreme misconduct or a student on probation who continues to misbehave, is subject to suspension. The principal may suspend a pupil from school for a period of time less than or equal to (10) school days **MCA 02-4-403.2**. See **District Policy 3300**. The days of the suspension will be excused and the work will be counted for credit, if assigned by the school. Students are responsible for keeping up with their assignments while serving their suspension. Students are responsible for communicating with their teachers and turning in work at designated times. The student may return to school provided that parents or guardians visit the school in advance and vouch for the student's future good behavior. **A suspended student is not allowed on or near school grounds while serving suspension without prior administrative approval.**
 - e. Expulsion: A student guilty of gross misconduct or constant violations of school regulations may be expelled from school. This action is normally the result of a recommendation to the Board of Trustees. An expelled student is not allowed on or near school grounds.

Board Policy: 3300 (Corrective Actions and Punishment)

2. For attendance purposes the following will be in effect:

- a. Detention will be assigned for excessive tardies, (3 tardies in the same period = one 30 minute detention)
- b. Time lost due to skipping will be made up in triple during suspension.
- c. Truancy will be handled according to guidelines set forth by the Gallatin County Attorney. This procedure calls for written notification to the parent. If the student is not in attendance two days after the notification the matter will be turned over to the Gallatin County Attorney for prosecution.

3. Physical Discipline

Corporal punishment will not be administered to any student. However, reasonable and necessary physical restraint may be used if a clear and present danger exists for students, teachers, staff, and/or others. This will be administered in accordance with 20-4-302 of Montana School Law and Senate 84.

D. CHEMICAL USE AND DEPENDENCY

Federal and Montana law prohibit the possession, use and being under the influence of controlled substances and dangerous drugs at all times on school grounds, and at school activities. Common examples of these controlled substances are, but are not limited to, alcohol and marijuana. Therefore, the use/abuse and possession of controlled substances and dangerous drugs is prohibited at all times on school grounds and at school activities.

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

If school officials have reasonable suspicion to believe that a student in school or at a school-sponsored function possesses and/or is under the influence of alcohol or other drugs, the school will take the following action:

1. The parents will be notified
2. The school administrator may refer all instances of illegal use, possession, or sale of alcohol or other drugs to law enforcement officials for prosecution.
3. The school will take appropriate disciplinary action independent of law enforcement action:
 - a. First offense: Ten (10) school days out-of-school suspension. This sanction may be reduced with the appointment for and subsequent completion of a professionally recognized drug/alcohol assessment, which is acceptable to the school district. Upon completion of the drug/alcohol assessment, the parent/student will supply proof of completion to the school district.
 - b. The student will be removed from school activities groups and travel for the semester (see Activities Policy).
 - c. Second offense: Recommended expulsion before the Board of Trustees.

Appropriate school disciplinary action will be taken regardless of the law enforcement action. Students will be afforded due process as provided by law.

This policy is cumulative for a student's school career. Consideration with regard to all sanctions will be given to students who participate in an approved substance abuse rehabilitation program.

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

E. MAJOR POSSESSION OR DISTRIBUTION

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

First offense: Suspension with recommendation for expulsion initiated by the school administration.

Appropriate school disciplinary action will be taken regardless of the law enforcement action. Students will be afforded due process as provided by law

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

F. ATTENDANCE POLICY

1. Manhattan High School is committed to the philosophy that:

- a. Every student should attend classes every day.
- b. Regular attendance and promptness are expected in all classes and are essential for success in school.
- c. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course.
- d. Learning that is lost due to absence can never be adequately replaced.

2. Absences

- a. Any student absent for more than ten (10) days per semester is considered **chronically absent**. Parents/guardians and students will be contacted by the school. Chronic absenteeism may result in academic penalties and loss of credit. Students who are chronically absent will develop a corrective plan of action in order to retain credit. The appeal process may be applied in instances that result in the loss of credit. Appeals must be made within ten school days of the notification of loss of credit. Attendance is counted on a period by period basis.
- b. The following absences will not count toward the ten-day limit:
 - School activity and field trips in which the student is a participant/team member.
 - Bereavement for family loss as approved by administration
 - For senior and juniors: two (2) days of visitation per year to institutes of higher learning as verified by institutional admissions office
 - Student personal days (3 max.)
 - Absences where students qualify under the Special Circumstance policy (p. 33)

**All other absences will apply toward the ten-day limit.*

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

Excused absence: Absences will be excused with contact from a parent. Medical and other outside agency notes are not required. However, parentally excused absences will be counted toward the ten day limit. An excused absence indicates a legal absence from school with parental permission. Full credit is given for all make-up work. Students have the number of

days absent plus one additional day to make up assigned work for days absent (# of days absent + 1 day = # of make-up days). **It is the student's responsibility to communicate with the teacher regarding the work he or she missed due to an absence. Students absent on the due date of an ongoing assignment or pre-announced assignment/test are expected to turn in the assignment or complete the test the first day back in school. Excused absences count against the ten-day limit.** Students and parents need to monitor the number of absences a student has to ensure they are completing the necessary course work to earn credit.

Admit: Parents may excuse an absence by contacting the high school office by phone, e-mail, or FAX. **The school reserves the right to require a written note when contacted by phone or email.** Students have five school days to clear absences. Absences not cleared in this time span will be unexcused. No late documentation will be accepted unless circumstances make obtaining a parental note impossible within the required five days, the principal must approve these exceptions.

School Activity Absences: Students and parents need to carefully consider the number of days that will be missed when a student elects to take part in an activity.

A student participating in a school-sponsored event is not considered to be absent from school. All work that is missed will have to be made up to gain the necessary skills taught in the courses. A student with a school activity absence is expected to see his/her teachers prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these requirements changed. **A student may be excluded from school-approved absences due to inadequate arrangements prior to departure, failure to complete assignments, or poor classroom performance.**

Unexcused: An unexcused absence indicates that a student: 1) failed to check out properly, 2) lacks proper documentation for an absence. The school has final authority to accept or deny an excuse. Work due during unexcused absences must be completed, submitted to the teacher for credit.

Truant: If a student is absent for any part of the school day without excuse, they are considered truant. Persistently truant, (9 days or 54 parts of a day), in one school year will be handled in accordance with state law.

Tardy: A student is tardy if they are not in their assigned classroom seat when the bell rings. **Late arrivals to school will generally not be excused. After the ten minute mark, a student is considered absent.** Detention will be assigned for excessive tardies (3 tardies =30 min, 6 tardies= 60 min, 9 tardies =90 minutes of detention. Students tardy to first and fifth periods must check in at the office. Additional consequences may result at the classroom level.

Transfer Slips: If a student is required to move from one part of the building to another during class or study hall, he/she must obtain a signed transfer slip from their teacher. **All students leaving class to go to any other classroom or other area must have a transfer slip ahead of time, signed by the teacher in charge of the area to be visited and must return to class prior to the end of the period.**

3. Student Personal Days:

In an attempt to encourage high attendance rates and good student behavior throughout the year, students are being allowed to earn personal days to use for absences. These absences can be for any reason a parent and student choose during the school year. Students may earn a limited number of personal absence days each school year. These absences are a privilege not a right. As a privilege, personal days can be lost by a student as well as earned. Each student can earn a maximum of three (3) days in a school year and these days cannot be accumulated from one school year to the next. Personal days may not be used during semester, quarter or state/standardized testing dates. Qualification for, and use of, personal days will not be figured on a period by period basis. One day may be earned at the completion of each quarter in the following manner:

- a. Maintain an absence record of two or fewer absences including tardies but not including personal days.

- b. Maintain a discipline record with no major infractions as determined by the Principal.
- c. Maintain a passing grade in all classes.

In order to use a personal day, **in advance of the absence**, students must:

- a. Pick up form in office and have parent sign the form.
- b. Approve date(s) of absence with the Principal. **The Principal will be the only person who grants approval so you will need to plan ahead.** In the event the Principal is gone when you need approval, you will not be able to receive approval. The school reserves the right of refusal due to attendance record, grades, and other pertinent student issues. In general, days will not be approved in a single block of time unless a parent makes a formal administrative appeal.
- c. Complete **All** school assignments in advance and attach the work to the absence request form.
- d. Submit the form and completed work to the Principal for approval.

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

4. School-Sponsored Activities

A student may attend out-of-town activities *as a spectator* during the school hours in which the school is a participant with written permission from the student's parent. Attending events as a *spectator* does count as an excused absence.

G. LOCKERS

Students are assigned a school locker to store their books and personal belongings. Students are to keep the same locker unless permission to change lockers is obtained through the office. Students must provide the office with the combination to any personal locks used within the school. The school does have the right to break locks and access any school lockers. **Do not store money or other valuables in an unlocked locker.**

H. SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student without notice or consent of the student. This applies to student vehicles parked on school property. High school students and/or parents, in signing the student handbook, agree to handbook requirements, which may include school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

Board Policy: 3231 (Searches and Seizure)

I. SEXUAL HARASSMENT/BULLYING/HAZING/INTIMIDATION

It is the policy of Manhattan Public Schools that all students have a right to attend school in an environment free from all forms of discrimination, including sexual harassment. Sexual harassment is generally defined as un-welcome sexual advances, requests for favors, and other verbal, physical, and/or visual contact of a sexual nature.

Sexual harassment should be reported as soon as possible after the incident occurs. Inform the individual that his/her behavior is unwelcome, offensive, and inappropriate, and then notify a teacher, counselor, or the principal.

If you are not personally a victim of sexual harassment, but observe actions against other students, which you believe to be harassment, you are encouraged to bring it to the attention of a teacher, counselor, or the principal.

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

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

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

J. NONDISCRIMINATION/TITLE IX/SECTION 504

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school-related activities. As a parent, you may request an evaluation of your child to determine his or her needs for special education, Title I, and/or related services. Contact the principal for testing and placement. The result of the evaluation determines your child's eligibility to receive a range of services under applicable laws. Discrimination in education because of sex, race, color, creed, religion, national origin, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding Special Education, Title I, or discrimination regarding Title IX should be directed to Mr. Neil Harvey, Title IX Coordinator, Manhattan Elementary School, Box 425, Manhattan, MT 59741 (406) 284-3250. Inquiries or complaints regarding Section 504 should be directed to the Section 504 Coordinator, Manhattan High School, Box 425, Manhattan, MT 59741 (406) 284-3341.

K. SCHOOL SAFETY AND EMERGENCIES

The safety and welfare of every student is Manhattan High School’s top priority and everyone’s responsibility. Basic emergency response procedures are provided to the school from Montana’s Disaster and Emergency Services Division. At the local level procedures are modified by school safety teams to meet individual school needs. These procedures are reviewed with staff on a regular basis and available in each classroom and school office. All classrooms have posted evacuation procedures that are communicated to our students. Our schools collaborate with appropriate local emergency response services, (police, sheriff, fire, ambulance, mental health) to address school safety.

L. SCHOOL LUNCHESES/BREAKFAST

1. Hot lunches are available for all students in the lunchroom.
2. Student lunch prices are \$3.25 per meal. Adult Lunch prices are \$4.00. **The school cannot allow for accounts in arrears. If a lunch account has no balance, students will be allowed an alternate lunch. Cash or check payments can be made at the office, school website, or online through the Infinite Campus.**
3. Student breakfast prices are \$1.75 per meal. Adult breakfast prices are \$2.05.

M. BULLETIN BOARD

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

N. BUILDING HOURS

The building is open in the morning by 8:00 A.M. and closes by 4:30 P.M. Students cannot be in the building without permission before 8:00 am. Any student or group of students remaining in the building after 4:30 pm must have administrative approval and be supervised by an adult or a member of the faculty. Classrooms will be open at 8:15 A.M. On Friday all students must be out of the building by 3:00 P.M. Following is a class period schedule in the high school:

Monday-Thursday

1st – 8:25-9:20
2nd – 9:24-10:15
3rd – 10:19-11:10
4th – 11:14-12:05
Lunch – 12:05-12:45
5th – 12:45-1:36
6th – 1:40-2:31
7th – 2:35-3:26

Friday

1st – 8:25-9:11
2nd – 9:15-10:01
3rd – 10:05-10:51
4th – 10:55-11:41
5th – 11:45-12:30
Lunch – 12:30-1:06
6th – 1:10-1:55
7th – 1:59-2:44

O. CAMPUS CLOSURE:

Manhattan Public Schools maintain a closed campus for our students. Students will not leave campus without school supervision during the school day, including the lunch hour, except:

1. Students who have a work release on file and are leaving to work.
2. Students with written parental permission for medical or business reasons and approved by the office.

P. MOTOR VEHICLES

Students are permitted to drive motor vehicles, but are urged to use caution while driving on school premises. **The speed limit on and near school grounds is 15 MPH, at times conditions and situations may require much lower speeds.** Those who disregard or neglect the use of proper safety precautions may have driving privileges revoked. Parking decals will be issued to assist with school safety and car identification.

Q. ASSEMBLIES/PEP RALLIES

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

R. VISITORS

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

1. Be a secondary student.
2. Secure permission from parents and teachers
3. Obtain principal's permission.
4. Students from local high schools will not be allowed to visit during their school breaks unless extenuating circumstances exist.

5. School age dropouts are not allowed on campus during lunch or as guests during academic time.
6. *All visitors, including lunch visitors, must be approved and sign in at the office prior to the visit.*

S. WORK EXPERIENCE

It is recognized that some students must work, and for some it can be a valuable experience. To this end the school has developed a program, which will allow students to obtain work experience. All students who wish to have a work permit must enroll in the program. Seniors that have unique work situations that do not fall under this policy must appear before the board to get approval for their work situation. These seniors must be on course to graduate on time before they are allowed work experience. Only senior students will be permitted work-permit privileges during school hours and they must be enrolled in at least five courses other than the work release.

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

Students other than seniors who wish to work part-time must appear before the board. Students who wish to enroll must supply an official pay receipt showing hours worked on the business pay schedule (monthly, weekly, bi-weekly) to the principal. In addition students enrolled in work release must meet the following criteria:

1. Legitimate supervised employment four days per week **at the employers place of business or job site**, minimum of four days which must be scheduled Monday through Friday during school hours;
2. Parental consent;
3. Completion of a work-permit card and parental agreement form before the job is permitted during school time;
4. Contact the employer by principal/supervisor;
5. Enrollment in a minimum of five classes, excluding TA and study hall;
6. Excellent attendance at school;
7. Excellent tardy record at school;
8. Acceptable grades;
9. Satisfactory compliance with all school rules and regulations;
10. Agreement to leave the school building within five minutes of last scheduled class or the end of lunch;
11. If a job should be terminated for any reason, it is the responsibility of the student to contact the principal within one day to be rescheduled into classes;
12. Periodically, the supervisor will discuss the student's performance with the employer;
13. A student with a work permit who skips school will have the work permit revoked;
14. A student with detention time must make-up the detention and will not be excused to work;
15. A student absent from school shall not be at work that day;
16. Any other consideration unique to an individual student; and,
17. Failure to comply with the work permit policy will result in the loss of the work permit.

T. DRIVER EDUCATION

Manhattan High School will attempt to offer courses in driver education as often as needed. Once the course begins the school cannot refund payment for the class to the student or parent. Students are placed in the class by order of birth date, and Manhattan High School district residence. Students in the 8th grade may enroll in a driver education course after January 1 if they do not displace an in-district high school student. Two absences are allowed for the entire course. A parent is required to attend the parent meeting that begins each drivers education session.

U. DANCES AND SPECIAL EVENTS

Manhattan High School sponsors dances and activities for our student population. These activities are for high school students and all rules and expectations regarding student behavior will be enforced. Students who are not in high school will not be allowed to attend these functions with the exception of Morp and Prom. For Morp and Prom, persons beyond the age of high school may attend as guests of a Manhattan High student. No junior high students will be allowed to attend. All individuals who are not students in the Manhattan School District must be approved by the principal prior to the event. **Guest passes are limited to one pass per Manhattan student. Admittance to all dances ends at 10:30 unless an exception is approved by administration.**

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

- a. Royalty for Homecoming, Morp and Prom dances will be nominated in a senior class meeting.
- b. Nominations for dance courts will be open to all eligible students.
- c. To be nominated, students must be in good standing with the school as determined by administration.
- d. If necessary, nominations will be voted upon to select four male and four female candidates. Individuals selected as dance “King” or “Queen” are not eligible for subsequent courts. Nominated students not winning the King and Queen title at a dance are eligible to be nominated for subsequent dance courts.
- e. Royalty will be voted on by all dance attendees with the exception of Homecoming King and Queen which are voted upon by the student body.

01 V. CHAIN OF COMMAND

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

School Board
Superintendent
Building-level administrator
Activities Director (for activities only)
Employee
Student/parent

W. STUDENT GOVERNMENT AND ELECTIONS

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

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

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

VOTING

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

1. If multiple students run for the office of Class President and there are still spots open for the other offices (Vice-President, Secretary, Treasurer, one male Student Council Rep and one female Student Council Rep), then these students who finished in second, third, fourth place (and so on) will choose those empty positions, in order of vote tally.

2. If after elections, these positions have not been filled from the system mentioned above, then the following will happen: the current class officers and the sponsors for each class will meet and collectively select three candidates for each position remaining vacant. There will then be an additional election for these remaining positions. This will be on an as needed basis, per class.

X. VIDEO CAMERA SURVEILLANCE

The Manhattan Public Schools use video surveillance cameras on school grounds on a 24 hour per day basis. Policy 3235

Y. INVESTIGATIONS AND ARRESTS BY POLICE

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

Z. EPINEPHRINE AUTO-INJECTORS IN SCHOOLS and OPIATE ANTAGONIST:

Each district school will maintain a stock supply of auto-injectable epinephrine to be administered immediately by a school nurse or other authorized personnel in accordance with Montana law (MCA 20-5-421) and District medication policy 3416. Emergency personnel (911) will be summoned and then parents will be notified immediately following all administration of epinephrine. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plan.

The Manhattan Schools protocol for use of auto-injectable epinephrine (Epi-Pen) is available upon request. Please notify your child's building principal or the school nurse if you DO NOT want your child to receive epinephrine under any circumstance (paramedics will still be called in).

OPIOID ANTAGONIST (NALOXONE)

The school will maintain a stock supply of opioid antagonist (Naloxone) to be administered by a school nurse or other authorized personnel in accordance with Montana law (MCA 20-5-426) and District medication policy 3416 to any student as needed for an actual or perceived opioid overdose. Emergency personnel (911) will be summoned and then parent will be notified immediately following all administration of an opioid antagonist.

The Manhattan School's protocol for use of stock opioid antagonist (Naloxone) is available upon request. Please notify your child's building principal or the school nurse if you DO NOT want your child to receive an opioid antagonist (Naloxone) under any circumstances. Emergency personnel (911) will still be called.

AA. MEDICATIONS

If a student must have medication during school time, the school must be notified, proper medical prescriptions provided and a release filed in the office from an attending medical professional. Please contact the high school office for policy and proper procedures prior to sending any medication to school with your student.

BB. STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which shall be permitted only under the circumstances described herein. The school is not responsible for lost or stolen devices. Manhattan High School supports a responsible use policy regarding electronic devices.

All audio and video communication devices, i.e. cell phones, pager use must be conducted under the policies and procedures set forth by the school. Students may use their cell phones before school, during passing time, and at lunch. Classroom use will be governed by individual teachers. *Students who need to make phone calls with their cell phones are asked to get permission from their teacher or the office and step out of the room to make the call. **Illegal acts including illegal photographs, recordings, and using these devices for hazing or bullying may be referred to law enforcement for prosecution. Please note that Montana law requires that any person being recorded must give their consent. Use of these items is absolutely banned from restrooms and locker rooms at all times.***

If a student is found using a cell phone in violation of this policy, the following actions will be taken:

1st Offense- The student's phone will be taken away for the rest of the day and they can get it back from the office at the end of the day.

2nd Offense- A parent must come in and get the student's phone from the office.

3rd Offense- The student loses phone privileges for the remainder of the school year and must check their phone in at the office each day.

Students found using a phone or electronic device in a restroom or a locker room will be dealt with on a case by case basis. Law enforcement may become involved in many of those instances.

CC. MILITARY RECRUITER VISITS

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

CURRICULAR ACTIVITIES

A. REQUIREMENTS FOR GRADUATION

1. State Requirements: The State Board of Education requires that every person, in order to be eligible for graduation from an accredited high school in the State of Montana, must have completed a minimum of twenty units of course work as prescribed by the state accrediting rules.

2. Manhattan School Board Requirements: each graduation candidate must complete a minimum of 23 units (credits) or course work to be eligible for graduation. Students are required to enroll in an English course each semester of enrollment. Students must also enroll in a full year of math or a math based course for the entire senior year. The State Board of Education and the Manhattan School Board further specify that work in the following areas be completed in order to be eligible for high school graduation. **Foreign exchange students may not graduate or receive a diploma from Manhattan High School. However, they may participate in graduation and receive a certificate of attendance (Policy 3145).**
 - a. English (four years to include 1/2 year of Speech or Debate and 1/2 year of Composition/Grammar or Advanced Composition.)

4 credits
 - b. Social Studies (1 year American History, 1/2 year American Government, 1/2 year Montana Cultural Studies, 1/2 year elective)

2.5 credits
 - c. Science (1 year of Intro to Chem/Physics or Earth Science and 1 year of Biological Science)

2 credits
 - d. Math (Completion of Algebra and Geometry are recommended)

2 credits
 - e. Physical Education (Two semesters of Physical Education taken over a two year period, 1/2 year of Health)

1.5 credits
 - f. Vocational Arts (Business, Industrial Arts, Family Consumer Science, 1/2 credit of Computers or Word Processing)

1 credit
 - g. Fine Arts (Art, Music, Drama, Music/Radio)

1 credit
 - h. 9 credits of electives from any areas
9 credits

B. MONTANA UNIVERSITY SYSTEM - College Preparatory Curriculum and Entrance Requirements

1. Four-year Campuses - Admissions Checklist for current High School Students

Regular Admission

In order to receive full admission to a four-year university in the Montana University System, entering traditional students are required to meet the following standards:

- a. **Achieve one of the following:**
 1. Earn at least a 2.5 high school GPA; or

2. Rank in the top half of the school's graduating class; or
3. Earn a minimum composite score of 22 for the ACT or 1540 for the SAT (exception: MSU-Northern requires ACT score of 20, SAT score of 1440).

b. Complete either the Regents' College Preparatory Program or the Rigorous Core College Preparatory Program

Complete the Regents' College Preparatory program: mathematics (3 years), English (4 years), lab science (2 years), social studies (3 years), and college prep electives (2 years), which include world language, computer science, visual and performing arts, and career/technical education units that meet the office of public instruction guidelines.

Complete the Rigorous Core College Preparatory Program: mathematics (4 years), English (4 years), lab science (3 years), social studies (3 years), college prep electives (3 years), which include world language, computer science, visual and performing arts, and career/technical education units that meet the office of public instruction guidelines. The Rigorous Core is an advanced alternative to the Minimum Core for math proficiency standards.

High school students who successfully complete the Rigorous Core are eligible for the Montana University System Honor Scholarship.

c. Demonstrate Mathematics Proficiency via one of the following methods:

1. Earn a minimum ACT math score of 22
2. Earn a minimum SAT score of 520
3. Earn a minimum score of 3 or above on the AP calculus AB or BC subject examination or a score of 4 on the IB calculus test
4. Earn a minimum of 50 on the CLEP subject examinations in selected topics [college algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]
5. Complete the Rigorous Core College Preparatory Program

d. Demonstrate Writing Proficiency via one of the following methods:

1. Earn a minimum ACT writing/English score of 18
2. Earn a minimum SAT score of 440
3. Earn a minimum score of 7 on the ACT/SAT writing essays
4. Earn a minimum score of 3.5 on the MUS writing assessment test (MUSWA)
5. Earn a minimum score of 3 on the AP English language or literature exam
6. Earn a minimum score of 4 on the IB language A1 exam
7. Earn a minimum score of 50 on the CLEP subject exam in composition

Provisional Admission

Provisional admission is granted to students scoring 18-21 on the ACT or 440-510 on the SAT mathematics tests and 2.5-3.0 on the MUSWA or 5-6 on the ACT/SAT writing essays.

e. Students who do not meet the writing and math proficiency standards are admitted to four-year universities on a provisional basis. Students who are provisionally admitted can gain full admittance by demonstrating one of the following:

1. Earn a "C" or better in developmental math and writing courses preparing students for college level course work (must be completed within the first 3 semesters)
2. Earn the required score on one or more of the math or writing assessment tests required for admissions
3. Complete an associate of arts (A.A.) or associate of science (A.S.) degree
4. Submit a letter to the admissions office documenting a disability that prevented the student from adequately demonstrating proficiency in a test setting if no accommodation was provided at the time of the test

2. Two-year Campuses and Two-year Programs

All Students

- a. Two-year campuses in the MUS abide by a non-competitive open enrollment policy that does not require applicants meet the Regents' four-year admissions criteria. The only requirement is that applicants must have obtained a high school degree or successfully completed a GED.
- b. Students who have not yet demonstrated the ability to meet the mathematics or writing proficiency standards may be admitted without condition to a two-year college; however, certain programs within the college, such as Nursing, may have higher admission standards.
- c. **Two-year Degree Programs**
Students whose mathematics scores are below 18 on the ACT or 440 on the SAT may be fully admitted to a two-year degree program of the MUS, but may not be admitted to a four-year degree program of the MUS.

Procedures:

1. Only persons who have completed the College Rigorous Core shall be eligible for:
 - a. Regents High School Honor Scholarship: The annual number of awards will be reduced from 280 to approximately 200. All high school students in the state will compete equally. Only students who complete a "rigorous core" (defined in Regent's policy 301.15) will be eligible. Scholarships will be awarded based on a "scholarship score:" $(\text{GPA Class rank value}) + (\text{ACT Composite}) = \text{Scholarship Score (maximum 66)}$ A student ranked first in grade point average at his or her high school (and all ties for first) will receive the maximum of 30 points for class ranking. A student ranked second in grade point average at his or her high school (and all ties for second) will receive 29 points for class ranking. Points earned for class rank will continue to be assigned in descending order until either (a) all students with a minimum GPA of 3.4 are ranked or (2) the students ranked 30th are ranked, whichever occurs first. A student must have at least a 3.4 GPA to be ranked. High Schools which use weighted grade point averages to determine class ranking must use weighted averages for every student for which that weighting applies.
 - b. Other state-supported scholarships, fee waivers, or grants-in-aid are awarded on the basis of academic achievement. In unusual circumstances this provision may be waived for students who have been graduated from high school for more than two years.
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.
3. Plan ahead. Develop a planned course, college application and scholarship application completion schedule and stick to it. Last minute rush jobs are usually not your best work.
4. The NCAA and NAIA require specific core credits for athletic scholarships. If you think you may participate in athletics at the collegiate level, beginning your freshman or sophomore year, you must see the school counselor to register with these organizations and make sure you have completed the required core credits
5. The school code for ACT, SAT and other academic testing is: 270-590

C. FOUR YEAR ACADEMIC PLANS

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

1. General Graduation Plan

Freshman

1. English I
2. Algebra I or Algebra 1A
3. Intro to Chem/Physics
4. P.E. I/Computer
5. Elective
6. Elective
7. Elective

Sophomore

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

Junior

1. Composition/Speech
2. Algebra II
(recommended)
3. Chemistry (recommended)
4. American History
5. Elective
6. Elective
7. Elective

Senior

1. English electives (one required each semester)
2. Government/Cultural Studies (one required each semester)
3. Math/Accounting or Science (required)
4. Elective
5. Elective
6. Elective
7. Elective

2. College Preparatory Plan

Freshman

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

Sophomore

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

Junior

1. Speech/Composition
2. Algebra II or Advanced Math
3. Chemistry (Recommended)
4. American History
5. Elective
6. Elective
7. Elective

Senior

1. English (one required each semester)
2. Government/Cultural Studies (one required each semester)
3. Physics or Adv. Biology
4. Advanced Math or Calculus
5. Elective
6. Elective
7. Elective

D. GRADING

1. The grading scale at Manhattan High School is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

2. Advanced Placement and dual credit courses as determined by the administration and staff will receive a greater grade point average weighting than standard classes. This scale multiplier will be the number of quality points times the factor of 1.25.

Letter Grade	Quality Points
A	5
B	3.75
C	2.5
D	1.25
F	0

Courses with the above grading scale will be all AP and Dual Credit courses as deemed appropriate by the administration.

E. CREDITS

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

F. CREDITS FOR PLACEMENT

The following scale indicates appropriate credit levels for class placement:

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

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

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

Online courses for credit will be approved on a case-by-case basis. *Only one correspondence credit can be used to allow a student to graduate early from Manhattan High School.*

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

G. ADVANCED PLACEMENT/DUAL CREDIT/DISTANCE LEARNING

Manhattan High School offers Advanced Placement (AP) and Dual Credit courses. All students are encouraged to participate in these courses if they have completed course prerequisites. Advanced Placement is a national program copyrighted by the College Board. Dual credit courses are courses offered that align with Montana college requirements. Advanced placement courses are free to the student however a fee of approximately \$96 is charged for each test a student completes. Students can gain college credit for a course by passing the AP exam for a specific course. These credits are generally acceptable to most colleges and universities on a national level. Dual credit courses are specific to the state of Montana colleges and universities. Students must pay a fee for the course that is determined by the number of credits attempted. The fee for a three credit course in **2019-2020** is approximately \$200. Students can garner college credit through AP or Dual Credit but cannot attain double credit for the same course. Credit toward high school graduation for these courses will be counted as a normal high school course.

For dual credit enrollment, students must apply, enroll, pay for, and complete the course. There are three forms associated with this process; two are required, and one is optional but strongly advised. The three forms are: application form and checklist (required), the registration form (required), and the student authorization for release of information form (optional but recommended). Forms are available on each cooperating college website (<http://gallatin.montana.edu/programs/dual/php>) and (http://umhelen.edu/admissions_enrollment/forms/Dual_Enrollment_Application.pdf).

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

H. CLASS RANK AND TOP TEN PERCENT

Class rank will be determined using weighted grade point average rounded to the nearest tenth of a point. **Foreign exchange students will not be calculated in class rank.**

Top Ten Percent will be determined by rounding students' weighted GPA to the nearest hundredth of a point for graduation speaking privileges.

I. Montana University System Scholarship

The ranking for the Montana University System Scholarship is based on un-weighted grade point average.

J. STUDENTS ENTERING FROM A NON-ACCREDITED SCHOOL

Only credits earned from a school that is recognized for accreditation through the state of Montana and/or member schools located only within the original states of the Middle States Association of Colleges and Schools, North Central Association of Schools and Colleges, New England Association of Schools and Colleges, Northwest Association of Accredited Schools, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges, and subject to any of their own state laws will be accepted by MHS upon presentation of an official transcript. Credits will also be accepted from third-party schools that are accredited by the Northwest Association or other above agencies through official third-party agreement with those agencies. *Requests for transfer of credit or grade placement from any non-accredited, nonpublic school or home school will be subject to examination and approval before being accepted by the District. This will be done by the appropriate administrator or designee, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and a school principal. Our teachers have assessments that a student entering from a non-accredited home school must take for placement purposes. (Policy 2413).*

K. IMMUNIZATIONS

The Montana Immunization Law was changed during the 1989 legislative session. Students will not be admitted to school until evidence of immunization is shown.

Students who wish to claim a religious exemption must file a religious exemption affidavit on an annual basis. Students whose records are incomplete will not be admitted until evidence of immunization status is presented.

L. REPORTING SYSTEM

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

M. STUDENT PORTFOLIO

Students will be expected to complete an electronic portfolio using the Montana Career Information System, surveys, and the student information system. All students must complete a resume' (Seniors only), community service log, career interest inventory, My College Options survey, and online course pre-registration by the announced deadlines. Seniors will need to complete transcript requests with a mailing address for colleges and universities instead of pre-registration. Students will need to document completion of this information to a homeroom teacher as part of their semester test exemption process.

N. ACADEMIC NON-PERFORMANCE AND DROP OUT

1. Academic non-performance results when a student does little or no home-work, fails to complete assignments, and receives grades of Fs and/or Ds on a regular basis. Non-performers are students sixteen years of age or older who choose not to take advantage of their educational opportunities. These students will be assessed to determine their educational needs and placement. Non-performers may face expulsion.
2. Students who choose to discontinue their education at Manhattan High School are expected to enter a program resulting in a high school diploma. Manhattan High School will not release students to complete a Hi-Set (GED) in-lieu of a regular diploma unless approved by the board of trustees.

O. SEMESTER EXAMS

Semester tests will be required for grades (9,10, & 11), test exemptions will be allowed for Seniors for second semester only. Teachers will have autonomy regarding tests, (projects, presentations, traditional tests, song, etc.). Teachers may also add incentives for tests regarding (behavior, attendance, tardy). Semester tests will be valued at 10%.

1. Absences from semester exams will be allowed with a doctor's written note, in cases of emergency.
2. Students with excused absences will receive incompletes until exam(s) are complete.
3. Exams will not be given early unless approved by administration.
4. Seniors may be exempt from examinations at the end of second semester on a course by course basis if they meet the following criteria:
 - a. The student completes, in good faith effort, their student portfolio (see item M above)
 - b. The student has no in-school or out-of-school suspensions during the second semester

- c. The student maintains an absence record of seven or fewer excused absences in the second semester with no accumulated unexcused absences (calculated per class period)
- d. The student maintains an average grade of 85% as determined by the teacher in each individual class by the cut-off date set by staff and administration OR the student improves their course average by 8 percentage points from the third quarter and has no missing assignments in the second semester.
- e. Students must submit a packet showing portfolio completion, attendance record, and current grade achievement in all classes, and receive a signature of completion from their advisory teacher by the due date to be exempt.

P. STUDY HALL

1. Students who enroll in study hall are expected to use this class time for academic pursuits.
2. Study Hall will be graded on a pass/fail basis. Seventy (70) percent will be the minimum grade mark to pass. Failure will result in exclusion from Study Hall for the following semester. A second failing mark in Study Hall will result in permanent exclusion.
3. Any student wishing to leave Study Hall must sign out and carry a pass to the library or computer lab. No student will be dismissed to another class without a personal verbal request from the receiving teacher to the study hall teacher.
4. Students on the ineligible list will not be allowed to leave the study hall without a written request from a teacher specifying an academic reason.

Q. GRADUATION

1. Senior and early-out students who wish to go through the graduation ceremony must be present for graduation practice. Any senior who does not wish to participate in graduation must have a letter signed by his/her parents submitted to the superintendent by the first of May.
2. Gowns will not be decorated for the graduation ceremony. Caps can be decorated for the graduation ceremony but must be approved by the principal or graduation coordinator.
3. Only seniors who are legitimately graduating **and foreign exchange students receiving a certificate of attendance** will be allowed to participate in the graduation ceremony. No other certificates of attendance will be given unless specified by legal requirements.
4. Manhattan High School recognizes students who are the academic top ten percent of the graduating class. Valedictorian and Salutatorian are not recognized.

R. COMPUTERS AND INTERNET USAGE

Manhattan School District Policy states:

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

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

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

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

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

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

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

S. LIBRARY RULES AND PROCEDURES

The Library is to be used by students doing research, browsing, or leisure reading. A quiet study atmosphere will be maintained. Small groups may work together at the discretion of the Librarian. A student transferring to the library must be prepared to work quietly or he/she will lose library privileges.

No food or drink of any kind is allowed in the library.

The library is open from 8:00 A.M- 4:00 PM. throughout the school year. Our library doubles as the Manhattan Community Library.

The community library hours are:

M-Thur. 1 PM to 7 PM

Friday- 1 PM to 6 PM

Saturday 10 AM -3 PM

(No Saturdays from Memorial Day - Labor Day)

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

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

Material Circulation/Check Out:

Bring all materials to the Circulation desk for check out.

- Books may be checked out for 28 days.
- Reference books, encyclopedias and oversized books may not be checked out.
- Magazines may be checked out for one week, except current issue.
- Books may be renewed until another student or teacher requests the book.

Fines:

Books & Audiobooks– 10 cents per day overdue, with a one-day grace period.

Magazines – 10 cents per day overdue.

DVD – 10 cents per day overdue.

Lost materials will be charged to the student at the replacement cost of the book or media.

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

T. COLLEGE VISITS

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

U. EARLY GRADUATION

Under special circumstances, a student may graduate at the end of the first semester of their senior year. Such a student should submit a request for this special privilege to the School Board following their junior year. It should state the reason for the request, student's birth date, and the curricular program that will be followed to fulfill the requirements for graduation. Reasons considered for early graduation shall include admission to a planned post-secondary educational program, military, medical, religious or family emergency considerations. Early graduates are not eligible for the Montana Board of Regents Scholarship or Top 10% recognition. One credit of correspondence work can be used toward qualifying for early graduation.

V. PERMANENT RECORDS

Manhattan School District maintains two (2) sets of school records for each student – a permanent and a cumulative record.

The permanent record will include: Basic identifying information, academic work completed (transcripts *including ACT, SAT, and AP scores*), level of achievement (grades, standardized tests), immunization records, attendance record, record of disciplinary actions which are educationally related.

The cumulative record may include intelligence and aptitude scores, psychological reports, participation in extracurricular activities, honors, awards, teacher anecdotal records, verified reports or information from non-education persons, verified information of clear relevance to the student's education, information pertaining to release of this record and disciplinary information.

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

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

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

W. SUPPLEMENTAL INSURANCE

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

X. COURSE WORK REQUIREMENT

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

Y. MAKE-UP WORK

Students have the number of days absent plus one additional day to make up assigned work for days absent (# of days absent + 1 day = # of make-up days). **Students absent on the due date of an ongoing assignment or pre-announced assignment/test are expected to turn in the assignment or complete the test the first day back in school.**

Z. HIGHLY QUALIFIED TEACHING STAFF

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

AA. FOREIGN EXCHANGE CREDIT

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

graduation and receive a certificate of attendance (Policy 3145). MHS accepts up to 2 exchange students per year on a first come first serve basis.

BB. SPECIAL EDUCATION CURRICULUM

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

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

CC. SPECIAL CIRCUMSTANCE ABSENCE-

Students who participate in sports or activities that are not sponsored by Manhattan High School and have been approved by the Manhattan High School Principal will be allowed to miss school to participate in these activities under the following conditions:

- 1) Parent and student must receive prior approval from the principal to miss school days for the extra-curricular activity in question. The prior approval consists of a discussion with the principal and signing and returning a required form. An absence schedule must be turned into the high school office and the office must be notified of any changes in the schedule.
- 2) Students must remain eligible under the MHS rules for eligibility. These absences will not count toward the 10 absence rule but they will be count toward the seven absences when calculating semester test exemptions for the second semester. Students will have to take semester tests if they have more than seven absences.
- 3) Students are responsible for communicating with their teachers concerning absences and what work they will miss. Teachers have the option of giving students their work when the student returns to school following the absence rather than before the student leaves.
- 4) If students are below a B in any class, the student will obtain from the principal an activity absence form that they will take to their teachers. Teachers can list all assignments and students are required to complete all work.
- 5) Parents and students need to realize that this policy is a privilege and should be taken seriously. We ask that other trips that take your student out of school be eliminated.
- 6) If a student is not academically eligible the absence will be coded as an excused absence (which counts towards the 10-day attendance policy).
- 7) The principal has discretion to accept or deny a student's request for their absences that are covered under this policy.

MANHATTAN HIGH SCHOOL CLUBS, ATHLETICS & ACTIVITY HANDBOOK

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

I. PHILOSOPHY OF DEPARTMENT

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

- A. To develop within the participants, the qualities of sportsmanship
- B. To develop a sense of responsibility to themselves and others
- C. To develop devotion to an assignment
- D. Build a sense of pride in the accomplishment of doing a job to the best of one's ability
- E. Instill the sense of belonging to a group
- F. Encourage the social values derived from contact with students and adults from other communities.

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

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

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

Adhere to the Student Handbook Code of Conduct

In addition, student officers and representatives must:

- A. Maintain academic eligibility according to the Extra-Curricular Eligibility policy. Elected student officers or student representatives not passing all classes at the end of the quarter grading period will be removed from office for the remainder of the school year.
- B. Earn no in-school or out-of-school suspensions.
- C. Engage in no behavior that results in prosecution of misdemeanors (excluding minor traffic violations) or felonies.
- D. Attend all scheduled meetings unless excused in advance by the group advisor.
- E. Participate in all planned activities unless excused in advance by the group advisor.

Failure to adhere to this code of conduct will result in removal from office or position.

Code of Conduct Appeal:

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

III. EXTRA-CURRICULAR/CO-CURRICULAR ELIGIBILITY RULES

These rules will be in effect for the following activities:

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

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

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

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

- A. To determine participant eligibility, grades will be monitored on a weekly basis. A warning list and an ineligible list will be generated and posted every week on Tuesday. If school is not in session on Monday, the list will be generated on Wednesday.
- B. The week following a three day or shorter week, the warning list will be continued without change and no student will be added to the ineligible list. However, a student may be removed from either the warning or ineligible list following a short week as described if they attain passing status.
- C. A student failing a class will be placed on the warning list will have the opportunity to bring his/her grade to passing in any deficient course by the next scheduled list posting.
- D. A student failing the same class for a second continuous week will be placed on the ineligible list. This list is emailed to all staff and coaches and is posted outside the office window for student notice. A student on the ineligible list will become eligible to participate when his/her name has been removed from the ineligible list on the posting date. Warning and ineligible status will be determined on a weekly basis.
- E. **Students on the ineligible list are ineligible to participate in events until the next scheduled list posting.** Extenuating circumstances, based on medical or family emergency, and **protracted teacher absence** may be grounds for initiation of an appeal process.
- F. **The final quarter grade at the end of the first and third quarter will be used to determine eligibility in the first week of the next quarter (2nd or 4th quarter).**

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

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

Academic Eligibility Appeal Process:

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

MHSA Athletics Participants

For participation in Montana High School Association sanctioned athletic contests, all students representing Manhattan High School must meet the following additional requirements. A student may participate in only one MHSA sanctioned sport at a time and meet all eligibility requirements of the MHSA and Manhattan High School.

Basic Eligibility Rules of the MHSA

You are not eligible if:

- A. You are 19 years of age on or before midnight, August 31, of any school year.
- B. You are in a four-year high school longer than eight semesters or in a three-year senior high school after six semesters of attendance. Attendance of twenty days or participation in an activity contest shall constitute a semester's attendance under this rule.
- C. You are not in regular attendance and passing in at least four solid subjects this semester (See MHSA handbook for exceptions).
- D. You failed to pass at least four regular subjects of unit weight the last semester you were in school.
- E. You enrolled later than October 15 for the fall semester or later than the eleventh school day of the spring semester. This rule does not apply to a student who has transferred from another school.
- F. You have graduated from a high school or have enough credits to be entitled to graduate on any regular graduation date.
- G. You have participated in athletics in an institution of learning higher than secondary rank.
- H. You have changed high schools without the corresponding change in residence by parents or legal guardians. This pertains only to varsity activities.
- I. You have been a member of a professional or semi-professional athletic team.
- J. You have ever been accepted a personal award exceeding \$100 in value given by anyone except your parents or the Montana High School Association.
- K. You ever accepted pay directly, or indirectly, for playing on athletic teams, managing athletics or playing under an assumed name.
- L. You have transferred from another state and a record of your transfer has not been filed by your principal with the Montana High School Association.
- M. There has any undue influence used by anyone to secure or retain you as a student in this school.

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

IV. TRYOUTS

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

V. TRAINING REGULATIONS

- A. All participants, managers or auxiliary students using any tobacco or e-cigarette products shall be subject to immediate suspension for that season.
- B. Any participant, manager or auxiliary student drinking alcoholic beverages or in possession, or being under the influence to any degree or alcoholic beverages at any time shall be subject to immediate suspension for that season.
- C. Any participant, manager or auxiliary student using *illegal drugs of any kind* or in possession of same shall be subject to immediate suspension for that season.
- D. Any participant, manager or auxiliary student in the company of *others illegally using alcohol or drugs* can be subject to immediate suspension for that season (guilt by association).
- E. Curfew designated by the coach must be adhered to.

- F. Any member of an activity team who is suspended from school is automatically suspended from all organizations or activities until the administration reinstates the participant to the specific activity organization.
- G. **Any student committing an act(s) of severe misconduct or unlawful act(s) may be removed and/or suspended from participation with the team after administrative review.**
- H. Students must be in attendance on the date of the event or competition, except on Saturday or on the day of an out-of-town contest in which the group leaves before school is dismissed, unless excused with prior administrative approval (Principal or Activities Director).
- I. A Participant Agreement must be signed by the student and parent prior to competitive participation in the activity.
- J. All participants in athletics must purchase an activity ticket.

Training Regulation Appeal:

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

Activity Tickets: Student and Adult activity tickets will be sold at the high school office. A family pass may be purchased with two payments.

Students	\$50.00
Adults	\$55.00
Family of four	\$160.00
Family of five or more	\$190.00

*Family passes can be paid in two installments

VI. PRACTICE RULES

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

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

VII. PERFORMANCE & GAME RULES

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

- A. Yelling criticism at teammates or other participants
- B. Excuses for poor performance
- C. Swearing and foul signs
- D. Criticism of officials or judges

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

VIII. TRAVEL RULES

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

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

- Leave the site of the event unless accompanied by school personnel
- Gamble at public gaming facilities

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

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

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

VIX. APPEARANCE

What a person wears serves as a symbol of what they are. You are not only representing yourself but also Manhattan High School and the community. Attire and hair code will be regulated by the coach/sponsor/director and ultimately, the administration. Dress and hair style will be conservative and styles that do not draw excessive attention to individuals. If a participant is unclear as to what is acceptable, they should ask their coach/sponsor/director. Loss of playing time or participation rights will result if violations occur.

X. EQUIPMENT

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

XI. LOCKER ROOM

There should be no horseplay in the locker room. Any swearing or careless use of facilities will be dealt with severely. The locker room is not a gathering place for free students. We do not expect you to be there unless an adult is supervising. You will be asked to leave if it is felt you have no business in this area.

The equipment and towel rooms are off limits to all students except managers.

XII. PHYSICAL EXAMINATIONS

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

XIII. AWARDS

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

XIX. MANAGERS

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

XV. INSURANCE

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

XVI. PARTICIPANT AGREEMENTS & PARENT MEETINGS

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

Please read this booklet carefully and understand the contents and purpose of our policies and rules. We take pride in our activity program and hope you will benefit from this educational experience.

XVII. MANAGEMENT OF SPORTS RELATED CONCUSSIONS

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

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

Further detailed information is contained in the Sports Participation Handbook.

SCHOOL CLUBS, AFFILIATED GROUPS & ATHLETICS

STUDENT COUNCIL

Sponsor: Brad Ballantyne/Christine Miller

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

MUSIC

Band Director: Todd Rosenberger

Choral Director: Becky Frank

Music is a co-curricular program.

The band program includes participation in preparation for school concerts, District Festivals, and other performances of the Director's choice. The band also participates as Pep Band for football games, basketball games, volleyball matches, and tournament appearances for any of the sports.

The choir program includes participation in preparation for school concerts, District Festivals, Commencement and other performances of the Director's choice.

Beginning Guitar is also offered to students who have their own guitars and wish to learn to read music, sing and accompany, play solos and ensembles, and other basic guitar techniques.

Manhattan High School will offer other music activities if there is enough student interest and time available to rehearse. These activities may include pop choir and jazz band. These ensembles will meet at least twice a week for an hour. Their performance schedule will be related to that of the concert band and choir. In order for a student to perform in a specialized group, the student must also be a member of at least one of the large performing ensembles. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

BUSINESS PROFESSIONALS OF AMERICA

Sponsor: Kay Adams

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

Skills USA

Sponsor: Joshua Mostad

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

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)

Sponsor: Jordan Harler

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

NATIONAL HONOR SOCIETY

Sponsor: Justin Kitto/ Marisa Stewart

National Honor Society is a National Organization that is affiliated with Manhattan High School. The main purpose of NHS is to provide service for the school and community.

Membership in National Honor Society is based on four separate criteria. The first criteria is that the student has attained a cumulative GPA of 3.33. Sophomores and juniors with a cumulative GPA of 3.33 may apply at the end of the fall semester. Juniors that meet this criterion at the end of the second semester of their sophomore year may apply at the end of the first nine weeks. Seniors that have

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

The other criteria for membership are: 1) demonstrated leadership qualities, 2) character, and 3) service to the school and community. Once a student is a member of NHS they must maintain a cumulative a GPA of 3.0 or higher. The member is also expected to be a leader in the school displaying outstanding character, leadership, and service.

Anyone wishing to apply for membership in National Honor Society that first meets the grade requirement may request an application from Mr. Kitto. The applications and pertinent information will then be screened by the Faculty Council. The Faculty Council will then vote for membership in or denial of membership in National Honor Society.

CROSS COUNTRY

Coach: John Sillitti

Cross Country is a fall sport offered to both male and female athletes. Both varsity and J.V. teams are available for both males and females. This program competes in six to eight meets in a season. All athletes are accepted in the program and no cuts are made as this is both an individual and team sport with top runners qualifying for the team score. All athletes must adhere to the training rules in this handbook and other rules deemed necessary by the coaching staff. Lettering can be achieved by meeting standards and requirements set by the coaching staff.

FOOTBALL

Coach: Chris Grabowska

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

SPEECH AND DRAMA

Coach: Julie Frank

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

VOLLEYBALL

Coach: Charli Chapman

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

BASKETBALL - BOYS

Coach: Wes Kragt

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

BASKETBALL - GIRLS

Coach: Charli Chapman

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

GOLF

Coach: Pat Lynch

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

Team selection is based on a weekly qualification round of nine holes, plus attendance at practices scheduled Tuesdays through Fridays. Requirements before tryouts are an activity ticket, a parental permission form, and a completed doctor's physical form, before the athlete is allowed to practice. The top five Monday qualifiers, both boys and girls, participate in the meet(s) for that week.

Participants in the golf program follow training rules and guidelines set down by the coaching staff, administration, and Varsity team captains. Lettering can be achieved by meeting standards and requirements set by the coaching staff in the golf handbook.

TRACK

Coach: John Sillitti

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

CHEERLEADERS

Coach: Megan Ely

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

WRESTLING

Coach: Patrick Hutchins

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

Softball

Coach: Randall Cygan

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

Scholarship List with Approximate Deadlines

Local scholarships are listed in boldface type.

September

Loyal Order of the Moose and Women of the Moose Sept. 1st

October

Wendy's High School Heisman Award (Nominated) October
 Horatio Algiers – University of Montana October
 Prudential Spirit of Community Award Oct. 29th
 Coca-Cola (National) Oct. 31st

November

MSU Presidential Scholarship Nov. 1st
 Daughters of the American Revolution-Essay Nov. 7th
 Susan G Komen Breast Cancer Nov. 14th
 Montana Jaycees Nov. 15th

December

Toyota Dec. 6th
 National Academy of Television Arts and Sciences Dec. 10th
 Burger King Dec. 15th

January

Discover Card (**JUNIORS**) Jan. 9th
 Elks Lodge Jan. 14th
 Montana University System High School Honor School. January

February

Coughlin University of Montana Foundation Feb. 1st
 Walmart Feb. 1st
 National Wild Turkey Federation Feb. 1st
 MSU-Freshman General Feb. 1st
 ESA Foundation Feb. 1st
 Montana Destination Imagination Feb. 1st
 Great Falls Advertising Federation Feb. 4th
 UM School of Forestry Feb. 13th
 Commitment to Agriculture Feb. 15th
 Northwest College (Powell) Feb. 21st

March

AAA Montana Mar. 1st
 Art Institutes Mar. 1st
 UGF Presidential Mar. 1st
 Robert C. Byrd Mar. 4th
 Montana Clerks and Records Mar. 15th
 MSU-Northern Mar. 15th
 Gallatin Empire Lions Club Mar. 15th
 PPL Montana Mar. 20th
 Helena College of Technology Mar. 31st

April

Deaconess Billings Clinic Foundation Apr. 1st
 Rocky Mountain PGA Apr. 1st
 Oddfellows and Rebekahs Apr. 8th
 Masonic Lodge Apr. 14th
 Black Mountain Software Apr. 15th
 Miles Community College Apr. 15th
LORE M. ISDAHL MEMORIAL Apr. 15th
 Big Sky Wind Drinkers Apr. 22nd
 Society of Petroleum Engineers Apr. 30th
MANHATTAN STATE BANK Apr. 30th
MANHATTAN CHAMBER BUSINESS April 19th

May

LUZENAC	May 1st
MANHATTAN SCHOOL FOUNDATION	May 1st
Fraternal Order of Eagles	May 1 st
Montana Farmers' Union	May 3 rd
MANHATTAN ROTARY	May 11th
Big Sky State Games (JUNIORS)	May 13 th
Montana Food Distributors	May 13 th
Washington Foundation Essay Contest	May 13 th
Educational Communications School. Foundation	May 15 th
BELGRADE FAMILY CLINIC	May 15th
CRH TRIDENT	May 15th
COKE (local)	May 15th
PEPSI (local)	May 15th
DON KUIPERS MEMORIAL STUDENT/ATHLETE	May 15th
DEBRA SEEMAN-PLATISHA NURSING	May 15th
Gary Murphy Ferrier School	May 17 th
Alcohol & Drug Services of Gal. Cnty (not offered '05)	May 21 st
June	
Universal Athletic Service	June 1 st
Samsung American Legion (JUNIORS)	June 9 th
August	
Big Sky Alumni Association Pi Kappa Alpha Fraternity	Aug. 1 st

****VERA FINCH MEMORIAL (goes to a student already in college majoring in education, however graduating seniors planning on majoring in education may turn in applications to keep on file until they are eligible)**

This is a list of scholarships that have been offered in the last few years. Some of them may have been discontinued. For some scholarships, we have not been sent any information in the last year or two.

RULES GOVERNING STUDENT CONDUCT ON SCHOOL BUSES

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

1. **BE AT YOUR BUS STOP ON TIME. WAIT FOR YOUR BUS SAFELY.** Be at the school bus stop 5 minutes before the scheduled pickup time-and stay there. Respect private property at stop location. Keep yourself and others safe by waiting at the designated area and do not play or wait in the road.
2. **ENTER YOUR BUS IN AN ORDERLY MANNER AND TAKE YOUR SEAT.** Line up in single file. Wait for the bus to stop, get on immediately and go to your seat.
3. **OBEY YOUR SCHOOL BUS DRIVER.**
4. **Cooperate and comply with your bus driver's requests.** The following are not allowed on the school bus: Use of foul language or gestures, eating, drinking, use of tobacco products, possession of alcohol or illegal drugs, weapons, explosive or flammable materials and live animals. If other bulky or dangerous items (such as class projects and skate boards) are required at school, other transportation should be arranged. Otherwise, the driver has authority to require objects to be placed in a safe place, or deny transportation of such items. School books, notebooks, lunch pails, purses, small backpacks and small musical instruments are allowed and should be held on the student's lap.
5. **REMAIN IN YOUR SEAT WHILE YOUR BUS IS IN MOTION.** If you wish to change seats, you must request the driver's permission to do so. If granted, move only when the bus is stopped. Standing, kneeling on the seats, or facing the rear are unsafe riding positions and not allowed. The correct and safest position is seated facing forward with your back against the seatback cushion. The driver has full authority to assign seats.
6. **KEEP YOUR BODY INSIDE THE BUS AT ALL TIMES.**
7. **TAMPERING WITH EMERGENCY EQUIPMENT OR EXITS IS ILLEGAL.**
8. **KEEP AISLES CLEAR.** Feet, legs, arms and bodies, as well as books, bags, lunch pails, instruments and other "stuff" must be kept out of the aisle: the driver must have a clear view down the aisle to the back of the bus at all times.
9. **REMAIN QUIET AND ORDERLY.** State law requires complete silence at all railroad crossings; use a quiet voice at all other times. Talking to the driver while the bus is moving is distracting and shouting or any loud noise is not acceptable. A low noise level is necessary for the safest driving conditions.
10. **BE COURTEOUS TO YOUR SCHOOL BUS DRIVER AND FELLOW PASSENGERS.** Keep your hands to yourself; this includes high fives, pushing, grabbing, reaching over seats, etc. can be dangerous and is not permitted. Avoid roughhousing and any kind of physical play. Throwing, spitting, kicking or shooting items inside the bus or out the window is hazardous and prohibited. Any willful damage inflicted to the bus will be paid for by the student.
11. **BE ALERT TO TRAFFIC WHEN LEAVING THE BUS.** Use only the front door and follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.
12. **OBTAIN WRITTEN PERMISSION FOR A BUS STOP CHANGE.** Students must have written permission from their parents to use a stop other than their own.

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