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## DIRECTORY

**Superintendent:** Dick Webb  
**7-12 Principal:** Jared Delaney

<b>Board of Directors:</b>	<b>Clerk:</b>
Tom Mohr (Chairman)	Kathy Alexander
Steve Riveland	<b>Secretary/Assistant Clerk:</b>
Tim McMillen	Julia Lillethun
LeahAnn Seabrook	<b>High School Secretary:</b>
Scott Robbie	Brenda Eisenman

### Staff:

Bob Bullis.....Music  
Marilyn Marnin. . . . . Library  
Pat Goldhahn.....PE/Health/Junior High Instructor  
Dayle Stahl.....Junior High/Title I  
Amanda Mohr. . . . .Special Ed.  
Kari Hanson.....Vo-Ag/Coach  
JD Adams.....Business  
Robert Hogemark.....Math/A.D./Computer Tech./Coach  
Dennis Hoovestal.....History/PE/A.D./Coach  
Contrella Peterson.....Family Consumer Science  
Jim Martin.....Counselor  
Mark Rathbun.....Science/Coach  
Dawn Mountain.....Spanish  
Sara Benson. . . . .English  
Tammy Harpster.....Math/Science

### Support Staff:

Mike Harper.....Bus Driver  
Vern Swecker.....Bus Driver  
Aileen Rogers.....School Nurse  
Dee Miller. . . . .Para-Professional  
Mark Little and Becca Stewart.....Volleyball Coaches  
Beau Bradley and Pat Otis.....Basketball Coaches  
JoAnne Middleton.....Office/Para-Professional  
Bonnie Nichols.....Cook  
Elena Petersen.....Cook  
Bob Popp.....Bus Driver  
Walt Sitzman.....Maintenance  
Michelle Sitzman.....Custodian  
Dick Weidinger.....Custodian  
Dennis Sitzman.....Custodian  
Bill Nicholson.....School Psychologist  
Vicki Fox.....Para-Professional  
Jeff Diercks . . . . . Football Coach  
Brandon Gauthier and Justin Frank . . . . . Football Coaches  
Sharon Mohr . . . . . JH Basketball Coach

## Uniform Complaint Procedure

I would like to bring to your attention your School District Policy Number 1700, UNIFORM COMPLAINT PROCEDURE, which is sometimes referred to as Chain of Command. All individuals should use this procedure if they believe that the Board, its employees, or agents have violated their rights guaranteed by the State of federal constitution, State of federal statute or Board policy. This is a three-page policy, which is too long for your reading. However, I will summarize the procedure.

Example: If you have a complaint with a member of the teaching staff the following procedure should be followed:

Student talk to the teacher, if unresolved  
Parent talks to the teacher, if unresolved  
Parent talks to the principal, if unresolved  
Parent talks to the superintendent, if unresolved  
Parent submits a letter to appear before the Board of Trustees, if unresolved  
Parent appeals to the County Superintendent.

There is a maximum time outlined in the policy for each of the above steps. Complaints must be handled by the parent of the student in question and not by someone else that is classified as hearsay, which legally cannot be used. All Board members will be following this policy as will your school administration. If you have any questions please don't hesitate to call the school. We realize that some of these steps might not be appropriate due to the age of the child or the incident that occurred. Therefore, please feel free to contact your child's teacher if you ever have any questions or concerns.

### 5.1 Important School Laws

**20-4-303. Abuse of teachers.** Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction shall be fined no less than \$25 or no more than \$500.

**20-4-302 Discipline and punishment of pupils: Definition of corporal punishment: Penalty: Defense**

- 1) A teacher or principal has the authority to hold a pupil to a strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.
- 2) For the purpose of this section, "corporal punishment" means knowingly and purposely inflicting physical pain on a pupil as a disciplinary measure.
- 3) A person who is employed or engaged by a school district may not inflict or cause to be inflicted corporal punishment on a pupil.
- 4) A person who is employed or engaged by a school district may use physical restraint, defined as the placing of hands on a pupil in a manner that is reasonable and necessary to:
  - I) Quell a disturbance;
  - II) Provide self-protection;
  - III) Protect the pupil of others from physical injury;
  - IV) Obtain possession of a weapon or other dangerous object on the person of the pupil or within control of the pupil;
  - V) Maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, principal's office, or other on-campus facility; or
  - VI) Protect property from serious harm. Physical pain resulting from the use of physical restraint as defined in section 4 does not constitute corporal punishment as long as the restraint is reasonable and necessary.

- 5) A teacher in a district employing neither a district superintendent nor a principal at the school where the teacher is assigned has the authority to suspend a pupil for good cause. When either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause. Whenever a teacher suspends a pupil, the teacher shall notify the trustees and the county superintendent immediately of the action.
- 6) A teacher has the duty to report the truancy or incorrigibility of a pupil to the district superintendent, the principal, the trustees, or the county superintendent, whichever is applicable.
- 7) If a person who is employed or engaged by a school district uses corporal punishment or more physical restraint than is reasonable or necessary, the person is guilty of a misdemeanor and, upon conviction of the misdemeanor by a court of competent jurisdiction, shall be fined not less than \$25 or more than \$500.

## STUDENT POLICIES

### 6.1 STATEMENT OF POLICIES: Student Records

The Board of Education deems it necessary that accurate and current records of all phases of the students' activities while attending the Park City Schools is maintained. Accurate attendance records are not only required by law; they are necessary to insure that the district receives all of the money to which it is entitled. To these ends the following procedures are adopted:

- A) Permanent record cards: the superintendent is responsible for keeping a permanent record card for each student. The card will contain information necessary for the proper identification of the individual and complete history of his/her attendance in the Park City Schools. These cards are to be kept accurate and current. They are to be filed in the school files and are the official and permanent record of each student.
- B) Report cards will be held at the office until any bills that are owed are paid. This includes any library fines, lunch money, shop bills, sports expenses, book replacement or any other bills.
- C) Cumulative record folders: each teacher in the elementary school and the high school will be responsible for keeping the cumulative record folders of each student accurate and current. All information contained in these folders is confidential and is to be used for professional purposes only. Health records and standardized test scores are to be made a part of the contents of the cumulative folders.
- D) Attendance and grades: each teacher in the elementary school and in the high school shall record daily attendance and grades in their respective grade books. In the elementary school, grades are to be reported by each teacher each nine-week period and at the end of the school year on forms furnished by the superintendent. In the high school, teachers shall report period grades to the principal at the end of each grading period. At the end of the school year, the average grades for each student are to be entered on the student's permanent grade record card. Elementary and high school permanent grade cards are to be placed in fireproof files for future reference and use.
- E) Entrance and withdrawal: when a student enters the Park City Schools or withdraws from the system, a record of it shall show on the proper permanent forms in use at the school.
- F) Designated forms: any records and/or forms designated by the County Superintendent of Schools or the State Department of Public Instruction shall be used and completed as directed.
- G) Student Files:
  1. The maintenance, transfer, and disclosure of student educational records shall be provided for as required in the Family Educational Rights and Privacy Act. A student's record shall be available only to school personnel on a **"need to know" basis, and these records are open to inspection by the student and his/her parents/guardians by making an appointment during regular school hours.**

2. Information considered as student directory information may be released without written consent. The following information will be released to the proper agencies as the need arises: Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent school attendance by the student. If the individual does not want this information released, he/she must tell the school to remove his/her name from the directory.

## 6.2 STATEMENT OF POLICY: STUDENT ATTENDANCE POLICIES AND PROCEDURES

Regular attendance by students is absolutely essential for satisfactory school progress. Every effort shall be made by the administration and instructional personnel to see that all students attend, as far as possible, all classes regularly. To these ends the following procedures are adopted:

- A) Kindergarten students must have reached their fifth birthday and first grade students must have reached their sixth birthday before September tenth for enrollment in Park City Schools.
- B) All children at the time they are first enrolled in school must be successfully immunized against those communicable diseases as recommended by the Department of Health and Environmental Sciences. The immunizations shall conform to recognized standards of medical practice and shall be set by The Department of Health and Environmental Sciences. A child may be exempted from this requirement upon certification from a licensed physician stating that the physical condition of the child is such that the immunization would seriously endanger his/her life or health, or a written statement signed by one parent or guardian that he/she is an adherent of a religious denomination whose religious teachings are opposed to immunization.
- C) When a student is absent from school, the parent/guardian must call the school any time after 7:30 a.m. to notify the school of the absence. **If the parent/guardian does not call, the District personnel will call home when an absence has occurred.** If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by administration. If no contact was made, the student will have **one (1) day to bring a note, or the absence will be unexcused.**
- D) Students tardy to school in the morning or after noon must obtain a slip from the district office before they will be admitted to class. **On the 4<sup>th</sup> unexcused tardy of each semester, detention will be assigned. Detention will be assigned on the 5<sup>th</sup> unexcused tardy; however, Saturday School will be assigned on the 6<sup>th</sup> unexcused tardy. A Saturday School will be assigned for all tardies after the 6<sup>th</sup> tardy.** The principal may assign additional consequences if tardiness becomes chronic. Parents will be notified.
- E) **Once a student enters school for the school day, he/she is not to leave the school grounds without first securing permission from the office.** Permission from the parent is necessary before asking the administrative staff. This parental permission may not be necessary if a student is leaving school grounds to run a short errand for school staff or parents within the community of Park City. Permission in all cases must be given through the administrative office no matter what the errand may be. Exceptions to this rule shall be emergencies such as an accident, etc. Non-compliance will result in a zero grade for each class period missed and detention for double the time absent from classes will be issued. Upon a 2<sup>nd</sup> occurrence, Saturday school will be assigned. **In all cases, if a student leaves school grounds without permission for 3 or more periods, he or she will be assigned in-school or out-of-school suspension upon administrative discretion.**
- F) **STUDENT ABSENT POLICY:** students, who are absent from school excluding illness or emergencies, should contact each teacher prior to the absence. Make-up work must be completed within 24 hours of the students return to school.

## CLASSWORK AND SCHOOL RELATED ABSENCES

Students who miss class for school-sponsored activities will be required to make up their work. Each student will be responsible for contacting each teacher BEFORE he/she leaves school. Failure to do so may result in no credit given for work missed. Home work is due upon returning to the class. If you are absent on the day of a test or quiz, you will have until 3:45 pm of the day you return to make it up.

- G) **Types of absence:** three types of absence are recognized by the Board:
1. **Unavoidable absence:** an absence caused by sudden illness, weather, emergency medical or dental treatment, funeral attendance, and school sponsored event participants only. This type of absence is considered as "excused" when a written excuse is brought from home. Work may be made up at the convenience of the teacher(s). An excused absence means that the student can make up all work missed without docking of grade.
  2. **Absence with the knowledge of parents:** such an absence may or may not be excused at the discretion of the superintendent and/or principal after discussing the situation with a parent. For each unexcused absence a zero grade will be issued in each class period missed.
  3. **Absence without the knowledge of parents:** an absence such as this is truancy. An absence from school without the knowledge of parent **will be unexcused, and a zero grade will be issued in each class period missed. Detention for double the time absent from class will be issued. In-school or out-of-school suspension will be assigned for truancy in three periods or more upon the discretion of the administration.**
- H) Inclement weather policy: whenever the bus route or routes are deemed impassible by the superintendent, or principals (in the superintendent's absence) during the school day, parents of the student(s) will be called. The parents will be required to make arrangements for the transportation of their children. The children will be supervised at the school until the parents or their designee pick-up the students. Parents must make emergency arrangements for the pick-up of their children if the parents cannot be reached by phone. If there is a serious storm, please do not call the school to see if the buses are running. We will need the phone lines to make our emergency calls. We will also announce the decision if school is closed over the following stations: KGHL (790AM), & KCTR (102.9FM)
- I) Evacuation of school building: When a situation within the school or its surrounding area necessitates evacuation or total or partial closure of the school, the superintendent or principal will determine whether to transport the students either to the homes or alternative locations. Please do not call the school to see if the buses are running. We will need the phone lines to make our emergency calls. We will also announce the decision if school is to be closed over the following stations: KGHL (790) & KCTR (102.9).
- J) **Students must have a parental permission slip on file in the office in order to go home for lunch. If a student leaves campus without a permission slip on file, he/she will receive a Saturday School on the first offense and out-of-school suspension on subsequent offenses.**

## 6.3 STATEMENT OF POLICY: NONRESIDENT STUDENTS

The Board of Education will accept students from other districts under certain conditions. To this end, the following procedures are adopted:

- A) The superintendent of schools may refuse to admit for attendance any student of questionable character or any student who is under suspension from another school. Before admitting a transfer student who has questionable circumstances, the transferee must make a serious attempt to make amends at the

school last attended. Under certain circumstances the student may be admitted after counseling with the parents of the student. If the administration has assurance or believes that the student will not be a problem individual in or out of school, the transferee may be admitted to the Park City School. At the administrator's discretion, if he/she wishes, he/she may ask this questionable admittance case to appear before the School Board for their final decision. If there is a problem with this type of student, he/she may be expelled immediately by administration awaiting final Board action. Absences from the previous school will be used at Park City Schools.

### **3142HS/P STATEMENT OF POLICY: ADMISSION OF HOME SCHOOL/NONPUBLIC SCHOOL STUDENT POLICY**

The following assessment procedure will be applied to all students entering the Park City School from non-accredited, nonpublic schools pursuant to Section 20-5-110, MCA, and board policy.

#### **Park City High School**

- A) The student must attend Park City High School for at least one school year (two semesters) after enrolling in order to receive credit for courses from non-accredited, non-public schools.
- B) Courses in the following curriculum areas will be evaluated:
  - English
  - Math
  - Science
  - Social studies
  - PE/Health
- C) Proof of work completed in the appropriate courses, required and elective, will be evaluated and approved or denied by the high school principal.
- D) A test will be administered by the Park City High School faculty covering the requirements stated in letters B and C above. The student must attain a 65% or better on each exam to earn credit for the course at Park City School.
  - 1. This assessment procedure will be administered in a uniform and impartial manner.
  - 2. If the parent or guardian disagrees with the assessment outcome, they may appeal the principal's decision to the superintendent and school board.
- E) Documentation by a non-accredited private or home school.
  - 1. The school's name, location, and administration/teacher of record.
  - 2. List of all courses taken at a non-accredited private or home school.
  - 3. Documentation of regular attendance in the private or home school during the school year for which transfer credit is requested.
  - 4. A curriculum guide outline, or other materials, which will substantiate the content for each course for which transfer credit is requested.
  - 5. Documentation of certification that the student demonstrated a passing level in each course for which credit is requested.
  - 6. Other appropriate measures or demonstrations of student's achievement that can be provided by the private or home school.
  - 7. The above documentation will be discussed through a parent/counselor/administrator conference.
- F) Grade placement is determined by accepted credits and includes considerations for the age and identified abilities of the student.

- G) A grade of "P" for passing will be given toward all courses approved for graduation. "P" designated grades will carry a value of 0 credit-wise and point-wise when figuring G.P.A.; however, "P" grades will count towards state graduation requirements.

#### **6.4 STATEMENT OF POLICY: STUDENT ORGANIZATIONS**

The Board of Education recognizes the merit of student organizations. These organizations must have acceptable objectives and be properly governed and sponsored. The sponsors and superintendent and/or principal shall have the power to expel any student from an organization for misconduct, failure to obey common sense rules and regulations, or for too many unexcused absences from its meetings, or unethical treatment of its fellow members.

- A) The superintendent of schools shall have the final control over the activities of all student organizations.
- B) All elementary school organizations shall be under the direct supervision of the classroom teacher concerned.
- C) All monies arising from the activities or formation of any student organization shall be deposited in the Park City student activities fund. **All cash and checks shall be turned in to the office by 3:00 P.M. each day.** Deposits and expenditures shall be made only in accordance with sound business procedures.
- D) All student organizations or activities shall have a faculty or adult sponsor who shall be responsible for the group and its activities.
- E) Each student organization must obtain permission in advance for holding their meetings and for all events sponsored by their organization, first from their faculty sponsor and then from the principal.

#### **6.5 STATEMENT OF POLICY: STUDENT CONDUCT (Refer to Board Policy 3310)**

The setting of values and guidelines for youth is part of the educational process and therefore is a responsibility of the public schools. Park City Schools are the training ground for adulthood and should be considered as an opportunity to develop and learn acceptable values. Consequently, the operation of the school will reflect the values of the community and the society in which we live. To this end, the following procedures are adopted:

- A) The conduct described in this section, if occurring in the school, on school property, or on the way to and from school, in connection with off-school ground activities while under the jurisdiction of the school, or under circumstances where the operation, welfare or decorum of the school are affected, will be causes for disciplinary procedures.
- B) Be punctual and regular in school attendance. Excessive tardies and/or absence are not acceptable behaviors.
- C) Respect and work cooperatively with his/her fellow students and school staff. Refrain from damage to or theft of personal property.
- D) Avoid disruption, on or off school property, of the educational process or other school functions. A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the individual student, staff, or school. A student shall not urge other students to engage in such conduct for the purpose of causing the material and substantial disruption of the educational process.
- E) Intimidation, fighting, hazing, bullying or other abusive behavior directed toward any student, faculty, or employee will not be tolerated. Violations will result in discipline up to expulsion. Refer to board policy 3226 for more details as the policy is too lengthy for this handbook.

- F) A student shall not possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverage, intoxicant or tobacco product of any kind on the school grounds, or off school grounds, at a school activity, function, or event.
- G) Be financially responsible, with his/her parent or guardian, for willful damage or destruction of any school property (desks, textbooks, equipment, the building, etc.). Damage to school property, either before, during, or after school hours will result in the offender(s) paying for or replacing damaged or destroyed property, **in addition to any other punishment the administration and/or board may deem fit.** Refrain from unauthorized entry into or misuse of school property.
- H) Refrain from possession or use of explosives, dangerous chemicals, or weapons on school property or at a school function. A student shall not possess, handle, or transmit sling-shots, snow balls, knives, razor blades, billfold chains, razors, ice picks, explosives such as firecrackers and smoke bombs, guns or any other object that reasonably can be considered dangerous.
- I) Refrain from the use of profanity, vulgarity, or abusive language at all times.
- J) Community approved socializing activities between boys and girls are to be encouraged; but a hands-off policy must be enforced. Holding hands, arms around the waist, necking, kissing, etc., will be interpreted as a violation of good conduct.
- K) School bus passengers should:
1. Leave home early enough to arrive at the bus stop on time.
  2. Wait for the bus in a safe place that is well off the roadway.
  3. Enter the bus in an orderly manner and take a seat.
  4. Follow instructions of the school bus driver or aide.
  5. Remain seated while the bus is in motion.
  6. Keep all parts of the body inside the bus at all times.
  7. Keep voices at a low conversation level.
  8. Keep hands off each other - no horseplay or distracting suggestions or activity of the individual or group. **The school bus driver and administrator have the responsibility and authority to maintain discipline on the school bus.**

L) **Students will not be allowed vehicle use during the noon hour.**

Definition:

1. Driving an automobile.
2. Riding in an automobile
3. Sitting in vehicle during school day

The only exception to this rule will be for emergency situations, and those must be cleared through the principal only. **Students who disregard this policy will be automatically assigned Saturday school on the first offense and suspended out-of-school for a period of two days on subsequent occurrences.**

- M) Students, who use their cars or motorbikes on school days and for school sponsored events to get to and from home, are to park their cars and motorbikes in the designated parking areas. No cars or motorbikes are to be moved until ready to go home or after the school sponsored activity is over. The only exception to this rule is when special permission has been given by the administration to move said car on a special errand, in an emergency.

**Clarification on where to park vehicles:** Park in and around the edges of the parking lot. Any overflow should park on north side of the school on either side of the front doors and areas across from the Civic Center. Park appropriately in the parking lot and close enough together so more cars can fit. DO NOT block the entrance areas to the parking lot.

- N) Students who use their own or their parents' cars to drive to and from school must observe the speed regulations of the town of Park City at all times. Reckless driving is likewise prohibited, as is any spinning of tires. Violations of these common sense regulations will result in the parents being notified

of this violation. Any subsequent violation will result in the student being barred from driving to and from school for a period of time after notifying parents.

- O) Respond positively and promptly to direction by faculty or staff member. Students shall obey all valid directions of administration, teachers, teacher's aides, bus drivers, custodians, secretary, and all other school personnel who are authorized to give such directions during any time when they are subject to the authority of such personnel.
- P) Student use of cell phones in the school during school hours is not allowed. All camera phones are prohibited in the school. Students must keep cell phones in their locker or car. **If you are caught in violation of this policy, your cell phone will be confiscated and your parent will have to pick it up at the office. Upon the 2<sup>nd</sup> offense, the cell phone will be confiscated and the parent and student will meet with the administration to retrieve the phone and discuss further action.** Also, students are not allowed to wear headphones or any other device deemed inappropriate by the administration. The administration reserves the right to deny the use of any electronic device deemed inappropriate.

**Q) Junior High/High School Discipline Policy:**

**Definition:** "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district.

**Purpose:** The purpose of the policy is to provide an atmosphere that enhances learning and promotes positive, appropriate behavior, among the student, teacher, parent/guardian, and administration.

**Note:** The degree of severity of the offense or the chronic nature of the student's behavior will determine what level of discipline will be initiated. The administration reserves the right to impose disciplinary sanctions depending on the nature of the offense.

The main components of this policy are as follows. Each component may operate individually and the severity of the offense will determine which component(s) will be implemented.

**1. PARENT NOTIFICATION SLIP** - Parent Notification Slips are issued by teachers to notify administration and parents of inappropriate student behavior. Parent notification slips will be handled in the following manner:

**First slip...**a one-on-one discussion with the offending student. Teacher will fill out a notification slip and student may sign it, indicating the discussion occurred. Continue to monitor student behavior and apply classroom/school rules and consequences.

**Second slip from same teacher...**on or before the second slip, a phone call by the teacher will be made to the parent in the event student misconduct continues. Continue application of consequences. Document conversation and consequences applied to student. Continue normal monitoring of behavior and adherence to rules. Document any misconduct and corrective measures applied.

**Third slip from same teacher...**a meeting with the teacher/administrator/parent will be asked for, if usual procedures for dealing with student misconduct and conversation with parent(s) proves ineffective. Continue monitoring of behavior and adherence to rule Document any misconduct and corrective measures applied. Telephone calls are not made to the parent concerning some infractions of classroom and/or school policy. Examples of these infractions are gum chewing and tardies.

A record of all Parent Notification Slips received by a student throughout his/her attendance is kept in order to help identify and deal with chronic behavioral problems. The degree of severity of offense or the chronic nature of the student's behavioral problems will determine what level of discipline will be initiated. The following

forms of discipline will be applied as determined by the administrator without regard to the number of Parent Notification Slips issued.

2. **DETENTION-** Detention is to be used as a study hall. Detention may be assigned when it is deemed appropriate and is not dependent upon the Parent Notification Slip. Forms of detention are:
  - A) **One (1) hour detention** - will be served on Tuesday and Wednesday at 3:30 P.M. - 4:30 P.M., or at the discretion of the administration. **If the detention is not served on the assigned date, Saturday detention will be assigned.**
  - B) **Saturday detention** - will be assigned beginning upon the sixth accumulative unexcused tardy/semester in any class **and for each following** unexcused tardy/semester. The principal will assign Saturday detention if previous steps prove to be ineffective. Saturday detention will be a three (3) hour block of time from 8:00 A.M. to 11:00 A.M.

Detention will be served the Saturday assigned by the principal. **Failure to serve Saturday detention will automatically earn the student in-school or out-of-school suspension**, the length of time to be set by the principal. Only the principal will be able to allow a student to miss and makeup a missed Saturday detention and only if the student confers with the principal prior to the day the detention is to be served. Further, the missed Saturday detention will be reassigned for the next Saturday. If there is a religious conflict, other arrangements must be made by the principal. Saturday detention will have an effect upon the students' participation in athletics/activities, as outlined in the athletic/activities portion of the student handbook.

3. **SUSPENSION-** The exclusion from school, or individual classes for a specific period of time, after which the student has a right to return. The Superintendent may suspend. The Superintendent may delegate the authority to suspend to the Principals.
  - a. "Emergency suspension" is used when a student poses a danger to self or to another person or property or substantially disrupts their educational program or that of other students. Emergency suspensions may not last longer than ten (10) school days.
  - b. "Short term suspension" may not exceed (10) days.
  - c. "Long term suspension" is one that exceeds ten school days in duration and may extend through the balance of the school year. If the violation occurs in the final quarter of the school year, the suspension may extend through the first semester of the following school year.
4. **IN-SCHOOL SUSPENSION-** Students will receive credit for homework completed and turned in at the appropriate time. Continue monitoring of behavior and adherence to rules. At the end of the quarter a 3% reduction in grades will be applied for each day missed. Document any misconduct and corrective measures applied. In-school suspension will have an effect upon the students' participation in athletics/activities, as outlined in the athletic/activities portion of the student handbook.
5. **OUT-OF-SCHOOL SUSPENSION-** Students will not be able to make up assignments, quizzes, exams, projects, etc. that were missed as a result of out-of-school suspension. It is the responsibility of the student to remain current with all missed information upon return to the classroom. Continue monitoring of behavior and adherence to rules. Document any misconduct and corrective measures applied. **Out-of-school suspension will result in the loss of privileges to participate in or attend any co-curricular or extracurricular activity for the duration of the suspension. A student on out-of school suspension is prohibited from being on school grounds during the duration of the suspension.**

6. **"Expulsion"** is the exclusion from school for an indefinite period of time. Only the Board of Trustees may expel a student from school and only after due process procedures have been followed. Expulsion is the exclusion of a student from school for more than 10 days. The purpose of expulsion is to protect the educational atmosphere and to provide for the rights and general safety of all persons. Expulsion may occur without regard to the number of Parent Notification Slips issued.
7. Meeting with administration and school board:  
 First meeting: any further disciplinary action to be decided upon by the administration and board.  
**Note:** A student sent to the office from a class may be assigned any one of the above discipline forms determined by the administrator.  
**Note:** In the event the principal is unavailable, the superintendent will assume the duties.  
**Note:** Misbehavior in substitute teacher's classes may result in higher levels of disciplinary action.
8. Detention not completed before the academic school year ends will result in in-school or out-of-school suspension, the length of time and dates to be set by the principal.
9. **Any situation not specifically mentioned in this handbook will be dealt with on an individual basis by the administration.**

#### **6.6 STATEMENT OF POLICY: STUDENT DRESS AND APPEARANCE**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Attending school is a right, but standards of good grooming are necessary to maintain an appropriate atmosphere. To this end the following procedures are adopted:

- A) Student dress will be neat and clean at all times. A student may be sent home to shower and/or change upon the discretion of the administration.
- B) Tank-tops, muscle shirts, belly shirts, low cut shirts, etc., are prohibited as determined by the administration.
- C) No graffiti or offensive symbols as determined by the administration and staff may be worn on the clothes.
- D) Girls may wear dresses, jeans, pant suits, culottes, shorts and knickers. No short-shorts or skirts/dresses as determined by the administration. As a general rule, with hands to your side, clothing must be at least to the fingertips.
- E) Boys may wear dress-pants, jeans, or shorts; however, the pants or shorts must cover up all of a student's underwear.
- F) All students will wear footwear.
- G) No hats, caps, bandannas, or other headgear will be worn in the school.
- H) Pants will be worn in the proper position and monitored by the staff and administration.
- I) The hair of both boys and girls must be kept clean at all times. Facial hair must be kept well groomed.
- J) Coaches or extracurricular directors will have the privilege of establishing hair and dress codes for a particular activity. Since participation in these activities is voluntary, the student has a choice of complying with the rules or not. If not, the student will not be allowed to participate.
- K) The dress and hair code is to be supervised by the administrative staff, the faculty, and the custodial staff. Violations will be reported to the superintendent and/or principal. Violators will be warned, and if the warning goes unheeded, suspension will occur.

#### **6.7 STATEMENT OF POLICY: DANCES, PARTIES, EXTRACURRICULAR, INTERSCHOLASTIC ACTIVITIES**

The success of social functions, organizations, and related activities is largely determined by how well the organizations' officers and sponsors get involved. However, emphasis is to be placed on the goals of the organization, student spirit, and student participation. To this end the following procedures are adopted.

- A) Organizations wishing to schedule activities must first fill out the activity application, get the approval of the faculty advisor, get the approval of the principal, and obtain approval of the Student Council executive board a minimum of one week prior to the proposed activity.
- B) Two faculty advisors and two sets of parent-chaperones must be present at each event.**
- C) Only Park City High School students will be allowed unless special permission is granted by the principal for others to attend.
- D) The trustees have banned public dances in the school. Proms and interschool invitational dances must have a deputy sheriff in attendance. The deputy costs will be paid by the sponsoring organization.
- E) The organization sponsoring an event is responsible for cleaning the premises.
- F) Any student entering a school function and then leaving without prior administrative approval will not be allowed to return under any circumstances.
- G) There shall always be adequate lighting in the area of the school for proper supervision. There shall be no dark unsupervised areas.
- H) There shall be no school functions after 12:00 a.m. without administrative approval. Prom hours will be 8:00 p.m. to 12:00 a.m. Doors will be locked at 9:00 p.m. No one will be admitted after 9:00 p.m. Only seniors will be admitted free of charge to the prom.
- I) No one shall ever be admitted to school functions if he/she has been drinking alcoholic beverages or has used other mind-altering stimulants or depressants. Any student in this situation will be subject to the provisions of the Park City Schools drug and alcohol policy contained herein.
- J) Students **not attending a full school day** on the day of the game or organization activity **WILL NOT** be allowed to participate in the next practice, organization activity or game. Unavoidable absences such as medical/dental appointments, court mandated absence, senior pictures, and funerals will be excluded. The principal may approve any other extenuating circumstance. If a student misses Speech on Saturday morning, he/she cannot play Saturday night. If a student misses Saturday detention, he/she cannot play Saturday night.
- K) Athletes reporting for interscholastic athletic activities shall have a physical exam. The MHSA official physical exam form will be used. This includes all students grades 6 - 12.
- L) High school students wishing to attend out-of-town games during school hours as spectators may do so under the following conditions only:
  - 1. Shall have approval of the administration
  - 2. Shall have a note from parent/guardian stating dates of approved absence.
  - 3. Shall have a "permit to attend" form with parent signature. "Permit to attend" forms are available at the school office.
  - 4. Every student or athlete who attends out-of-town games or events during school hours must have an adult non-student chaperone whose name will be provided to the school. The chaperone should be a responsible person who has adequate insurance for liability purposes. It shall be the responsibility of the parent to determine the responsibility of the chaperone and whether the vehicle has adequate insurance.
- M) Student attendance at any Park City School music performance, District and State music festival, Tri-county, Speech & Drama, etc. is mandatory. Students not attending and not receiving prior approval from the principal will be suspended out-of-school for a period not to exceed two days. Students not attending because of emergency circumstances will be required to obtain an excused absence from the principal and provide documentation of said emergency within one week from the date of the scheduled contest. Insufficient documentation (as determined by the administration) will result in an unexcused absence and out-of-school suspension for a period not to exceed two days.

## 6.7 STATEMENT OF POLICY: EVALUATION OF STUDENT PROGRESS

Evaluation of student progress is essential for providing information of the students and to their parents. All instructional personnel are to evaluate their students in a professional manner according to acceptable standards of achievement and consideration for the individual ability of each student. To this end the following procedures are adopted:

- A) All instructional personnel are responsible for the professional evaluation of students under their charge for the day or any portion of the day.
- B) Progress reports during each nine week grading period shall be made as follows:
  - 1. At the two-week intervals, progress forms indicating classes being failed will be mailed to parents.
  - 2. At mid-quarter, report cards will be mailed to the parents/guardians.
  - 3. At the end of each quarter, report cards will be mailed to the parents or guardians.
- C) Any excused absence has a maximum of 2 class periods/day of absence for make up work. If not completed in that time frame, the student shall receive zeros for that work.
- D) Homework assignments can be obtained by calling the office before 10:00A.M. and after the student has been absent for a minimum of two days.
- E) Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following % chart:

A	92% - 100%
B	84% - 91%
C	70% - 83%
D	63% - 69%
F	below 63%

F) Graduation from high school is based on a minimum of 24 credits. Every high school student will carry seven (7) period classes each semester with exceptions made only on approval through the administration. All graduates must meet the requirements of the state Board of Education in specific subjects. Diplomas will not be granted for less than four years of attendance without special permission of the Board.

- G) The requirements for graduation will include the following:
- 4 years English    1 year American History    1/2 year Typing
  - 2 years Mathematics    1/2 year P.A.D.    1/2 Year Computers
  - 2 years Science    1/2 year American Govt    1/2 year Speech
  - 2 years PE/Health    1 year History Elective
  - 1 year VoEd    1 year Art/Band/Chorus

Students who do not successfully complete a class will repeat that specific class. The administration may make exceptions only if a scheduling conflict occurs. Acceptance of credit for classes not completed at Park City Schools will be determined by administration on an individual basis. Students are expected to repeat failed classes at Park City Schools before seeking credits outside the school system.

- H) The chart below lists all courses and the difficulty factor assigned to each class. This chart will be used only in the determination of valedictorian and salutatorian, by total points achieved in high school. It works as follows: grade values: A=4, B=3, C=2, D=1, F=0. The difficulty factor is multiplied by the grade value. This will give the total points received each semester, except for the senior year, where the third quarter grades will be utilized as the second semester grades.

**The senior with the highest total points will receive the valedictorian honor.** The senior with the second highest total points will receive the salutatorian honor. Students must have been in attendance at Park City School their junior and senior year to be eligible for valedictorian, salutatorian, and/or honor scholarship awards.

I) The following college preparatory program (see below) is required for all students entering colleges for the first-time in the fall of 1990. This program is also necessary for any student to be eligible for a scholarship to the University system, i.e. (Valedictorian scholarship) (revised June 1988)

1. Four years of English
2. Three years of mathematics including: Algebra I, Geometry, Algebra II or Integrated Math 1, 2, 3.
3. Three years of Social Studies including: World History, American History, Asian History, Government, Economics
4. Two years of laboratory science selected from: Earth Science, Biology, Chemistry, Physics
5. Two years chosen from the following: Foreign Language (preferably two years) Computer Science Visual and Performing Arts (Art, Band, Chorus) Vocational Ed. Units (Vo-Ag, Ag Shop, FCS and Business)

Additional entrance requirements for Montana State University- Bozeman, University of Montana, Montana Tech, MSU-Billings, Northern Montana College, and Western Montana College will be any one of the following requirements:

1. Act score of 22 or higher
2. G.P.A. Of 2.5 or higher
3. Upper 1/2 of the graduation class

J) Academic Letter: the academic letter is designed to recognize the students at Park City High School for achieving excellence in academics. The award will be presented as soon as possible. A student must begin and complete the fall and spring semesters at Park City High School to be eligible. All currently enrolled, full-time students meeting the criteria are eligible to receive this academic letter. Once a high school student has been awarded an academic letter and continues to maintain an active enrollment status and the required cumulative average, subsequent awards will consist of a bar for each year.

Academic Letter Criteria:

Freshman- 3.65 cumulative grade point average for the Freshman year.

Sophomores- 3.60 cumulative grade point average for the Freshman and Sophomore years

Juniors- 3.55 cumulative grade point average for the Freshman, Sophomore and Junior years

Seniors- 3.50 cumulative grade point average for the Freshman, Sophomore, Junior and Senior years

### **3122 Statement of Policy: Attendance Policy**

K) The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding "Excellence in Education", all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on his/her permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

### **3122P Statement of Policy: Attendance Procedure**

L) The academic standards of Park City High School require that a student may miss no more than eight (8) class periods per semester to receive credit in that class. **All absences will be counted except school functions that require absence from school, delays or failure of school buses, court ordered appearances, minor in-school and out of school suspension, and absences classified as medical absences upon presentation of a doctor's appointment card to the school office.** Three unexcused

tardies to the same class will be counted as an absence in that class. Any unexcused tardy of more than fifteen (15) minutes will be counted as an absence by the teacher. As part of the due process:

1. Parents will be notified in writing by the principal before a student has accumulated six (6) absences and again when they accumulate eight (8) absences.

2. When a student's absences exceed eight (8), a meeting with the parent/student will be required to address the attendance problem. The meeting will be with the principal.

3. ***The administration will have the prerogative of exercising two options:***

a. **Assigning a two (2) percentage point deduction from the student's quarter grade for each day over 8 days per class unless the absence meets the district's or principal's exclusion.**

b. **Denying credits for the semester in those classes in which the student has exceeded eight absences.**

4. After a student has been notified that he/she will not be issued credit in a class, that student may continue to attend that class, do assignments, and take tests.

**5. A student or his/her parents may appeal the non-earned credit issue, in which cases the situation will be reviewed. Three (3) points are examined in an appeal:**

a. **If the last absence that put the student over the limit was either an illness or bereavement in the family, the limit may be extended one day. (Absences will be classified as medical absences only upon presentation of a doctor's appointment card to the office).**

b. **If there was a prolonged hospital confinement or other serious extenuating circumstance. (Absences will be classified as medical absences only upon presentation of a doctor's appointment card to the office).**

c. **If the student was excused because absences were pre-excused for work for parents at home. If contact is not made with the school in advance, the absence is unexcused and the student will receive a zero grade in each class missed.**

6. At the end of the semester, if the following conditions are met, the student may petition the administration to receive his/her credit in that class:

a. The student must have had perfect attendance for the rest of the semester. (No tardies or absences).

b. The student must have completed all work and must have a passing grade.

c. The student must not have been a disciplinary problem in any way.

#### **M. Band instrument rental policy:**

The rental fee on Park City School's band equipment is \$30.00/semester or \$60.00/year. This amount must be paid before the student can take the instrument for use. Students will be required to pay all repair fees incurred by instrument abuse, neglect, etc. above and beyond the normal expected wear. In some cases, the student may be requested to play a special instrument for a particular concert. If the student plays an assigned instrument for the complete semester/year, there will be a \$5.00/semester, or \$10.00/year fee charged. The instructor will give a list of the students who are renting equipment to the office. The office will in turn inform the instructor when

the student pays the fee. If the student who is renting the equipment quits school or band at or during the semester, there will be no refund of the rental fee.

#### **N. Library book policy:**

At mid-quarter/end of nine weeks a list of people with overdue books will be posted at the library and office. There will be a \$.05/day fine per book for every day the books are overdue. **Absolutely no books will be checked out to these individuals until overdue books are returned, and the fine is paid.**

#### **O. Science fairs:**

Only 1st place winners in each category and only grade levels 7-12 at the Deaconess Science Fair will be eligible to receive district financial assistance for attending the State Science Fair. Financial assistance may or may not be available, depending upon the budget. The superintendent will make determination.

#### **P. Junior High retention policy:**

The determination of whether or not a student will be retained at the end of each year in junior high will be based upon the following: Each activity class passed will be given a point value of one (1) for each semester, and each non-activity class passed will be given a point value of two (2) for each semester. Each class that meets for only a nine weeks period will be given a point value of one half (1/2). The two semester point values will be added together to get a year point total. The maximum year point total is 26. This figure will then be multiplied by a factor of .63, since below 63% is the failing % on our grading system.

The point value for passing to the next grade will be equal to or above  $(.63)(26) = 16.38$  for the year. If a student fails to have a point value equal to or greater than 16.38, he/she will be retained in that grade of junior high. Legend:

**Activity Classes:** Art, PE, Home-Ec, Vo-Ag, Chorus, Band, Life Skills, Study Skills, Leadership

**Non-Activity Classes:** English, Science, Math, Social Studies, Foreign Language, History, Keyboarding, study hall. If a student turns fifteen (15) years of age during his/her junior high years, that student will be considered for placement into the next higher grade for the following year, disregarding the retention policy.

#### **Q. Semester grades and exam policy**

Semester grades will be determined by averaging the 1<sup>st</sup> and 2<sup>nd</sup> or 3<sup>rd</sup> and 4<sup>th</sup> quarter letter grades and the respective semester exam grade. The quarter grades are worth 40% (each) of the semester grade and the semester test is worth 20% of the semester grade. The principal will provide a semester test schedule to be followed by the staff. The individual teacher **may** give exemptions from those exams if the student has an average of 94% or better and absences are at a minimum. Only school related absences or medically excused absences would be acceptable reasons for a student not to take the semester exam on the designated testing day. Exceptions must have principal approval.

### **6.9 STATEMENT OF POLICY: SPECIAL EDUCATION RECORDS**

- A) In accordance with local Board of Trustees' policies, each local education agency must establish written procedures to ensure that parents, or the student after he/she reaches the age of 18, shall be informed when special education personally identifiable information that has been collected, maintained or used is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parent or eligible student. Otherwise, the local education agency shall keep the records for five years beyond legal school age. Reasonable effort shall be taken by the agency maintaining personally identifiable data to provide parents with notification 60 days prior to its destruction, and the parents will be offered the opportunity to receive a copy of such records.

- B) The information to be destroyed shall not include that data routinely collected and maintained on all school children (e.g., student's name, address, phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed) but shall be data collected for identification, location, evaluation, and related to special education services the child has received from the agency.
- C) Standards for accreditation of Montana schools shall be also followed by Montana schools.
- D) To these ends, the Park City Schools will notify parent and/or student when the student turns 18, or following graduation, whichever comes later. The student will be re-notified when he/she turns 23. The district will then wait 60 days after this second notification before destroying the special education files as listed in item (B) above.

**3341 STATEMENT OF POLICY: PARK CITY ATHLETIC/ACTIVITIES CODE  
CO-CURRICULAR AND EXTRACURRICULAR PARTICIPATION**

Students must be full-time enrolled students at Park City Schools in order to participate in any Park City School co-curricular or extracurricular activity.

**PHILOSOPHY:**

Any activity not listed in the course schedule is deemed to be a co-curricular or extra-curricular activity. The activity that starts first takes preference over any other activity. The activity whose competition requires securing a place in order to advance to further competition takes preference over other conflicting activities.

Participation in a co-curricular and extracurricular activity is a privilege, not a right. Students representing Park City High School in activities are expected to set a standard of excellence above that which is considered to be minimal.

Training rules and academic requirements are the responsibility of the school, team, parents, coaches, and student body in as much as good habits lead to not only better athletes community wide but certainly are conducive to better citizenship and to greater team and school morale. The athlete must accept the importance of training for his/her personal good and for the good of his/her associates. The athlete who has the desire to win and to be the best athlete he/she possibly can/will accept the responsibility as established in the Park City School athletic code.

**Any student who has an injury will be unable to play or practice without a physician's note.**

**HOMECOMING CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS:**

Each candidate must be participating in at least one extra-curricular or co-curricular activity. (Pep Band and Swing Choir are included).

Each candidate must not be under a substance abuse violation/or misdemeanor or felony conviction the current year or the previous year.

**PROM KING AND QUEEN CANDIDATE REQUIREMENTS:**

Each candidate must not be under a substance abuse violation/or misdemeanor or felony conviction the current or previous year.

Runner-up candidates for Homecoming are eligible to become candidates for Prom.

**PRACTICE ATTENDANCE:** This is mandatory for good team morale. The only time an individual will be excused from practice is when the parents of that person have properly notified the coach before that practice begins. The first unexcused absence from practice will result in missing the following

week (7days) of participation in that sport. The second unexcused absence from practice will result in dismissal from the team.

### **HOURS:**

1. Home, and hopefully to bed, by 10:00 p.m. on the night prior to a game and weekdays (Sunday-Thursday); or home within one (1) hour after a school activity,
2. Friday and Saturday nights; home by 12:00 a.m.
3. Coaches of the respective sport will set hours for holidays and other special occasions that may be exceptions to the above hours.

### **PENALTIES FOR VIOLATION OF HOURS:**

1. FIRST OFFENSE: player or participant will be placed on a one-week suspension.
2. SECOND OFFENSE: player or participant will be suspended for the remainder of the season for that sport/event, and will lose his/her letter for that sport/event.

### **Penalties for use or possession of alcohol, tobacco, drugs and any other misdemeanor:**

#### 1. FIRST AND ANY SUBSEQUENT OFFENSES:

Season is defined as the first day of practice through the last day of competition. The player or participant will be suspended from the sport for the remainder of the season. The player or participant will forfeit any letter or award that may have been earned in that sport. On the second and subsequent infractions, the student must complete an approved substance abuse/counseling program to be reinstated in the future for extra-curricular and club activities.

**Any student violating this rule will be assessed a 45 school day sports activity suspension beginning with the day of the infraction.**

Sport is defined as basketball, football, volleyball, track, golf, speech and drama, cheerleading, wrestling, honor band, and any other activity cooperatively engaged with other school systems.

Co-curricular activities are defined as Pep Band, BPA, FCCLA, and FFA.

**PEP BAND-** a 45 school day participation suspension will be assessed to the individual. The consequence will begin the day of determination of the violation.

**BPA, FCCLA, FFA-**During the school year any violation occurring under this rule, the student must serve 25 hours of community service above and beyond the normal community service adopted by the organization. The advisor and the principal will determine and approve the type of community service. A student in more than one organization will do a maximum of 25 hours. Upon approval of the principal, the student may choose to enter an approved substance abuse/counseling program for a minimum of 12 hours (at the students expense). The student must submit a written letter of intent to complete the community service to the advisor and principal within 3 days of the assessment. Failure to do so will result in forfeiture of membership in the organization.

Written documentation of the completion of the community service shall be presented to the principal and the advisor of the organization.

All members will be allowed to compete on the District or Regional level whichever comes first unless he or she is under a school suspension.

**BPA- once a student qualifies for State or Nationals a higher standard of expectations is adopted.** Violation of this rule will forfeit the student's privilege to further competition on the next levels.

**FCCLA- once a student qualifies for State or Nationals a higher standard of expectations is adopted.** Violation of this rule will forfeit the student's privilege to further competition.

**FFA- As FFA has more than one District competition; violation of this rule will result in suspension from the next two District competitions. Once a student qualifies for State or Nationals a higher standard of expectations is adopted.** Violation of this rule will forfeit the student's privilege to further competition on the next levels.

2. Any student violating this rule while on a school related activity will not be allowed to participate in any school sponsored activity requiring bus transportation such as club activities, field trips, Senior Trip and class ski trips. This does not include sports activities. Where applicable, alternative assignments will be provided.

3. Suspension will result in the loss of all awards, honors, etc. earned during the time period the offense occurred.

4. During the summer, if a violation occurs on a school related activity the consequence would be assessed beginning the first student day of the next school year.

5. If the infraction occurs on a school activity or on school grounds, the student will be suspended for a minimum of two out-of school days and the proper authorities will be notified.

#### **MONTANA HIGH SCHOOL ASSOCIATION MEMBERSHIP:**

As a member of the Association, Park City Schools agree to abide by the rules of the Association which include uniform starting dates for sports seasons, assignment to athletic classification and conferences, establishing playoff procedures and sites, coaching rules, student eligibility rules, etc.

#### **Student Eligibility Rules**

Student eligibility rules include such items as minimum scholastic eligibility, age, certified physical condition, school attendance, amateur status, monetary value of awards, participation in athletic camps, residence of parents, or guardians in transfer cases, specific penalties for assaulting an official at any meet, etc.

#### **A. Academics**

To be eligible to participate in an association contest, a student must have received a passing grade in at least twenty (20) periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance.

#### **Additional minimum Park City School requirements:**

Students will be passing in all enrolled classes and will not have a cumulative "D" grade in more than three (3) of those classes. Eligibility will be determined on a weekly cumulative (Monday-Sunday) basis. A student whose name appears on the ineligibility list for three (3) consecutive weeks will be dropped from the activity for the remainder of that season. A student whose name appears on the ineligibility list will not travel with the team or suit up for home events. The student starts over with a warning if they are eligible one week.

The seasons for BPA, FHA, and FFA activities shall be in nine (9) week segments coinciding with the nine (9) week grading periods and will run from August 1st through July 31st of the following year.

Eligibility to participate from the last day of school to July 31<sup>st</sup> of that year will be determined by eligibility at the end of the fourth quarter.

**Eligibility List: By Friday of each week, faculty members will notify the principal by the use of a weekly eligibility list of any athlete, cheerleader, mascot, manager, or participant of any extracurricular activity who is failing.**

## **B. Discipline**

Suspension from playing/participating in athletics/activity for in-school disciplinary reasons will be as follows:

- a. Saturday detention (not tardies or riding in autos)- suspended for one game/event as determined by the administrator
- b. In-school suspension - suspended for one week
- c. Out-of school suspension - suspended for two weeks

### **Definition: two week suspension will be as follows:**

1. Basketball - four games
2. Football - two games
3. Volleyball - four matches
4. Track - two meets
5. Speech - two meets
6. Activities - next participating event
7. Golf - two meets

1. Coaches Rule - When a student is issued a 2nd Parent Notification Slip for inappropriate behavior this will result in a first offense attitude suspension. Each subsequent slip will move the student to the next level of attitude suspension.
2. Any student satisfying the MHSAA requirements for eligibility at the end of a semester will have the opportunity to participate in the next semester's activities on the weekly eligibility defined above.
3. Student athletes will display good sportsmanship at all events. Athletes displaying a poor team attitude will be subject to the same penalties as for violation of hours.
4. All athletic/activity participants will travel to and from all athletic/activity events with the team and sponsor on school provided transportation.
5. No travel to or from athletics/activities will be allowed by participants in their private automobiles, unless it is an emergency situation or approval has been obtained through the coach/advisor. A written permission slip to travel with parents must be obtained from the coach/advisor at the function, signed by the parent, and returned by the parent to the coach/advisor.
6. Coaches for all sports will have a parent meeting prior to season completion. Parents are required to attend one meeting per year on the date scheduled. Parents must attend a meeting prior to their child participating in any event. Attendance will be verified via parent signature, which will be kept on file by the high school principal. If attendance is prohibitive on the date scheduled, the coaches and parents will meet at school on a date and time convenient to both parties. Students will not be allowed to participate in scheduled events until the coach and parent meeting has been completed.
7. Extra-curricular participants and athletes will park in the parking lot or in front of the weight room while attending practice or games.

## **3310 STATEMENT OF POLICY: CO-CURRICULAR AND EXTRACURRICULAR STUDENT CODE OF CONDUCT DISCIPLINE**

The Park City Schools Board of Trustees desires all students involved in co-curricular and extracurricular activities to demonstrate good sportsmanship at all times. We believe, whatever activity engaged in, student education continues for the student as participants or spectators. In order to encourage good sportsman-like behavior in all students, the Board adopts the following policies:

1. Any student who receives a foul/penalty for unsportsmanlike conduct, as defined by the rules adopted by the Montana High School Association for the particular activity, shall be subject to the following disciplinary actions:  
First offense: the student shall be prohibited from participating for the remainder of the contest.  
Second offense: the student shall be prohibited from participating for the remainder of the contest and will become ineligible to participate in the next regularly scheduled contest/meet.  
Third offense: the student shall be prohibited from participating for the remainder of the contest and will become ineligible to participate in practice or contests/meets for the remainder of the season.
2. Any student who is disqualified/ejected from any contest/meet (grades 6-12) by contest/meet officials/administrators for unsportsmanlike conduct shall be subject to the following disciplinary actions:  
First offense: the student participant will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition.  
Second offense: will result in a four-competition suspension by the offending student. If penalties are imposed at the end of the sport season and no contests remain, the penalty is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next MHSAsponsored sport or activity.  
Appeal: The president of the conference may appoint a hearing officer/board to hear any appeals, within 48 hours of the receipt of a complete report the incident. Appeals may not deal with decisions made by contest officials.

#### **Lettering requirements:**

**Basketball:** The team members who participate in 18 varsity quarters. If a player makes the tournament team and doesn't complete 18 varsity quarters, lettering is up to the discretion of the coach.

**Football:** Participate in eight varsity quarters.

**Volleyball:** The team members who participate in 18 varsity matches. If a player makes the tournament team and doesn't complete 18 varsity matches, lettering is up to the discretion of the coach.

**Track:** Qualify for divisional in an individual or relay event, and/or score a minimum of fifteen (15) points in varsity meets.

**Golf:** Qualify and participate in four meets (the five lowest scores of the week of a meet will qualify), or qualify for the state golf meet (to qualify: boys - 100 strokes; girls - 120 strokes; for 18 holes or meet MHSAs State Qualifications)

**Speech:** Qualify for state and/or become a finalist at divisional; accumulate 15 points during the season.

**Cheerleaders/mascots:** Cheer at all scheduled events. Written excuses for absence must be received and approved by the cheerleading advisor or principal prior to the event.

#### **ADDITIONAL CHEERLEADING POLICY AND RULES:**

**POLICY:** 1. The Park City Schools will have two cheerleading squads a fall squad and a winter squad.

A. The fall squad will be responsible for cheering at girls volleyball & boys football home events.

B. The winter squad will be responsible for cheering at boys and girls basketball home events.

2. The cheerleading squads will cheer at home games only. There will be cheerleaders at post-season contests (girls basketball, boys basketball).

3. The cheerleading schedules will be adjusted by the athletic director to satisfy the applicable equity requirements of equal number of appearances for the girl's events as for the boy's events.
4. Persons involved in cheerleading will not be allowed to participate in another sport during that cheerleading season.
5. Cheerleaders will park in parking lot or along the north side of the school in front of the weight room.

**Uniforms:**

1. The school will try to purchase one set of cheerleader uniforms per year. Each cheerleader will be responsible for her/his own shoes, socks, emblems, etc.

**Practice:**

1. The cheerleading coach will develop a practice schedule to be turned in to the Athletic Director.
2. The first unexcused absence from practice will result in missing the following one-week of cheering for that sport. The second unexcused absence from practice will result in dismissal from the team.
3. The senior cheerleader with the most votes will be the head cheerleader. Head cheerleader will work closely with the coach on items that pertain to practice, messages, etc.

**Games:**

1. The first unexcused absence from a game will result in suspension for two weeks from cheering for that sport.
2. The cheerleader coach is to be notified in advance when a cheerleader is unable to attend a practice or a game. The coach must give approval in order for the absence to be excused.
3. Cheerleaders will travel to and from the game site on the pep bus or the team bus, if a pep bus is not available, or other school vehicle.
4. Due to sex equity requirements, cheerleaders will appear in an equal number of boys and girls events during the year. The athletic director will adjust the scheduled appearances to satisfy the equity requirements.
5. If a varsity cheerleader is ineligible, a junior varsity squad cheerleader may be brought up to fill the position for the period of time the varsity cheerleader is ineligible.

**Prohibited cheers:**

1. Only pyramid cheers approved by the MHSA will be allowed.
2. There will be no use of the mini-tramp.
3. Tumbling/stunting routines need to be pre-approved by the cheerleading coach, the principal and athletic director.

**CHEERLEADING TRYOUTS:**  
**REQUIREMENTS:**

1. Tryouts will take place in the spring prior to the next school year, if possible.

2. Permission slip to try out signed by parent and student.
3. One cheer and one dance will be taught to the prospective cheerleader by the Senior cheerleaders or cheer advisor and one cheer the prospective cheerleader makes up.
4. Three selected jumps and kicks.
5. Each candidate will try out individually as well as cheer in a group situation.

**Judging:**

The cheerleading coach and a judging panel, which has been selected by the cheerleading coach, will make the selection of the cheerleaders. The panel will consist of teachers and students. The coach in the event of ties will make the final decision.

**EQUIPMENT POLICY FOR ALL SPORTS/ACTIVITIES:**

New equipment and uniforms will be purchased as needed for both boys and girls on an equitable basis and as determined by the athletic director. Uniforms will be replaced within a maximum five-year rotational basis as the availability of finances dictate.

**TRAVEL AND MEALS POLICY:**

All activities and sports will use the school activity bus, if at all possible. If there is an overnight trip, attendance will be decided on by the athletic director with consultation with the superintendent. The athletic director will select the lodging site, which fits the price desired (depending upon availability) by the school for all activities. Meals will be limited for all activities at \$22.00/day on overnight trips. Meals will be prorated at \$6.00 for breakfast, \$6.00 for lunch and \$10.00 for supper. All lodging and meals decisions will be based equitably for all sports and activities.

**MEDIA AT SPORTING EVENTS:**

Press passes will be honored at all Park City Schools sporting events. Anyone wishing to take photos or videotape a sporting event must do so from the spectator area if they do not have an authorized press pass. The administration reserves the right to limit the number of people on the sideline area.

**HOSPITAL AND MEDICAL BILLS POLICY:**

All hospital and medical bills incurred in a school activity or sport will be turned in to the parent's insurance company first, and then if there is a balance, the balance will be turned in to the school's insurance.

**TITLE IX, SEX DISCRIMINATION:**

Park City Schools desires to maintain learning and working environment that is free from sexual harassment. You have the right to learn and participated in activities free of sexual harassment, the right to get help from your school to stop it, the right to be free from retaliation or intimidation if you report it. You also have the responsibility to learn about sexual harassment, to take it seriously, to tell the harasser to stop, and to stop your friends and classmates when they harass others. It will not be tolerated for any member of the Park City School staff to harass another staff member or student through conduct or communications of a sexual nature as defined. Supervisors are responsible for eliminating sexual harassment. It will not be tolerated for students to harass other students or staff members through conduct or communications of a sexual nature.

**Definition and Procedures:**

## **I. Definition**

A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by student to another student, or when made by a student to a staff member, when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic, or employment decisions affecting that individual or when:
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

B. Sexual harassment, as set forth in Section I.A., may also include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Sexual assault
- Rape
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

## **II. Procedures**

A. Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Park City Public Schools Title IX Grievance Policies or may complain directly to his or her immediate supervisor, his/her principal, the superintendent, or the board chairperson. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

Any person who feels he/she has been sexually harassed is encourage to report this violation of policy. All complaints will be handled discretely. Because a thorough investigation requires that both the alleged perpetrator and the alleged victim be allowed to explain the incident, anonymity cannot be allowed. Retaliation against an employee or a student to making a complaint or participating in an investigation will not be allowed.

Violation of this policy may range from detention and/or suspension up to and including discharge of an employee or expulsion for a student.

All grievances, questions, and concerns involving Title IX and sex discrimination should be referred to Mrs. Renee Dodge Title IX coordinator.

**504:** SECTION 504 prohibits discrimination on the basis of handicap in admission or treatment of students, or in most employment practices. A grievance procedure is available to handle any complaints.

Mr. Jim Martin will act as the 504 hearing officer for Park City Schools.

### **LOCKERS & LOCKER SEARCHES:**

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

because school property is subject to periodic check or search at any time by designated school officials without advance notice or student permission. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. The superintendent reserves the right to authorize the principal to inspect a student's locker when the principal has reasonable suspicion to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school. The superintendent may authorize the use of canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property. A qualified and authorized trainer who will be responsible for the dog's actions must accompany the canines. If possible, a local law enforcement officer will also be present during the search. School officials shall deem an indication by the dog that contraband is present on school property reasonable suspicion for a further search.

The superintendent is directed to establish procedures for conducting locker searches and/or inspection for general and specific purposes. A school official and an adult witness will make the search. The student who is involved will be present if possible.

### **BOOSTER CLUBS POLICY:**

Booster clubs will be provided with "equity considerations and information" to enhance their awareness of equity situations. Monetary donations made by the booster club will be placed into the athletic fund to upgrade both the boys and girls programs equitably.

### **PARK CITY PUBLIC SCHOOLS: DRUG, ALCOHOL AND TOBACCO RULES**

Park City Schools recognizes that chemical dependency is a treatable health problem, which affects all age groups. Schools share in the responsibility of this problem because the results of such a problem often interfere with school behavior and student learning processes. The school board of the Park City Schools has adopted a school policy on chemical dependency.

**ADMINISTRATIVE RULE: This rule covers all offenses if occurring in the school, on school property, on the way to and from school, in connection with off-school ground activities, while under the jurisdiction of the school or under circumstances where the operation, welfare, or decorum of the school is affected.**

A student shall not use, sell, buy, give, or be under the influence of, or possess drugs, including marijuana, alcoholic beverages, intoxicants, tobacco or any other substance defined by law as a "controlled substance" or "dangerous drug" at any time. Legitimate use of prescription drugs, evidenced by a Montana health care professional, is permitted.

Whenever a suspicion exists that a student is violating the above policy, school board policies will be applied. In addition, if evidence is found, a written report will be made to the proper legal authorities and parents will be notified. Extracurricular activity participants who are in violation of these rules will be suspended for the remainder of the season for that sport/event, will lose his/her letter for that sport/event, and will forfeit all awards and honors.

While under suspension or expulsion, students will not attend any Park City functions either home or away. Students are not allowed on school grounds during suspension or expulsion. At the conclusion of a suspension or expulsion, the student may be reinstated at a parent conference with the administration.

Non-compliance of these procedures as set forth by the administration, on the part of the parent(s) and/or student will result in the request to the Board of Trustees for the expulsion of the student from the Park City School system.

### **Referral Procedure**

1. Staff member becomes concerned about possible chemical use because of:
  - A. Class performance
  - B. Tardiness, absenteeism
  - C. Behavior in and/or out of class

Staff member will fill out a confidential report on observed behaviors. Copy is given to a member of the focus team. Reason for concern will be discussed with the referring individual and the focus team member(s)

2. If it is concluded that there is a reasonable cause for further action, then the referral team will gather data pertaining to the student referred. The teachers will be contacted who have the opportunity to observe the student on a daily basis, checking records, and any other sources that may be available. If it is determined that there is no just cause in continuing the referral, then the teaching staff will be alerted about the situation and observation will continue on an informal basis.
3. After the data is gathered, the referral team will determine the implications and decide on a subsequent course of action, which may include:
  - A. Pre-assessment interview with the student. Student interviews will be conducted with no less than two focus team members.
  - B. Conference involving student, staff members, parent(s), concerned person(s), or any combination of above.
4. If it is determined that a problem does exist, and after a pre-assessment interview has been conducted, then a decision is made by the focus team regarding whether or not treatment and/or professional assessment steps are needed based on data gathered. If treatment is recommended, it may include:
  - A. Attendance at insight information sessions for six (6) weeks in relation to use, abuse, and dependency with the instructor, student, and/or parent or guardian.
  - B. Entrance into out-patient treatment.
  - C. Entrance into supervised treatment program.
  - D. Participation in support groups for a period of nine (9) weeks.
  - E. Other community, church programs, etc.
5. If treatment is determined necessary, then a parent interview is conducted. Parent interviews will be conducted with no less than two focus team members. In this interview, the parent(s) is informed about the decision concluded by the focus team concerning treatment and/or plan of action for their child.
6. Focus team informs administrators and staff members of the recommendations, progress or developments within the case of concern.

### **DEFINITIONS:**

#### **FOCUS TEAM:**

Membership shall be extended to individuals who have demonstrated either an interest in the area of drug and alcohol abuse and/or a concern for the youth in Park City.

### **MEMBERS:**

- A. Administrator
- B. Counselor
- C. Two elementary teachers
- D. Two high school teachers
- E. Community members (optional)

**DUTIES:**

- A. Workshops in drug and alcohol abuse for staff members, community, and student body.
- B. Assist in the facilitation of support groups, if needed
- C. Assist in the handling of insight classes

**REFERRAL TEAM:**

The responsibility of the referral team is to gather data on an individual who has been referred and to make a determination of what action is to be taken, if any. It is also the responsibility of the referral team to conduct student interviews, parent interviews, and to inform parents, administration, and staff of the decision(s) made by the referral team, along with the agreement of the focus team.

**MEMBERS:**

- A. Focus team coordinator
- B. One member of the focus team

**INSIGHT TEAM:**

The insight team is made up of core personnel who work directly with students about chemical use and abuse. Parents and community will also be included if it is necessary.

**INSIGHT CLASSES:**

Purpose is to inform and educate students about chemical use, abuse, and effects. Students will be asked to look at their own use. These classes will last for six (6) weeks.

**CHEMICALS:**

Alcohol, tobacco and/or drugs including any illegal and/or legal substances or intoxicants

**PARK CITY SCHOOLS: GUN FREE SCHOOLS (Refer to Board Policy 3310)**

1. In accordance with the provisions of the Gun Free Schools Act, Usc 3351, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the district superintendent.
2. In accordance with the provisions of the Gun-Free School Zones Act, Usc 922(q), students may bring unloaded firearms onto school Property for use in an approved program with the prior written permission of the district superintendent or principal.
3. The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silence for such a weapon, or any explosive, incendiary or poison gas.
4. The district superintendent may allow authorized persons to display firearms or other dangerous objects on school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.
5. If a student violating this policy is identified as a child with disabilities either under the idea or section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the

policy is due to a disability recognized by the idea or section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

6. Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with section 20-5-202, MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

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

8. Legal reference: 18 USC 921 Gun-Free School Zones Act 20 USC 3351 Gun Free Schools Act 20 USC 1400 Individuals with ET SEQ. Disabilities Education Act 29 USC 701 Rehabilitation Act of 19 ETSEQ.20-4-302, MCA Discipline and Punishment of Students 20-5-210, MCA. Duties and Sanctions 20-5-202, MCA Suspension and Expulsion.

### **PARK CITY PUBLIC SCHOOLS: TOBACCO-FREE POLICY**

#### **Statement of Policy**

In the interest of having healthy students and employees (positive health models for students), the Park City Schools, District #5 maintains tobacco free buildings. The following stipulations constitute the tobacco policy for the Park City Schools.

1. All school buildings are hereby declared as tobacco-free schools, except school owned rentals. No use of tobacco will be permitted in Park City School District buildings.
2. Use of tobacco will not be allowed in any school building nor will employees be allowed to use tobacco while on duty in the presence of students.
3. New employees of the district will be hired with the understanding that they will be directed not to use tobacco at their place of work.
4. Limitations or prohibitions on tobacco use are applicable to all hours.
5. The district shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline. This information shall be provided to those agencies as required by law.

### **PARK CITY PUBLIC SCHOOLS: PARTICIPATION IN REGULAR EDUCATION PROGRAMS**

#### **Statement of Policy:**

"A continuum of alternative placements is available which consists of instruction in regular classes, special classes, special schools, homebound instruction and instruction in hospitals and institutions. To the maximum extent appropriate, children with disabilities at Park City School District #5 are educated with children who do not have disabilities, and that special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily. Educational placement decisions are made in accord with the policies and principles as identified in the placement in the least restrictive environment special education technical assistance document published by the Office of Public Instruction."

PARK CITY SCHOOLS  
ACTIVITY APPLICATION

COMPLETE THIS FORM AND FILE WITH THE PRINCIPAL:

\_\_\_\_\_  
CLASS/ORGANIZATION

\_\_\_\_\_  
TYPE OF ACTIVITY

\_\_\_\_\_  
DATE OF ACTIVITY

\_\_\_\_\_  
PLACE OF ACTIVITY

\_\_\_\_\_  
HIGH SCHOOL ONLY

\_\_\_\_\_  
HIGH SCHOOL & JR HIGH

\_\_\_\_\_  
ALL SCHOOL

ADMISSION COSTS: \_\_\_\_\_

CHECKS PAYABLE TO: \_\_\_\_\_

CHECK AMOUNT: \_\_\_\_\_

CHAPERONES (2 SETS) \_\_\_\_\_

\_\_\_\_\_

COMMITTEES:

A. ADVISOR: \_\_\_\_\_

B. MUSIC: \_\_\_\_\_

C. REFRESHMENTS: \_\_\_\_\_

D. CLEAN UP: \_\_\_\_\_

\_\_\_\_\_

E. PUBLICITY: \_\_\_\_\_

\_\_\_\_\_  
ADVISOR SIGNATURE

\_\_\_\_\_  
STUDENT COUNCIL APPROVAL

\_\_\_\_\_  
PRINCIPAL SIGNATURE

## CODE OF CONDUCT

This following document has been prepared for the convenience and safety of all students who may choose to be a part of any or all of **EXTRA-CURRICULAR ACTIVITIES**. We hope to promote a unity that may result in noting but positive ness for which each of the organizations stand.

1. Student's conduct shall be the responsibility of the coach/school representative.
2. Students shall be prompt and prepared for all activities. Eligibility will be determined by each organizations based on the school handbook and the organization bylaws. Only those students who have upheld and followed the school handbook, have worked, and been deserving of the participation will be allowed to attend/participate.
3. Students shall keep their coach/school representative informed of their activities and whereabouts at all times.
4. Students shall not deface public property or litter the premises. The individual or club responsible shall pay any damages to property or furnishings.
5. Students from out of town shall spend the night or nights at assigned hotel, in assigned rooms. Students are to remain on the activity premises unless permission to leave has been authorized by a coach/school representative.
6. Students shall not be permitted in sleeping rooms of members of the opposite sex, except when a coach is present and/or the door is open when in the room. Violators will receive a minimum one-week suspension.
7. Students shall be in their respective rooms and quiet at curfew. (Motels/hotels often specify such quiet times and delegates/students must abide by them.) Curfew time is midnight unless otherwise noted. This means that the lights will be out and NO T.V.
8. Students shall be prohibited from having or using alcoholic beverages, tobacco, drugs, or any illegal substance form. If another student finds or has knowledge of any items before mentioned, they are to notify the coach/school representative. **With cause, a coach/school representative may search a student's belongings and legal authorities will be called.**
9. Students will be sent home at their own expense for violating any of these rules of conduct. **Parents will be notified and will be responsible to pick up the delegate within 12 hours of infraction, at their own expense. At any competitions, the students' parents would be notified, the student would be removed from all participation, and the parents and student would be responsible for FULL reimbursement to the organization and/or school.**
10. Students are responsible for room extra charges, i.e. telephone charges, video games, etc.
11. Students will adhere to the dress code of their respective organization during appropriate functions. (Blue jeans, T-shirts, and grubby shoes will not be considered appropriate dress at any time). Exceptions to the dress code can only be made by the coach/school representative.
12. Students violating any of the rules of conduct will subject their entire delegation to be unseated and may cause their candidates to be disqualified.
13. Standard rules that apply to school activities shall be in effect during the contest. The term "student" applies to all registered conference participants.
14. Students are responsible for removal of all posters or information placed on walls, bulletin boards, etc.
15. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
16. The enforcement of the Code of Conduct is the responsibility of the coach/school representative. The coach/school representative will call the school administration for direction.
17. The coach/ school representative has submitted the Code for Conduct to the school administration and/or Board of Trustees. A photocopy of the signed **Code of Conduct** will be sent home so that the parents may have a copy.
18. A copy of this signed Code will be retained by the school and the coach/school representative will bring one to the contest.
19. Students will be required to pay \$25.00 for state competition and \$100.00 for National competition when applicable. These fees shall be paid at the designated times before STATE and before NATIONALS. \*Furthermore, each student must earn or personally pay for any other expenses before attending STATE and/or NATIONALS.
20. A student's behavior shall reflect a positive, professional image of delegate/student, school, organization and self.
21. All accidents, injuries or illnesses should be reported to the coach/school representative immediately.

## ATTITUDE SUSPENSION

An athlete's attitude might be the most important skill he/she brings to this program. A good attitude can do nothing but accomplish great things. A poor attitude can be detrimental to team success. We believe hard work, hustle and determination are the primary ingredients in building a successful and strong program. Therefore, we feel this rule is a necessity.

Whenever a coach finds a member of the Panther extra-curricular program is not living up to the responsibility and privilege of being on the team, the coach may issue an attitude suspension to that team member.

1. 1st Offense: Your privilege to be a member of this program is suspended for the next day of competition.
2. 2nd Offense: You will be suspended until a meeting with your parents, you and the coaching staff is completed. A minimum of a two-day suspension of competition will be assigned.
3. 3rd Offense: Permanent suspension. You are no longer a player for Park City Schools.

### What kinds of things result in an Attitude Suspension?

- A. Unduly criticizing, nagging or razzing teammates. If players cannot bring themselves to respect each other, they should at least be required to display acceptance of their teammates.
- B. Not accepting decisions by the coaching staff. Bring your problems to the head coach; don't voice your opinion elsewhere. Be loyal to your teammates and coaches. We will be loyal to you.
- C. Not putting forth maximum effort in practice and games. If you have a problem, talk to the head coach prior to practice or competition.
- D. Missing practice or a game.
- E. Not living up to your responsibility as a student. This includes attitude in the classroom.
- F. Excessive sulking after criticism. Fair criticism produces change for those mature enough to accept it. Coaches may criticize poor play, but will use constructive criticism for the good of you and the team. Listen to your coach and do the best that you can.
- G. When a student is issued a 2nd Parent Notification Slip for inappropriate behavior this will result in a first offense attitude suspension. Each subsequent slip will move the student to the next level of attitude suspension.

We are looking to this season with extremely positive hopes. We do not foresee any problems with lack of intensity, backstabbing, criticism of coaches, or lack of pride. However, if we see any actions detrimental to our success, we will dispose of that problem immediately.

## COMPUTER USAGE RULES

**1) DO NOT DOWNLOAD ANY PROGRAMS, GAMES, MUSIC, OR SCREENSAVERS WITHOUT PERMISSION:**

FIRST OFFENSE	DETENTION
SECOND OFFENSE	30 DAYS NO COMPUTER USE

**2) DO NOT CHANGE BACKGROUNDS OR SCREENSAVERS:**

FIRST OFFENSE	DETENTION
SECOND OFFENSE	30 DAYS NO COMPUTER USE

**3) NO GAME PLAYING WITHOUT PERMISSION:**

FIRST WARNING	CLOSE GAME
SECOND OFFENSE	DETENTION
THIRD OFFENSE	30 DAYS NO COMPUTER USE

**4) NO INTERNET EMAIL WITHOUT PERMISSION:**

FIRST WARNING	CLOSE EMAIL
SECOND OFFENSE	DETENTION
THIRD OFFENSE	30 DAYS NO COMPUTER USE

**5) THE FOLLOWING INTERNET SITES ARE BANNED:**

FIRST WARNING	CLOSE SITE
SECOND OFFENSE	DETENTION
THIRD OFFENSE	30 DAYS NO COMPUTER USE

*ADDITIONAL BANNED SITES WILL BE ADDED AT PARK CITY SCHOOL'S DISCRETION*

**BANNED SITES:**

MYSPACE.COM

E-MESSENGER.COM

SUPERARCADE.COM- ANY GAME SITE

YAHOO IMAGES- ANY SEARCH NOT FOR AN ASSIGNMENT

GOOGLE IMAGES- ANY SEARCH NOT FOR AN ASSIGNMENT

MSN IMAGES- ANY SEARCH NOT FOR AN ASSIGNMENT

E-BAY

MESSENGER- MSN, YAHOO, ETC.

CHAT ROOMS

SCHOOL INAPPROPRIATE SITES

**PARTICIPATION FORMS:**

The following form must be signed and returned before the student will be allowed to participate in any sport or school activity:

1. I have read and discussed the Park City **JH/HS Handbook and Code of Conduct** with my child.

2. **PERMIT TO ATTEND**

I hereby give my daughter/son permission to attend all school events during the 2009-2010 school year. It is understood that I may withdraw this permission form at any time by calling or writing school officials.

I understand that the District, its staff, and agents will do everything possible to prevent any accidents. However, I fully understand that participation in extra-curricular activities, field trips, music trips, etc. and traveling to these activities may involve inherent risks to students regardless of all feasible safety measures that may be taken by the District. In consideration of the District's agreement to allow my child to participate in the referenced activity, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation in this activity that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee or agent of the District.

In the event it becomes necessary for the District agent in charge to obtain emergency care for my child, neither he/she nor the School District assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

3. **Internet Access** is restricted to assigned educational purposes. Inappropriate computer use will result in loss of privileges and other consequences as determined by the administration. Other inappropriate computer usage by students will fall under this clause.

**First Offense:** The student named below has violated acceptable use of the Internet and district computer use by accessing restricted material. His/her Internet privileges have been forfeited for 45 school days. During this time period, the student will not be allowed to use district owned computers.

**Second Offense:** The student named below has violated acceptable use of the Internet and district computer usage by accessing restricted material for a second time. His/her Internet and district computer privileges have been forfeited for a period of one year from the date of the infraction and are carried over to the next school year.

4. **I have read and agree to the conditions of the following documents: the Hold Harmless, the Code of Conduct, the Attitude Suspension form, the Permit to Attend, and the Internet usage Policy.**

\_\_\_\_\_  
Student's Name (PRINT)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# ***PARK CITY SCHOOLS***

## **MEDICAL CONSENT FORM**

Athlete Name: \_\_\_\_\_

Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named student may be given.

In the event that an emergency arises during a practice session, an effort will be made to contact the parents or guardians as soon as possible. Permission is also granted to the coach and/or athletic trainer to provide the needed emergency treatment to the athlete prior to his/her admission to the medical facilities and to call an ambulance service.

No member of the Board of Trustees, Park City Public School or employee thereof, will, under any circumstances, be held liable for accident, illness, fatality or medical bills incurred as a result of participation in the athletic program or associated trips.

\*\*\*\*\*

In case of illness or serious injury, I give medical authorities permission to treat my son/daughter. (Parent consent for medical treatment).

\_\_\_\_\_  
Parent/Guardian Signature                      Date

Phone numbers where parent or guardian may be reached:

\_\_\_\_\_  
Home                      Work                      Other

Family Physician Data:

\_\_\_\_\_  
Name                      Work Phone                      Home Phone

**PARK CITY SCHOOLS**

**HOLD HARMLESS AGREEMENT**

Warning, agreement, to obey instruction, release assumption or risk, and agreement to hold harmless

Sport (check the applicable box or boxes);

Basketball     Football     Volleyball     Track  
 Golf     Cheerleading     Mascot     Other

Student:

I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury. I understand the dangers and risks of playing or practicing to play/participate in the above sport(s) include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of my body, general health and well-being. I understand that the dangers and risks of playing or practicing to play/participate in the above sport(s) may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

Because of the dangers of participating in the above sport(s), I recognize the importance of following coach's instructions regarding playing techniques, training, and other team rules, etc., and to agree to obey such instructions.

In consideration of the Park City School district permitting me to try out for athletics and to engage in all activities related to the teams including, but not limited to, trying out, and practicing in that sport(s), I hereby assume all the risks associated with participation and agree to hold the school district, its employees, agents, representatives, coaches, and volunteers blameless from any and all liability, actions, causes of action, debt, claims, or of any kind and nature whatsoever. The terms hereof shall serve as a release and assumption of risks for any heirs, estate, executor, administrator, assignees, and all members of my family.