

WELCOME TO WHITEHALL HIGH SCHOOL

STUDENTS: PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY. THE INFORMATION IS IMPORTANT AND IS ESSENTIAL TO YOUR SUCCESS AT WHITEHALL HIGH SCHOOL. PLEASE KEEP THIS HANDBOOK WITH YOU FOR FUTURE REFERENCE. IT IS ALSO YOUR HALL PASS.

In order for our high school to operate in the most efficient manner and for the benefit and satisfaction of all concerned, it is necessary to have a few simple regulations to guide you during your activities in and around school. All of you are members of a large school society, and, as in any society, certain rules and regulations are necessary for it to operate and function properly in order to protect the rights and privileges of everyone. Our rules and regulations are for your benefit and protection and to help insure that each and every one of you has the opportunity for the best education possible, not only academically, but also socially and physically. Please read them very carefully and do your utmost to carry them out to the best of your ability. You will be contributing to your own success and also toward making Whitehall High School one of the best high schools in Montana.

It is our philosophy at Whitehall High school that democracy should be taught and practiced by students, teachers and administrators.

Since the United States is founded upon the democratic belief in the worth of the individual, Whitehall High School makes every effort to give each student the opportunity to achieve the fullest possible development of his/her inherent potentialities and creative abilities.

To achieve the harmonious development of diverse personalities, our curriculum has been made flexible enough to permit minimum requirements for the less gifted and more rigid requirements to challenge those with more ability.

To obtain maximum results, the atmosphere of our school should be one of friendly cooperation, harmony, and goodwill among student, creative working teachers, and administrators. There should be a scholarly atmosphere with a desire for worthwhile educational experiences on the part of all students.

Whitehall High School Administrators

WHITEHALL SCHOOL'S VISION AND MISSION STATEMENTS

T.E.A.M.

- Togetherness
- Excellence
- Achievement
- Motivation

Mission Statement:

Our mission is to provide a safe, cooperative, educational environment where everyone is Motivated to succeed. Together we will make a difference using research based instructional strategies.

Excellence will be Achieved through life-long learning, individualized instruction, and family/ community partnerships.

Receipt of Handbook

I have received a copy of the Whitehall Middle School/High School handbook for 2012-2013. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

NAME OF STUDENT

STUDENT'S SIGNATURE

DATE

PARENT/GUARDIAN'S SIGNATURE

DATE

NOTE: At the printing of this handbook, District policies were under review. Current policies may differ from those printed in this handbook. For further information, contact the Administrative Office.

TITLE IX

In accordance with Title IX regulations, **Whitehall School District** does not discriminate against any person on the basis of sex in educational programs or employment opportunities. Students or employees with questions or complaints may contact their building representative or may **contact the Title IX Coordinator at 1 Yellowstone Road, or phone 287-3862.**

SECTION 504 STATEMENT

A student is entitled to a Section 504 Accommodation Plan if they have been identified and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. This determination is made by a team of knowledgeable individuals, including parents, who are familiar of the student and his/her disability.

SECTION 504 OF THE REHABILITATION ACT AND THE AMERICANS WITH DISABILITIES ACT

Notice of Nondiscrimination

Applications for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Whitehall School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquires concerning the District's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding discrimination:

Name: School Administrator

Phone: 287-3455

BOARD OF TRUSTEES' APPROVAL

The Board of Trustees, realizing that it is the responsibility and duty of the school authorities to provide an atmosphere and situation whereby the ability of each student may be realized to its fullest under the best of conditions possible, approves the contents of this handbook as policy of **Whitehall School District, Jefferson County.**

DAILY REMINDERS

1. Attend school regularly.
2. Be on time to all classes and appointments.
3. Respect the property of the school and that of other students.
4. Athletes are to live by the training rules.
5. Improve, in one way or another, each and every day.
6. Pick up admit slips when you are absent 10 days.
7. Pick up admit slips when you are tardy.
8. Prepare all daily assignments.
9. Turn in all make-up assignments when you have been absent.
10. Help keep the halls and grounds clean.
11. When driving, abide by the school rules and be a sane and courteous driver.
12. Support the clubs and activities.
13. Be a good citizen at all times, in and out of school.
14. Students are expected to clear the campus grounds immediately upon dismissal.

DAILY SCHOOL SCHEDULE

Warning Bell	8:06
Advisee Period	8:10 - 8:19
Period 1	8:19 - 9:11
Period 2	9:15 - 10:07
Period 3	10:11 - 11:03
Period 4	11:07 - 11:59
Lunch	11:59 - 12:32
Period 5	12:36 - 1:28
Period 6	1:32 - 2:24
Period 7	2:28 - 3:20

FRIDAY SCHEDULE

Warning Bell	8:06
Advisee Period	8:10 - 8:19
Period 1	8:19 - 9:02
Period 2	9:06 - 9:49
Period 3	9:53 - 10:36
Period 4	10:40 - 11:23
Period 5	11:27 - 12:10
Lunch	12:10 - 12:41
Period 6	12:45 - 1:28
Period 7	1:32 - 2:15

EARLY DISMISSAL SCHEDULE

1:00 RELEASE

Warning Bell	8:06
Advisee Period	None
Period 1	8:10 - 8:43
Period 2	8:47 - 9:20
Period 3	9:24 - 9:57
Period 4	10:01 - 10:34
Period 5	10:38 - 11:11
Period 6	11:15 - 11:48
Lunch	11:52 - 12:23
Period 7	12:27 - 1:00

I. ATTENDANCE POLICY

NOTICE TO PARENTS OF STUDENTS ABSENT FROM SCHOOL

The trustees of any elementary or high school district shall establish procedures to be followed by school personnel for attempting to contact any parent, guardian, or legal custodian whose child is absent from school, but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or legal custodian is aware of the child's absence.

STUDENT ATTENDANCE POLICY

Parents are requested to call the Attendance Office at 287-3862 for High School or 287-3882 for Middle School on days when their student is absent from school. Whitehall High School will call parents or guardians who have not reported a student's absence to confirm the reason for the absence. Parents not contacted are to send a written statement with the student upon his/her return to school. Parents without a telephone are also to send a written statement to the school. Messages may be left on the Office answering machines. Please leave your name, your student's name, grade in school, reason for absence and a contact number.

TARDINESS TO SCHOOL

All students reporting late at the start of the school day must secure an "Admit Slip" from the Attendance Office. Students are considered absent if arriving after 8:30 a.m. Students are considered tardy and will be subject to detention or suspension depending upon their past records in this area and whether excused or not, if arriving at school after 8:30 a.m. but before 8:45 a.m.

Penalties for lack of punctuality are as follows: First, second, and third - recorded as tardy with a warning; Fourth, fifth, and sixth - one afternoon detention; seventh through ninth - two afternoon's

detention; ten or more - in-school suspension. Persistent tardiness (six offenses) will result in a conference with parents to attempt to find and implement solutions to the problem.

TARDINESS TO CLASSES

Students are considered tardy who are not in the classroom when the bell rings and this is considered a classroom problem. Offenders are to be handled by the classroom teacher in his/her own way. With habitual offenders, or those they need help with, teachers may turn in a Life Skill Builder Referral Form to the building administrator, and they will handle them as serious attendance problems and involve parents, which could lead to suspension. If a student comes to class later than fifteen minutes, it is considered an unexcused absence.

IN-SCHOOL RELEASE

When a student needs to leave school during the day for any reason, the school policy is for the student to check out at the Attendance Office. Any student to be excused during the school day is to have his/her written request from a parent or legal guardian in the Attendance Office before 8:30 a.m.

Telephone calls may not be accepted for student release. All written excuses will be verified. The office secretary will verify written excuses for medical reasons with the licensed health care provider identified in the excuse. Without a written note, a student will be released only upon the appearance of a parent or legal guardian to gain his/her release.

UNEXCUSED ABSENCES

An unexcused absence from any class, study hall, or school exercise, such as an assembly, where attendance is due, automatically places a student on detention and subject to possible suspension. It may be necessary to seek reinstatement through a personal request of parents or guardians. If, for any reason, a student is obligated to leave the grounds before regular time of dismissal, he/she should apply to the Attendance Office for the desired permission and should not leave the grounds until such permission is granted. If a student becomes ill while in school, he/she must report to the Attendance Office before leaving for home. If a student receives an out of school suspension, the days he/she is out of school will count toward their 10 days of absences. The student's course work will be accepted for full credit as long as the missing assignments are returned upon the day of intake. Late assignments will receive a score of zero. A student has the opportunity to make up missed days by attending an early release Wednesday, which is the third Wednesday of each month. By attending an early release Wednesday, the student can recoup two days for each day attended. Times are from 1 to 4 pm and must be arranged with an administrator.

TRUANCY

School attendance laws require all students to attend regularly, and unexcused absences are handled as truanancies. The only excused absences are those for illness, school-related activities, family emergencies, professional appointments, or for special events of importance to the family if arranged and approved in advance by request of a parent. Students who are truant from classes, study halls, or detention are required to make up the time at the rate of two detention periods for each period missed or four lunch detentions. Repeated violations will be cause for permanent suspension or withdrawal from school.

MANDATORY ATTENDANCE POLICY

Regular attendance is a requirement for receiving credit in classes at Whitehall High School.

Students who know that they will be absent from school for an appointment, extra-curricular activity, or other reason must obtain a pre-excusal form in the office to be signed by all teachers.

After seven unexcused absences (UA), a mandatory meeting with the counselor will be scheduled.

An absence is defined as any period when the student is not physically present in class. A tardy will be considered an absence when the first fifteen minutes of the period are missed. Acceptable absences not counting toward ten (10) days are family emergency, students on homebound, medical excuse from a physician turned in within 48 hours of the absence, in-school suspension, out of school suspension by school officials, and school activities.

The school principal or his/her designee may extend the number of allowable absences in consideration of verified medical excuses, school-related activities, or other emergencies that are unavoidable and acceptable to the principal. Students are entitled to one 10-Day Absence Appeal Hearing a year. Students are responsible for taking the initiative to find out from their teachers what work needs to be made up following an absence.

Absences need not be consecutive to come under this policy.

ABSENT 10 CONSECUTIVE DAYS

By Montana State Statute, a student who missed ten consecutive school days will be dropped from school enrollment. Upon returning, a student must report to the Attendance Office where he/she must:

1. Have a written statement explaining the reason for absence.
2. Be given a re-entry slip to be signed by all teachers.
3. Present the school excuse form obtained from the Attendance Office (Sample below)

STUDENT VISITORS

Student visitors will not be permitted to accompany students at Whitehall High School.

II. STUDENT BEHAVIOR AND CONDUCT

All students at Whitehall High School are expected to behave in a manner that will be a credit to themselves, the community, their parents, and to the school.

DISCIPLINE REPORTS

Life Skills Builder reports will be used by teachers to report misconduct by students to the administration. The reports will be filled out by the teacher or administration. Students should fully understand that any teacher or administrator has to correct misconduct at any time and to issue disciplinary reports for these offenses. This authority applies not only to the classroom, but also to all parts of the building and grounds at any time. The first Life Skills Builder report that constitutes as a minor and all major Life Skills Builder reports will be mailed to parents or guardians.

STUDENT OFFENSES WHICH WILL RESULT IN DETENTION, IN-SCHOOL SUSPENSION, OR OUT OF SCHOOL SUSPENSION

- Conduct or action, which causes interruption of classroom and school educational procedures.
- **SMOKING, CHEWING, or POSSESSION** of tobacco. The school prohibits smoking, chewing, or possession of tobacco in the building and on school grounds, before and after school hours, and while in attendance at high school activities, or at any time that a group can be identified as representatives of Whitehall High School. Students are prohibited from carrying tobacco on their persons or in purses in school or on school premises. Any student found guilty of this offense shall be subject to detention or suspension. Local law enforcement officials shall be notified of the violations.
- Fighting in the school, on the school grounds, while going to and from school or at school sponsored activities, spectating, or not dispersing from a fight. Consequences for fighting are automatic suspension and detention. The administration, and possibly law enforcement officials, will be notified.

- Beverages (i.e. pop, juice, etc.), excluding water, tea, and coffee, may not be permitted within the classroom. However, beverages will be allowed during non-educational time. For example, during student time such as passing periods, before and after school, and lunch beverages will be permitted. Students will be required to throw the beverage other than water away before entering the classroom. During classroom and school wide incentives, staff may permit consumption of pop and juice.
- Loitering in hall or causing disruption in the normal flow of traffic in the halls. Rowdy behavior or running in the building.
- Littering of building or grounds.
- Misuse of lockers. Permanent decals; inappropriate pictures, posters, and slogans are not allowed.
- Continual violation of the dress and appearance policy.
- Displays of affection between students.
- Displays of poor manners during assemblies.
- Throwing snowballs on school premises.
- Damage to property: All damage to the building or property caused willfully or carelessly must be paid for by the pupil causing such damage. This applies to textbooks issued to students, desks, lockers, walls, and all other forms of school property.
- Bullying, menacing, hazing or intimidation of other students.
- The use of any form of extortion by students.
- Theft of any school property or the property of other students.
- Tampering with attendance slips or school records.
- Refusal to identify self. All persons must, upon request, identify themselves to proper school authorities in the school buildings, on school grounds, or at school sponsored events.
- Possession of illegal items or items including fireworks, weapons, ammunition, or any item reasonably determined to be a threat to the safety or security of others. Illegal items or items used to disrupt or interfere with the educational process will be seized by school authorities.
- Cell phone/electronic devices for personal use will not be permitted within the classroom as it does disrupt learning and poses a possible threat to cheating. However, all cell phone/electronic device usage within the high school will not be banned as long as they are being used for academic purposes. For example, during student time such as passing periods, before and after school, and lunch cell phones/electronic devices will be permitted. During after school sponsored activities students may be permitted to have access to their cell phones and/or electronic devices.
- The taking and knowingly disseminating, transferring or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.
- Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
- Truancy: A pupil who stays away from school without permission.
- Violation of policies regarding student behavior and student involvement with illegal chemicals or alcohol.
- Endangering the safety of others by setting off false fire alarms, making bomb threats, etc.
- Unauthorized use of another student's handbook.
- Sexual harassment.
- Students caught writing, passing, or reading "notes" during school hours.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function, or event;
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Student Discipline Policy (3310)

A teacher or administrator has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function, or any disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing.
- Forging any signature, making any false entry, or authorization of any document used or intended to be used in connection with operation of the school.
- Threatening District employees or their families.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;

- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function, or event;
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- expulsion
- out-of-school suspension
- in-school suspension
- detention
- clean-up duty
- loss of student privileges
- loss of bus privileges
- notification to juvenile authorities and/or police
- restitution for damages to school property

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Gun-Free Schools

Definition: A firearm is any weapon from which a shot is fired by the force of an explosion.

A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student'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.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with § 20-5-202, MCA, and Policy 3300.

Possession of a Weapon in a School Building

Any person who possesses, carries, or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, the following terms are defined: "school building" shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" shall be defined as any type of firearm (i.e. paint ball guns, BB guns, air soft , etc.) a knife with a

blade three (3) or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry, or store a weapon in a school building.

This policy does not apply to on-duty law enforcement personnel.

Personal Safety

Other objects can be obtained by students, which inflict harm or threat of harm to another. These potential weapons include but are not limited to any explosive device (not including chemicals or similar instructional materials used as part of an approved educational program), knife, sword, razor, slingshot, numchuk, artificial knuckles of any hardened substance, billy club, or any object used or threatened to be used as a dangerous or deadly weapon.

Any student who deliberately violates this policy by using any object as a dangerous or deadly weapon, or any student who knowingly threatens to use a weapon, explosive device, or potentially dangerous or deadly object to harm students, employees of the District, or families thereof, will be subject to corrective action and/or punishment on a case-by-case basis, including possible suspension or expulsion. The building administrator will notify local law enforcement officials of the violation.

Delegation of Authority

- Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Note: Firearms used as props in drama events must be replicas. Under no circumstances can the replicas be real weapons, operational or otherwise. Other weapons used in drama events must have approval of the building principal. Knives used as part of a course such as those used in home economics, shop, and art classes are excluded from this policy unless they are used to endanger students or staff.

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 types of weapons/devices involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law.

STUDENTS SUSPECTED OF CHEMICAL USE, ABUSE OR DEPENDENCY POLICY PROCEDURES (3310)

1. It is expressly forbidden for any student, while on his/her way to or from school, in school or at any school sponsored event, to use, possess, buy, transfer, deliver, sell or be under the influence of any alcoholic beverages, intoxicants, "look alike" drugs, or any other substances defined by law as a "controlled substance" or "dangerous drug". It is also forbidden for any student to possess any items defined by law as "drug paraphernalia" while on his/her way to or from school, in school or at any school sponsored event. Any violation of this policy shall be reported to law enforcement officials. Refer to policy 3416 regarding use and distribution of prescription drugs. (*On file in the Administrative Office.*)

2. If there is any question as to whether the student has or has not been using chemicals, the student, or his/her parent(s)/guardian(s), may obtain a breath, blood or urine test (whichever is appropriate for the suspected drug), at their expense, and will provide a copy of the results to the school administration as soon as they are available.
3. A student determined to be in violation of this policy while at school or attending a school sponsored event will first be suspended out of school until a conference is held with the parent(s)/guardian(s). This conference will be scheduled on the next school day and, at that time the appropriate disciplinary action will be taken.

Discipline Procedures for Violation of Drug/Alcohol/Tobacco Use Policy - Grades 6-12

**STUDENTS SUSPECTED OR IN POSSESSION OF
DRUG~PARAPHENALIA~TOBACCO~ALCOHOL USE**

The school prohibits smoking, chewing, or possession of tobacco, drug, or alcohol including paraphernalia and look alike drugs in the building and on school grounds, before and after school hours, and while in attendance at high school activities, or at any time that a group can be identified as representatives of Whitehall High School. Students are prohibited from carrying tobacco on their persons or in purses in school or on school premises. Any student found guilty of this offense shall be subject to detention or suspension. Local law enforcement officials will be notified of the violations. Violations of the Drug/Alcohol/Tobacco Policy will be cumulative throughout the entire period of Whitehall School District attendance in grades 9-12.

1. First Violation: Three-day out-of-school suspension. Un-served suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students. The Administrator has the option to recommend expulsion on a first offense. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.
2. Second Violation: Five-day out-of-school suspension. Un-served suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students. Graduating seniors will serve in-school suspension prior to receiving their diploma. The Administration has the option to recommend expulsion on a second offense. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.
3. Third or Subsequent Violation(s): The student will be recommended for expulsion. Parents will be encouraged to seek assessment by a certified chemical dependency counselor or agency.

Confidentiality of Student Records - Grades K-12

No records of the student's participation in treatment programs will become part of the student's permanent record or cumulative file. The information obtained in this program is confidential and may only be shared with the professional staff working directly with the chemical use, abuse or dependency program on a need-to-know basis. Sharing of this information with any third party is prohibited unless a signed release is obtained.

Notification Requirements

It will be the responsibility of the school administration to see that parents and students be informed, on an annual basis, of Whitehall School District policies regarding chemical use, abuse or dependency.

The same appeal procedure for suspension or expulsion shall apply to this policy as they do any other infraction, which results in suspension or expulsion.

(Complete copy of Student Discipline Policy - 3310, including Discipline of Students with Disabilities, is on file in the Principal's Office.)

STUDENTS SUSPECTED OF CHEMICAL USE, ABUSE OR DEPENDENCY WHO ELECT TO PARTICIPATE IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES (POLICY 3403)

Participation in extracurricular and/or co-curricular activities is a privilege and not a right. Students who wish to participate in extracurricular and/or co-curricular opportunities made available by the School District must be willing to accept the responsibilities, as well as the benefits that are associated with extracurricular and co-curricular activities.

Whitehall School District recognizes that the use of drugs, alcohol or tobacco is a health problem which can affect the pursuits of students in the education process.

It is also recognized that a student in extracurricular and co-curricular activities represents the District outside the normal realm of the school and as such should project a positive image of the District, his/her school and the student body.

Health problems are primarily the responsibility of the home in the case of students, but the school activities play an important role in the life of students, parents, families and the community. Problems interfering with the philosophies of these activities must be identified and the offenders must be dealt with in a manner which benefits the students, the activity and the community.

The responsibility for the awareness of the use of drugs, alcohol or tobacco and their effects on the educational process must be shared by the student, parents, employees of the District and the community.

The objectives of this policy are to make staff, students, parents and the community aware of the need to prevent the use of drugs, alcohol, and tobacco among students involved in extracurricular and co-curricular activities, and to facilitate rehabilitation.

Any student who elects to participate in any extracurricular and/or co-curricular activity offered by the School District shall be apprised of his/her rights and responsibilities as delineated in this policy before he/she is allowed to participate.

All students who elect to participate in extracurricular and co-curricular activities will be covered by this policy. All rules, regulations, sanctions, penalties, etc., which apply to students covered by this policy will be in addition to all rules, regulations, sanctions and penalties as outlined in the policy and procedure for Dealing with Students That are Suspected of Chemical Use, Abuse or Dependency. Extracurricular and co-curricular activities covered by this policy include, but are not limited to: boys' and girls' basketball, cheerleading, boys' and girls' cross country, drama, football, musical organizations (band, chorus, etc.), track, volleyball, wrestling and speech/debate. If a student has any questions as to whether a School District sponsored activity is covered by this policy; he or she has the responsibility to ask the Principal whether the activity is covered by this policy.

The involved staff has the responsibility for awareness and implementation of this policy.

Students who elect to participate in extracurricular or co-curricular activities and parents or guardians are responsible for understanding this policy and recognizing it is a written response, to-wit:

A student who elects to participate in an extracurricular or co-curricular activity must first sign a Student Participation Form acknowledging that he or she agrees to be bound by this policy.

A student who violates this policy after having signed a Student Participation Form, but before he/she notifies the Principal in writing of his or her decision to no longer be bound by this policy will be subject to the conditions and penalties of this policy for any violations that occur while the student has elected to be bound by this policy even if he/she subsequently terminates his/her agreement to be bound by this policy.

STUDENTS SUSPECTED OF CHEMICAL USE, ABUSE OR DEPENDENCY WHO ELECT TO PARTICIPATE IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES (3403P)

- 1) Students who elect to participate in extracurricular or co-curricular activities are not to use, possess, or supply tobacco or any illegal chemical substance (alcohol, drugs, and paraphernalia). Students are not to be in attendance at a gathering where these chemical substances are being used illegally. If a student unknowingly attends a gathering where a chemical substance is being used illegally, the student must leave the gathering as soon as he/she is aware that a chemical substance is being used illegally. If there is any questions as to whether the student has or has not been using chemicals, the student or his/her parent(s)/guardian(s) may obtain a breath, blood, or urine test (whichever is appropriate for the suspected drug) at their expense and will provide a copy of the results to the school administrator as soon as they are available.
- 2) Violation of Section 1 is subject to the penalties set forth in Sections 3 and 4 of this policy. All violations are cumulative on a 9-12 basis, from the date of the first confirmed violation and not on a per event or activity basis.
- 3) A student who uses, possesses, or supplies any illegal chemical substance is subject to the following penalties:
 - a) **First Violation:** After confirmation of the first violation, as set forth in Section 5, the student shall lose eligibility for the next two (2) consecutive weeks, excluding practices, which are scheduled in any of the student's particular extracurricular activities.
 - b) **Second Violation:** After confirmation of the second violation, as set forth in Section 5, the student shall lose eligibility for the next six (6) consecutive weeks, excluding practices, which are scheduled in any of the student's particular extracurricular or co-curricular activities.
 - c) **Third Violation:** After confirmation of the third violation, as set forth in Section 5, the student shall be suspended from any further participation in any and all extracurricular and co-curricular events and activities for the remainder of the year. The year begins on the day of the first confirmed violation and continues for 365 days thereafter.
- 4) A student who uses or possesses tobacco is subject to the following penalties. A student who is seen in attendance at a gathering, where the student is aware that chemical substances (alcohol, drugs) are being possessed or used illegally, but is not shown to be using the chemicals, is also subject to the following penalties:
 - a) **First Violation:** After confirmation of the first violation, as set forth in Section 5, the student loses eligibility for the next week, excluding practice, which is scheduled in any of the student's particular extracurricular or co-curricular activities.

- b) **Second Violation:** After confirmation of the second violation, as set forth in Section 5, the student shall lose eligibility for the next two (2) consecutive weeks, excluding practices, which are scheduled in any of the student's particular extracurricular or co-curricular activities.
 - c) **Third and Subsequent Violation(s):** After confirmation of the third or subsequent violation(s), as set forth in Section 5, the student shall lose eligibility for the next six (6) consecutive weeks, excluding practice, which are scheduled in any of the students' particular extracurricular or co-curricular activities.
- 5) Notification of a violation of Section 1 shall be completed in writing to the Building Principal. The Principal will notify the student in writing of said violation.
 - 6) If a student denies that he/she is in violation of Section 1, that student must make a written request to the three (3) school days of when the student receives notice that he/she was reported as being in violation of Section 1 of this policy. Upon receipt of the written request for a hearing, the Superintendent or his/her delegated representative shall direct the head coach or activities director or treat the student as if no violation of Section 5 has taken place, and the student shall be allowed to participate on the same standing as all other students in the particular activity. If the violation is upheld by the hearing procedure, as set forth in Section 7, implementation of the proper penalty shall begin immediately upon receipt of the decision.
 - 7) The Superintendent shall delegate a hearing officer who shall conduct the hearing. The hearing officer must issue his or her written decision with forty-eight (48) hours of the hearing. The hearing officer shall be a person who was not, in any way, involved in the reported violation or steps attendant to the reported violation.
 - 8) The decision of the hearing officer may be appealed to the School Board. The appealing party must notify the Superintendent of his/her desire to appeal the hearing officer's decision within forty-eight (48) hours after receiving a copy of the hearing officer's decision.; The School Board shall review the appeal within four (4) school days of the Superintendent being notified of this appeal.
 - 9) A student who requests a hearing may be accompanied by a representative of his/her own choosing.
 - 10) Parents and/or guardians of students who violate this policy shall be notified of the violation by telephone, where possible, and also by certified mail. A copy of this policy shall be enclosed with the letter to the parents(s)/guardian(s).
 - 11) Students involved in extracurricular or co-curricular activities in which academic grades are related to extracurricular performance will be made that their grade may be affected by this policy and/or they may be suspended from the activity.
 - 12) Any student confirmed to be in violation of Section 1 of this policy will attend all practices in the activities in which the student participates. Penalties for violation are directed at participation in scheduled events planned in the activity. However, no student will be allowed to practice or to participate in any manner while on an out-of-school suspension.
 - 13) Compliance with the provisions of this policy is mandatory.

(Complete copy of Students Suspected of Chemical Use, Abuse or Dependency Who elect to Participate in Extracurricular and Co-curricular Activities, Policy - 3340, is on file in the Principal's Office.)

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING POLICY (3226)

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

Definitions

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

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the Superintendent, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

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

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

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

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

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Administration, who is the Title IX Coordinator for the District. The Superintendent shall ensure that the student and employee handbooks identify the name, address, and telephone number of the human resources director, who is responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Searches and Seizure Policy (3231)

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specifically trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession, when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Searches and Seizure Procedures (3231P)

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

The authorized administrator may perform random searches of any locker or container of any kind on school premises without notice or consent.

3. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
4. No student shall hinder, obstruct, or prevent any search authorized by this procedure.
5. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
6. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

DETENTION

Detention is a period of time a student will remain after the regular class hours for the purpose of making up class time lost or disrupted because of disciplinary reasons or for violations of school rules which interfere with the accepted educational process.

1. Individual teachers may hold a detention period as a method of handling their classroom discipline.
2. Detention resulting from disciplinary slips sent to the administration will be assigned by the administration only. The assignment of detention is based in a 2-to-1 ratio. Two detention periods or four lunch detentions will be assigned for every class period missed or disrupted.
3. All students assigned detention will have a one-day grace period to report.
4. All detention owed at the end of the school year will be made up before a student may graduate, receive a report card, or have transcripts mailed. Detention time remaining for underclassmen will be made up in the fall before grades are received.

DETENTION RULES

1. Students must report within five minutes after school is out. Students will remove all outdoor wearing apparel and follow school dress codes..
2. Students must work on school assignments or read during detention.
3. No student is to sleep in detention.
4. No talking is allowed during detention
5. Students who fail to report to detention will be required to serve two additional periods of detention or four lunch detentions and will be temporarily suspended from school pending a conference with a parent or guardian. Subsequent offenses will result in suspension as follows:

Second Offense - In-school suspension (3 days); Third Offense - In-school suspension (5 days); Fourth and Subsequent Offenses - Out of school suspension.

6. Detention is served only after school or during lunch and is part of the official school day. Excuses will not be accepted unless preapproved by an administrator for missing detention, such as work, catching a school bus, probation appointment, errands, etc.
7. Truant students will serve lunch detention.
8. Any student causing problems in detention will be suspended.
9. Food and drink machines are off limits.
10. When released from detention, students will leave the building immediately using the nearest exit. Students will not be allowed to return to their lockers after detention.

IN-SCHOOL SUSPENSION

Students assigned to in-school suspension will be excluded from attending their regular class schedule, but will be required to attend school in the suspension room from 8:10 a.m. to 3:20 p.m. A student suspended in school is concurrently suspended from all school activities.

Students assigned to in-school suspension will also be excluded from attending their scheduled PE class, and will be required to complete a written assignment for every day/period for the total number of days suspended (example: 5 days in school suspension equals 5 assignments.) Material for these assignments is available in the in-school suspension room.

IN-SCHOOL SUSPENSION RULES

1. Students must report at 8:10 a.m.
2. Students must bring books and instructional materials for each scheduled class.
3. Students will remain in the suspension room leaving only at times designated by the teachers in charge.
4. Any disruptions or problems resulting while on in-school suspension will result in out of school suspension or expulsion.
5. Students will be referred to school counselors.

SUSPENSION OUT OF SCHOOL

Suspension is the exclusion from school for 1 to 10 school days. A form of suspension is a suspension until a condition for admittance has been met temporarily. Only the Principal or his designee shall have the power to suspend students. A student suspended from school is concurrently suspended from all school activities. The days a student spends out of school will not count toward their 10 days of absences, unless the student has chosen out of school suspension in place of in-school suspension.

SUSPENSION PROCEDURE

Students may be suspended with an informal hearing consisting of:

1. Advising the student orally and in writing about the accusations against him/her.
2. If the student admits the charges, he/she may then be suspended.
3. If the student denies the accusations, the student shall be informed of the witnesses to and the details of the infraction.
4. Whether charges are admitted or denied, students shall be allowed to explain their actions.
5. If the charges are denied, the student shall be allowed to give names of persons to clear him.
6. These persons should be interviewed, if practical, prior to suspension.
7. A parent shall be notified of the suspension immediately.

Where expulsions are to be considered, more elaborate hearings and proceedings are required and will be conducted by the Board of Trustees and Superintendent upon recommendation of the Principal.

Any other situation that may arise not specifically enumerated above that would be a detriment to students, staff, or property of Whitehall High School will be dealt with accordingly.

VIDEO SURVEILLANCE POLICY (3235)

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

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

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

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

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

(Complete copy of Video Surveillance, Policy - 3235, is on file in the Administrator's Office.)

STUDENT DUE PROCESS RIGHTS

1. If a student denies that he or she is in violation of a policy, that student must request in writing to the Superintendent that a hearing be held. The request must be made within four (4) school days of the commencement of the disciplinary action or the right to a hearing is lost forever.
2. The Superintendent shall designate a hearing officer who shall conduct the hearing. The hearing must be held within five (5) school days of the start of the disciplinary action. The hearing officer must issue his or her written decision within forty-eight (48) hours of the hearing.
3. The decision of the hearing officer may be appealed to the School Board. The appealing party must notify the Superintendent of his or her desire to appeal the hearing officer's decision within forty-eight (48) hours after receiving a copy of the hearing officer's decision. The School Board shall review the appeal within four (4) school days of the Superintendent being notified of this appeal. The School Board shall reverse the decision of the hearing officer only where there is a clear showing of abuse of discretion by the hearing officer.
4. A student who is under the age of 18 who requests a hearing shall be accompanied by a representative of his or her own choosing. A student who is 18 years of age or older who requests a hearing may be accompanied by a representative of his or her own choosing.
5. Parents and/or guardians of students who violate a policy shall be notified of the violation by telephone, where possible, and also by mail. A copy of this policy shall be enclosed with the letter to the parents/guardians.
6. Students involved in extracurricular or co-curricular performances will be made aware that their grade may be affected by this policy and/or they may be suspended from the activity.

COMPUTER EQUIPMENT AND NETWORK USE (Policy 3612)

Internet access is available to students and staff in Whitehall School District. The network provides services to promote educational excellence in District schools by facilitating resource sharing, innovation, and communication. It is the policy of Whitehall School District to administer the use of the computer network within the guidelines provided herein.

The use of the computer network must be in support of education and research, and consistent with the educational objectives of Whitehall School District. The computer network will not be used to publish any

information that violates or infringes upon the rights of any other person or any information that would be abusive, profane or sexually offensive to the average person, or contain any advertising or any solicitation of other students or staff to use goods or services.

Students and staff will not use the facilities and capabilities of the computer network to conduct any business or activity or solicit the performance of any activity that is prohibited by federal, state or local law.

Personal use of the computer network is limited to time when staff is not providing paid services to Whitehall School District.

Because connection to the computer internet provides access to other computer systems around the world, it is important that the student, (and the parent of the student if the student is under 18 years of age), specifically understands that the internet administrators and Whitehall School District do not have control of the content of information residing on other systems. Students and parents of students who are under 18 years of age are advised that some computer networks may contain controversial or illegal material. Whitehall School District does not condone the use of such materials and does not permit the use of such materials in the school environment.

Students or staff knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and Whitehall School District. Such activities may result in termination of their computer network and/or disciplinary action.

III. WHITEHALL HIGH SCHOOL POLICY

DRESS AND APPEARANCE: The guidelines on student dress and appearance, as approved by the Board of Trustees of Whitehall School for Whitehall High students, are as follows:



Items NOT approved and thus prohibited:

- Hats, headbands, jewelry with spikes, bare midriffs, gang-related attire, unreasonably sagging and/or baggy pants, sleeveless jerseys, spaghetti strap tank tops, tube tops, and chains.
- Any extreme dress or appearance, which is disruptive to class, is prohibited. Violators will not be allowed to return to class until a parent/guardian brings appropriate attire. Any lost time from school will be unexcused.

Duffel bags, large purses, and sunglasses will not be allowed in classrooms. They are to be placed in lockers upon arrival at school.

Sweatshirts must be worn and cannot be tied around the waist.

The Board of Trustees approved a policy that, since participation is optional, all sponsors and coaches of performing groups may establish their own standards concerning dress, provided they meet school standards.

LOCKERS AND PERSONAL PROPERTY

Students are to use only the locker assigned to them for the current year. Lockers are assigned through the main office. Lockers should be kept locked at all times, and students are held responsible for their use and care. Show the respect and consideration for other lockers that you would like to have shown yours. The cost of repairs for lockers damaged or written on will be charged to the students assigned to that locker.

Keep your lock combinations to yourself as the school is not responsible for loss of property.

The tampering or entering of another person's locker or theft of any kind is a serious offense, and offenders will be subject to suspension from school.

Upon leaving school, return your books and clean out your locker, as properly left in the locker will be removed and destroyed.

It should be understood by all students that lockers are the property of Whitehall School District and the administration reserves the right to inspect lockers periodically to insure safety of other students. Specially trained dogs are periodically used to search for illegal, unauthorized, or contraband items.

CAFETERIA

Considerable freedom is permitted each student during the lunch period. In the hope that it may be continued, by virtue of the fact that student self-control will make this possible, the following guides to good citizenship are outlined:

1. No food or drink may be taken out of the cafeteria to another classroom or unauthorized area of the school.
2. Lunch trays and dishes are to be taken to the tray counter at the close of lunch. Tables are to be left free of crumbs, paper, etc. Place all waste materials in the proper receptacles.
3. Since some of our students are in class while the rest are at lunch, it is necessary for those having a lunch period to be out of the halls. Students may leave the cafeteria after they are through eating, but once they do, they are not to return until the period is over. Students are to leave the cafeteria through the north exits. Students are encouraged not to loiter near the building since classes are in progress for others.
4. There shall be no running, shoving, or scuffling in the hall. Use the correct exits and entry ways.
5. Students consistently violating cafeteria rules and regulations may lose cafeteria privileges for all or any period of the school year.

CARS AND TRAFFIC REGULATIONS: Since schools are responsible for the safety and welfare of students during the time they are in school, certain regulations are necessary in connection with the use of automobiles, motorcycles, etc.

1. Students are encouraged to park in the parking lot west of the school.

2. Students are encouraged to lock their vehicle to prevent theft or unauthorized use of their vehicle.
3. Automobiles parked on school property may be subject to search if there is reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

LITTERING OF HALLS AND GROUNDS: DO YOUR PART IN KEEPING WHITEHALL HIGH CLEAN AND ATTRACTIVE! Because there are so many students in attendance, it is difficult at times to keep the grounds, halls, and classrooms free from litter. While we do have some work details to clean up occasionally, we cannot hope, nor should we wish, that they alone can or should pick up what the rest of us so thoughtlessly discard. Unless each one, individually, takes care of his own waste paper, lunch bags, candy wrappers, etc. the task of keeping the school grounds and building presentable is a hopeless one.

Therefore, special emphasis is placed on the need for individual responsibility in cleaning up. It requires much less effort to put trash in the proper containers than it takes to gather it after it has been scattered about.

STUDENT TELEPHONES: Personal calls may be made from the phone located at the Attendance Office only with permission. **EMERGENCY** calls from home to pupil will be taken by the office staff and delivered to the students. Students are not to make personal calls during class periods unless given permission by a staff member (i.e. emergencies).

STUDENT AIDES: Students may assist teachers in their classroom as aides. Credit will be given. Forms are available in the Counselors' Office. Student aide privileges will be revoked if a student is suspended for any reason. The student will be re-assigned to a study hall and will not receive credit.

The following criteria are required for students to be aides:

1. Juniors or Seniors with a GPA of 2.5 or higher.
2. Must be enrolled in four academic classes.
3. One aide per teacher per day. No student aide during a teacher's prep period.
4. Violators of the ten (10) day rule will be removed as aides.
5. Students who receive in-school or out of school suspension will be removed immediately and placed in in-school study for the remainder of the semester. No credit will be given.
6. Students who receive detention will be given a warning for the first offense. If there is a second offense, the student will be placed in a study hall. No credit will be given.

WORK RELEASE: Whitehall High School offers work release privileges to Junior and Senior students. Attendance, GPA, and behavior concerns may result in revocation of privileges. The job site may be periodically checked. More information is available in the Counselors' Office. Work-release privileges will be revoked if a student is suspended for any reason.

The following criteria are required for students on Work Release:

1. Juniors or Seniors with a GPA of 2.0 or higher.
2. Must be enrolled in four academic classes.
3. Violation of the ten (10) day rule will result in revoking work-study.
4. Students who have a failing grade in the last quarter or the current quarter will not be given work-study.
5. Students who receive in-school or out of school suspension will be removed immediately and placed in in-school study.
6. Students who receive detention will be given a warning for the first offense. If there is a second offense, the student will be placed in a study hall.

7. Student's whose work site cannot be verified will be removed from work-study until verification is obtained.
8. Students must report any changes in their work-study status immediately. Failure to do so can result in revocation of work-study.

BOOKS AND OTHER FEES: Whitehall High School does not assess a book fee. However, students are held responsible for lost books and damage to books beyond normal use. Students are to keep covers on all books.

All fines assessed against a student for damage to school property, lost equipment, etc. will be collected by the teachers or turned in to the Business Office for collection before final grades, transcripts, or diplomas are issued.

SOLID SUBJECTS REQUIRED: A solid subject is defined at Whitehall High School as any class that meets five days per week. All students are required to take four solids each semester they are enrolled.

MAKE-UP WORK: For each absence a student has 2 days to complete the missing work. Students should make appointments with the teachers for make-up work either before school time or after school.

STATEMENT ON SEXUALLY TRANSMITTED DISEASE: Information about all sexually transmitted diseases (STD's) will be taught as part of the ongoing health curriculum in Whitehall High School. Additional information on STD's may be obtained from the school nurse.

EARLY FINAL TESTS: Any student requesting to take final exams early must have a parent come in to the Attendance Office and make the request from the student's teachers in person.

GRADUATION: To graduate from Whitehall High School, you must complete 22 credits. This must include all required courses.

EARLY GRADUATION: To request early graduation from Whitehall High School, you must have a 2.0 GPA or above and have completed 22 credits in all required courses and make a presentation to the Board of Trustees.

GRADUATION EXERCISE: To participate in the graduation exercises, all 22 credits and required courses must be completed.

GRADUATION REQUIREMENTS:

<u>General Education</u>	<u>Credits</u>	<u>College Prep.</u>	<u>Credits</u>
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Students must complete 4 credits of English

English 1	1	English I	1
English II	1	English II	1
English III	1	English III/Honors	1
English IV	1	English IV/AP	1

2 Credits of math in General Education or a minimum of 3 Credits of Math for College Prep Diploma

		Algebra I	1
Pre-Algebra	1	Geometry	1
Algebra I	1	Algebra II	1
Geometry	1	Advanced Math	1
		Pre Calc/Calculus	1

Students must complete 3 history credits

World History	1	World History	1
U.S. History	1	U.S. History	1
PAD (Govt)	1	PAD (Govt)	1

Students must complete 2 credits of science or a minimum of 3 Credits for College Prep Diploma

Pre-Chem/Physics	1	Pre-Chem/Physics	1
Molecular Biology	1	Molecular Biology	1
		Chemistry	1
		Physics	1
		AP Biology	1

Students must complete 2 credits of Health P.E.

P.E. I	1	P.E. I	1
P.E. II	1	P.E. II	1
Weights/Nutrition	1	Weights/Nutrition	1

Fine Arts	1	Fine Arts	1
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Vocational	1	Vocational	1
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Electives	6	Electives	5
<u>Total</u>	<u>22</u>	<u>Total</u>	<u>24</u>

Course Offerings: Contemporary Literature, Business English, Annual, Journalism, JMG (Jobs for Montana Graduates), Speech and Debate, Intro to Computers, Accounting I & II, Advanced Computer Applications, Band, Choir, Spanish I, II, III, & IV, Metals I & II, Woods I & II, CAD, General Shop, Family and Consumer Sciences.

Students who plan to attend colleges in the Montana University System must also take 2 years chosen from the following (any combination)

Foreign Language	Computer Science
Visual Arts	Performing Art
Vocational Education	

An additional entrance to the Montana University System colleges is (one of these three) (1) ACT of 22 for MSU Billings, Montana State, Montana Tech & University of Montana/ACT of 20 for MSU-Northern & Western. (2) Rank in the upper half of graduating class. (3) GPA of at least 2.5.

As graduation requirements are in a constant change, please keep in contact with your counselor to be sure you know what is required of your class.

NOTE: The State Department of Education will no longer allow us to grant PE credit for participation in athletics.

ALTERNATIVE MEANS FOR EARNING HIGH SCHOOL GRADUATION CREDIT:

1. Credit by Examination
2. Correspondence Courses (Keystone and Montana Digital Academy)

GRADING SYSTEM: It is recognized by educators and parents alike that student performance should be evaluated regularly so that appropriate steps may be taken to maintain, remedy, enrich or strengthen the student's performance. A grading system must be easily interpreted by both the teacher and student.

Report cards will be issued every nine weeks.

Student progress reports will be sent to parents the fifth week of each quarter. Teachers will notify parents if a student's grade falls below a C average or by one grade level anytime during the course offering.

Whitehall High School uses the following system:

A	93-100%	4.0
A-	90-92%	3.75
B+	87-89%	3.5
B	83-86%	3.25
B-	80-82%	3.00
C+	77-79%	2.75
C	73-76%	2.5
C-	70-72%	2.00
D+	67-69%	1.75
D	63-66%	1.5
D-	60-62%	1.00
F	59% & Below	0

I - Incomplete - must be made up within two weeks or grade reverts to F

P - Pass - completion of course for full credit (not included in grade point calculations)

W - Withdrawal - no grade or credit earned (not included in grade point calculations)

NOTE: Only semester grades become part of the student's permanent record.

TRANSFER OR PERMANENT WITHDRAWAL FROM SCHOOL: Students must first report to either the Administration with written permission from parents. Students will then be required to talk to their counselor. Students are expected to turn in all books and any other school district property in their possession at this time. Any money due the school and not paid will be recorded on the permanent record. Transcripts will not be issued to students owing money to the school.

STUDENT MARRIAGES: Students are to report their marriages to the administration. Changes of address and telephone numbers will be made at this time.

CHANGES OF ADDRESS OR TELEPHONE NUMBER: It is very important that any change of residence during the school year be reported to the Attendance Office. Also, changes in the home telephone number must be reported.

SCHOOL INSURANCE: Whitehall High School does not carry health or accident plans on students, but makes a good plan available for a very minimal cost. Students will be notified early in the year of the health and accident policy.

NOTE: All students participating in interscholastic athletics are required to be covered by some form of health insurance.

MEDICATIONS: Parents should make every effort to give the student any required medication at home. Students, of any age, are to be discouraged from bringing medication to school or taking medications during school hours.

If special circumstances make it necessary for a student to take physician ordered medications during the school day, parents must contact the school nurse to make arrangements. A liability release (Form 3406F-1) must be signed by the parent/ guardian and the student.

LOST AND FOUND: Articles found should be turned in at the Attendance Office. Items may be claimed upon identification by the owner. Lost articles should be reported to the Attendance Office.

PASSES: Whitehall High School has adopted a closed classroom policy designed to keep all traffic to a minimum during the school day. Any student in the halls of Whitehall High School without their handbook or a valid hall pass will be subject to disciplinary action. Teachers will not issue passes for students to leave another teacher's classroom. Students are never permitted to request a release for another student without a written pass signed by a teacher.

VISITORS AND TRESPASSING: Any person, other than Whitehall High School students or school district employees, who has legitimate business to transact at Whitehall High School, will be asked to report to the Main Office. Failure to do so may result in the person being guilty of trespassing.

Persons having no business to conduct at the school or persons trespassing will be reported to the sheriff's office and legal action will be taken.

Classroom visitations require prior arrangements to be made at the Attendance Office. Students who wish to have a visiting student accompany them to their classes must have prior permission from their teachers. Completion of a Whitehall High School Visitor Registration will be required before passes are issued.

SOLICITING OR ADVERTISING: Outside advertising or soliciting of any type for out of school groups or organizations on the school premises or in the building must have prior approval through the Superintendent's Office. Announcements on the daily absence sheets and PA system are to relate only to WHS student activities or be directly related to WHS students.

DECORATIONS AND POSTERS: All posters for the bulletin boards and signs for classrooms must be cleared through the Administrator's Office. Students are to work closely with their sponsors on all decorating, etc. Screws and nails are not to be used at any time. Stage equipment or other property cannot be removed without prior approval through the Administrator's Office. Students are to post signs only on bulletin boards. Signs are not to be posted on painted surfaces.

MEETINGS: Regular meetings of the various organizations will be scheduled. Faculty sponsors must be present at all meetings of student organizations. All meetings should be conducted according to parliamentary procedure. The secretary should keep the minutes of the meeting. A financial record of all income and expenditures of the organization is to be kept by the treasurer, and this record is to be filed in the Assistant Clerk's Office at the end of the school term. A complete record of all class activities is to be turned in to the Administrator at the close of the year. All dues and income must be deposited in the Assistant Clerk's, and payments made through that office.

ANNOUNCEMENTS: All announcements to be placed on the daily absence sheet (e-mail) or announced over the public address system are to be signed by the club sponsor and approved by an Administrator.

SCHOOL-RELATED ACTIVITIES: Students attending school-related activities, such as dances, athletic events, concerts, plays, assemblies, rehearsals, etc., are subject to all school regulations and are expected to conduct themselves properly at all times.

Any students involved in disorderly conduct, drinking, possession of alcohol, drugs, or fighting will be subject to suspension. Class sponsors, student leaders, and faculty members involved in school-related activities are to work closely with the administrator in charge of student activities.

ASSEMBLIES: The number of assemblies and privileges of students to attend are contingent upon the ability of students to conduct themselves properly at all times.

The following points are emphasized:

1. Please remain quiet and attentive during all programs.
2. A courteous reception should be extended to everyone, regardless of the type of program.
3. Students are to remain in their places until they have been dismissed by the person in charge of the assembly.
4. Whistling, booing, talking, or other acts of discourtesy show lack of maturity, respect, and consideration. They also reflect upon the good name and reputation of the entire student body. Violators will be kept from attending all future programs and will also be subject to suspension.
5. Class yells are prohibited except during special pep assemblies.
6. At pep assemblies, all students are urged to enter into and help with school spirit by participation in school yells, etc. Again, however, whistling, booing, or any other discourteous acts have no place in the program.
7. One should never applaud:
 - a. Before the performer has finished, or
 - b. When it will disturb those on stage.

Courtesy at all extracurricular events are necessary, not only for the reputation of the school, but in fairness to others. "Good Sportsmanship" is simply a display of "Good Manners."

SCHOOL DANCES: For all school dances, students must be prepared to present their student ID card for identification at the door. However, students without ID cards may be admitted subject to proper identification as a Whitehall High School student in good standing by the sponsors. Any non Whitehall student attending a Whitehall School Dance needs to be pre-approved by the administration.

Dress and appearance must be appropriate for the occasion and subject to the approval of the school personnel responsible. Students are subject to regular school regulations at all school-related activities. All dances will have a determined time after which students will no longer be allowed to enter.

Faculty sponsors and student leaders are to work very closely with the Administrator on all school-sponsored dances. She/He will supervise and assist on all matters relating to general organization. Supervision will be the responsibility of sponsors and student leaders.

Students will not be allowed to re-enter a dance once they leave. **NO EXCEPTIONS.**

RESPONSIBILITY GUIDELINES FOR EXTRACURRICULAR ACTIVITIES INVOLVING OUT-OF-TOWN TRIPS

- Dress neatly and cleanly at all times.
- Respect and appreciate the property of hotels and motels.
- Be courteous and pleasant to the servers in cafes.
- Be proud to represent Whitehall High School and the community of Whitehall.

STUDENTS MUST TRAVEL TO AND FROM ALL EXTRACURRICULAR EVENTS BY THE TRANSPORTATION PROVIDED BY THE SCHOOL.

The only exception is when a student's parents appear in person at the event and request permission of the coach or sponsor to have their child return with them, and parents assume all responsibility. The parent or guardian must present a written request to the coach or sponsor.

All scheduled events must be approved through the Administrator Office and placed on the regular school calendar. This should be done by the sponsors and group leaders.

BUS STUDENTS: Students riding school buses to and from Whitehall High School are subject to all the rules and regulations of the District while riding the bus. Students are to refrain from smoking, use of improper language, acts of rudeness, and disorderly conduct of any kind. Students are also responsible to Whitehall High School while on the premises of other schools, while waiting to catch a bus, or changing buses. The driver's relationship with pupils is on the same plane as that expected of a teacher, and they are expected to enforce all regulations governing conduct of pupils from the time the pupils enter the bus in the morning until they arrive at their regular stops. The drivers are expected to be able to handle all routine matters; however, when they have a serious problem that they are not able to correct or cope with, and it affects the safety and welfare of all students, they will use a Bus Conduct Report. In cases where a driver or bus monitor is unable to determine the specific individual creating the problem, the appropriate Administrator could be asked to resolve the matter on a group basis.

A student receiving a Bus Conduct Report will be disciplined in the following manner:

Violation No. 1: Counseled by driver and parents notified by mail.

Violation No. 2: Counseled by driver, suspended from riding District transportation for five (5) consecutive school days. Parents notified by mail and phone when possible.

Violation No. 3: Counseled by driver, suspended from riding District transportation for ten (10) consecutive school days. Parents notified by mail and phone when possible.

Violation No. 4: Student suspended from District transportation pending a conference between student, parent, bus driver, Director of Transportation, and the appropriate Administrator.

The Transportation Department will be responsible for the collection of the Bus Conduct Forms (Located in the Appendix). A complete copy of the Bus Conduct Report is available upon request.

Busses load and unload in the High School Parking lot on the south west end. Students not riding the bus are not to be in these areas before or after school.

EVACUATION DRILLS: Evacuation drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given every person obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

EVACUATION INSTRUCTIONS: Panic is probably the most contagious thing in the world. Undoubtedly the best antidote for panic is real leadership.

No matter in what room a student has a class, he or she should know at all times what directions are to be given and display leadership whenever the emergence signal is given. All teachers must take full share of responsibility in all fire drills. There can be no exceptions.

The alarm is a continuous sounding of the electric buzzer or a request for a drill through the public address system.

Pupils should pass from the room in two's. The teacher should first be assured that the hallway outside the door is not cut off by fire or any temporary obstacle. The class should move as units under control of the teacher, the best position being, in general, near the head of the group.

Order in the exit lines is a must at all times if control is to be maintained. Quiet talking is permitted.

Teachers with prep periods must give assistance in the study halls and other classrooms. Be acquainted with the order of procedure of pupils in these rooms and get to their lines as soon as possible.

Pupils from designated rooms should open the doors and make proper adjustment of doorstops so that doors remain open. Pupils who reach the main entrance doors first should also adjust the doorstops.

Teachers are responsible for the conduct of the pupils in their class during the drill. Censure anything that indicates other than a serious spirit. Please report that which interferes with the efficiency of the drill, or that, which may improve it.

Check floor plan for exits. Detailed instructions are posted in each room.

EARTHQUAKE: If there is a tremor, students are asked to simply get down, put their heads under the desks and remain there until the danger is passed or students are given further instructions.

IV. STUDENT SUPPORT SERVICES

Student support services, as a major area in education, are being integrated into the administrative organization an instructional program of school systems.

The functions of student support service workers are not to be predetermined by the notion of traditional roles. What roles the workers assume are based on the needs of the students to be served, the unique character of the school and community, and the expertise of each staff member.

The student support service worker is part of a team that strives toward promoting the notion or idea of "caring" as part of the school's responsibility. They are dedicated to try to change the existing surroundings and/or help the child adjust to these in terms of better decision making about themselves and their environment.

GUIDANCE: A guidance counselor will be available to assist students with personal, educational, and vocational problems. The counselor will help with scholarships, ACT and SAT tests, etc., and is the college and military liaison for juniors and seniors.

LIBRARY/MEDIA: The library will be open from 8:00 a.m. until 3:45 p.m. Books and other materials may be obtained and checked out before school or during study hall periods. Fines are charged for material overdue or not returned. It is imperative that every student cooperate to the fullest extent in maintaining the proper atmosphere of study and conforming to the standards of conduct which enable the library to function properly.

PSYCHOLOGICAL SERVICES: Whitehall High School provides the services of psychologists through the Prickly Pear Cooperative. It is the function of the school psychologist to provide the psychological evaluations for the District.

RESOURCE ROOMS: These rooms have been established in secondary schools to provide services to students with learning disabilities or who have been diagnosed as educationally handicapped. Although students with learning disabilities may exhibit similar behavior patterns in learning situations, each child is unique and must be treated according to his behavioral development and functioning.

SPECIAL EDUCATION AND OTHER SPECIAL SERVICES: For further information regarding Special Education and other Special Services, please call 287-3862.

SPEECH AND HEARING: Whitehall High School has a speech therapist available to provide diagnostic and therapeutic services to the communicatively handicapped students.

STUDY HALLS: Study halls are available to all students; however, no student may take more than one study hall per year. Study Halls will be supervised by certified teachers who will maintain an environment conducive to learning. Study hall rules will be consistent throughout Whitehall High School.

V. STUDENT ACTIVITIES

B CONFERENCE SPORTSMANSHIP GUIDELINES

The following guidelines regarding sportsmanship and expected behaviors at school events.

1. Only positive spirit signs and cheers are allowed. There will be no "hand held: signs or disrespectful cheers or chants.
2. It is expected that all will stand, remove hats, and remain respectfully silent for the national anthem.
3. Students must be fully clothed. Body painting is not a substitute for clothing.
4. Clothing is to be appropriate for a school event; wearing school colors is encouraged.
5. Derogatory cheers, heckling or negative signs or comments to referees, players, coaches, half-time performers or opposing fans are not acceptable and will not be tolerated.
6. Disrespectful behavior of any kind will not be tolerated.
7. Oversized school flags are allowed at outdoor events only and must be waved in front of the home fans, never in front of the opponent's fans.

Failure to comply with these B Conference Sportsmanship Guidelines may result in disciplinary action to include being asked to leave the premises, loss of privileges to attend activities, legal consequences, school discipline to include detention or suspension, forfeiture of activity ticket or any combination thereof.

STUDENT ACTIVITIES: Athletics, publications, school organizations, music, dramatics, speech, debate, and clubs provide wide and varied programs for interested students. To avoid crowding one's time, it is advisable to limit participation in these activities. Success is not measured by the number of activities in which a student participates, but by the amount and quality of work in each. Leadership positions are attained by students who prove themselves outstanding in their respective fields, which mean superiority of personality, cooperation, dependability, perseverance, initiative, and organized ability.

The social life of the school is planned and supervised by the faculty sponsors of classes and clubs with the help of student committees and the Administration. Our aim is to offer attractive social situations under wholesome conditions, and the needed safeguards to that end. Students are responsible to their sponsors for approval of all activities.

No secret organizations, fraternities, or societies are permitted at Whitehall High School.

Newly formed organizations must have a sponsor and Principal approval prior to starting.

All fundraising projects must have prior approval through the Administrative Office and dates approved and scheduled through the Main Office

SCHOOL SPIRIT: School spirit may be divided into three categories:

1. Courtesy toward teachers, fellow students, and the officials of school activities.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep personal standards at the highest level.

Sportsmanship is the ability to win and lose gracefully.

ATHLETIC/ACTIVITY PARTICIPATION FEE: Members of athletic teams, speech & debate, cheer squad, and Drama are required to pay a participation fee. The fee for athletic/activity participation will be \$100 for the year (this includes whether a student participates in one activity or several activities). An activity card is included in this fee.

ACTIVITY/ID CARDS: Most students in Whitehall High School realize the value of an activity card. The card admits the student to regular high school football, basketball, volleyball, wrestling, soccer, softball, and track events and to Whitehall High School drama events. An activity card is sometimes used to obtain student prices at out-of-town games. Since the activity fund helps support all student activities, all students are urged to purchase activity cards. The price is \$50 which is a very low rate for many of the activities during the year (if students do not participate in any activities). Students without activity cards pay regular admission prices to all events connected with the school. Lost cards will be replaced at a cost of \$5, within two weeks of notifying the Main Office.

ID cards, identifying individuals as a member of the Whitehall High School student body, will be included in the school picture package. These ID cards are visually different from the activity cards and are to be used solely for the purpose of identification.

CARDS ARE NOT TRANSFERABLE: The activity and ID cards are to be used only by the student whose name and picture appear on it. If the card is presented at a school function by anyone other than the student to whom it was issued, it will be confiscated.

MONTANA HIGH SCHOOL REGULATIONS: Section 3 - To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which they were in attendance. If a student is assigned an "incomplete" or a "condition" in a subject, they have not received a passing grade in this subject. The record at the end of the semester is final, and scholastic deficiencies may not be "made up" in any way.

HIGH SCHOOL LETTERING POLICY (3011)

Whitehall High School will only letter those activities that are under the complete control of the high school and the administration.

BOYS' AND GIRLS' BASKETBALL: Our basketball teams compete in the Class B conference. The season begins in November and ends following the Class B tournament in March. The basketball program is set up, with varsity, junior varsity, and C-Squad teams.

CROSS COUNTRY: Boys' and girls' cross country teams consist of seven individuals who run a course, generally consisting of hills, around terrain, grassy slopes, and, on occasion, wooded areas. Whitehall High School is in the B division and will have teams competing at the varsity and junior varsity levels. The top 7 runners will be the varsity team and the remaining runners will compete at the junior varsity level. Cross-country, like wrestling and track, is a combination of individual and team contributions by the members.

FOOTBALL: Whitehall High School's varsity football team competes in the Class B conference. Practice begins two weeks before school starts, and the season continues to November. A well-constructed junior varsity program also exists for the future varsity members.

BOYS' AND GIRLS' TRACK: The boys' and girls' track teams competes with B and C schools in meets held throughout the season lasting from March until May concluding with the state meet.

TENNIS: The Girls' tennis team competes with other AA, A, B, and C schools. The season runs from March until May. B divisional and state meets are held each year.

VOLLEYBALL: Volleyball is a girls' varsity and junior varsity, sport at Whitehall High School. Our team competes in the B Conference. The season begins two weeks before school and continues to the State tournament in November.

WRESTLING: Whitehall High School's wrestling team competes in the Class B conference. Fifteen weight classes range from 98 pounds to heavyweight. The season begins in mid-November and ends in February with the State Class B Wrestling Tournament. A full program is also provided for junior varsity.

CLUBS AND ORGANIZATIONS

BAND/CHORUS/ORCHESTRA: Members participate in the District Music Festival each year with the opportunity to advance to the state meet. The fall session is complete with parades and half time shows for both football and basketball games. The year's events are culminated at the spring concert and the music festivals.

CHEERLEADERS: Varsity cheerleaders are selected each fall and winter for the school year.

BOYS' STATE: This activity is sponsored by the American Legion and is held in Dillon every year during June. The purpose of Boys' State is to offer a better understanding of city, county, and state governments, teach public speaking and the fundamental and basic principles of parliamentary and court procedures.

GIRLS' STATE: This activity is sponsored by the American Legion Auxiliary and is held each year during the month of June. The purpose of Girls' State is to educate the girls of Montanan in the duties, privileges, rights, and responsibilities of American citizenship. It is training in the practical mechanics of government. Though actual participation as citizens of a mythical state, patterned in the likeness of Montana, the girls are trained to assume the duties and responsibilities of voting citizens.

INTERNATIONAL CLUBS: Students studying foreign languages may join this club. Main purposes are to encourage and promote interest in each language and culture involved.

MATH CLUB: The Math Club is for students interested in promoting scholarship and interest in this field.

ACADEMIC OLYMPICS: This club is for students interested in promoting scholarship and interest in a variety of fields.

NATIONAL HONOR SOCIETY

Membership Eligibility:

- A. The membership of the Whitehall High School Chapter of National Honor Society will consist of students of junior and senior standing.

Guidelines for Selection:

- A. Scholastic Requirement: A student with a cumulative GPA of 3.3 or above will be considered for membership. The scholastic requirement will represent 50% of the selection criteria.
- B. Each eligible student will complete a student activity form. This form is not an application. Also, the completion of the form does not guarantee selection.
- C. Faculty Recommendation: All Whitehall High School faculty members have the opportunity to make recommendations on students eligible for the National Honor Society. Faculty recommendations are made in the following areas: leadership, service, and character, which represent the remaining 50% of the selection criteria.
- D. Flagrant violations of school policies or student conduct will be weighed heavily in the selection or dismissal process.
- E. Selection will be made on a year-by-year basis.
- F. Students may not apply for membership. Membership is an honor bestowed upon a recommended select group of students by a faculty council on behalf of the school faculty.

SPEECH & DEBATE: Speech is the heart of human experience. Students need to be able to express themselves clearly, concisely, and correctly. Students taking speech may belong to the Speech Club. There are activities in individual speech events, oral interpretation, impromptu speaking, extemporaneous speaking, dramatic speaking, humorous speaking, oratorical speaking, and declaration.

STUDENT COUNCIL: Members of this student organization work to create better cooperation and closer relationships among students, faculty, and administration. They also encourage, develop, and extend opportunities for student responsibilities.

YEARBOOK: The yearbook is created by members of the annual staff.

STUDENT ACHIEVEMENT AWARDS

Whitehall High School students in all fields of endeavor have an annual opportunity to receive the following awards:

*Whitehall American Legion Post #24
Golden W Award
Holcim Cement Company Worthy Scholarship
Whitehall Saddle Club
Sacry Scholarship
Rotary Club
Whitehall Booster Club
RAM Benich
Larry Selby Music
Imerys Talc
David E. Payne
Cowdrey
Golden Sunlight
Rocky Mountain Bank
Mariah's Challenge
Dorothy Shaw Memorial Scholarship
Andrea Larsen Memorial Scholarship*

Numerous scholarships are available for graduating seniors each year. Check with the Guidance Office for information about all scholarships.

APPENDIX FORMS

NOTE TO SELF: Acceptable Use policy for technology