PURPOSE

The purpose of this handbook is to serve as a guide to the students, to provide them with information on the opportunities in the school and on established traditions and student regulations of the school. It is not meant to be static, but will change as changes become necessary. Upon the advice of the faculty, the Student Council, individual students, or any school organization, consideration will be given to changes.

Items may have been omitted which should have been included, some explanations may be a little vague in the interest of briefness, and possible errors may exist. Also, everything will not be covered and may be in Board Policy. If you have any questions or desire clarification regarding school policy, please feel free to contact the office.

**PHILOSOPHY**

America’s future is in the hands of the young people of today. The school’s basic goal is to assist every student in developing his/her potential to the highest attainable level.

The faculty and administration accept the responsibility for creating and maintaining a climate in which students can find learning a viable experience. On the part of the students, we expect compliance with school rules and cooperation with teachers and administrators.

Augusta High School welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. The school will be whatever you make it. Let us always have the spirit to do the things which will make Augusta High School outstanding.

**HIGH SCHOOL CURRICULUM (Student Load)**

1. All students are required to be enrolled in seven classes per day.
2. Schedule changes must be made within the first week of school.
3. Course requirements by grade:

**a. Freshmen b. Sophomores**

 1) English 1) English

 2) Math 2) Math

 3) Physical education 3) Physical Education

 4) Earth Science 4) Social Studies—Montana

 History & World Geography

**c. Juniors d. Seniors**

 1) English 1) English

 2) U.S. History 2) Government

One additional core and elective are required by graduation.

**COLLEGE PREP REQUIREMENTS**

The following requirements have been adopted by the Montana University System for college bound students:

1. Four years of English.
2. Three years of math this shall include Algebra I, Geometry, and Algebra II. Students are encouraged to take a math course in their senior year.
3. Three years of social studies this shall include global studies (World History or World Geography); U.S. History; and Government, Economics, Indian History or other 3rd year courses.
4. Two years of lab science: One year must be Earth Science, Biology, Chemistry, or Physics; the other year can be one of those sciences or another college pre-lab science.
5. Two years chosen from the following: foreign language (preferably 2 years), computer science, visual and performing arts, or vocational education units which meet the OPI guidelines.

**GRADUATION REQUIREMENTS**

To earn his/her diploma a student must successfully complete courses which total at least 22 credits.

Required credits: 4 English; 2 Mathematics; 2 Science (must include 1 in a lab science); 3 in Social Studies (must include U.S. History & Civics/Government), and 1 additional core class from any core area; 2 years (1 credit) of Health and P.E.; at least 9 credits of approved electives, one of which will be computers.

**CREDIT CRITERIA**

1. Any class which meets less than five (5) times per week will be accorded ½ credit per year. Any class which meets five (5) times per week will be accorded 1 credit per year.
2. Credit earned by students transferring to Augusta High School will have to have been earned at a school accredited by a state or a recognized accreditation will have to be made on the transcript received, or in a letter stating such, from the administration from the school(s) attended.

**GRADING SYSTEM**

The school year is divided into four-9 week periods. Report cards will be distributed as soon as possible following the close of each grading period. The evaluation and grading of students’ performance is the responsibility of each teacher within his/her assigned classes. Each teacher shall evaluate student performance as completely and as accurately as possible within the framework of the individual differences of each student.

The following standard grading system will be used to calculate Grade Point Average (GPA):

 A 4.00 Superior D+ 1.25

 A- 3.75 D 1.00 Below Average

 B+ 3.25 D- .75

 B 3.00 Excellent F 0 Failure

 B- 2.75 I 0 Incomplete

 C+ 2.25

 C 2.00

 C- 1.75

To qualify for the honor roll a student must have a 3.0 grade point average in all regularly enrolled courses at the end of the grading period. A 3.5 GPA will qualify the student for the High Honor Roll. (Added note: A class receiving ½ credit per year will count as half as much on the student’s GPA.)

**INCOMPLETE GRADES**

Incomplete grades may be given at the discretion of the teacher. Each incomplete grade must be made up within 2 weeks of the time it was given. It is the student’s responsibility to make up all incomplete grades. If incompletes are not made up within 2 weeks, the “I” grade will automatically change to an “F”.

**TESTING SCHEDULE**

Nine week tests will be given in each subject during the final 2 days of a nine week period. Tests will be given in regular class periods at appropriate times.

Semester tests will be scheduled in all classes at the end of each semester. Semester exams will be given at the documented discretion of the teacher in all classes. However, students missing 3 or fewer days per semester in a class period will, with the approval of the teacher, have the option of not taking the test in that period. Students will be required to take one semester test in a CORE class of their choice. The class must vary each semester. Any other exemption will be given at the documented discretion of the teacher and with the approval of the superintendent.

The administration will not require semester tests to be given if a student is referred to the office. This may or may not exist within the documented discretion of the teacher.

Documented discretion of the teacher will be the individual responsibility of the teacher and may vary from a point system to simple course description/requirements at the beginning of each year/semester.

Junior high students will take all tests.

**SCHEDULE CHANGES**

Schedule changes must be made within the first week of the school year. All changes must be made through consultation with the guidance counselor. Student requests to change a schedule for the 2nd semester must be completed prior to the beginning of that semester. See the counselor for Drop/Add forms.

**ATTENDANCE POLICY AND PROCEDURE**

All students are expected to attend school regularly and to be on time for classes. There is a direct relationship between poor attendance and class failure.

An absence will be defined as any time a student is not physically present in the classroom except when excused for school sponsored activities.

When a student is absent, parents must contact the office by phone (562-3384) or supply written knowledge of the absence. If this procedure is not followed, the student will be counted absent without credit. Students are expected to complete all assignments. It is the student’s responsibility to secure missed assignments from his/her teacher(s) immediately following an absence and to complete them by the assigned time. Failure to do so will result in a zero on missed assignments.

A little late is too late! Tardiness is classified as not being in the room after the second bell, up to 5 minutes into the class period. After 5 minutes students will be counted absent for the period. One tardy will constitute a ½ day absence in that class.

If, after following the proper check out procedures, a student must leave before a class is completed, he/she will be allowed to leave 10 minutes before class ends without being counted absent.

Knowing and abiding by the regulations and procedures governing attendance is a student/parent responsibility.

**ATTENDANCE BOARD**

Any student with five absences or more in any class during a semester will be considered at risk and a letter will be mailed to the parents. If the student is absent 5 additional times, or a total of ten absences for the semester he/she will be given no credit until a recommendation from the Attendance Board. The Attendance Board will consist of the superintendent, the counselor, and three teachers. Arrangements may be made for a student with “good cause” for additional absences such as prolonged illness or other extended separations from school.

**PRE-ABSENCE FORMS**

When students are going to be absent from school for a period longer than one full day, they are required to obtain a pre-absence form from the main office. Each teacher is to sign the form and provide assignments and a time line for their completion. The student must comply with the individual requirements of each class or receive a “zero” for that assignment not completed. This policy is for family and/or school related causes.

**MAKE-UP WORK**

Mid-term grades will be mailed out every 4 ½ weeks in each grading period. Parents are asked to review these reports with their child and to consult with the student’s teacher if necessary. Appointments may be made by calling the individual teacher (562-3384). These 4 ½ week grades are also used to figure eligibility.

**LOCKERS**

Students are reminded that lockers are school property and under school jurisdiction. Locker assignments are made by class sponsors and are subject to change by the sponsors or the administration. Lockers may be inspected by the administrators or officials designated by them at any time. You are held responsible for the contents and condition of your locker at all times. Students are encouraged to bring locks for their lockers but must provide the office with a key or the combination of that lock.

**GUIDANCE AND COUNSELING**

School District No. 45 has one counselor who provides educational, vocational, and personal development counseling for students. Various types of information are available in the guidance office concerning achievement, school records, application to schools of higher education, financial aid, etc. Please take advantage of this service.

Scholarships are awarded to students in recognition of academic potential as well as individual achievement. There are many various organizations that offer scholarships. Application procedures vary with each scholarship. See the school counselor for more information. Do it early!

**HEALTH SERVICES**

The school nurse provides hearing and vision screening each year. The school has the necessary equipment and supplies for routine first aid treatment.

**DRIVING**

Students are not allowed to drive at noon/lunch. Only a note from a parent will be accepted when allowing a student to leave school when driving is required. Senior privileges are the only exception to this policy. In this case only the driver is to be in the vehicle.

**NOON LUNCH BREAK**

Students may eat school hot lunch at a nominal cost, bring lunch and eat it in the lunchroom, or walk home for lunch. Student behavior in the lunchroom should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the lunchroom until they have finished eating. Please do not eat in the halls. There is to be no driving without permission. (See DRIVING section.) Everyone leaving the school grounds at lunchtime must sign out in the office. Junior high students may not check out for lunch without permission from a parent and may not leave school after lunch.

**HONOR SOCIETY**

The Augusta Chapter of the National Honor Society is an organization working to bring the achievements of outstanding high school students to the attention of their classmates, their parents, their community, and the colleges they plan to attend. Membership is based on scholarship, service, leadership, and good character. The standards used for selection of members are as follows:

 Grade 10: 3.0 GPA Grade 11: 3.2 GPA Grade 12: 3.2 GPA

Leadership, service, and character as demonstrated by community and school activities and teacher recommendations.

**STUDENT APPEARANCE**

Augusta students are expected to be neatly and decently dressed and to exhibit a well-groomed appearance at all times. Clothing that is not in good taste or appropriate for the school atmosphere will not be tolerated.

Students will not be allowed to wear hats, caps, and bandannas in the school building during the school day. Shorts and skirts need to have a mid-thigh hemline. No bare midriffs or inappropriate slogans or advertising on clothing will be allowed in school.

**TELEPHONE USE**

Students should not expect to use the telephone to make or receive calls during class periods. The telephone is to be used for essential calls only involving school business or emergencies. The telephone is to be used only before and after school or at lunch time after obtaining permission from the office.

**ANNOUNCEMENTS**

Teachers or students desiring information placed in the Weekly Bulletin should present the information in writing to the office on Thursday of each week. Posters, notices, advertisements, etc., must have approval from the office before being posted.

**TRANSFER POLICY**

Students who transfer to another school or who drop school must have a withdrawal form signed by each teacher, coach, the librarian, and the administration. They must return all books and pay all fines, dues, and other fees.

**DANCES AND SOCIAL EVENTS**

All social events or dances to be held at Augusta High School must be approved and scheduled y the administration. At school sponsored dances, no one is allowed to leave the building and then return. At school dances and social events, the organization sponsoring the event will be responsible for:

1. chaperons—at least one teacher and one parent;
2. providing music;
3. decorating (if appropriate);
4. clean up;
5. Any damage that may occur to school property or equipment.

No one under grade 7 may attend high school social events.

**SCHOOL INSURANCE**

School insurance through a private carrier is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. All athletes in grades nine through twelve must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

**EXTRA-CURRICULAR ELIGIBILITY**

Every student participating in any extra-curricular activity must be passing (no F’s) in all of his/her academic classes. Exceptions to the policy must be appealed to the board. If extenuating circumstances merit an exception, the board may grant the exception.

Grades are checked every 4 ½ weeks by 4 ½, 9, 4 ½, and semester grading periods.

Grades received at the end of the previous school year will be used to determine eligibility for the first grading period of the following school year.

Students who become ineligible may practice, but not participate in an event until all grades are passing. The student shall miss at least one weekend’s extra-curricular events when he/she is determined ineligible. After the first weekend of ineligibility, the student will route a progress report to his/her teachers for an update on all his/her grades. If all

Grades are passing, the student may resume full participation. The student will remain on “eligibility probation” for the remainder of the grading period. Grade checks will be done weekly. If a student’s grade drops to an “F” in any class, he/she will again be ineligible for the next weekend’s event.

**ATHLETIC RULES**

These rules are for your benefit and that of the team. Following them may mean the difference between playing and not playing, and also the difference between winning and losing.

THESE RULES WILL APPLY TO ALL SPORTS: Football, Girls’ Basketball, Boys’ Basketball, Cheerleading, Track and Volleyball.

1. The first time a student/athlete is found smoking, chewing tobacco, drinking alcohol, or using drugs during the season, on or off the school grounds, he/she will be suspended from one weekend’s games. The second offense of the above will result in immediate suspension for 4 ½ school weeks.
2. Any student/athlete absent from school without a reasonable excuse approved by the superintendent may not participate in an afternoon or evening event.
3. If a player is too sick to come to school, he/she is to sick to come to practice or games.
4. A written note by the parents must be given to the coach indicating that their child will be riding home with them. At NO time will any student be allowed to return home from any activity in a minor’s car.
5. Dress neatly for all games! LOOK SHARP! (No jewelry during practice or games.)
6. Any misconduct at games could result in suspension!
7. Individual coaches may set additional rules. This includes curfew hours.
8. Any student involved in any suspensions will not be allowed to participate.

**WEAPONS POLICY**

The Augusta School Board has determined that the personal possession and/or use of a weapon by students are detrimental to the safety and welfare of the students and personnel within the school district.

Anyone who possesses uses or threatens to use any type of weapon **ON SCHOOL PROPERTY** or at a school-sponsored activity is subject to immediate suspension and/or expulsion. Any student bringing firearms (as defined in U.S.C.921) to school will be expelled for at least one year. (**So when you’ve been hunting, be sure to leave your rifle at home—not in your vehicle.**)

The superintendent may waive specific provisions of this policy on a case-by-case basis.

**EXPULSION**

The permanent removal of the student from the school and participation in school activities is provided for in the laws of Montana (20-5-201 and 20-5-202). Only the Board of Trustees of School District No. 45 will take this action upon the recommendation of the superintendent.

**DISCIPLINE PROCEDURES**

Good discipline is essential in Augusta High School. We have a tradition of good behavior, and we hope you will follow that tradition. Our teachers expect all students to follow school policies without being asked. However, if someone violates a policy, the teachers will discipline the violator as they see fit. If the offenses continue, or if the offense is serious, that individual will be sent to the principal or superintendent. The offender’s parents/guardians will be contacted to make them aware of the situation and to enlist their help in correcting it. You are expected to obey the following rules:

1. Obey your teacher’s request promptly and without arguing. Show respect for him/her by your words and your actions. If you do not agree with his/her request, obey it and ask questions later—after class or after school, in private.
2. Take reasonable care of the school facilities and any supplies or equipment given to you to use. Also take care of other students’ belongings and ensure that you do not damage or destroy them.
3. You may not possess, use or be under the influence of alcoholic beverages on school property or at school sponsored events.
4. You may not smoke or chew tobacco products on the school grounds.
5. You may not possess or use drugs other than properly prescribed medicines on school property or at a school sponsored event.
6. You will not fight on the school grounds or at a school sponsored event.
7. Physical displays of affection do not belong in the school or on the school grounds.
8. Cheating is not allowed on any schoolwork.
9. Any other conduct that endangers the health or safety of the students or staff of the school is prohibited.
10. Be on time and attend all classes for which you are registered.
11. Stealing will not be tolerated.

**DUE PROCESS**

A student who has allegedly violated any of the school rules may be referred to the principal or superintendent. If a school administrator feels the offense is serious enough that it might result in suspension or expulsion, he will:

1. Inform the student of the charges against him/her and the possible disciplinary action.
2. Contact the student’s parents/guardians to inform them of the allegations.
3. Confer with the student, staff member, and any other individual directly involved in the situation.
4. Prepare a written summary of the situation, the allegations, and the action taken.
5. Provide an opportunity for the parents/guardians of the student to discuss the situation with the Board of Trustees.

**DEFINITION OF TERMS**

1. OPEN DEFIANCE/INSUBORDINATION: Displaying a defiant attitude by word or action toward any school employee. Failure to follow all reasonable requests by any school employee is insubordination, as is the use of profanity.
2. PHYSICAL ASSAULT OR THREATS: To physically harm or threaten to harm another individual.
3. VANDALISM: The willful or wanton damage or destruction of property of the school, its employees, students, or guests. Carving your initials on a desk is an example of vandalism.
4. HARASSMENT: Acts of defamation, hostility, or teasing can be harassment. All individuals must be treated with respect and consideration. Sexual Harassment is conduct that involves any unwelcome sexual advances, requests for sexual favors, or comments of a sexual nature.
5. EXTORTION AND/OR INTIMIDATION: To acquire something through force, deceit, or trickery.
6. SUBSTANCE ABUSE: Possession, use, or sale of **any** substance other than a medication accompanied with a written prescription. All medications should be kept and administered through the office. A parent’s written permission must be on file before students can use non-prescription medications. Students should not possess non-prescription medications. Students are in serious violation of the substance abuse portion in the policy if they give medications to another student. (Examples would be aspirin or Tylenol.)
7. CHRONIC VIOLATION: Numerous violations of any kind over a short period of time. Unexcused absences, unexcused tardiness, classroom disturbances, office referrals, detentions or any other disciplinary concerns are examples of what might count towards a chronic violation.
8. WEAPONS: **Anything** that could inflict harm and is used to threaten or harm another person could be considered a weapon. (Examples: knife, chain, pipe, gun, sling shot, etc.) Any student found in possession of a firearm will be referred to the School Board for expulsion. Do not keep guns in your vehicle if it parked near the school.
9. THEFT: Taking property from the school or from another individual without his/her permission.

**DISCIPLINE POLICY**

Serious Offenses

1. Open defiance/insubordination
2. Physical assaults or threats
3. Vandalism
4. Harassment
5. Extortion and/or intimidation
6. Substance abuse
7. Chronic violation of student behaviors to include detention, office referrals, unexcused absences, unexcused tardiness, classroom disturbance, or any other discipline concern. Three violations in a two-week period would be considered chronic.
8. Weapons
9. Theft
10. Any other behavior that interferes with learning or the overall school climate. This includes, but is not limited to, cheating, truancy, and physical displays of affection.

The superintendent may use his/her discretion in determining if the violation is of a serious nature. Alternative consequences will be used when appropriate.

First Offense: Student shall be suspended for 1 or 2 days on out-of-school suspension as determined appropriate by the superintendent. The student shall be readmitted after the student; parent, teacher, and superintendent have met, or in some manner discussed, behavioral expectations. All makeup work must be completed before a student is returned to the classroom.

Second Offense: Three days of out-of-school suspension shall be assigned by the superintendent. The student shall be readmitted after the student, parent, homeroom teacher, and superintendent have met, or in some manner discussed, behavioral expectations. Some restrictions or modifications to the student’s day may be put in place. All makeup work must be completed before a student is returned to the classroom.

Third Offense: Five days of out-of-school suspension. The student, parent, teacher and superintendent will meet to inform parents and student that one more serious offense will result in a meeting with the School Board. All makeup work must be completed before a student is returned to the classroom.

Fourth Offense: Out-of-school suspension until student and parent meet with the School Board. Possible penalties could be long term academic suspensions or expulsion.

For long term suspensions parents may receive a student’s work from the office each Friday. Successful completion of the work would be required re-entry. Any further violations would lead to another meeting with the Board for expulsion.

Severe Clause: Any act committed that is considered extreme or dangerous may be taken to the Board at any point in the process.

Students who violate the laws of Montana will be turned over to the appropriate officials.

**STUDENT ACTIVITY AND ACTIVITY BUS POLICY**

1. A faculty sponsor or a faculty member shall accompany all students during school sponsored activity trips.
2. Faculty members shall advise the school administration of route of travel. Proposed itinerary must be included.
3. Sponsors of activity trips are authorized to alter plans in the event that, in their judgment, a condition or conditions exist that might endanger the well-being of students. Sponsors are to use their professional judgment when student welfare is involved. Students are their responsibility.
4. At **NO** time will students be permitted to drive their own cars to out-of-town school sponsored activities unless cleared with the school administration.
5. Should another faculty member other than the assigned sponsor accompany the students, please notify the principal or superintendent of the change.
6. All students traveling to any activity MUST return to the school on the activity bus. Exceptions are:
7. When a parent notifies, in advance, by WRITTEN note that a student may return home with another ADULT.
8. Note must contain name of driver and time student is to be released.
9. At NO TIME will any student be allowed to return home from any activity in a minor’s car.
10. If any activity sponsor feels that they are in a position in which their limits of liability are in jeopardy, they have full authority not to release a student to anyone other than the student’s parent/guardian.
11. Anyone not following the rules will be suspended from riding the next activity bus on the first offense, and full suspension from all activity buses for the remainder of the year for more than one offense.

**SCHOOL SONG**

Stand up and cheer,

Stand up and cheer for Augusta High School

For today we raise

The Blue and Gold above the rest.

RAH, RAH, RAH.

Our boys (girls) are fighting,

And they are bound to win the game.

We’ve got the steam, RAH, RAH.

We’ve got the team, RAH, RAH.

For it’s Augusta High School Elks.

E…….L…….K……..S….ELKS ARE THE VERY BEST! YES!

**PARENT/STUDENT ACKNOWLEDGMENT**

After reading the student handbook, please sign and return the following to the school.

We have read and understand the student handbook.

 Parent Signature

 Student Signature

 Date