

# **CULBERTSON K-12 STUDENT HANDBOOK**



**2021-2022**

## Greetings

Welcome to Culbertson School. On behalf of the faculty and staff, we look forward to an exciting school year and the opportunities we will have to work with you. Your education is very important to us and we will work to provide you with educational experiences that allow you to pursue your future educational and occupational dreams with confidence.

Consequently, expectations for students are set at high levels because we believe that every student can meet with academic success. Your successes in school should not be left to chance...study hard, set realistic goals, manage your time, always go to class prepared, be involved in your school, and establish a balance between your academic, co-curricular, and personal schedule.

The purpose of this handbook is to help you make informed choices and to make known to you expectations held for all students. It is not possible to list every procedure or policy designed to help the school run efficiently; however, your understanding of the student handbook contributes significantly to the learning processes afforded all students. Have a great year!!

**Mr. Mike Olson, Principal**

## SCHOOL VISITORS

We invite you to come in to the school to see the exciting things your children are learning and doing -- but to promote a safe school environment, we ask that **all** visitors and parents **check in with the school secretary** before going to a classroom.

## HALLWAY COURTESY AND BUILDING USE

Students are expected to be considerate of others in the halls and classrooms by passing through the hallways quietly. Keep the school free of litter and leave the building within ten minutes of dismissal unless under the direct supervision of a teacher. Playground supervision begins at 8:10 and ends at 3:35 so students who arrive early or stay late may not be supervised.

The school doors are opened at 7:45. During extreme weather conditions, the doors may be opened earlier. Students entering at this time are to go directly to their classrooms or to breakfast.

**2021-2022**  
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**Grading Periods****1<sup>st</sup> 12 weeks ... August 19- November 12****2<sup>nd</sup> 12 weeks ... November 15 - February 25****3<sup>rd</sup> 12 weeks ... February 28- May 27**Fall Trimester

August 16-18

Teacher Orientation

August 19

Students Begin School on Aug. 19<sup>th</sup>

Aug. 30 - Sept. 3

Dismissal at 2 pm on September 3<sup>rd</sup>

September 6

Labor Day (No School)

September 30<sup>th</sup>

Dismissal at 2 pm

Parent/Teacher Conference 4 pm – 7 pm

October 18-20

Dismissal at 2 pm on October 20<sup>th</sup>

October 21-22

Teacher Convention (No School)

November 12

End of the Fall Trimester                      59 PI Days + 5½ PIR Day

Winter Trimester

November 23

Dismissal at 2 pm on Nov. 23<sup>th</sup>

November 24-26

Fall Break (No School)

December 20-22

Dismissal at 12 pm on Dec. 22<sup>nd</sup>

Dec. 23 - Jan. 4

Winter Break

January 13

Dismissal at 2 pm

Parent/Teacher Conference 4 pm - 7 pm

February 17

Dismissal at 2 pm on February 17<sup>th</sup>

February 18

No School Vacation Day

February 25

End of the Winter Trimester

62 PI Days + ½ PIR Days

Spring Trimester

March 17

Dismissal at 2 pm on March 17<sup>th</sup>

March 18-21

Vacation Days

April 7

Dismissal at 2 pm

Parent/Teacher Conference 4 pm - 7 pm

April 13

Dismissal at 2 pm on April 13<sup>th</sup>

April 14-18

Spring Break

May 27

Dismissal at 12 pm on May 27<sup>th</sup> Last Day of School

May 27

Record Keeping 12 pm – 3 pm

End of the Spring Trimester

60 PI Days + ½ PIR Day

End of the School Year

181 PI Days + 7 PIR Days    \*1 flex (snow) days

## DAILY SCHEDULE

Each student will be expected to come to class prepared, and ready to learn, every day. Students are allowed three minutes between classes.

	REGULAR DISMISSAL	FRIDAY DISMISSAL	2:00 DISMISSAL
1 <sup>ST</sup> PERIOD	8:30 – 9:41	8:30 - 9:35	8:30-9:23 (5 <sup>th</sup> Period)
2 <sup>nd</sup> PERIOD	9:47-10:58	9:41 – 10:46	9:29-10:22 (1 <sup>st</sup> Period)
3 <sup>RD</sup> PERIOD	11:01-12:12	10:49-11:54	10:25-11:18 (2 <sup>nd</sup> Period)
JH LUNCH	12:12 -12:47	11:54-12:29	11:21-12:14 (3 <sup>rd</sup> Period)
HS Advisory	12:15-12:30	11:57-12:12	12:14-12:49 (JH Lunch)
HS Lunch	12:30-1:05	12:12-12:47	12:17-12:32 (HS Advisory)
JH Advisory	12:47-1:02	12:29-12:44	12:32-1:07 (HS Lunch)
4 <sup>th</sup> PERIOD	1:05-2:16	12:47-1:52	12:49-1:04 (JH Advisory)
5 <sup>TH</sup> PERIOD	2:19 - 3:30	1:55-3:00	1:03-2:00 (4 <sup>th</sup> Period)

### Elementary Lunch

Monday-Thursday  
 K-2 11:00-11:35 with recess  
 3-4 11:25-12:00 with recess  
 5-6 11:50-12:25 with recess

Friday  
 K-2 10:40-11:15 with recess  
 3-4 11:05-11:40 with recess  
 5-6 11:30-12:05 with recess

## DROP/ADD POLICY

Students will not be allowed to drop or add a class after 4:00 p.m. the third day of class each Trimester.

## ATTENDANCE

Regular and punctual attendance is essential to success in school. Parents, please either call 787-6241 by 9:00 A.M. to report student absences or send a note following the absence. ***If your call has not been received by 9:00 a.m., the school secretary will phone you.***

It is important that students are on time to class every day. Some of the most important aspects of the day are presented in the first half hour of class. If it happens that a student is late, they must first check in at the main office (and obtain an admit slip) before going to class.

**Attendance.** Children between the ages of seven and sixteen years must attend school. The County Sheriff shall act as the school district truant officer. Since attendance in high school beyond the age of sixteen is not compulsory by law, such attendance becomes a matter of board policy. Regular attendance for those over sixteen shall be enforced for those students who wish to remain enrolled in the schools. Regular attendance in school is the primary responsibility of each student. The general welfare of all students is enhanced by the regular attendance of each student. The Culbertson School Board acknowledges and enforces extra-curricular attendance policies.

Good attendance is vital to satisfactory progress in school, the habits of dependability and responsibility you learn and practice are essential to success in adult business, social, and personal relationships. It is the student's responsibility to keep the school informed concerning the circumstances that affect his/her attendance. If a student is absent, upon his/her return, he/she must report to the main office to receive a make-up slip, which must be signed by all teachers of the classes the student missed and returned to the main office by the end of the school day. A day's attendance is granted only if a student attends all required and schedules periods, possible exceptions to this are included in the following reasons for absences used by Culbertson School District.

1. **Illness or family emergency:** If a student is absent because of illness or family emergency, he/she will be granted an excused absence and given the privilege of making up his/her work if the parents call prior to the student's return or a note from the parents explaining the circumstances is presented to the main office upon the student's return. If the student is ill for more than 3 pupil instruction days in a row, then a doctor's note will be need or absences will be unexcused. Attendance will be checked on a daily basis, and parents will be informed of student's absence immediately. (K-12) **The school secretary will be phoning your home (or business) if we haven't heard from you by 9:00 a.m. on the day of an absence.**
2. **Medical, dental, and other necessary appointments:** If you must be absent because of medical, dental, or other appointments, *please remember to check out at the main office prior to leaving* . \*In cases other than illness, a note or phone call will be required before you may leave.
3. **School-sponsored events and activities:** In all cases where a student is traveling on a school function, he/she will not be considered absent. The sponsor in charge will furnish a list of students who will be missing classes to the principal, office, and the teachers. The responsibility for make-up work rests with the student to make arrangements with the teachers of the classes missed. A student that misses class time due to an injury received during a school sponsored function will not be counted absent if he/she has a doctor's excuse. (K-12)
4. **Trips, events, and activities not sponsored by the high school:** If you are absent due to trips, vacations, or events not sponsored by the high school, the absence will have to be approved by the principal. For an absence of this type to be excused, and work to be made-up for credit, parents must call the school or send a note one or more days before the planned absence. Attendance and discipline regulations are established by the Board of Trustees. **Parental requests for excused absences for trips and other personal reasons are not automatically granted.**
5. **Absence from school the day of an after-school or evening performance or activity:** If you are absent from school one or more periods the day of an after-school activity/practice or weekend activity, you may not participate in the activity/practice or performance without the permission of the principal prior to the absence. This applies if the activity is on Saturday and the student misses Friday.

6. **Truancy, suspensions, or unexcused absences:** If you are absent from school due to truancy or are under suspension or have an absence unexcused by the principal, you will receive a disciplinary referral for the time you were absent. As per section 3-04-102, **Students will receive zeros (0)s for all work missed during the absence.** The amount of credit for school work received by students serving in school suspensions is left to the teacher's discrepancy.
7. **Problems with bus routes:** If a bus does not run, the bus students will not be counted absent, but they will be responsible for making up all work assigned.
8. **Excessive Absences – 5/10/15 Day Rule:** Students missing five periods in any one class during a trimester, excluding school sponsored events and activities, will receive a letter informing the student and family of the absences and concern for academic future. Parents will be notified after the fifth and tenth absences. After the accumulation of the tenth absence, the student will have to earn a passing grade on the final assessment for that class to earn credit. Any student with fifteen days or more may be recommended for expulsion.
9. **Superior Attendance:** The Culbertson School District will recognize those students with perfect attendance. In order to achieve perfect attendance a student may not have missed one-half day of school.
10. **Tardies:** All students are to be in their assigned rooms when the class bell rings. On the 2nd unexcused tardy in each trimester, and each tardy thereafter, the student will make up ½ hour in detention after school. Students with 8 tardies in a trimester the student could result in one full day of out of school suspension for each tardy. Chronic tardiness will result in a conference with the principal.  
  
Students who are 20 or more minutes late will be considered absent for that period. If this occurs for periods 1 or 4 they may be considered truant by the principal.
11. **Make Up Work:** Students are expected to complete all assignments and tests in a timely manner. Students will be given the same number of days they were absent plus **one** additional day to complete their work upon returning to school. Example: A student gone from school for 2 days would have three days to make up their work.
12. **Late assignment policy:** Student work must be turned in during class on the day it is due. If late assignments are accepted by teachers, a grade reduction will be applied to the late work. Late work will not be accepted after the related assessment has been administered.

### **CHECK OUT PROCEDURE**

Students who plan to check out must bring a note to the office from home which states the reason for the check out and anticipated time to be out of school prior to leaving school. Any absence that is known in advance must be reported in advance to the school so that a pre-excused slip

may be issued. It is the responsibility of each student to obtain a pre-excused slip. Students who become ill after reporting to school are required to come to the office to be checked out by parents before leaving school. All students who are absent from school; whether prearranged or not, must bring a note from home when they return. Students who leave the building at any time during the school day without the principal's permission will be considered truant. *\*Students who wish to attend tournaments, track meets, etc... must bring a note from parents stating exact time parent/legal guardian wishes the student to be released.*

## INCLEMENT WEATHER

In case of bad weather, when it may be doubtful if school will be in session, notice of the closing of school will be announce over the school website, social media, school email, and phone calls through OneCall Now System. In case other emergencies should arise, such as school dismissing early due to storms, the announcements will be made over the same communication channels.

**It is the parent’s responsibility to secure “housing for your student due to the closing of school. Make sure these arrangements are on file in our main office.**

## GRADING SYSTEM

Following is a reference guide for teachers, students and parents:

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

**I**=Incomplete with no credit. Students must complete unfinished work within two weeks to remove the I or a 59% or less is recorded for the trimester grade.

The following is the minimum number of credits a student must earn in order to be considered a member of a particular grade:

Sophomore..... 6 1/2 credits    Junior..... 13 credits    Senior..... 19 1/2 credits

## HONOR ROLL

An honor roll will be maintained for students who excel in academic achievement. The honor roll is calculated by averaging the 12 week's grades for all classes except Student Aide. Students with a GPA of 3.50 - 4.00 and no failing grades are listed on **the Principal’s Honor Roll**. Those students having a 3.00-3.49 and no failing grades are listed as “*Honorable Mention*” to the Honor Roll. An academic letter is earned by any student who makes the “Principal’s Honor Roll all three trimesters of the school year.

## NATIONAL HONOR SOCIETY

Selection to the National Honor Society (NHS) is a privilege, not a right. Students do not apply for membership in NHS; instead they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. Criteria to be considered for selection to NHS is listed below.

- Only those students who attended the school the equivalent on one trimester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them.
- Membership is open to **Juniors** and **Seniors**.
- Scholarship:** Required cumulative grade point average of 3.5 or higher.
- Leadership:** Leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community may be considered, provided they can be verified.
- Service:** Those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.
- Character:** A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship.
- Student Activity Forms:** Must be received by the appropriate deadline.

NOTE: A member may be dismissed if they fail to maintain NHS standards.

## TRIMESTER TESTS

All junior high and high school students will take final exams for each class at the end of the trimester. The final assessment will be calculated as 20% of the final trimester grade. In addition, students with excessive absences or tardies of 10 or more per trimester must earn a passing grade on the final assessment for the final grade to be calculated for achieving credit in that class.

During the final trimester seniors will follow the guidelines listed in the Senior Privileges sections of the handbook.

## PLAGIARISM

Individual knowledge is achieved through one's own effort. Plagiarism is the use of another person's work without proper documentation. Students must properly acknowledge the use of another person's work.

## STUDENT RECORD SYSTEM

Grades earned each trimester in compliance with the school grading system are entered on each student's permanent record and will remain in the school files. A record of each student's attendance is also recorded on the permanent record.

## STUDENT INSURANCE

The Culbertson School District pays the premium for a "School Day - All Student" basic policy. This policy is secondary to whatever medical or other health insurance the family/student may have. Once the student's family plan has paid its limit, the District's insurance carrier will be applied to the balance of the medical costs. All remaining medical costs after the District's insurance has been applied will be the responsibility of the student's parents/guardians. Any student injured at school **must report the injury immediately** to school personnel. A family without health insurance plan should consider some type of student insurance which can be obtained at a modest cost.

## STUDENT GUESTS

Students wishing to bring a "guest" to school must receive permission from the principal 48 hours prior to the visitation. The host student is responsible for their guest including the payment of the guest's meals if eaten at the school. The total number of guests may be limited by the principal.

## SNOWBALLS

Because of the safety hazard, throwing snowballs or "white washing" someone at any time on school property or under school authority is **prohibited**. Violators will receive detention.

## STUDENT NUTRITION

The health and well-being of the students is a priority at the school. We ask that parents/guardians assist the school in encouraging students to engage in healthy eating habits. If your child has any special dietary needs such as food allergies please contact the school at your earliest convenience.

**Birthday Celebrations-** We appreciate parents/guardians wanting to celebrate their child's Birthday however, the school asks that the celebration be limited to bringing small treats for their classmates to minimize the disruption of the school day.

## BREAKFAST PROGRAM

A breakfast program is offered to all students. Town students wishing to eat breakfast at the school should use the doors by the main office and will be served at 7:45 a.m. Bus students should come in as soon as their bus arrives, again using the doors by the main office. Students will go directly back outside as soon as they are done with their breakfast. Once K-6 students are on campus they will not be allowed to leave unless accompanied by an adult.

## LUNCH BREAK

### ELEMENTARY

Culbertson School is responsible for all students during the school day. This includes the lunch break. Students going home for lunch are required to bring a note from home. One note at the beginning of the year will suffice if your child will be eating at home regularly. Students will not be allowed to go to a friend's house to eat unless they bring a note from their parents in the morning. **Students in grades K-6 will not be allowed to go *uptown* to eat lunch unless accompanied by a parent or it is an activity sponsored by a teacher.**

Playgrounds and the lunchroom will be supervised at all times during the break. Supervisors are in charge and are there to help you when you need them. They will not allow any bike riding or anyone leaving the playground without a note from home. Your child's teacher will see that they receive the note.

### JUNIOR HIGH/HIGH SCHOOL

Parents must sign the attached permission slip in order for Junior High students to be able to leave campus during the noon hour. Students may lose this privilege due to misbehavior and/or poor grades at the Principal's discretion. Junior high students are to be in the junior high area, **not in the high school.** Likewise, High School Students are to be in the High School are not in the Junior High.

## USE OF CARS

Students will not be allowed to drive or ride in vehicles during the school day including lunch time without permission from their parents **and** the principal or superintendent. Violators will be subject to disciplinary action. Students are allowed to ride with their parents at lunch without getting permission from the principal or superintendent.

Student Driving Exception: Students will be allowed to drive directly to and from medical appointments with written or direct verbal (speaking with office personnel) permission by parents/guardians. Abuse of this privilege will result in loss of driving privilege and parents/guardians will be required to transport their child to the medical appointment.

## STUDENT SUPERVISION

Each pupil is under the control and direction of the principal or teacher in charge :

1. During the time he or she is otherwise en route to or from school or is presumed by law to be attending school.
2. During the time he or she is being transported to or from school at public expense.
3. During the time he or she is attending school.

4. During the time he or she is on school premises during regular school hours.
5. During the time he or she is attending a school-sponsored activity.

### **VIDEO SURVEILLANCE**

Video surveillance cameras and their recordings are used by the school to ensure the health, welfare, and safety of all students, staff and visitors to the district and to safeguard district buildings, grounds and equipment.

### **INDIVIDUAL GAMING DEVICES**

Students are not to use individual gaming devices (i.e. Game Boys, PSPs) during school hours.

### **HALL PASSES**

Hall passes will only be given out in case of emergency. Students will be expected to come to class prepared, and use the restroom during the break between classes. Students must ask for permission before leaving the classroom. Students will present appropriate hall pass when requested by any staff member.

### **Student Aides**

Students who are aides for staff members must remain with the staff member they are assigned to until the bell for the period rings. Student aides are to do the various tasks assigned to them by the staff member they are working under. Students found not to be doing what they are assigned or not being in their assigned classroom may lose the privilege of being an aide.

### **STUDENT BEHAVIOR**

**Each student's cooperation is needed to make Culbertson School a pleasant place to study. The rules that are found here were established to expedite the main purpose of school, which, of course, is learning. We need and expect your compliance to the rules at all times. These regulations apply to all students regardless of age.**

Students are expected to conduct themselves in a proper manner and use appropriate language at all times. **No attempt is made to list a rule covering every single possibility.**

### **Hazing/Harassment/ Intimidation/Bullying/Menacing**

As per CSD policy 3226, the Culbertson School District will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by student, staff, or third parties is strictly prohibited and shall not be tolerated. Consequences for such action may include but not limited to expulsion, suspension, or detention.

## DISCIPLINE

One of the most important lessons education should teach is self-discipline. Although discipline is not an academic subject, it supports the whole educational structure. It is the training in discipline that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Teachers will assume responsibility for establishing and enforcing individual classroom rules. Ultimately these rules should coincide with, and contribute to, the overall mission of the school. Our children deserve a safe, orderly environment in which to learn.

When a particular student's behavior pattern interferes with the teacher's right to teach and the student's right and ability to learn, or the orderly operation of the school, disciplinary action will result. The consequences to inappropriate behavior will be explained by each teacher for his/her classroom. (Severe or habitual offenders will be referred to the principal for further discipline.)

**Insubordination is one of the most serious offenses** a student can commit. Insubordination is defined as refusing to obey reasonable commands by ANY person charged with the responsibility of students at Culbertson schools. Students who challenge or refuse to follow directions will be subject to disciplinary action.

### DISCIPLINARY REFERRALS

Discipline referrals are issued for policy and guideline violations.

## DETENTION NOTIFICATION AND COMPLIANCE

Detention notices and disciplinary referrals will be either sent home with the student or mailed to the parents/guardians. When a disciplinary referral is issued, the individual completing the form will attempt to call the student's parent/guardian notifying them of the infraction. If unable to contact the parent/guardian the referral will be mailed home. The disciplinary action for a disciplinary referral will be determined by the principal. The detention will be served the day following issuance unless the **student and parent** contact the principal and make arrangements to serve the detention on the same day. Otherwise, the detention will be served the next regular school day, except for the last day of the school week.

**Detention**- Held from 3:30-4:00 p.m. on Monday-Thursday in a room designated by the supervisor. Failure to comply will result in an extra day of detention. Further non-compliance will result in suspension with student receiving zeroes for all work missed during the suspension.

**There will be no NOON DETENTION or any deviation from these rules unless prior approval is given by the principal or superintendent.**

## SUSPENSION

A student being suspended from any individual class will have a due process procedure. **FIRST TIME:** Conference with the counselor, teacher, principal and the parent before the student **may** be allowed back in class. **SECOND TIME:** Two days school suspension and conference with counselor, teacher, principal and parents before **possible re-admittance** into class. **THIRD TIME:** Student will be removed from that class for the rest of the year and will not receive credit.

**Out of School Suspension**- Students serving OSS will receive **zeroes** for all work missed during suspension. Students serving OSS are not allowed on the school premises at any time including attendance of ball games and other school events. The student is also not allowed to participate in any extra/co-curricular activities until all days of the OSS have been served.

## RULES FOR SCHOOL ACTIVITIES

All school rules concerning dress, use of tobacco, alcohol, and student behavior will be followed. No person is to leave the activity once he or she enters and expect to return unless proper permission of the sponsor is obtained.

## DANCE RULES

Participants are not to be in any areas not specifically requested. The last admittance will be one hour after the dance starts. Chaperones have the option to close admittance earlier.

No participant may leave and re-enter the dance unless prior permission has been given by the advisor. Individuals not currently enrolled in high school will not be allowed to attend.

All handbook rules will be in effect and student sponsors of a guest are subject to disciplinary action when their guest's conduct is in violation of rules in the student handbook. Guests must be currently enrolled in high school and cleared through the principal 2 days prior.

## PLAYGROUND PROCEDURES

At Culbertson Elementary School we are committed to making our playground a safe environment that encourages active engagement with mutual respect. Our objectives are: to model and teach the safe use of equipment and to periodically review safety issues with the students, to teach new students at Culbertson Elementary the safe use of our playground equipment, and finally to model and *teach respect for ourselves, others, and for our school.*

- Rough play is NOT allowed on the playground: i.e. wrestling, hitting, pushing, pretend fighting, kicking, and foul language

- When the bell rings, students are to stop what they are doing, line up (in the grades that require it), and enter at the appropriate door.
- Students will show respect for others, and follow instructions given by the staff.
- Students will stay outside in the morning before school, and during all recesses, unless they have a pass or we have inclement weather.
- Students will leave rocks, sticks, ice chunks, snow, and other dangerous objects alone.
- Students will show pride in their school by keeping the building and grounds free of litter.
- Students will take turns on the playground equipment
- Students will leave the school grounds at dismissal time
- During school, students will NOT leave the playground for any reason without permission.
- Students are to play in designated areas only. Off limits are the yard on the west side of the building and lawn area adjacent to blacktop on east side of the building. Please stay away from classroom windows.
- Students will use playground equipment correctly.
- Students will respect other's safety at all times No skateboards, roller blades, or scooters will be allowed on school grounds during school hours.

### **PLAYGROUND DISCIPLINE:**

Playground discipline will be handled by the playground aides, teachers, and/or the Principal. Consequences will vary according to the situation. The minimum consequence would require that the student stand up against the wall for a minute or two, and then increase as per the situation with the maximum consequences being Suspension, Expulsion, and possible Police Notification. ***Parents will be notified if misbehavior is a repeating pattern or is of a more serious nature***

### **ASSEMBLIES**

Assemblies are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn FORMAL audience behavior. Regardless of the type of program, courtesy demands that the student be respectful and appreciative. Talking, whispering, whistling, stamping of feet and booing are discourteous and degrade the reputation of the school. Such behavior is unacceptable.

## **SERVICE ANIMALS**

State law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with disability. The Culbertson School will permit the use of service animals by an individual with a disability according to state and federal regulations and in accordance with the student's IEP. Service animals will be professionally trained and certified to assist in the work or task performed for the benefit of the individual with the disability. Training of the service animal must be directly related to the handler's disability. Prior to the service animal being given access to school grounds, the following information is required: documentation from medical providers regarding the student's need for the service animal, documentation of current and proper vaccinations, documentation of proof of liability insurance, documentation of public access test (PAT), documentation that the student has been trained as the animal's handler. The Culbertson School is not responsible for the care or supervision of the service animal. The animal will be removed from the school if it is out of control, if the animal's handler does not take effective action to control it, or if the animal is not house broken.

## **CO-CURRICULAR ACTIVITY RULES**

**Co-curricular** activities are a privilege extended to the students of this school. Students participating in co-curricular activities shall not use or possess alcohol, tobacco, or drugs. Students who violate this rule will be subject to the following disciplinary action regarding their participation in co-curricular activities. It is understood that this policy pertains to all co-curricular activities at Culbertson Public School. By its nature, participation in athletics includes risk of injury which may range in severity from minor to disabling to even death. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants can and have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

### **1. FIRST OFFENSE:**

- a. A conference with student, parent(s)/guardian(s), coach, sponsor, counselor, Athletic Director, principal and other concerned staff will be held. A primary reason for this conference shall be to impress upon the student and parent(s)/guardian(s) that this type of behavior (1) will not be allowed by the school of its extra/co-curricular participants, and (2) if it continues, the student jeopardizes his/her future involvement in the school's activities. (3) The idea of counseling will be suggested at this time.
- b. A thirty (30) pupil-instruction day suspension of participation will be incurred. If a student self-reports suspension may be reduced to a minimum fifteen (15) pupil-instruction day suspension. The school encourages the parents to enroll their student in an Insight class or private counseling.
  - (1) Student will not compete or dress out for any competition during this time.
  - (2) Student will not be allowed to travel to any event with the organization.
  - (3) Student may attend practices with sponsor or coach's permission.
  - (4) Coaches or sponsors may impose other reasonable requirements on the student in addition to the above.

### **2. SECOND OFFENSE:**

- a. Student will be suspended from all further co-curricular participation for ninety (90) pupil instruction days.
- b. Counseling will be strongly suggested to the student.

### **3. SUBSEQUENT OFFENSES**

- a. Offenses are tabulated per the student's elementary (5-8) or high school (9-12) enrollment, and not for a particular calendar or school year.
- b. Any subsequent offenses by a student involved in extra/co-curricular activities will require a board audience should the student desire to participate in any future activities.

#### 4. SPORTSMANSHIP

A student will not act in an unsportsmanlike manner. Breaking this rule will result in the student being suspended from the next event of the same activity pending the coach and administration review. (examples of poor sportsmanship include: language, gestures, reactions, etc...)

#### 5. APPROPRIATE BEHAVIOR

A student will act properly in the classroom. A student, who compiles three detentions, or a school suspension, will be suspended from participation in the first activity of the week following the disciplinary action. A detention will be taken away after the student goes three weeks without a detention. Every detention thereafter may result in a suspension unless the student has earned the right to have a detention taken away. Other infractions of behavior may occur that may result in suspension or dismissal from an activity.

**DETENTIONS OVERRIDE ANY AND ALL CO-CURRICULAR PARTICIPATION, i.e., your detention must be served before you can participate in practice, games, trips, and etc...**

#### 6. ACADEMIC ELIGIBILITY

##### Junior High and High School

Eligibility for co-curricular activities will be determined on a weekly basis. Eligibility will be determined through the use of the most recent deficiency report. Eligibility immediately following the end of a trimester will be based on the final grade in a class. Any student wishing to participate in extra-curricular activities requiring academic good standing for participation will have no failing grade or incomplete in any class. Grades will be monitored weekly for eligibility. Eligibility will run from 6:00 A.M. on Wednesday to 6:00 A.M. the next Wednesday. Students who are ineligible for three weeks in a row will be dropped from that sport for the remainder of the season. Students may appeal to the principal and athletic director if special circumstances warrant

##### Elementary

Elementary students (Grades 5-6) may be failing one class but must bring the grade up to passing one school day before the competition. Example- Elementary track meet on Saturday, student must have grade up by Friday Morning

**DISTRICT TRANSPORTATION POLICY:**

Teams are provided with transportation. All participants must ride provided transportation. Exceptions may be needed because of availability, distance, team size, equipment, and parental release.

Parents/legal guardians may secure their student(s) from school supervision at the conclusion of any away contest by signing a release form with the supervising school personnel. **Parents/guardians wishing to release their student(s) to another responsible adult (at least 21 years of age) will need to obtain written approval by the principal and coach two (2) days prior to leaving for the contest.**

Coaches desiring to transport athletes in their personal car must follow district policy and have prior approval of the superintendent.

**Exceptions — Going to An Event:**

- 1) The student athlete must turn in a **written** request to the coach from the parent/guardian stating that they would like their son/daughter to travel with them to an event at least two (2) days prior to the actual event.
- 2) The coach will then pass the request on to the activities director. The activities director will then either grant or deny the exception.

**BUS CONDUCT**

All students are expected to cooperate fully at all times with the bus driver while they are on the bus. Passengers must recognize the authority and responsibility of the bus driver.

Students are expected to treat school buses as they would treat other classrooms and other school equipment. Eating and drinking of any type is not permitted without permission of the bus driver.

Students are expected to wear sufficient and warm clothing as the weather may dictate. The driver will provide a place for storage of "emergency" clothing in case of a breakdown in cold weather.

Students riding buses to extra-curricular activities or on field trips will have the boys and girls separated as determined by the coach, teacher or advisor.

## SCHEDULING OF ACTIVITIES

Scheduling of activities is to be done by the particular sponsor involved and also chaperoned by that sponsor. We ask that he/she schedule the activity with the student council. The form allows for proper clearances. The sponsoring activity is responsible for any and all clean up. All planned student activities are to be approved by the principal or superintendent. **ALL PEP ASSEMBLIES MUST BE APPROVED BY THE BUILDING ADMINISTRATOR.**

## USE OF BUILDING

The school building is for your use at times when you are scheduled to be in it. Do not enter the building at times not within your own schedule. Students are to leave the building immediately after school unless under the direct supervision of a faculty member. **Students entering the school with a rental key without being accompanied by the key renter may cause the key rental agreement to be terminated.**

## ALL SCHOOL SPONSORED ACTIVITIES

**School sponsored events are defined as any activity associated with Culbertson Public Schools.** Every rule and guideline **in the student handbook in force during the day** is in force during the events. **Students are especially advised to read and understand the following guidelines.**

1. Students are encouraged to **stay in the building** when attending a school function. Students leaving the building will not be allowed back in unless prior arrangements have been made with the person at the ticket gate or the principal.
2. No roaming the school or you will be asked to leave.
3. **No bike riding** near the gym.
4. No skateboards, roller blades, or scooters are allowed at school during school hours (8 a.m. - 4:00 p.m.).
5. Stay away from the opposing team's bus at all times.
6. Students that attend school activities are expected to sit and watch the event. **Running in and out of the gym will not be allowed.** Students may use the bathrooms or buy from the concession stands at half-times or between games. **Unruly students may be asked to sit with parents or be removed from school property.**

## SAFE SCHOOL AND DRUG FREE SCHOOL RULES

The use or possession of tobacco, electronic cigarettes/devices, alternative nicotine products, alcohol beverages, marijuana or other dangerous drugs on school premises or at school activities is **positively prohibited**. **Any student who violates this regulation will be suspended from school for five (OSS) days for the first offense and may be recommended for expulsion. The penalty will increase with repeated violations.** Students who violate this policy will be dealt with according to the Culbertson Public School Drug and Alcohol Policy.

**Willfully striking or assaulting a student or any member of the school staff will be grounds for immediate suspension from school (OSS) and may result in expulsion (this refers to fighting of any type).**

The District does not allow students to possess weapons on District property or at any setting that is under the control and supervision of the District. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy.

For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nun chucks (also known as nun chucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

\*Please note that the *Drug Free/Weapon Free School Zone* does not permit firearms to be within 1,000 feet of the school grounds. (Example violation: a gun resting in a vehicle gun rack, or behind the seat, of a vehicle within 1,000 feet of the perimeter of the school grounds.) For the purposes of policy CSD 3311 Gun Free & Weapon Free Schools: the following terms are defined:

"School Property" shall be defined as all buildings and grounds owned or leased by the school district.

"Weapon" shall be defined as any device, instrument, material, or substance, animate, or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except such term does not include a pocket knife with a blade of less than two and one half inches in length. (In addition, laser pointers (lights) will not be allowed on school property and will be confiscated and not returned if found.)

***\*The violation of one or more of these rules, in part or whole, may result in serious disciplinary action, including suspension and/or expulsion.***

### **P.A.S. III Alcohol Screening System Policy- (3-03-102)**

The P.A.S. III Alcohol Screening System combines a high-intensity flashlight with a micro-miniature alcohol detector. It “sniffs” breath, open containers or enclosed spaces for the presence of alcohol. The P.A.S. III functions as a non-intrusive “extension of the operator’s nose.”

The P.A.S. III is used to check the presence/absence with or without a subject’s direct participation. The use of the P.A.S. III embraces the enforcement of the zero alcohol tolerance policy of the Culbertson School District. Administrators, along with other staff members have been trained in reliable and precise usage of the P.A.S. III system. The P.A.S. III will potentially be used during regular school hours, at games, dances or any other Culbertson School District functions, including overnight trips.

A student found to have the presence of alcohol will be issued consequences as outlined in the school board policy. Failure by the student to cooperate with the screening process will be considered a positive presence of alcohol and appropriate consequences will be issued.

### **PEDICULOSIS -Head Lice**

Students will be checked routinely for the presence of head lice. School-wide checks will occur in November, January and other times as needed. Students found to have nits or lice will be sent home. Students will be readmitted to class when they are lice and nit free. The first absence will be excused. Those students sent home will be checked upon their return and if nits or lice are still present, they will be sent home until the problem is corrected. Public health officials may be notified on any successive trip home.

### **STUDENT ATTIRE**

Every Culbertson School District student’s dress should add to the educational atmosphere of an individual classroom and to the school as a whole. This dress code includes those participating in extra- and co-curricular activities. Any student's appearance may be deemed inappropriate by the staff, faculty, or administration. Staff and faculty will monitor this code in their classrooms, in the hallways, and at all school functions. The Administration will be responsible for enforcement. The following student dress code will be followed during school hours between 8:00 a.m. and 4:00 p.m. and at all public performances to ensure an optimal educational setting.

1. Clothing which have printing or artwork may be worn as long as there is NO hint, suggestion, or reference to any of the following: sex, drugs, alcohol, tobacco, profanity, violence, or any other message detrimental to the positive endeavors of Culbertson School District students.
2. No bare midriffs shall be in evidence. (No bellies showing)
3. Students will remove caps, hoods, and hats and leave them off in the school building between the hours of 8:00 a.m. and 4:00 p.m.

4. Shirts, tops, and dresses may be worn if they are not cut more than 3 inches from the top of the collar bone and if the top straps are a minimum of 1 inch wide. Bra straps are not to be visible.
5. Dresses, skirts, and shorts may be worn if they are 5 inches or less from the top of the kneecap.
6. Headwear is not to be worn in the school building. Headwear includes but is not limited to hats, scarves, bandanas, sunglasses and caps. This applies to both men and women.
7. Students will not be permitted to bring backpacks or outerwear (i.e. jackets and coats) into the classroom unless given permission by the teacher.
8. Students are not to wear headphones in the classroom unless given permission by the teacher.
9. Students are not to wear jewelry and accessories deemed disruptive to the learning environment of Culbertson School District students.
10. No gang related items or signs shall be displayed at any time.
11. No undergarments are to be visible such as boxer shorts or bra straps.
12. Jeans and pants shall not have any holes larger than a quarter 5 inches above the knee.

### **Consequences:**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offense: | The student will be sent home to change or given a T-shirt to cover inappropriate attire and issued a warning. (Parent called)         |
| 2 <sup>nd</sup> offense: | The student will be issued a detention.  |
| Further offenses:        | The student will be subject to the guidelines stated under the Disciplinary Referral section of the Culbertson JH/HS Student Handbook. |

### **BICYCLES**

Bicycles are to be used only to travel between home and school. Grades 7-8 park their bikes on the east side of the building. **BORROWING A PERSON'S BIKE WITHOUT ASKING IS STEALING.** We suggest you use a chain and a lock when parking your bicycle. Please **walk** your bike while on school grounds.

## TEXTBOOKS/EDUCATIONAL MATERIALS

The school furnishes textbooks to all students. In many classes, materials may be furnished to supplement the learning process. Reasonable wear is expected of textbooks as a result of normal use. Unreasonable damage to school material and textbooks will result in fines. Textbooks that are lost will be paid for by the student responsible for them.

## USE OF TECHNOLOGY

It is the responsibility of each student to use technology in the Culbertson School District in a manner that appropriately reflects the educational goal and objectives of the district. Access to the various technologies of the school district is a privilege and not a right. Students who misuse the technology in any manner may be punished, including the loss of all privileges to use all available technologies.

Students are to use the Internet and the school network in a:

- a. considerate, ethical, and lawful manner;
- b. manner consistent with curricular objectives;
- c. manner which ensures the safety of themselves and others;
- d. manner which respects the privacy of accounts; and
- e. manner which respects the rights of others to access the Internet and the network.

## STUDENT ACCEPTABLE USE POLICY

### Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving

the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or virus checked;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- h. Using another user's account or password;
- i. Posting material authored or created by another, without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

### **CORRESPONDENCE AND COLLEGE-LEVEL COURSES**

Students of Culbertson High School are to maintain a full schedule of classes with all 5 periods of the school day being filled unless approved by administration. Students will be required to take the offered classes at CHS but may be eligible for correspondence course on a case by case basis upon approval by administration. Only high school juniors and seniors will have the opportunity of taking college-level courses with all costs for these courses bourn by the student. Courses may be eligible for transcript credit with approval by the administration. Prior to enrollment into a college course it must be approved by the administration and letter must be signed indicating if the college class will be put on the transcript for credit and GPA. Correspondence courses will be completed on the campus of Culbertson High School. Students must have materials for the correspondence course prior to the start of the trimester. Students must also have an on-staff supervisor pre-arranged before the start of the trimester and enrolling in the correspondence course.

### **LOCKERS**

Lockers are provided for the safe storage of books and a student's personal items but remain the property of the school. The school is not responsible for lost or stolen items. Do not leave valuables (i.e. IPod, money, personal items) in your lockers or unattended at any time. Valuable items may be brought to the office or given to a staff member for safekeeping. Student lockers are not considered the student's private domain and are subject to inspection by school officials. Lockers are to be kept closed at all times during the course of the school day. *\*\*Students are*

*strongly urged to use the P.E. lockers during P.E. class time and when they participate in athletics before or after school to help prevent theft.*

### **DOG SEARCH PROCEDURES**

In the event a dog alerts on a locker or a student's personal property, contents are removed and the property is searched in the presence of the canine handler and an administrator. The parents are notified that a dog alerted on the student's property. If illegal substances are found, the parents are asked to come to the school and the Roosevelt County Police Department is notified. The school drug, alcohol and firearms policy will be administered as warranted.

### **TELEPHONE**

Students will not be allowed to make calls on a school telephone unless for school business and then only with permission from staff. Students are not to use classroom phones. Students will not be called from classes unless at a parent's request and then only in emergency situations.

### **CELL PHONES**

No personal cell phones are to be used on the school premises during regular school hours (8:30-3:30) except during morning break and lunch time. Students are to leave their cell phones in their lockers or in his/her pocket during the school day and in the silent or off mode. Cell phones will only be allowed to be used during the school day with teacher and/or administration permission

#### Consequences

- 1) **First and Second Offense:** Phone will be confiscated and parent/guardian must come to school to retrieve the phone. Student will also receive detention.
- 2) **Subsequent Offenses:** Student will receive one day suspension and parent/guardian must come to school to retrieve the phone.

Any student found to be guilty of taking pictures deemed inappropriate or using their cell phone inappropriately (i.e. cyber bullying) will be subject to disciplinary action including suspension and/or expulsion

### **EMERGENCY PROCEDURE DRILLS**

When the fire alarm sounds, students should leave their rooms in an orderly and quiet manner. Walk quickly, but do not run. Do not stop at your locker. Exit the building according to the plan from the room you are in. Follow instructions given by the classroom teacher or supervisor. The first person to reach any door should hold it open until all have left the building. Once outside, go at least 50 feet from the building and assemble by class. The teacher will take attendance. Do not re-enter the building until signaled to do so. During an emergency procedure drill (or in the case of an actual fire), each teacher is to: close all classroom windows, turn out the lights,

take the grade book, close the classroom door, take attendance as soon as possible, and report any student not accounted for to the principal.

### USE OF ACTIVITY FUNDS

All funds and monies, whether generated by the school or the students in the activity, must be disbursed according to prescribed accounting procedures. This includes the sponsor's authorization prior to the obligation of funds, and a presentation of a bill or receipt for payment. No cash payments or refunds will be made from any activity accounts. Activity accounts are considered shared monies, with no individual subaccounts, with the exception of Explore America. Explore America accounts are individually allocated. Any unapplied monies from Explore America students allocations must be reassigned to a sibling or the student's designee(s). Explore America students will be allowed to raise funds needed to pay for trips in full plus periderm meals commensurate with the Conus rates set for the specific touring region.

### SCHOLARSHIPS AND AWARDS

There are literally thousands of scholarships, loans, gratuities and other educational aids offered by universities, colleges, foundations, private organizations and by federal and state legislatures. The student with initiative and ability will probably find that he/she fits into one program or another. The three qualifications most often needed are:

1. Academic ability
2. Leadership ability
3. Financial need

Contact the Guidance Office for scholarship information.

### GRADUATION REQUIREMENTS

Seniors must have all work completed and have received a passing grade in classes required for graduation in order to take part in the commencement program. At the time of graduation, incompletes will be viewed as failing grades for seniors. Students must have at least 24 credits in the following areas to be eligible for graduation:

English	4 credits	Vocational*	1 credit
Social Studies	3 credits	Fine Arts*	1 credit
Mathematics	3 credits	Computer App.	1 credit
Science	3 credits	Electives	6 credits
Health/PE*	2 credits		

\*Vocational Courses include **additional** computer, vocational agriculture or business classes.

\*Fine Arts Courses include music or art classes.

\*Health/PE include at least **one credit** of PE and **one credit** of Health.

## VALEDICTORIAN AND SALUTATORIAN

The guidelines for Valedictorian and Salutatorian selection are as follows:

1. GPA will be computed through the second trimester of the senior year.
2. The Valedictorian and Salutatorian will be the students with the highest cumulative GPA for their four years of high school work.
3. All marks earned in accordance with the grading system of Culbertson High School will be used to formulate the GPA for determining Valedictorian and Salutatorian with the exception of Student Aide.

For a senior to be eligible for either the valedictorian or salutatorian award, he or she must have been in attendance at Culbertson High School during the complete Junior and Senior Year. Valedictorian and salutatorian candidates must successfully complete either one or both trimesters of following the college prep curriculum by the conclusion of the second trimester of their senior year.

1. Either physics or chemistry; and
2. Two of the following three math classes:
  - a. Algebra II,
  - b. Trigonometry, or
  - c. Calculus

## JUNIOR HIGH ACADEMIC COURSES

All junior high students shall complete the following programs each year: 1 credit each of communication arts, social studies, mathematics, science and ½ credit of health enhancement. Students will also participate in art, music, vocational technical education.

## SENIOR TEST EXEMPTIONS

**If the teacher agrees**, seniors who maintain an 85% average in a class will be exempt from the **comprehensive final** in that class.

## RELEASE OF STUDENT INFORMATION FOR PUBLICATION

Culbertson Public Schools from time to time will publish student pictures, names, and personal statistics in newspaper articles, sports programs, music programs, etc... *If you do **not** wish to have your student's picture and/or name published, you **MUST** sign the attached form stating your desires...please see the signature pages at the beginning of this handbook.* Failure to do so will release Culbertson Public Schools from any and all liability.

## EQUAL OPPORTUNITY

As provided in the Constitution of the Great State of Montana, the Culbertson School District is committed to equality of educational opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular activities and other school-related activities.

Discrimination in education because of sex, race, color, creed, national origin, age, physical or mental handicap, political belief and marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Mr. Larry Crowder, Superintendent or the Culbertson School District Title IX/Section 504 Coordinator, Box 459, Culbertson, MT 59218, 787-6246. Or to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, MT 59620, (406)444-2884 or to the Director, Office of Civil Rights, Federal Office Building, Denver, Colorado 80294, (303)844-5695.

## SEXUAL HARASSMENT

Administrative Rules of Montana at 23.9.1003 state that no student shall be subjected to sexual intimidation or harassment by any school employee, or by the effect of any school policy or practice which any employee or agent of the school or the education institution knew or should have reasonably known of the activity, policy, or practice. No student shall be subject to sexual harassment or sexual intimidation by another student on school owned or controlled property or at any school sponsored functions or activities when any agent or employee of the educational institution knew or reasonably should have known of the activity.

“Sexual Harassment” means sexual advances, requests for sexual favors and other verbal, physical and/or visual contact of a sexual nature. “Sexual Intimidation” means any unreasonable behavior, verbal or non-verbal, or in written form, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender. Students or employees who believe they have been harassed or intimidated should contact the counselor, administrator, or the Title IX coordinator. (All sexual harassment matters will be referred to the Title IX coordinator.)

**Physical and/or sexual harassment will not be tolerated at any level — this includes student to student harassment.**

More information can be found on the Culbertson School Web site at [culbertsonschool.com](http://culbertsonschool.com)

## STUDENT RIGHTS

A student has the right to a due process hearing if the student's parents indicate a desire for one. A hearing shall be held to allow the student or parent to contest the fact which may lead to disciplinary action or to contest the appropriateness of the sanction imposed by a disciplinary

authority, or if the student or parents allege prejudice or unfairness on the part of the school district authority.

### **HIGH SCHOOL AND JUNIOR HIGH HANDBOOK UPDATE COMMITTEE**

Review of the handbook will take place twice a year. Items to be reviewed need to be submitted in writing to the principal three weeks before the end of the school year. The committee will be made up of two student council members, two teachers, and the principal. All members of the committee will be selected at the beginning of the school year. The principal will vote only in the case of a split vote. Students are required to go through the Student Council in order to request an item to be reviewed.

### **ADMINISTRATION, FACULTY, AND STAFF**

**Janelle Ator  
Maddison Avance  
Nikki Baird  
Amy Berwick  
Karli Brekke  
Karen Brock  
Amanda Bushlen  
Larry Crowder  
April Deen  
Paula Dehner  
Karen Egget  
Lora Finnicum  
Courtney Forbregd  
Teri George  
Rachel Glavin  
Jeri Gustafson  
Brenda Harvey  
Keri Hauenstien  
Angela Iverson  
Amy Jones  
Leanne Knapp  
Jennifer Lambert  
Rhonda Larsen  
Mary Machart  
Sande Marchwick-Wix  
Theresa McDonald  
Logan Nickoloff  
Wendy Nickoloff  
Brad Nielsen  
Tiffany Nielsen  
Austin Oelkers  
Christina Olson  
Mike Olson  
Phyllis Owan**

**Special Education  
Title I Aide  
Custodial  
JH Math/S.S  
Speech  
3<sup>rd</sup> Grade  
Kindergarten  
Superintendent  
Title I Aide  
AIM Testing Coordinator/Aide  
Custodial Director  
District Clerk  
Guidance  
Head Cook  
4<sup>th</sup> Grade  
7-12 Title  
Kindergarten  
JOM Coordinator  
5<sup>th</sup> Grade  
Cook's Helper  
2<sup>nd</sup> Grade  
Title I Aide  
School Secretary  
Jobs for Montana Graduates  
Special Education Aide  
3<sup>st</sup> Grade  
Agricultural Education  
1<sup>st</sup> Grade  
K-12 PE  
JH Science/7<sup>th</sup> Social Studies  
Maintenance Director  
Library Media Specialist/7-12 Health  
K-12 Principal  
HS/JH Business/Keyboarding**

<b>Mark Pederson</b>	<b>6<sup>th</sup> Grade</b>
<b>Russell Pfeifer</b>	<b>Music, JH &amp; HS Chorus</b>
<b>Darla Mogga</b>	<b>High School Mathematics</b>
<b>Kaylynn Raaum</b>	<b>Activity Secretary</b>
<b>Tessa Rumsey</b>	<b>Special Education Aide</b>
<b>Shelly Salvevold</b>	<b>HS English</b>
<b>Paula Schledewitz</b>	<b>HS Science</b>
<b>Rhonda Seitz</b>	<b>JH English/S.S.</b>
<b>David Solem</b>	<b>9-12 Social Studies</b>
<b>Jennesy Taberna</b>	<b>Band</b>
<b>Candy Thorpe</b>	<b>Cook's Helper</b>
<b>Lee Vandall</b>	<b>5<sup>th</sup> Grade</b>
<b>Richard Weber</b>	<b>Custodial</b>
<b>Pam Welch</b>	<b>K-12 Art</b>
<b>John Wilson</b>	<b>Custodial</b>
<b>Samantha Wilson</b>	<b>Special Education Aide</b>
<b>Rhetta Wilson</b>	<b>4<sup>th</sup> Grade</b>
<b>Joy Young</b>	<b>2<sup>nd</sup> Grade</b>

#### **BUS CONTRACTORS**

**Larry Birch, Paul Finnicum Sr., Larry Hekkel, Christian Hekkel Arne Iverson,  
Leo Waldhausen**

#### **SCHOOL BOARD**

<b>Paul S. Finnicum</b>	<b>Chairman</b>
<b>Mark Colvin</b>	<b>Vice Chairman</b>
<b>Luke Anderson</b>	
<b>Eric Burgum</b>	<b>Trustee</b>
<b>Ian Walker</b>	<b>Trustee</b>

I have received, read, and understand the contents of the Culbertson School Student handbook.

\_\_\_\_\_ Student's Name and Grade

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

\_\_\_\_\_ Date

CULBERTSON PUBLIC SCHOOL  
P.O. BOX 459  
423 1<sup>ST</sup> AVE W.  
CULBERTSON, MT 59218

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