BIGFORK HIGH SCHOOL STUDENT HANDBOOK

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PURPOSE OF THE STUDENT HANDBOOK

This handbook has been prepared to help acquaint the student with the rules and guidelines, which are necessary for our school to operate and function smoothly. It is the student's responsibility to become familiar with the contents and follow the directions given.

MISSION STATEMENT

The mission for School District 38 is to help all students acquire the skills, knowledge, and attitudes necessary to be individually successful throughout life. In partnership with students, parents, and community, we are committed to having high expectations for all students by maintaining a safe, nurturing environment that promotes success, learning as a lifelong process, responsibility and respect for one another.

SUPERINTENDENT
Tom Stack

BOARD OF TRUSTEES
Kate Averill
Roy Burgess
Dan Elwell
Carol Field
Deb Johnson
Alisa Kennedy
Mac Kirk
Paul Sandry - Chairperson
Ben Woods

STUDENT BODY OFFICERS
President: Lillie Suffia
Vice Presidents: Liam Price/Madi Shaw
Treasurer: Fisher Sliter
Secretary: Vander Barnes

OBJECTIVES AND PURPOSE OF OUR SCHOOL

1. Bigfork High School seeks to provide a curriculum that is conducive to educational growth and development. This is accomplished by providing a wide spectrum of courses to satisfy the needs of the individual student. Skills are learned and abilities are discovered through classroom work, pupil-teacher relationships and participation in related activities.

2. A second objective of our high school is to develop student citizenship. This is accomplished by the students who help to plan many social activities, participate in student government, support school clubs, are members of athletic, musical, scientific, literary, and other organizations.

3. A third objective is the development of the physical aspect of the student. This is accomplished through courses in health, physical education, and participation in athletic programs.

4. A fourth objective is to share the responsibility of building the character of each student. It is the school's aim to provide an atmosphere that results in students whose conduct, manners, and integrity will meet the highest ideals.

EQUAL ACCESS/OPPORTUNITY TO EDUCATION

Bigfork High School offers all academic course work, vocational course work, counseling services, and activity opportunities to all enrolled students without regard to sex, race, color, national origin, or handicap. Please see our High School Principal for any questions or concerns.

BHS STAFF 2026-2027

STAFF MEMBER	DEPARTMENT	ROOM
Blouin, John	Math	110
Breitbach, Chase	Choir	112
Britt, Amber	Art	106
Buck, Collin	Science	201
Carter, Jodi	Math	108
Castruita, Malinda	Life Skills	111
Christiansen, Zach	Social Science	210
Feller, Josh	Math	109
Granger, Samantha	English	212
Hansen, Mark	Principal	Office
Heinert, Mary	Science	103
Heupel, Vicki	Science	202
Hines, Suzanne	Spanish	104
Hollow, John	Business	101
Jessop, Louis	English	Shop
Jordt, Adam	PE/Health	102
Little, Brooklyn	Art	107
Meyer, James	Industrial Arts	Shop
Munson, Solveig	Counselor	Counseling Center
Nadeau, Christina	RTI/Spec Ed	214
Phillips, Brian	Music	113
Piazzola, Brandon	PE	Gym
Porrovecchio, Matt	Activities Coord.	Office
Reichner, Jill	Family & Con. Sci.	205
Seeton, Caleb	English	211
Shanks, Robin	Study Hall/Aide	105
Sherman, Scarlett	Library	Library
Sikon, Annmari	English	209
Stine, Shirley	Special Ed Aide	214
Taylor, Jeremy	Tech Coordinator	206
Taylor, Stormy	Social Science	203
Tillmann, Leanne	Special Education	208
Varner, Shannon	Secretary	Office
Wilondek, Cynthia	Social Science	204

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SECTION I: GENERAL INFORMATION
ACADEMIC RESPONSIBILITY

Each student enrolled at Bigfork High School is here to pursue an educational program that leads to graduation. Teachers will do the best they can to teach, motivate, counsel, and discipline students to ensure that valuable educational goals can be reached each day. Students are responsible to meet academic requirements, prepare for class, and follow school rules.

Students that consistently resist meeting their responsibilities and exhaust remedies the school has to offer will need to select alternate educational options.

ACADEMIC ASSIGNMENT
Students (grades 9-11) must be assigned to a minimum of six (6) full credit academic classes allowing for one (1) study hall period. Seniors must be assigned to a minimum of five (5) full credit academic classes.

RUNNING START:
Provides eligible high school juniors and seniors an opportunity to earn high school and college credits simultaneously through dual credit courses at Flathead Valley Community College. The student is financially responsible for all costs related to the Running Start Program. Interested students must contact the high school counselor's office for more information about the program.

CORESPONDENCE CLASSES:
The principal and counselor must approve correspondence classes prior to taking the class.

HONORS CLASSES: In recognition of students who excel academically, Bigfork High School offers honors classes in English and Social Sciences.
Application Process: student obtains application from their current English or Social Science teacher, 30 school days prior to the end of the third (3rd.) quarter. Student and parents complete the application process and return the complete form to the teacher. Minimum criteria for acceptance into the honors level include: (a) an 'A' average, for the previous three (3) quarters, in the subject area for which you are applying ; (b) a minimum 26 (30 max) score on the evaluation rubric; (c) a completed application. Students in Honors classes must maintain a 'B' or better each semester. If grades go below the 'B', the student will face a review by the teacher that may result in removal from the class. Visit with the teacher you currently have in either English or Social Science for a comprehensive explanation.

MONTANA DIGITAL ACADEMY/VIRTUAL HIGH SCHOOL:
Virtual High School (VHS) and the Montana Digital Academy (MTDA) offer a catalog of semester and full year courses in the Arts, Foreign Language, Language Arts, Life Skills, Math, Science, Social Studies, Technology and AP Study. Interested students must contact the high school counselor's office for more information about the program.

SENIOR INTERNSHIPS: Bigfork High School will have a limited number of internship opportunities for qualifying senior students. The District will work directly with a few local businesses to establish intern opportunities along with the required learning outcomes. Internship will only be available for District established and District approved programs.

ACCIDENTS
If you are ever involved in an accident, no matter how trivial, report the accident to the office. Be certain to fill out a **Standard Student Accident Form** and return the completed form to the high school secretary.

ACTIVITY CARDS
Activity cards are $20 per student. Activity cards allow students admission to all extra curricular events at BHS

ADVERTISING
All advertising materials must be approved by the administration before posting or presentation to the student body in any manner (announcements, posters, flyers, etc.)

ANNUAL NOTICES
Federal and State annual notices are located on the school's main webpage and are updated each year.

ASSEMBLIES
All students are required to attend school assemblies that are held during the school day unless specifically excused. Students skipping any assembly will be considered truant and disciplinary action will result.

AUTOMOBILES AND PARKING LOT
Safety is our major concern. Students who do not drive in a safe and prudent manner will lose their campus parking privilege. All students are expected to park on school property. Parking is first come first served. Please use the church parking lot. All cars using the parking area must be properly parked in the designated spaces in the main lot. Student problems relating to the use of automobiles will result in disciplinary action. If a student needs access to their vehicle during the school day, he/she must be escorted by a BHS staff member. **Automobiles parked on school property are subject to search; including canine searches and physical searches of the interior of vehicle by school Administration.**

CAMERAS-Installation and Operation
Any School District bus or private contractor bus may be equipped with a video camera capable of recording video and audio of the passengers, driver, and staff on the bus. Cameras are also installed throughout the high school buildings.

CLASSROOM AIDE
Students must complete a contract, maintain a 2.5 semester cumulative GPA, no 'F' grades for previous semester, follow school rules, and attendance shall be within District policy. Any discipline referrals may result in loss of student aide privilege. **Classroom Aide's are subject to grade checks and study back requirements as outlined in the Activity section of the handbook**. Failure to comply with study back requirements will result in loss of Classroom Aide privilege. Seniors must be enrolled in at least five academic classes, Juniors, Sophomores, and Freshmen must be enrolled in at least six academic classes before applying to be a student aide. All student aides are required to stay in the assigned teacher area – no trips to the library, study hall, etc.

CLASSROOM MANAGEMENT

Each teacher establishes the operational rules of the classroom. Students are required to function within the rules. Students that do not, may be removed from the class/activity immediately.

CLOSED CAMPUS

Parents are encouraged NOT to request that their student be released during lunchtime. Students are not allowed to be in their car or in the parking lot during lunch. Once students enter the school campus in the morning they must remain on campus until the end of the school day unless:

1. Excused and checked out through the office. At lunchtime a parent must physically come in to check out their student and come in to physically check in their student upon return to BHS campus. No phone calls will be accepted for excused lunchtime checkout.
2. Parent/guardian and Principal permission is required to checkout.
3. Leaving the campus without following the checkout process, anytime during the school day will result in the following consequences in addition to any consequence for truancy.

First Offense: After School Detention

Second Offense: One (1) day in-school suspension

Third Offense: Additional in-school suspension and parent meeting. Continued failure to checkout will result in progressive sanctions and possible referral for discipline hearing. Parents are encouraged NOT to take their son/daughter out to lunch during the school day.

COUNSELING AND GUIDANCE

The guidance counselors will help students with schedule planning, college planning, career guidance, and assisting with any school related problems. In the guidance office we have information on many occupations and colleges. This information is available to all students. Should you have a problem, personal or otherwise, feel free to discuss it with the counselors. Counseling and guidance services are available to all students.

DETENTION

At the request of the principal or classroom teacher, a student may be required to spend time at school outside the normal school day. Detention may occur before or after the school day or during lunch. Failure to fulfill detention will result in additional disciplinary sanctions.

DRESS CODE

The school acknowledges that a connection exists between good grooming, personal attire, self-respect and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for school.
Recognizing these relationships, Student Council, teachers and administration developed the following rules:

1. Shorts, skorts, dresses, and skirts must be an appropriate length to cover the student. Tights, pantyhose, leggings and bare legs are appropriate leg wear underneath dresses, skirts, etc. Leg wear does not change the defined length requirement.
2. No see through clothing, including mesh tops or bottoms, leggings, etc.
3. All exposed straps must be at least ½" in width. Clothing with exposed straps must be worn with shirts or dresses that cover chest and and midsection. Ex: bralette straps can be showing as long as the shirt or dress worn covers the entirety of the chest and midsection.
4. No cleavage showing.
5. No apparel that exposes the mid-section or body below the armpits.

6. No underwear or bra straps showing.
7. No drug slogans, beer/alcohol slogans, or profane pornographic slogans. (Apparel that displays a restaurant or business can be worn as long as the clothing item(s) does not advertise the consumption of alcohol.
8. No “Gang” dress/signs: apparel that identifies a “gang,” i.e., colors, slogans, or other accessories interpreted to symbolize or recognize a “gang.”
9. Pants must be worn at the waist without exposed underwear.
10. Rips or tears in jeans must not show undergarments or body parts.
11. Footwear must be worn at all times.
12. No trench coats.

Teachers are responsible to distribute a Dress Code slip to the individual. If the administrator believes the student is breaking a rule or multiple rules. The student will then take the slip to the office, where the principal, if present or another office staff member will look to the handbook and decide if the infraction is proven true. The student will be asked to either cover/remove/or even change clothing item(s) to fit, and a mark will be placed on their record. After three marks per semester, the student will have to attend a 1 hour detention before or after school. If the student cannot fit the dress code with the clothes provided by the school, he or she must go home to change and return immediately. If the student chooses to go home, time away from school will serve that day in after school detention.

DRUG FREE SCHOOL

All prescription drugs should be checked in at the high school office. Over the counter medicine is available from the school nurse, with parent permission. Illegal use, possession, being under the influence, or distribution of or attempt to distribute drugs (including prescription medication)/alcohol/narcotic paraphernalia/ drug look alike substances is prohibited on school premises and at all school functions, 24 hours per day, every day of the year. This includes activities under District 38 Drug Free School Policy requirements.

STUDENT PRESENCE RULE: any student party to the use, present where drugs/alcohol are present, being sold, used, or given away, will be suspended, pending a discipline hearing and subject to implementation of District 38 policy requirement.

ELECTRONIC SERVICES INFORMATION

The use of the District’s Electronic Information Services with personal or school provided technology, including the Internet and electronic mail, by students is a privilege. Inappropriate use will result in cancellation of these privileges and will result in disciplinary action. Additionally, if inappropriate use violates the law, appropriate law enforcement entities will be notified. Students who use the District’s Electronic Information Services should not expect that communications or information sent, retrieved or stored via EIS will be private. The District has the right to review all devices (school or privately owned), files and communications and monitor system utilizations at any time without notice or permission. The District may close accounts and review and delete files at any time.

EXPULSION
The Principal, through the Superintendent, may recommend that a student be expelled. The student will be suspended pending a hearing and/or action by the Board of Trustees. Expulsion is a disciplinary action available only to the Trustees. The right of due process shall be observed during such cases. Student conduct that is determined to be an extreme violation of policy may result in an immediate recommendation for expulsion.

EQUIPMENT AND FACILITIES
Reasonable and proper care of equipment and facilities is expected from each student. Equipment that is checked out to students is the sole responsibility of the students. They are responsible for its care and return at the end of the activity. The individual(s) responsible will pay for lost equipment, or careless damage to the facilities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): Parents/guardians and eligible students have a right to view a permanent file kept on their student/self. That request must be directed to the Building Principal. A time will be set for the review. Corrections, if any, will be made by the Principal. The records remain the property of District 38.

FIELD TRIPS/ ACTIVITY TRIPS
Field trips are an extension of the regular class and all school rules will apply. It is the responsibility of the classroom teacher to notify the field trip coordinating teacher/administration of current grades and absences, which would prohibit field trip involvement.
Students must be in good academic standing (C or above) in all classes in order to participate. Components of good academic standing include, but are not limited to: attendance and assignments/course work completion. Students experiencing academic difficulty as a result of, but not limited to, the above noted situations can earn the right to attend field trips by attending Study Backs until their grade(s) are above a D. Teachers of students that have a grade of an F, if they feel it is in the best interest of the student to attend the field trip, may seek and exemption from the principal. Students with excessive absences may lose the privilege of attending a field trip. Students in Band and Choir are required to attend District Music Festivals as part of their co-curricular grade.

FIRE DRILLS/EMERGENCY EVACUATION/LOCK DOWN DRILLS
Your teacher will give you specific instruction for the classroom you are in. In general, orderly exit and safety are the major concerns. Students must adhere to teacher direction without delay.

FUND RAISING PROJECTS
The building and/or central office administration must approve all fund raising projects in advance. Organizations and/or individuals may not sell goods or operate any concessions without approval.

GRADE POINT AVERAGE
Grade point averages are computed for all students attending Bigfork High School. This is done by assigning number values to each grade: A-4, B-3, C-2, D-1, F-0. The semester GPA is the average of the earned grades.

GRADING SYSTEM: The following grading system is in effect for Bigfork High School:

A-	100-90	superior scholarship
B-	89-80	excellent scholarship
C-	79-70	average scholarship
D-	69-60	below average - yet passing
F-	59-0	unsatisfactory (Semester F = no credit)

W/F - Withdrawal - Failing - withdrew from the course (given after the second week of the course). Waivers may be granted under extraordinary circumstances upon approval of the teacher and principal. A W/F grade will adversely affect the student's grade point average.

P - Passing: Achieved expected progress for the individual. Credit awarded without grade points

GRADUATION REQUIREMENTS

A minimum of 23 credits are required for graduation. Within the required credit hours students must have:

- 4 units of English
- 3 units of Mathematics
- 2 units of Science (one of which must be a lab science)
- 3 units of Social Studies
  - U.S. History
  - U.S. Government/Economics
  - World History
- 1 unit of Physical Education
- 0.5 units of Health
- 7 units of elective classes
- 1 unit of Fine Arts
- 1 unit of Vocational Education
- 1 unit of Freshman Experience

Honors Graduation Requirements

- 4 units of English
- 4 units of Mathematics (Algebra I, Geometry, Algebra II or higher)
- 3 units of Science (Earth Science, Biology, Chemistry, Physics or Anatomy or higher)

The rest is the same as general diploma requirements.
Cumulative GPA of 3.5 or higher
25 Total Credits

Valedictorian and Salutatorian can only come from the Honors Diploma

All students are required to be scheduled for seven periods each day. Each student must complete 1 semester of Computer Literacy. A student may challenge the computer literacy requirement by passing the challenge exam at the required level of proficiency. The student will receive a P (Pass) grade and .5 units of credit.

ALL graduation requirements must be fulfilled prior to the graduation ceremony. Seniors that fail to earn all graduation credits will not be allowed to participate in the graduation commencement ceremony.

HONOR ROLL AND REPORT CARDS

Superintendent's list - **4.00**
Principal's List - 3.60-3.99
Honor's List - 3.20-3.59
Addt'l requirements for the honor rolls - six classes, and no 'D' or 'F' grades for the grading period.
ACADEMIC LETTER: student must maintain a 3.6 semester GPA for the entire school year.

LEAVING THE SCHOOL GROUNDS CAMPUS RESTRICTION

Leaving the school grounds during the regular school day must be preceded by a note or phone call from the parent/guardian to the principal and signing out at the office. Absence from, or leaving the school grounds without permission, will result in the application of Bigfork Schools Closed Campus Policy.

LIBRARY POLICY ON LOST OR OVERDUE MATERIALS

There are not costs attached to material usage. In the case of lost or overdue items, at the end of each month students are notified of late materials and asked to return, renew, and/or pay the late fee or replacement cost of the item(s). At the end of the school year, student responsible for financial obligations are billed for the replacement cost (including shipping and processing fees) of all materials not returned.

LOCKERS AND LOCKS

Lockers and locks are assigned to each student. Students must use the locker assigned by the office. The school district has the right to inspect any locker at any time. If a lock is lost, there will be a $5 fine.

LOST AND FOUND ITEMS

Lost and found items left unclaimed for 30 days will be donated to charity**.**

LUNCHES AND SNACKS AT SCHOOL

A lunch program is provided daily. Lunch tickets may be purchased in the lunchroom or online. If you bring your lunch, you are to eat in designated areas. The gym is closed during lunch.

MOVIE POLICY

Instructional videos/DVDs add educational value to the approved curriculum in high school. Teachers may show instructional videos/DVDs that have ratings of G, PG, or PG13. Principals are authorized to allow an exception to the ratings by approving selected excerpts from R or NC 17 movies under the following conditions:

- The excerpt provides clear instructional support for the curriculum begin taught
- The excerpts is determined to be age appropriate
- The excerpt does not violate any other District policy or ethical standard
- Parents are notified

Non-instructional videos, movies and DVDs (G, PG, PG13) may be shown with advance approval by the school principal.

PERSONAL ELECTRONIC COMMUNICATION DEVICES

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. "Technology" is privately owned wireless and/or portable electronic hand held equipment or device that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Personal technology devices are not allowed in Bigfork High School classrooms.

Cell Phones, smart watches and other smart devices are not to be on, out, or used during the school day as per policy 3630. Inappropriate use may result in confiscation of equipment. The principal/staff member will confiscate equipment used during the school day. Parents may be asked to pick up any confiscated systems.

1. Phones and other smart devices are prohibited during the school day, except during lunch, by the school board.
    a. Breaking a rule will result in
        i. Loss of device for the day & Lunch Detention(student may pick up)
        ii. Loss of device for the day & After School Detention(parent or guardian will be asked to pick up device)
        iii. Loss of device for the day and 1 day of in school suspension (parent or guardian will be asked to pick up device)
        iv. Continued defiance may result in board action.
    b. Not giving a phone to an adult when asked will result in an in-school detention for insubordination.
        i. The principal will hear all appeals on the phone being taken, but only if the student hands the phone over without argument or complaint.

Students acknowledge that:

- Personal devices must be in silent mode while on school campuses and while riding school buses.
- Devices cannot be used to take unauthorized pictures or videos within the school or classroom. Posting of unauthorized pictures or videos on the internet may be considered a major violation of technology use.
- Devices cannot be used in locker rooms, restrooms and dressing rooms.
- Devices cannot be used to disrupt the educational and learning environment.
- The school district has the right to collect and examine any device that is suspected of being involved in/used for harassment and bullying, causing classroom disruptions, or is believed to be in violation of student guidelines outlined in this handbook.
- Office referrals for technology violations will result in disciplinary sanctions. Warnings about appropriate use occur at the classroom level.

Student technology use is a privilege, not a right.

PLAGIARISM

Students may not take ideas, writing, internet information, etc., from another source and submit them as their own for credit. This is to include written documents, art projects, presentations, portfolios, and/or any other original creation.

Consequences: Step 1-First offense: 'F' (0) grade for assignment/project Step 2-Second offense: 'F' (0) grade for assignment/project, discipline meeting with teacher/principal/student, may result in 'F' grade for quarter and removal from course. Home School students may be removed from class.

PORNOGRAPHY

Possessing, using, or distributing pornographic, lewd, or obscene materials in any form is prohibited.

PROGRESS REPORTS

Progress Reports are available online through the PowerSchool system. Paper copies are available upon request.

PUBLIC DISPLAY OF AFFECTION

Public Display of Affection: relationship between students is restricted to handholding or arm & arm. Any language or behavior beyond that will be treated as follows:

1. Warning by teacher/Principal to stop immediately
2. Any argument or second occurrence will result in after school detention and a call made to parents to request their assistance
3. Third occurrence, suspension pending a discipline hearing or meeting with student and parents to stop Public Display of Affection..

PUBLIC HEALTH & SAFETY

School District 38 reserves the authority to conduct physical searches of classrooms, storage areas, lockers, individual belongings, school buildings, automobiles parked on school property, and all other sites within the District boundaries in the interest of public health and safety.

PURCHASING

Students are never permitted to charge anything toward Bigfork Schools without prior approval from administration.

REPORT CARDS

Report cards will be emailed to the parents at the end of each Semester. If you would like a report card for 1st or 3rd quarter you may call the office and request one be sent.

SCHEDULE AND CHANGE POLICY

Please keep in mind that changing schedules is very limited, so make sure you're considering your course offerings for the entire school year. Students will register for seven classes with one alternative each year. The registration process and course selection will be reviewed with all students attending Bigfork the following school year. Schedules will be finalized in late spring of each year.

Course Change Policy

- All schedule changes should be made before the start of each semester.
- Students are not to drop classes at the semester.
- All changes are dependent upon class size limits and graduation requirements.
- Changes are made for the following reasons: teacher recommendation regarding placement, computer errors, classes not requested, or unique circumstances (such as an overloaded class or a class dropped)

SCHOOL DANCES

NO 'grinding" is allowed at any time during a school sponsored dance. All school-sponsored dances must be organized by working through the Student Council, Principal, and Activities Director. Dance applications must be picked up from the student council activities director, filled out, and returned for approval. All dances must be approved two (2) weeks prior to the date of the dance. Students wishing to bring guests to school dances who are not members of Bigfork High School must register the guest with the principal prior to attending the dance. Guests who are not registered prior to the dance will not be admitted to the dance. Student Guest Request forms are available at the High School Office. Only student guests enrolled in an accredited high school (maximum age 19 years old) may attend Bigfork High School dances.

SELF IDENTIFICATION

Students must, upon request, identify themselves to school District personnel or authorities when on or near school property, on school busses, or at any school sponsored event. Failure to self identify or provide correct information will result in disciplinary action.

SENIOR RELEASE PRIVILEGE

Seniors will be allowed to obtain a Senior Release Privilege under the following conditions:

1. A 2.5 semester cumulative GPA must be maintained and the student must have earned a 2.5 GPA in the previous semester.
2. No 'D' or 'F' grades from previous semester
3. Attendance within policy for previous semester
4. No major discipline during previous semester.
5. A student must be enrolled in five (5) credit bearing classes
6. A maximum release time for this permit is two hours
7. A complete Senior Release Agreement must be on file with the Principal
8. Must be meeting all requirements that lead to graduation
9. Seniors earning a D or F during Semester 1 or Semester 2 are subject to study back requirements
10. Seniors need to depart campus after their final class period (or lunch). Seniors may not return to campus during senior privilege periods without prior permission from the office.

SOCIAL MEDIA AND WEBSITE PICTURE RELEASE

Throughout the school year, there may be times when Bigfork School students will be photographed or video recorded by school personnel. These pictures/videos may appear on Bigfork School District's website and/or the school district's social media pages.
Parents/guardians of high school students who do not want their child/children featured on the Bigfork School District accounts are asked to contact the High School office.

STUDENT ALERT RULE

Each student is responsible to immediately report to the building principal any & all instances of dangerous behavior, threats, suicide, weapons, drugs, intruders or situations that may endanger self or others that require immediate response by school authorities.

STUDENT COUNCIL AUTHORITY
The Bigfork High School Student Council must approve any student or club activity such as dances, candy, or food sales, petitions, or surveys prior to the event or activity.

STUDENT GRIEVANCE POLICY AND PROCEDURE
Students (members of the Bigfork High School student body) who are in dispute with a district policy, the interpretation of policy, or the application of policy may use the following procedure to have their grievance reviewed. The student(s) will present the grievance to the appropriate school official following the step procedure. Schools officials may request grievance in writing.

STEP 1: Student(s)-teacher/principal: The person with whom the grievance has been presented will have a meeting with the student(s). The teacher/principal will render a decision as soon as practical. After the decision has been given, the aggrieved party will have three (3) school days to go on to the second step.

STEP 2: Student(s)-Superintendent: After the grievance has been filed at the second step, the Superintendent shall render a decision as soon as practical. Following the decision at the second step, the aggrieved party will have three (3) school days to consider and go on to step 3.
STEP 3: Student(s)-Board of Trustees: the student or student's parents may submit an appeal, in writing, of the Superintendent's decision to the Board of Trustees. The Board may or may not hear the appeal depending on the circumstances. If the Board decides to not review the appeal, the Superintendent's decision stands. Should the Board decide to hear the matter, the appeal will be scheduled as soon as practical.

STUDENT ORGANIZATIONS AND ACTIVITIES
There are a number of student organizations that provide excellent opportunities for getting acquainted and taking part in activities. Students should select carefully the organization, which serves their interests, and plan to be active workers in the organization.

SUBSTITUTE TEACHERS
Substitute teachers will be afforded the same degree of respect and
cooperation that expected of students toward the regular teacher.
Failure to do so will be dealt with as if the misbehavior that was directed toward the regular teacher.

TECHNOLOGY USE - Please see "Electronic Services Information" and "Personal Electronic Communication Devices"

TELEPHONE - OFFICE
The telephone in the office may be used outside of class time.

TOBACCO FREE SCHOOL
Bigfork High School is a tobacco free school. Possession or use of tobacco products or e-cigarettes by any student violates school policy. Students found in violation of this restriction will be referred to the principal. Students under the age of 18 will be cited by legal authorities in addition to school sanctions.

TOBACCO OR E-CIGARETTE VIOLATION

First Offense: Suspended, out-of-school, 2 days, notify parents, notify appropriate legal authority, refer to Tobacco Free group.

Second Offense: Suspended, out-of-school, 4 days, notify parents, notify appropriate legal authority, refer to Tobacco Free group.

Third Offense: Suspended, pending a discipline hearing before the Board of Trustees.

VIOLATION OF LAW OR SCHOOL BOARD POLICY

Any conduct constituting a violation of any federal, state, or local law, or any policy adopted by the Board of Trustees, is prohibited.

VISITORS

No student visitors are allowed during the school day. Parents are encouraged to visit school. Bigfork School District has a restricted access system, all visitors must be buzzed in at the front entrance and check in with the school secretary. All visitors will be asked to wear a badge. Failure to check-in properly with the main office could result in trespassing charges. Students will not be allowed to bring friends to visit classes.

SECTION II: STUDENT CONDUCT CODE & DISCIPLINE PROCEDURES

There are five basic rules of conduct at Bigfork High School. These rules apply any time during the school day (even if the student is off the school grounds) or at any school-sponsored activity, home or away. **Any behavior activity that causes a disruption of the educational environment, as determined by the building principal, is subject to disciplinary action up to and including expulsion.**

RULE 1: BE ON TIME AND WHERE YOU ARE SUPPOSED TO BE.

Truancy or tardiness will not be tolerated. Students are required to be on time to school and class. Students are to stay on campus.

RULE 2: CARE ENOUGH ABOUT YOURSELF TO TRY.

Students will be prepared for class and make every effort to turn in each assignment. The full use of the allotted time improves educational opportunities for everyone.

a. Students may not possess any item, which may cause a disruption. These items include, but are not limited to: lighters, squirt guns, water balloons, laser pointers, beepers, pagers, cell phones, iPods, or electronic games.
b. Students must be honest in completing tests and assignments. Cheating, plagiarism, and other forms of dishonesty will not be tolerated.

RULE 3: RESPECT THE RIGHTS OF OTHERS.

Students have the right and responsibility to learn. Teachers have the right and responsibility to teach. When students cause disruptions, they deprive the others of their basic right to learn.

a. Students must show respect for their teachers. Obscene language, threats, intimidation or insubordination will not be tolerated on or off campus
b. Students must respect substitute teachers as they have the same authority as regular teachers.
c. Students must refrain from public displays of affection

RULE 4: OBEY THE LAW.

Anything that is against a local, State, or Federal Law is against the law at school or school functions. If a student breaks the law, law enforcement will be notified, the student will be cited, and there will be discipline consequences from the school.

RULE 5: ASK FOR HELP.

CLASSROOM RULES:

Individual classroom teachers may develop additional rules for students, provided such rules relate clearly to the school's Code of Conduct. For example, teachers may develop their own tardy or cell phone policies in addition to the school policy.

POSSESSION - DEFINED:

Possession is defined as having the prohibited items in the possession of the student on campus, at school activities (home or away), or having access to the prohibited items during school time. This includes but is not limited to lockers, book bags, backpacks, and vehicles.

SEARCH OF LOCKERS, VEHICLES, ETC.
Desks, lockers, and other equipment at Bigfork High School belong to School District 38. Any school property and/or student property may be entered and searched by school officials whenever there is reasonable suspicion that some substance or item is contained therein which is illegal, potentially harmful to the safety of the student or other students or disruptive to the overall discipline of the school. The school reserves the right to conduct general searches using animals or electronic means to detect the presence of drugs, alcohol, explosives, etc. Any items that are prohibited by law or by policy may be impounded by school officials. Refusing a search may result in contacting law enforcement, vehicle impoundment, and referral to the School Board for a disciplinary hearing.

DISCIPLINE INFRACTIONS:
Discipline infractions are divided into three categories: minor, major, or severe. Listed on the following pages are the probable consequences for violating school rules in each of these categories. The principal has the responsibility to determine the best way to bring about the desired change in the student behavior and may, in special cases, select an option not listed. The student can also expect (1) the parent/guardian will be informed by phone for all out of school suspensions and by phone or other means for other types of suspension. (2) where several options are listed the administrator may choose any or all of the items (3) the student will be moved up on the discipline ladder for future infractions, and (4) a violation listed under one category (e.g. minor or major) may under certain circumstances be moved into a more severe category.

Teachers may assign school detentions for violations of classroom rules or school rules. The teacher will determine where the student will be serving the assigned detention (teacher room or detention room) and the time the detention is to be served.

With the help of many, we can do great things!

CONSEQUENCES FOR MINOR VIOLATIONS

Violation or Incidents	1st Incident or Step 1	2nd Incident or Step 2	3rd Incident or Step 3/4
Minor Classroom Disruption	Warning DET ISS	ISS OSS	OSS Parent/Student Meeting
Inappropriate Language	Warning DET	DET ISS	ISS OSS
Dress Code Violation	Warning DET	DET ISS	ISS OSS
Throwing Snowballs, Water Balloons, etc.	Warning DET	DET ISS	ISS OSS
Other Minor Referrals to the Principal	Warning DET	DET ISS	ISS OSS

DET –Detention – includes lunch, before school, or after school
ISS – In School Suspension OSS – Out of School Suspension
Consequences may include community service, loss of privilege, etc.

CONSEQUENCES FOR MAJOR VIOLATIONS

Violation or Incidents	1st Incident or Step 1	2nd Incident or Step 2	3rd Incident or Step 3/4
Truancy Skipping	DET	DET ISS	ISS Parent Meeting
Vandalism	ISS &/or OSS Restitution Police Contact	ISS &/or OSS Restitution Police Contact	OSS Discipline Hearing Police Contact Restitution
Defiance of Authority	DET	DET ISS	OSS &/or Discipline Hearing
Major Disrespect	DET ISS	DET ISS	OSS &/or Discipline Hearing
Major Classroom Disruption	DET ISS	DET ISS	OSS &/or Discipline Hearing
Classroom Disruption or Disrespect with Substitute	DET	DET ISS	OSS &/or Discipline Hearing

CONSEQUENCES FOR MAJOR VIOLATIONS (Continued)

Violation or Incidents	1st Incident or Step 1	2nd Incident or Step 2	3rd Incident or Step 3/4
Theft	ISS &/or OSS Restitution Police Contact	ISS &/or OSS Restitution Police Contact	OSS Discipline Hearing Restitution
Minor Fighting (no punches)	DET &/or ISS	DET &/or ISS Parent Meeting Police Contact	OSS Discipline Hearing
Fighting	ISS &/or OSS Police Contact	OSS Police Contact Parent Meeting	OSS Discipline Hearing
Use, Possession, Distribution or Transfer, Attempt to Distribute ILLEGAL SUBSTANCES (Inhalants, prescriptions, drugs, alcohol, etc.)	OSS &/or ISS Police Contact	OSS &/or ISS Discipline Hearing Police Contact	OSS &/or ISS Discipline Hearing Police Contact
Tobacco (all forms and e-cigarettes)	OSS &/or ISS	OSS &/or ISS	OSS &/or ISS Contract &/or Discipline Hearing
False Alarm	OSS &/or ISS Police Contact	OSS &/or ISS Police Contact	OSS Discipline Hearing
Harassment, Bullying (including sexual)	OSS &/or ISS	OSS &/or ISS Police Contact	OSS &/or ISS Contract &/or Discipline Hearing
Possession of any weapon (knife, firearm, etc.)	Confiscation ISS &/or OSS Discipline Hearing Police Contact	Confiscation ISS &/or OSS Discipline Hearing Police Contac	Confiscation ISS &/or OSS Discipline Hearing Police Contac
Cheating or Plagiarism	0 grade given	0 grade given Parent Meeting	0 grade given Parent Meeting F for quarter
Parking/Driving Violation	Warning DET	DET No Parking Police Contact	DET No Parking Police Contact

LEGAL DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unwanted behavior that is sexual or directed at a person because of the person's sex. Examples include unwanted sexual comments, slurs, rumors, notes or visuals, groping, grabbing, strap-snapping, gestures, threats, or attempted or actual assault. It may also include this type of behavior directed toward members of the same sex. Sexual harassment is illegal and a violation of the policies of this school district and will not be tolerated. Violators will be dealt with seriously and discipline may range from warnings, suspension, up to and including expulsion. If you have any questions about sexual harassment, contact the principal.

POSSESSION/USE OF FIREARMS:

FEDERAL LAW prohibits everyone except a police officer from possessing or using any firearm, receiver, or frame of a firearm or any explosive, incendiary or poison gas. Students are not allowed to possess or use a firearm, ammunition, or any explosives or poison gas at school, on the way to or from school or at any school sponsored activity. Each of these infractions will result in a recommendation for expulsion from school by the administration and a discipline hearing before the School Board of Trustees

ASSAULT OR THREAT WITH A WEAPON:

Any student who uses a weapon of any kind to assault, threaten, or intimidate anyone at school, on the way to or from school or at any school sponsored activity will be recommended for expulsion. Weapons include, but are not limited to, pocket knives, clubs, martial arts items, knives, brass knuckles, etc.

SECTION III: STUDENT ACTIVITIES

Fall activities: football, cross country, golf, volleyball, soccer, cheerleading/dance team, speech/debate/drama, band, choir, student government, academic competitions
Winter activities: girls' basketball, boys' basketball, girls swimming, boys wrestling, girls wrestling, cheerleading/dance team, speech/debate/drama, choir, band, student government, academic competitions
Spring activities: track,tennis, baseball, band, choir, student government, academic competitions

ELIGIBILITY TO PARTICIPATE IN THE ACTIVITIES PROGRAM

EXTRA-CURRICULAR ACADEMIC ELIGIBILITY**:** For Bigfork High School students to be able to participate in extra-curricular activities, the following academic standards must be met:

1. All students participating in a sport activity, including cheer, must have a fully completed MHSA Physical/Parent Permission form and Concussion form on file in the high school office prior to any participation (tryouts, practice, games, etc.). Managers need to complete the Parent Permission form.
2. Students must be enrolled in a minimum of seven (7) classes. Seniors may be enrolled in minimum of (5) five full-credit bearing classes.
3. A composite 2.00 grade point average, (4.00 scale), must have been earned in the previous quarter or semester. Second quarter and fourth quarter eligibility is determined by the previous quarter's grade point average. Students may earn back their loss of eligibility based on Quarter 1 or 3 grades. First quarter and third quarter eligibility is determined by the previous semester's grade point average. Loss of eligibility based on the semester grades are final. Students determined ineligible based on a Semester grade will have their eligibility status reviewed after the final grades for next quarter have been posted.

4. No 'F's' during season. Student can practice, but not participate in games or travel until grade is above failing and they have completed the Study Back requirements. Grades are looked at for the current grading period only and grades from the previous semester only determine eligibility as indicated in Rule 3.
5. Students are required to be at **five** periods the day of practice or a game or the Friday before a Saturday practice or game. The exception to this is when the bus leaves for a road contest before the end of 5th period. In this case, a student must be at school for all of school until the bus leaves. If a student has senior privilege in the morning, they only have to attend the classes they are enrolled in. It is the responsibility of the coach or sponsor to enforce this rule. A list of all participants in an extracurricular activity must be turned in to the High School office prior to the activity. Exceptions to this will be verified excused absences as defined by Montana state law. Students must be present for the start of school on the day following a midweek game unless otherwise arranged with the principal.
6. Must meet all Montana High School Association (MHSA) eligibility requirements.

ELIGIBILITY REVIEWS/STUDY BACKS: Students ruled ineligible (D or lower grade during current grading period) will be placed on probation and not allowed to participate in extra-curricular activities or practices, unless the student agrees to and meets the following requirements:

1. Complete a weekly eligibility check, passing grades in each class.
   a. Eligibility checks begin the 3rd Monday of each Semester
   b. Eligibility checks take place on Mondays by noon/12:00 p.m. [1 check per week]
      i. Monday eligibility impacts participation Tuesday through the following Monday

2. Attend mandatory study time (before school and/or after school) until eligible. This includes any bye weeks.
   a. "3 minutes or 3 days" = as soon as the students grade is above a D, they no longer need to attend study backs. Must be completed by Friday afternoon.

3. If a student fails to complete the required study-backs, they remain ineligible the following week and are not permitted to participate in the next scheduled game. Athletes are not eligible to travel or miss any school.

4. If the student remains ineligible at the end of the second week, there will be a required meeting with the student, the student's parents, the activities director and principal to determine whether the student-athlete can return to play that season.

5. Students with an F can practice, but not participate in games or travel until grade is above failing.

EXTRA-CURRICULAR AND CO-CURRICULAR BUS TRIPS: Students who attend school sponsored activities or functions via bus are considered to be representing the school. All school rules are in effect. Student dress will be appropriate, clean, and well kept. All students must depart from Bigfork High School by school district provided transportation and are expected to return to Bigfork by the same. Parents or guardians may sign out their son or daughter for the return trip. The activities director and/or principal must approve any additional travel arrangements in advance. **Students will be released to parents only**. The chaperone and the bus driver are in charge, and their directions are to be followed.

Student bags and equipment are subject to search before the departure of trips. We will do random searches on single events and will check all baggage on all overnight trips.

EXTRA-CURRICULAR AND CO-CURRICULAR RULES: The following activity rules/penalties are in addition to rules/penalties that govern regular student behavior. The student participant acknowledges and accepts the responsibility to adhere to the additional rules/penalties in order to participate in school activity programs. Bigfork High School students who participate in inter-school athletics, speech, debate, music, cheerleading, or represent the school in activities are covered by the rules.

Co-curricular activities defined: those credit-bearing courses that involve activities both inside and outside the classroom setting.

Extra-curricular activities defined: those activities outside a classroom setting (sports, cheer, speech/drama, clubs, etc.)

TRAINING RULES- Alcohol/Drug/Tobacco

All violations of established training rules will follow the student throughout his/her school career (grades 7-12), regardless of the participant's activity, i.e. speech, music, football, etc.

Definition of a Season - The rules are in effect from the first day of the activity until the end of the season. The "season" is defined as the first official day of practice through the last day (midnight) of the State Championship event for said activity per the MHSA schedule. Whether or not our team is participating in the state tournament/championship has no bearing on this handbooks definition of a "season."

Students will not be allowed to attend any gathering or function where illegal drugs and/or alcohol are present. Should a student attend a gathering or function without prior knowledge that illegal drugs and/or alcohol will be present and learns that illegal drugs and/or alcohol are present: the student must leave the gathering or function immediately. If student remains at such gathering or function after having knowledge that illegal drugs and/or alcohol are present, students will be subject to disciplinary action.

RULE #1: Participants will not use, be present to the use of, or have in their possession, buy/sell, distribute or attempt to distribute, or give away tobacco, e-cigarettes, alcohol, marijuana, unauthorized prescription medications, or any other substance defined by law as an illegal drug. If the violation falls under the Drug Free Policy, that policy will be applied first.
Penalty: Students who violate Rule #1 will be suspended from all activities until a hearing with the principal is conducted. If the student is found to be in violation of the rule the following consequences will be assigned.
First time: The student will be suspended for eleven (11) school days from all activities. The student will be allowed to practice, but not to participate in any interscholastic event during that time.
Second time: The student will be suspended for thirty (30) school days from all activities. If student self reports, they will be suspended from the activity for fifteen (15) school days. The student must attend and complete an approved chemical dependency program at parent expense. The student will be allowed to practice, but not participate in any interscholastic event during that time.
Third time: The student will be suspended from all activities for the remainder of his/her school career.

RULE #2: Participants will not violate any school rules resulting in an out-of-school suspension.
First time: Student will lose privilege from all school activities for eleven (11) school days. Students will not participate in activities or attend practice during the term of the out-of-school suspension. After the student returns to school, the student will be allowed to practice, but not participate in any interscholastic event for the duration of the 11 day suspension.
Second time: The second violation of Rule #2 will bring suspension from all activities for thirty (30) school days. Student participation is the same as a first time violation with a 30-day duration.

RULE #3: Participants must be in attendance for at least five (5) classes during the day of a practice, on the day of a contest, and/or the Friday before a single Saturday contest. The participant may not have **ANY** class periods that they have unexcused or truant absences on the day of a contest or on the Friday before a Saturday event. Participants must be in attendance for all periods they are enrolled in if the bus is departing prior to the end of 5th period. **If a participant does not meet the attendance requirements, they do not practice or participate**. This rule excludes verified doctor or dentist appointments. The participant must notify the coach/sponsor and the principal in advance, and present a note from the doctor on return to the school.
Penalty: The student will not participate in the next practice, event, or game, nor travel with the activity group.

RULE #4: On all trips, all students will travel together on the transportation provided for them by the school district. Participants must travel to away games on school provided transportation. Parents/guardians are allowed to sign their son or daughter out after a road game.
Penalty: Failure to travel in transportation arranged by the school district will result in the student not being eligible to participate in that event.

RULE #5: Coaches/directors may add additional participant rules for their activity. The activities director must approve all additional rules for specific activities and copies of the rules need to be on file.

SECTION IV: STUDENT ATTENDANCE

Bigfork High School believes that there is a direct relationship between school attendance and student achievement. The fewer school days missed during the year, the more successful students are in the classroom. Students must attend school regularly in compliance with Montana Law (20-5-103), Compulsory Attendance and Excuses.

ABSENCE VERIFICATION

1. Parents/Guardians are responsible for notifying the school whenever their child is absent. We ask parents to call the school the day of the absence, excuse the absence online, or they may send a note with the student when the student returns to school. The absence of a phone call and/or note to the school by the parent/guardian will result in the school making an attempt to phone a parent/guardian at home or work.
2. If doctor or dental appointments must be made during school hours, the student must check out in the main office prior to leaving school. The school requires a medical office note upon return to school.
3. Absences must be verified within 24 hours of the absence to be considered excused. If not, the absence will be a TRUANCY or UNEXCUSED, depending on the circumstances of the absence. It is the responsibility of the school office to determine if an absence is excused, unexcused, or truant. Parents and teachers provide information, but do not determine the type of absence. Montana Law does not allow parents to excuse students from school except for the reasons listed in the “Excused Absence” section of this handbook. If a student is more than ten (10) minutes late for class, he/she will be considered absent.

ATTENDANCE POLICY

When a student is absent from any class for more than seven (7) days in a semester, the principal or designee will send a letter to the parent. The letter will call to the parent’s attention the importance of good school attendance on student achievement. When a student is absent for more than ten (10) days in a semester, the principal will send a second letter to the parent expressing concern with the student’s poor attendance and may request a meeting with the parent. The purpose of this meeting will be to discuss with the parent the student’s poor attendance, and if the absenteeism is unavoidable, to develop a plan to make sure the absenteeism has minimal effect on the student’s academic success.

Excessive absenteeism or chronic truancy may subject the student to disciplinary action or grade retention. Chronic truants will be reported to legal authorities as prescribed by law. A part of a student's grade in each class will be based on attendance and participation.

Each excused or unexcused absence after ten days per semester will result in a 2% deduction in the student’s attendance and participation grade and up to 20% of their final grade. Students missing 0-5 periods per class will receive a 2% increase to their final grade. 6-10 periods per class will result in a 1% increase.

After 10 absences in the semester a student will not be eligible to attend non-academic field trips and will be expected to remain at school to complete an alternate assignment. After 10 unexcused absences if a student is not in good standing, the student may be put on academic probation. If the student does not make academic progress in the following quarter, they may be brought to the board for expulsion based on academic non-progress, attendance and or behavior issues.

The ten (10) day per semester total includes both excused and unexcused absences. However, absences due to school activities, bereavement, and medically excused absences with a doctor's note are not counted.

Checking Out of School

When a student finds it necessary to leave after the start of the school day, the student shall follow the office procedures for checking out of school. Failure to follow this procedure may be considered truancy and subjects the student to disciplinary action.

TYPES OF STUDENT ABSENCES

- **Excused Absence (EA):** an absence for (1) illness, (2) quarantine, (3) bereavement, (4) emergency conditions approved by the administration. All excused absences must be cleared within 48 hours of the absence.
- **Medical Excused (ME):** A absence for a medical appointment, illness, or other medical needs that has been excused by a note from a medical provider.
- **Unverified Absence (UV):** Parent contact attempted by school personnel to verify absence status. No contact was made with parent so absence is listed as UV. If absence in not excused within 48 hours by the parent, it is considered a truancy.
- **Pre-Arranged Absence (PA):** The Pre-Arranged Absence form is the proper way for students to miss school for any reason other than those listed as excused. **The pre-arranged absence requires the student to get their assignments completed prior to the absence unless a teacher specifically exempts this requirement**. A pre-arranged absence form can be obtained from the main office. Pre-absences must be approved by the student's teachers and principal at least three (3) days prior to the absence.
- **Unexcused Absence (UA):** An absence that is considered avoidable by the school even though it may be approved by the parent/guardian or absence that has not been properly cleared through the main office. Examples may include: a hair appointment, a shopping trip, sleeping in, etc. It is the teacher's discretion how to handle the work to be made up from an unexcused absence.
- **Parental Request (PR):** An absence that is necessary based on parental or family needs but does not qualify as an excused absence per board policy.
- **Truancy/Skipping (TR):** Truancy is when a student is not in class or in an area without prior knowledge and approval of the parent or school. A "0" will be assigned to all work missed during a truancy and discipline consequences will be assigned by the Principal.
- **Out-of-School Suspension (OS):** A school assigned disciplinary absence where the students is suspended from school off school grounds. A student will be able to make up "0's" from those classes at the Principals discretion.
- **In-School Suspension (IS):** A disciplinary absence assigned by the principal where a student

is assigned to the in-school suspension room. A student will receive credit for work and assignments missed.

- **School Related (SR):** A School Related absence is when the student is absent because he/she is involved in school sponsored extra or co-curricular activities. A coach or advisor will provide a list of those students who will be absent along with the date of the trip. ***It is the student's responsibility to check with each teacher and make sure his/her work is made up to the teacher's satisfaction.***

TARDY POLICY

It is the student's responsibility to be on time for class. **Late arrivals to school will generally not be excused. After the 15 minute mark, a student is considered tardy-absent.**

- Consequences for late arrival to school (1st Period) will be assigned through the office. The consequences for excessive late arrivals will be: 3 tardies = 30 minutes detention, 4th, 5th and 6th tardy and up = 1 hour detention for each. Unexcused and Unverified absences may count towards the total tardies that a student accumulates in 1st period depending upon the circumstances. Arriving 15 minutes late is an TA absence and will count towards the tardy total when determining consequences.
- Consequences for tardiness are progressive and begin at the level of the classroom teacher for the remaining class periods. Teachers may assign lunch and/or afterschool detentions for tardies based on their classroom policy. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal for additional consequences.