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WHITEFISH INDEPENDENT HIGH SCHOOL STAFF

Al Hammel  Teacher
Jill Weigand  Teacher
Karen Cordi  Aide
Tina Corwin  Counselor
Kerry Drown  Principal

DISTRICT VISION & MISSION

Vision (what we want to be) – A Learning Community of Excellence
Mission (why we exist) The Whitefish School District will develop and support reflective thinkers and citizens who are well equipped for life beyond high school. Each Whitefish student will graduate ready for college, career and citizenship.

PHILOSOPHY

Whitefish Independent High School is dedicated to providing its students with a safe, secure and nurturing learning environment. Students will be given the opportunity to complete required course work to earn a Whitefish High School diploma and to be prepared for college, career, and citizenship. Students’ motivation, commitment, and initiative will determine their success!

GUIDING PRINCIPLES

It is our task to provide our students with educational opportunities so that they experience academic growth as measured by national, state, and local assessments. Our expectations are for motivated student involvement and achievement within each academic area.

Students will have the opportunity to acquire social and emotional maturity, contributing to their development as productive citizens. Course offerings at WIHS will promote content proficiencies, positive self-esteem, motivation, responsibility, and knowledge of personal strengths. Graduating students will be encouraged to work with a counselor to pursue additional academic education, technical training, or to develop a career path.

Students will be connected to the world of work through classroom training and will have the opportunity for actual work experience prior to graduation.

Website

For additional information on school policies, activities and events, please visit our website at: http://ihs.wsd44.org
# WHITEFISH SCHOOL DISTRICT
## SCHOOL BOARD MEMBERS
### 2019-2020 SCHOOL YEAR

<table>
<thead>
<tr>
<th>Nick Polumbus, Chairperson</th>
<th>Ruth Harrison</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:polumbusn@whitefishschools.org">polumbusn@whitefishschools.org</a></td>
<td><a href="mailto:harrisonr@whitefishschools.org">harrisonr@whitefishschools.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Katie Clarke, Vice-Chair</th>
<th>Heather Vrentas</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:clarkek@whitefishschools.org">clarkek@whitefishschools.org</a></td>
<td><a href="mailto:vrentash@whitefishschools.org">vrentash@whitefishschools.org</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Darcy Schellinger</th>
<th>Shannon Hanson</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:schellingerd@whitefishschools.org">schellingerd@whitefishschools.org</a></td>
<td><a href="mailto:hansons@whitefishschools.org">hansons@whitefishschools.org</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Betsy Kohnstamm</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:kohnstammb@whitefishschools.org">kohnstammb@whitefishschools.org</a></td>
</tr>
</tbody>
</table>
## WHITEFISH INDEPENDENT HIGH SCHOOL (and WHS) GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Curriculum Area</th>
<th>Credits Required</th>
<th>Additional Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 Credits</td>
<td>English 9, 10,11,12 years</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2 Credits</td>
<td>Minimum through Algebra 1 content</td>
</tr>
<tr>
<td>Science</td>
<td>2 Credits</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>1 Credit</td>
<td>9th/10th Grade</td>
</tr>
<tr>
<td>American History</td>
<td>1 Credit</td>
<td>11th Grade</td>
</tr>
<tr>
<td>American Government</td>
<td>1 Credit</td>
<td>12th Grade</td>
</tr>
<tr>
<td>Health Education</td>
<td>.5 Credit</td>
<td>Health 9th Grade</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5 Credits</td>
<td>PE 9 + PE 10, Wt Training, Fitness, or Athletic Conditioning</td>
</tr>
<tr>
<td>College and Career Readiness</td>
<td>.5 Credit</td>
<td>Requirement for Class of 2019 on</td>
</tr>
<tr>
<td>Technology Application</td>
<td>.5 Credit</td>
<td>Joy and Beauty of Computing… Digital Design or Multimedia Production</td>
</tr>
<tr>
<td>Career &amp; Tech. Ed.</td>
<td>1 Credit</td>
<td>e.g. Family &amp; Cons Sci., Indust. Arts, Business</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 Credit</td>
<td>e.g. Art, Music, Theater</td>
</tr>
<tr>
<td>Elective Credits</td>
<td>6 Credits</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits**: 22 Credits

Minimum needed to graduate

- WIHS Students who meet the graduation requirements earn a Whitefish High School diploma.
- WIHS Students are eligible for all WHS academic and extracurricular activities.
- Students should be aware that college entrance requirements might exceed high school graduation requirements. For example, the Montana Board of Regents’ requirements for entrance into the Montana University System are as follows:
  1. Four years of English
  2. Three years of Mathematics, which shall include Algebra I, Geometry, and Algebra II (or equivalent)
  3. Three years of Social Studies
  4. Two years of Laboratory Science (three are recommended)
  5. Two years chosen from the following: foreign language, computer science, visual and performing art, or vocational education
**Jobs for Montana Graduates**

The Jobs for Montana Graduates (JMG) program is available to students while enrolled at WIHS. JMG fulfills the Whitefish School District requirement for College and Career Readiness courses. Students will be enrolled in JMG until all elective credits required for graduation have been fulfilled.

JMG’s curriculum focuses on job readiness skills that employers believe are fundamental to success, including personal motivation, basic skills, decision-making and problem solving, ability to work in a group, career planning, and job seeking. Students also participate in a student-led youth organization, the Montana Career Association, which provides them with an opportunity to compete with other students in job-related competitions, develop leadership skills, participate in community activities, attend workshops, and receive recognition for positive achievement.

JMG students receive assistance in finding and adjusting to a quality job, entering the military, or enrolling in postsecondary education or training. Employers are contacted during the year to ensure JMG graduates are successful on the job.

**Work Experience**

WIHS students have the benefit of earning elective credit for work experience in the community outside of school hours. Students may earn up to 1.0 credit per year for working an average of 5 hours per week (20 hours per block). Students and employers must sign and agree to the conditions listed in the Work-Site Partnership Agreement. (See page 22)

**Elective Credits**

WIHS students have the opportunity to choose elective credits from the classes and online courses offered at WIHS. In addition to standard electives, they will be encouraged to take classes that will enhance their fundamental development skills in the areas of interpersonal communications, trust, group process, teambuilding, conflict resolution, problem solving, self reliance and leadership. WIHS students are also offered the opportunity to choose elective credits from WHS.
**Grading System**

WIHS uses the Whitefish School District Grading Scale for interpretation of letter grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>% From</th>
<th>% To</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90</td>
<td>100</td>
</tr>
<tr>
<td>B</td>
<td>80</td>
<td>89.99</td>
</tr>
<tr>
<td>C</td>
<td>70</td>
<td>79.99</td>
</tr>
<tr>
<td>D</td>
<td>60</td>
<td>69.99</td>
</tr>
<tr>
<td>F</td>
<td>59.99</td>
<td>Below</td>
</tr>
</tbody>
</table>

Odysseyware (OW) online courses require 60% mastery before a student can advance to the next level.

WIHS students may be enrolled in classes offered in a classroom environment in addition to computer based OW courses. The classroom based classes follow the Whitefish School District Grading Scale, but because they are dependent upon class participation, activities and involvement, attendance is a major component of the classes. All missed assignments must be made up and poor attendance may result in lack of credit for that academic unit (block).

**ATTENDANCE POLICY**

**Attendance**

Regular and punctual attendance is important in the development of an effective learning environment as well as ensuring student success. Full-time students must be in attendance 88 hours per WIHS block. The independent learning time allows us some flexibility with our schedule, so WIHS students may start their day as early as 8:00 and may work until 4:00. All students are responsible for keeping track of their own weekly attendance. Part-time attendance may be arranged on a case-by-case basis with administrative approval.

The name that students selected—WHITEFISH INDEPENDENT HIGH SCHOOL indicates that students desire to be independent and lifelong learners. With independence comes a responsibility for self and others. It is incumbent upon each student within this school to take responsibility for his/her own learning. Basic to that responsibility is school attendance in order to fulfill academic, social, and emotional growth. *All family extended trips and leaves must be preapproved before the student leaves, please contact WIHS staff to communicate absences.*
At WIHS the year is divided into 8 academic units (blocks), each unit equals approximately 22 days. Credit is awarded at the end of each unit/block.

**Truancy:**
Is defined as an unexcused absence in which Parents/school authorities are unaware of student’s whereabouts. Students who are truant may receive a discipline notice and discipline points and/or may be required to attend Saturday detention. Calls may be made to parents or guardians to inform them of the absence.

**Student Illness/Absences**
Parents are to call the school as soon as possible at 862-8688 in the event of illness or other student absence- or the absence will be marked as an unexcused absence. Unexcused absences will result in a phone call home from the automated attendance calling system.

**Daily Schedule**
The WIHS follows the same daily/weekly schedule as the WHS. This allows coordination of classes for those WIHS students who also take classes at WHS.

<table>
<thead>
<tr>
<th>&quot;A&quot; Day</th>
<th>&quot;B&quot; Day</th>
<th>&quot;PLC&quot; Day</th>
<th>&quot;C&quot; Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 5 12:21 - 1:54</td>
<td>Period 4 12:21 - 1:54</td>
<td>Lunch 11:28 - 12:08</td>
<td>Lunch 12:04 - 12:44</td>
</tr>
<tr>
<td>Period 7 <strong>JMG</strong> 1:59 - 3:32</td>
<td>Period 6 <strong>English</strong> 1:59 - 3:32</td>
<td>Break Time 12:50 - 1:05</td>
<td>Break Time 1:35 - 1:50</td>
</tr>
<tr>
<td>Period 6 <strong>English</strong> 1:00 - 1:42</td>
<td>Period 6 <strong>English</strong> 1:45 - 2:36</td>
<td>Period 7 <strong>JMG</strong> 1:47 - 2:29</td>
<td>Period 7 <strong>JMG</strong> 2:41 - 3:32</td>
</tr>
</tbody>
</table>
**Lunch:**

Students may bring their lunches or purchase lunch from the WHS lunch program. Free/Reduced lunch options are available for individuals who qualify. WIHS operates a student store where snacks and beverages may be purchased. Freshman and Sophomores must eat lunch at school (closed campus). Juniors and Seniors may eat lunch off campus. Open campus privileges for upperclassmen can be revoked at anytime for any length of time as a disciplinary consequence. Freshman and Sophomores, with parent permission and administrative approval, may leave campus for lunch. Sophomores may be eligible for open campus lunch privileges by meeting the following criteria: must be a block award winner without any unexcused absences or discipline notices for the preceding block. Sophomores will lose eligibility for open campus lunch when failing to meet the criteria.

**Parking Lot Regulations:**

The WIHS student parking lot is for student convenience. The following parking and driving regulations are in effect and will be enforced. Parking your vehicle in a safe manner requires you to park head first into any and all parking stalls. State law stipulates the maximum driving speed on or adjacent to school property is 15 M.P.H. when school is in session. Drive slowly and carefully observing all posted traffic signs.

Weapons of any kind, including firearms, are not allowed on school property. Do not bring weapons to school and leave them in your vehicle.

Violations of parking and/or driving regulations are subject to ticketing.

**WIHS STUDENT DISCIPLINE PLAN**

Our conduct is centered on respect: Respect for yourself and respect for others

**WIHS Code of Conduct:**

1. Students will park in the WIHS parking lot and are allowed in cars only when arriving to and leaving from the campus.
2. Open Campus: Freshman may not leave campus during lunch. For Juniors and Seniors and qualifying Sophomores: leaving campus during lunch is a privilege. Treat neighbors honestly and courteously. Keep the neighborhood quiet, clean of litter, and safe for neighbors to walk and drive.
3. Students are to maintain dress that demonstrates common sense, self-respect, and respect for others.
4. Please keep valuables and personal belongings in your vehicle or at home.
5. Inappropriate display of affection constitutes a disruption to the educational program of this school and creates an offensive learning environment for other students. Students are expected to maintain acceptable behavior.
6. Visitations from friends and pets require prior teacher approval.
7. Students must sign the district Acceptable Use contract in order to use computers. See page 24.
8. Student use of video games is not allowed at WIHS.
9. Use of cell phones or other technology is at the discretion of WIHS staff and may be allowed/prohibited according to district AUP and instructional appropriateness as determined by WIHS staff.
10. Any prescribed and/or over-the-counter medicines must be checked in and dispersed by the WIHS staff in accordance with the district Medication Policy.
11. School District 44 is tobacco-free and it is against the law for students under the age of 18 to possess tobacco products. Smoking is not allowed within sight of the school building. E-cigarettes are not permitted.

**Dress Code:**

Students are expected to maintain an appearance that is conducive to a positive and respectful educational environment that is not disruptive to others. The school staff reserves the right to determine whether a student's dress or grooming is disruptive to the educational process, or creates a health or safety hazard for the students or others.

The following general guidelines are provided to help you better understand what is expected:

- Shoes must be worn at all times inside the school building.
- Sunglasses are not to be worn inside the building.
- Inappropriately sheer, lace, tight, short, or low-cut clothing that bare or expose private parts of the body shall not be worn.
- Undergarments may not be worn as outer garments.
  - (i.e.: boxers, bra straps, sports bras….etc.)
- Shirts with excessively large arm holes may not be worn.
- Shirts and dresses worn by females must fully cover the back and chest area and adequately cover shoulder areas.
- “Sagging” one’s pants or showing one’s underwear is not permitted.
- Shorts/skirts must be at or extend below fingertip length. Clothing deemed to be too short will not be permitted.
- Spiked jewelry or apparel, and other sharp or weighted objects that are considered a safety hazard shall not be worn during school.
- Jewelry, clothing or school supplies displaying or advertising violence, racism, drugs, alcohol or tobacco products or having sexual or vulgar connotations are not allowed.
• Any attire that by virtue of color, arrangement, trademark, or other attribute advocates gang affiliation or promotes drug use or violent behavior is not permitted in school.

**A final note about dress code: Development of a dress code is an ongoing process, and is subject to modifications, additions, or deletions at any time during the school year. Dress that is not specifically forbidden is not necessarily acceptable. The principal or designee reserves the right to determine the appropriateness of students’ attire. If in doubt, check with WIHS staff beforehand. Students may be asked to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

Out-of-School Misconduct:

Any Whitefish Independent High School student, whose misconduct outside of school time and away from school property having a negative impact on normal school system operations, as determined by the school administration, may be held accountable for such misconduct. Student penalties may include suspension, expulsion, removal from activities or offices, or some other appropriate form of punishment available to district administrative staff. Examples of such misconduct may include harassment or vandalism directed against school staff, crimes directed at other students, unlawful acts committed while participating as a member of a school activity or other offenses deemed as appropriate to justify such school district response.

Student Expression:

Students may enjoy the right of expression as provided in state and federal law. Students may not, by speech, conduct, or writings disrupt class work or educational programs, or cause substantial disorder or invasion of the rights of others, or substantially interfere with the requirements of appropriate discipline, educational programs or other school activities in the operation of the school. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the school district. Students are encouraged to bring concerns and grievances to WIHS staff.

Student Identification Card:

All students will be provided a Whitefish High School Student Identification Card. Students are reminded to carry these student identification cards with them at all times. These ID cards will verify a student’s open campus privilege. Any closed campus student who is discovered off campus during lunch period will be subject to disciplinary action for truancy.
Major Discipline Infractions (* indicates infractions that are cumulative throughout a student’s high school years.)

The following disciplinary infractions are classified major offenses due to the severity and/or legal ramifications of the actions. There may be other situations not listed that could be considered by the administration as major infractions.

1. **Cheating/Plagiarism** * (cheating includes giving and receiving information/projects; plagiarism includes the copying of another’s ideas or words and turning it in as one’s own). We may submit a student’s work to Turnitin.com to determine the amount of original work a student submits as his or her own.

2. **Reasonable Suspicion of Drug and Alcohol Use** *

Whitefish School District students are required to maintain a learning environment free of illicit drugs and alcohol at all times. Students come under Reasonable Suspicion when their overt behavior(s) indicate an act of use or abuse which in the judgment of school officials require an investigation to determine possible violation of school policies. No student shall ever possess, use, sell, distribute, or be under the influence of illicit drugs or alcohol while:

1. On property or premises owned, leased, or used by the District.
2. At school sponsored events, school supervised activities, school related activities and/or functions.
3. In any District owned, leased or used vehicle traveling to and from school or a school activity, function, and/or event.

Any student who comes under Reasonable Suspicion of being under the influence, possession, selling, or purchasing illicit drugs and/or alcohol will be referred to and interviewed by a school administrator. The following procedure will be followed for due process:

- Administrator will discuss with the student their behavior(s) which indicate Reasonable Suspicion
- Administrator will determine if the student is to continue with normal routines or if student behavior requires further investigation for drug/alcohol violation
- Investigation may require a search of student belongings, school assigned locker, student’s vehicle if parked on school grounds, or other places of suspicion.
- Upon a decision to test the student for illicit drug or alcohol use, the student’s parent/guardian will be called for consent and/or the opportunity to be present for the testing procedure unless the student is 18 years old and not living at his parent/guardian residence.
3. Chemical Use and Possession Policy *
This policy deals with the use/possession of a legal or illegal mood/mind altering substance in school or on school premises when school is in session or at an extra/co-curricular activity of the school. This also includes possession of drug paraphernalia, i.e. pipes, roach clips. School will be considered "in session" any time during the calendar year when a school related activity is being conducted, and at any site where the school is participating in a school event.

Students choosing to withdraw from school rather than comply with this policy must meet the requirements before being readmitted. If the student is involved in extra-curricular activities, refer to the Participation Rule Policy in addition to this policy.

1st OFFENSE
Parents will be notified. Out of School Suspension (OSS) will be assigned for ten school days; three school days to be served and seven school days to be set aside. Student will be referred to an approved Student Assistance Program support group. Entry into and successful completion of a minimum of eight sessions may be reason to rescind the remaining seven school days of OSS. Failure to successfully complete the program will result in immediate reinstatement of the remaining seven school days of OSS. During OSS, coursework will be accepted for full academic credit.

2nd OFFENSE
Parents will be notified. Out of School Suspension (OSS) will be assigned for 20 school days; eight school days to be served and 12 school days to be set aside. The final 12 school days of suspension may be rescinded if the student agrees to participate and successfully completes an approved alcohol/drug abuse treatment program at the student/parent expense. Failure to complete the program (within planned period of time) will result in immediate reinstatement of the remaining 12 school days OSS. During OSS, coursework will be accepted for full academic credit.

3rd OFFENSE
Parents will be notified. Out of School Suspension (OSS) will be assigned for the balance of the year, but not less than a full semester, and referral to an approved alcohol/drug abuse program at the student/parent expense. At the discretion of the administration, the student may be placed in an alternative educational setting (AES) upon receipt of written evidence that treatment has been initiated. If an AES is agreed upon, coursework will then be accepted for full academic credit (coursework prior to this will not receive credit). Upon proof of successful completion of an approved alcohol/drug abuse program, the administration will determine whether the student will be reinstated to the home campus, or will remain in the AES for the balance of the term of suspension. At the discretion of the administration, recommendation for expulsion may be considered.

*Any further offense will result in recommendation for expulsion.
SELLING:
   Law enforcement will be notified. Any instance of the sale of chemicals on school
property will result in a suspension pending recommendation for expulsion.

*THESE VIOLATIONS ARE CUMULATIVE DURING A STUDENT’S ENTIRE HIGH
SCHOOL CAREER.

4.  Weapons *
Unauthorized possession of objects (including knives and other weapons besides firearms)
dangerous to persons or property will result in penalties ranging from minor discipline to
indefinite suspension pending School Board action on a recommendation for expulsion.

5.  Firearms *
In accordance with the provisions of the Gun-Free Schools Act (20USC3351), possession of
firearms on school grounds, including within personal vehicles, is a violation of policy resulting
in indefinite suspension pending the outcome of School Board action on a recommendation of
expulsion for up to one school year.

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

6.  Bullying/Cyber Bullying/Harassment/Intimidation – (Student-to-student or student-to-
teacher):
Bullying consists of repeated negative acts by one individual (or group of individuals) against
another individual. Bullying may involve physical aggression such as fighting, shoving, or
kicking; verbal aggression such as name-calling or put-downs; or more subtle acts such as
socially isolating a child. The Montana Human Rights Commission (406-444-2884) regulations
state that, “No student shall be subject to intimidation or harassment by any other student or
employee on school owned property or at any school-sponsored activity.” Cyber Bullying is
another example of bullying. Cyber Bullying is being cruel to others by sending or posting
harmful material or engaging in other forms of social cruelty using the Internet or other digital
technologies.

Students who believe they may have been harassed or bullied should:

• Not ignore it, because harassment tends to get worse.
• Let the person know you don’t like the behavior and that it will be reported if not
  stopped.
• Report it to your parents, a teacher, counselor, or the principal. Your report will be
  addressed with strict confidentiality and you will be given help to cope with the situation.
• Request disciplinary action against the person harassing you by filing a written report. Penalties for harassment or bullying will range from a verbal warning to suspension or expulsion, depending on the severity of the incident and will be arrived at through administrative discretion. Law enforcement authorities will be contacted in certain circumstances. Students who make false accusations of harassment by other students or school personnel will be subject to disciplinary action.

7. Sexual Harassment (Including Harassment Regarding Sexual Orientation)
Sexual harassment is prohibited. A student engages in sexual harassment whenever he/she makes unwelcome advances, requests for sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes, sexual name calling or distribution of sexual pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. This also includes SEXTING: the act of sending sexually explicit photos, images, or messages electronically, primarily by cell phone or the internet. Any student who violates this policy will be dealt with severely and may be referred to local law enforcement authorities.

8. Other Serious Infractions
The following behaviors are also considered serious fractions. Please refer to the WHS Handbook for specific consequences.

• Fighting
• Insubordination
• Physical or verbal abuse of assault of a teacher/staff/substitute or student
• Theft
• Threats of Imminent Danger
• Tobacco/Smokeless Tobacco
• Truancy
• Vandalism
• Habitual Offender
• Hazing
The WIHS Student Discipline Plan is designed to protect the rights of staff and students, and ensure a safe and orderly school environment. When problems arise with a student’s behavior, discipline guidelines are organized into three categories. Categories are based on severity, frequency, and legal ramifications of the offense. This list is not all-inclusive. A range of discipline points and consequences within each category are assigned at the discretion of the principal who investigates, considers circumstances as well as the attitude of the student regarding the offense. In determining habitual offender status for major offenses, the student’s historical discipline file may be reviewed and taken into consideration.

* These offenses are cumulative throughout the student’s high school career. Discipline points assigned for cumulative offenses will be added to the yearly point total.

** Weapon/Weapon-like devices- (Other than firearms) Possession of objects or “look-alike” objects perceived as dangerous to persons or property will result in penalties ranging from minor to indefinite suspension pending recommendation for expulsion. Circumstances and intent will be considered.

*** Firearms- In accordance with the provisions of the Gun-Free Schools Act (20USC3351), possession of a firearm on school grounds, including within personal vehicles, is a violation of policy resulting in indefinite suspension pending the outcome of school board action on a recommendation of expulsion for one school year. Law enforcement will be contacted at the discretion of WIHS staff or upon student request for any offense.
Participation in Montana High School Association Activities

MHSA requires that each participant receive a passing grade in at least 20 periods of prepared class work per week, or its equivalent of ½ credit in each of four classes in the previous semester. Work Experience does not count toward MHSA eligibility. An incomplete grade in a subject is not considered a passing grade. The record at the end of a semester is final and may not be made-up in any way.

WHS and WIHS exceed the above stated MHSA requirements. To participate, a WIHS student must maintain a pace that keeps him or her on track for graduation as outlined in the student’s academic plan.

The amount of credits required will vary for each individual. If the amount of credits required for the student’s academic plan is less than 2.5 credits per semester, then the student must complete 2.5 credits to be eligible.

If the student fails to take or successfully complete a pre-approved summer school or a correspondence class, the student will be placed on probation.

Check with the Activities Director if you have any questions.

Athletic Clearance:
The prospective athlete must have:
1. Provided a record of a doctor’s physical examination.
2. Provided proof of insurance coverage or purchased insurance available at school.
3. Paid the “participation fee”.
4. Returned the signature portion of the Whitefish High School participation training rule policy with student and parent/guardian signatures.
5. Returned the parent/guardian permission forms with appropriate signatures.

Student Assistance Program – SAP

The Student Assistance Program (SAP) is a voluntary peer support group designed to educate, identify, assess, refer, and support students with issues impacting their lives that could be interfering with their education and life development. The goals of SAP groups are to increase students’ self-esteem, decision making and life skills, communication skills, and problem solving strategies. It is our belief that in building these personal skills our students will be better equipped to effectively cope with peer pressure, school related stress and other issues of concern. Groups meet weekly, are lead by trained facilitators, and participation is confidential.
CSCT Program (Comprehensive School Community Treatment):

Kalispell Regional Behavioral Health offers a professional mental health counseling program on-site at Whitefish High School to serve students and their families. Students and families, who qualify for the program, receive group, individual, and family counseling, and support as needed throughout the day in the school environment. Students enrolled in daily CSCT group receive credit toward graduation. Counseling is provided by a professional team, a Licensed Clinical Professional Counselor and Mental Health Worker. Crisis response is available for students and families enrolled in the program during the day on-site and through a 24-hour crisis care line after hours, on weekends and holidays. CSCT staff provides care coordination with other agencies such as case management services, medical psychiatric services, and access to acute care and residential treatment resources. To enroll in the program, contact Cynthia Winters, M.S., M.A., L.C.P.C. at Whitefish High School.

LEGAL ISSUES

Due Process:

Students at Whitefish Independent High School are afforded due process under the law as stipulated within the Fourteenth Amendment of the Constitution of the United States. Whenever a student is subject to disciplinary action, he/she will be informed of the charges/infractions and school rules. The student shall be given the opportunity to respond. If the student’s presence possesses a continuing danger to persons, property or disruption of the academic process, the student may be immediately removed.

Due process rights of students and parents/grievance procedure:
The following procedure is available to a student or his/her parent, legal guardian, or person with parental authority who believes that the student is being denied a property or liberty interest.

1. DEFINITION: A "Grievance" is a complaint that has been filed by a student or by a student's parent or guardian on his/her behalf.
2. PURPOSE: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a complaint. The proceedings shall be kept confidential at each level of the procedure.
3. TIME: The number of days indicated at each level shall be regarded as maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or before May 1, the time limits stated herein shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
4. LEVEL ONE: A student, parent or guardian with a complaint first presents it orally, informally and appropriately to the student's teacher, sponsor, coach, or school official in charge.
5. LEVEL TWO: If the complaint is not satisfactorily resolved at Level One, the student, parent or guardian may present a formal claim in writing (including all supporting
statements and evidence) to the student's principal. The principal evaluates the evidence and renders his/her decision within ten (10) school days after receiving the claim.

6. LEVEL THREE: If the complaint is not satisfactorily resolved, the complainant may within ten (10) school days file his/her complaint with the superintendent. The superintendent evaluates the evidence and renders his/her decision within ten (10) school days after receiving the appeal.

7. LEVEL FOUR: If the complaint is not satisfactorily resolved, the complainant may within ten (10) school days file his/her complaint with the Board of Trustees.

8. WITHDRAWAL: A complaint may be withdrawn by the complainant at any level without prejudice or record.

9. HEARINGS AND DECISIONS: At each of the four levels the complainant is given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One) are to be in writing and include supporting reasons. Copies of all decisions and recommendations are furnished promptly to all parties of interest.

10. REPRISALS: No reprisals of any kind are taken by or against any party or any legitimate participant in the grievance procedure by reason of such participation.

11. PRESERVATION OF RECORDS: All proceedings external to the decision of the Board are destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.

12. DISCLAIMER: In the adoption and implementation of this grievance procedure, rules of jurisprudence do not apply because the Board is not a court of law. Further, in matters relating to out-of-school suspension and expulsion, procedural due process includes the right to oral or written notification of charges, an explanation of evidence held by school authorities, and an opportunity to refute the charges.

**Equal Access:**

It is unlawful for any public secondary school which receives Federal financial assistance and which has a limited open forum to deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of religion, political, philosophical, or other content of speech at such meetings. A public secondary school has a limited open forum whenever such school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time. Such student meetings must meet voluntarily and be student initiated may not be sponsored by the school or other government entity, may not materially or substantially interfere with the orderly conduct of educational activities within the school, and may not be directed, conducted, controlled or regularly attended by non-school persons. A district employee, who is approved by the principal, must be in attendance but not participate in the meetings. Students wishing further information concerning this topic are invited to request such from the administration offices or school libraries.
Equal Opportunity Policy:

It is now and will be the policy of School District No. 44 to take affirmative action to eliminate discrimination in personnel policies and procedures based on race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, or sex (unless where such status is a bona fide occupational qualification).

Dave Means is the Title I & 504 Coordinator for School District No. 44. Phone number: 862-8640 extension 507.

Law Enforcement:
The school administration has the right and responsibility to call the law enforcement authorities when a student breaks a school rule that is also a legal infraction. Theft, vandalism, tobacco, fighting, the sale of drugs, or drug use are examples of when law enforcement may be called.

Search & Seizure:
School officials reserve the right to search personal items, lockers, and vehicles on school property or at school-sponsored events when there is reasonable suspicion that a condition/substance is present that threatens the safety/operations of individuals or the school.

Students 18 years of age or older:
All school policies, rules and regulations of Whitefish High School will be followed by all students, including those who are 18 years of age or older.

Rehabilitation Act of 1973/Section 504:

- Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:
  - Has a mental or physical impairment that substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
  - Has a record of such impairment;
- Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Whitefish school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students.

No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

- The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.
- If the parent or guardian disagrees with the determination made by the professional staff of the school district, she/he has a right to a hearing with an impartial hearing officer.
The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records.

This Act gives the parent or guardian the right to:
- Inspect and review his/her child's educational records;
- Make copies of these records;
- Receive a list of all individuals having access to those records;
- Ask for an explanation of any item in the records;
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
- Hearing on the issue if the school refuses to make the amendment.
- If there are questions, please feel free to contact: Section 504 Compliance Coordinator - 862-8655.

Release of Information/ No Child Left:

Information may be requested regarding a student’s classroom teachers. Once the information has been requested, the district will provide it in a timely manner in an understandable and uniform format. To the extent practicable, it will be provided in a language you understand.

The following information may be requested regarding a student’s classroom teacher:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree; and/or
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information for your student's teacher(s), please submit your request in writing to:

Dr. Heather Davis Schmidt  
Whitefish School District #44  
600 E. Second Street  
Whitefish, MT 59937

You must specify your student's full name, the school he/she attends, your name(s), and your address where the response can be mailed.
SAFETY AND HEALTH

Accidents: Every accident in the school building, on the school grounds, at practice sessions or at any extracurricular event sponsored by the school must be reported immediately to the person in charge and to the school office.

Emergency drills: Emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the emergency alarm rings, everyone obey instructions promptly. Don't fool around; it could be the real thing.

Immunizations:

Unless a student is exempted for medical or religious reasons, all students must be immunized against six (6) childhood diseases: measles, rubella (German measles), polio, diphtheria, tetanus (lockjaw) and pertussis (whooping cough). A second MMR is required before a student can enter Whitefish High School. Religious exemptions must be reasserted annually by a notarized affidavit.

A special certificate of immunization form is available at the office. All students who have been enrolled previously in school must have documentation of their immunization status on file. It is not permissible for any student to be in school without proof of the required immunizations or a filed exemption. Students who are exempted from the immunization law may be excluded from school in the event of an outbreak of certain diseases such as measles, to protect the exempted individual and prevent spread of the disease.

Insurance: The Board of Trustees of School District 44 encourages and strongly recommends that all students participate in the voluntary insurance plan for pupils available each year. Participants in athletic activities MUST have insurance coverage or they will not be allowed to participate. Whitefish Independent High School is not and cannot be held responsible for personal injury that results from horseplay or accidents on school grounds or at school activities. It is recommended that all students carry personal insurance to cover such situations.

Medications:

The school requires a signed parental permission form before administering any medication, including both prescription and over-the-counter medications. A MEDICATION ADMINISTRATION FORM must be completed by the parent/guardian and by the prescribing health provider for prescription and nonprescription medications for long term use. All medications should be brought to the school by a parent/guardian and must be in the original container. Medications will be stored in a locked cabinet in the school office. A designated staff member will assist the student in the administration of the medicine. If a student needs to carry and self-administer meds such as an Epi-pen or inhaler, the parent/guardian must complete a self-administer form.
School Nurse: The Whitefish School District Nurse is available to WIHS when needed and upon request.

Nut Allergy Information:

Because there are students in the Whitefish School District who have severe, potentially life-threatening allergies to nuts, we would like to ask students, parents and guardians to refrain from bringing classroom snacks or food to be shared at school that contains peanuts, tree nuts or any nut by-products. Allergic reactions can appear immediately after ingestion or exposure to the allergen and students at the highest risk for a severe reaction are those that have a peanut or tree nut allergy. We hope that with your cooperation and our monitoring, we can continue to enhance the safety of our students.

Inclement Weather – School Cancelations
In case of inclement weather, parents and students are asked to listen to local radio stations for announcements concerning bus delays or closures. Information is also posted on the school web page and phone calls will be made using our ALERTNOW system.

SURVIVAL TIPS FOR STUDENTS

| Be a good neighbor and a positive influence on the community. | Leave personal problems at home. (Share with the counselor; just don’t take things out on others). |
| Respect students, teachers, property and above all, yourself. | Don’t be afraid to ask for help. Listen! |
| Complete all of your goals by being productive each day, week, and semester. | Stay in the designated area for your work; don’t wander. |
| Ask for help when you need it. | Take the initiative to be a leader. There are leaders in all kinds of situations. |
| Attend school regularly. Show up every day and work gets done. | Wait for proper times to joke around. |
| Follow the Golden Rule. | Be open to new friendships. Have fun! |
| Stay away from distractions. | Work consistently—don’t procrastinate. Stay on task! |
| Help others. Be yourself! | Do major projects early; don’t leave them all until the end. |
| Don’t judge people by looks. Be kind! | Do quality work. |
| Bring your own materials—you’ll waste a lot of time looking for a pencil around here. | Get a friend to hold you accountable to help you reach your goals. |
| Know where you are on your academic plan. | Like yourself. |
| Pace yourself! | Don’t run with scissors…... |
WHITEFISH INDEPENDENT HIGH SCHOOL
CONTRACT FOR ENROLLMENT

I, __________________ understand that the Whitefish Independent High School is only recommended for students who are self-motivated and self-disciplined. I realize that I must be responsible, organized, and diligent in order to earn graduation credits. I understand that upon entering this program, I will be on conditional status for one quarter (2 blocks). Continued enrollment will be evaluated at that time based on my academic progress (meeting my Individualized Academic Plan), attendance and behavior.

I agree to:
1. Work at a pace that ensures timely graduation and meets minimum productivity and quality guidelines.
2. Follow the WIHS attendance policy. If attending WHS classes I understand that I am responsible for following that attendance policy as well as other WHS policies.
3. Come to school with all materials necessary for a productive school day.
4. Maintain a credit worksheet to monitor my credit accumulation and progress toward graduation.
5. Read and fulfill responsibilities stated in the WIHS Handbook.
6. Seek and accept help and advice from my teachers regarding difficult assignment, program expectations, and development of my Academic Plan.
7. Honor the behavioral standards and expectations of this school, treating all persons with respect.

**Academics:** I will meet the requirements of my Individualized Academic Plan.
**My Individualized Academic Plan Requires _____ credits per block.**
**Attendance:** I will meet Attendance requirements.
**Behavior:** My behavior will be a positive contribution to WIHS.

If I do not meet the above WIHS program criteria, I will no longer be allowed to participate in the WIHS program. At that point I will withdraw from the WIHS program and may redirect my efforts to an educational program in which I may be more successful.

______________________________
Student Signature: ____________________________ Date:

As the parent or guardian, I understand that enrollment in the WIHS program is a privilege, and I believe that it is the best opportunity for my child to succeed in earning a Whitefish High School diploma. I have read the WIHS Student Handbook and the assigned program contracts, and I agree to help my son/daughter follow it.

______________________________
Parent/Guardian Signature: ____________________________ Date:

______________________________
WIHS Staff: ____________________________ Date:
WIHS/WHS Student Contract

To assist with credit completion and to expand course offerings, WIHS students may choose to enroll in courses offered at WHS. The following contract is to insure an understanding of the responsibilities and commitments necessary for success for students attending both schools.

I, ______________________________, understand that I am currently enrolled in:

WHS class(es):

<table>
<thead>
<tr>
<th>Block 1:</th>
<th>Flex 1:</th>
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<tbody>
<tr>
<td></td>
<td>Flex 2:</td>
</tr>
<tr>
<td>Block 3:</td>
<td>Block 2:</td>
</tr>
<tr>
<td>Block 5:</td>
<td>Block 4:</td>
</tr>
<tr>
<td>Block 7:</td>
<td>Block 6:</td>
</tr>
</tbody>
</table>

For this opportunity, I agree to:

1. behave in accordance with the rules set forth in the WHS student handbook while on the WHS campus (including attendance policies; behavior and dress expectations; class participation)
2. attend classes on a daily basis without being tardy
3. go directly to my classes without loitering in the WHS cafeteria or hallways
4. complete all class assignments to the best of my ability and on time
5. maintain passing grades in all classes
6. respect the authority of WHS teachers and administration while attending WHS classes

I have read this contract and agree to the conditions as stated.

Signatures:

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Parent:</td>
<td>Date:</td>
</tr>
<tr>
<td>WIHS Advisor:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Revised Oct. 2019
Work Experience
Work-Site Partnership Agreement

Student:____________________________________ Date Employment Begins:_________________
Business/Agency name______________________ Supervisor______________________________
Address___________________________________________________________________________
Work Phone#_____________________ Owner___________________________________________

Student Learner agrees to accept, and Parent/guardian support, the following expectations and responsibilities:

1. Maintain regular attendance in school and at the work-site as scheduled, and notify the Work-site supervisor and Work-Experience coordinator prior to any absence.
2. Consult the Job coordinator ______________, as well the work-site supervisor about any problems.
3. Abide by the rules and regulations of the learning site, and maintain confidentiality as required.
4. Complete required assignments and furnish all necessary information, reports, and timesheets.
5. Be responsible for safe and lawful transportation to and from the learning site. As the school does not provide transportation for this experience, School District #44 assumes no liability for vehicles it has no control over. Your auto liability policy is the only liability insurance available to you in the event of a loss.
6. Student will not perform tasks off the work-site, drive business vehicles, perform tasks unsupervised, or operate machinery for which they are not trained.
7. Show honesty, punctuality, a cooperative attitude, proper grooming and dress and a willingness to learn.
8. Work a minimum of 20 hours per block. Ideally the students will work a minimum of 5 hours per week, but there are exceptions.
9. Participation in the work-experience program is a privilege and needs to be treated as such.

Work-based Learning Site Supervisor agrees to accept the following responsibilities:

1. Provide thorough orientation to the job and work-based learning site (including safety training).
2. Notify the Job coordinator, __________, if the work-based learner is absent without notification.
3. Consult the Job coordinator, __________, regarding problems related to the work-based learning experience, and contact promptly before considering suspension, transfer, or termination.
4. The business/agency will provide Workers Compensation coverage for students in a paid employee status.
5. The duties for the student while on the job will be the following:
   a. __________________________________________
   b. __________________________________________
   c. __________________________________________
   d. __________________________________________

I agree to follow the rules/responsibilities.

Employer _______________________________ Employee ________________________________
Whitefish High School Parent and Student Agreement

Please complete and sign all information requested in the boxes below. Please return this agreement to the school as soon as possible. Your signature after each section indicates agreement to the entire section. If you have questions or need help understanding the Agreement, please call the Whitefish High School Administrative Team.

Name of Student (Please Print) __________________________________________________________
Grade ________________________________________________________
Name of Parent (Please Print) __________________________________________________________
Parent Email Address__________________________________________________________________

Student Handbook
1. We have received &/or have had a copy of the Whitefish High School Student Handbook made available to us on the Whitefish High School Website.
2. We understand that the Handbook contains important information on the following policies: Attendance, Closed Campus, Educational Fees, Bus Rules and Regulations, Medications, Electronic Devices, Cell Phone Use, BYOD policy, Disciple Plan and Offenses, Bullying, Harassment, Intimidation, Cyber bullying, Dress Code, Technology Use and more.
3. We agree to work with school staff to be sure my child attends school every day (except for excused absences) and completes all homework.

Parent Signature_______________________________________ Date_________________________
Student Signature_______________________________________ Date_________________________

Acceptable Use: Student/Parent Technology Agreement
I have read and understand that my child must abide by the Whitefish School District’s Acceptable Use Agreement. I understand that my child’s Internet activities will be monitored by the District, and any violation may result in the loss of computer privileges, discipline, and/or appropriate legal action. In addition, I give my permission for my child to be assigned a Whitefish school District Google Apps for Education account. This means the child will receive an email account and access to Google Apps resources.

Parent Signature_______________________________________ Date_________________________
Student Signature_______________________________________ Date_________________________
Access to Student Information by Military or College Recruiters
I am aware the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups:

| Initial to DECLINE | Release of Information to Military Recruiters: _______ | Colleges/Universities: _______ |

Media Appearances
I give permission to Whitefish High School & Whitefish School District to record, film, photograph, interview &/or publicly exhibit, distribute, or publish my son/daughter’s name, appearance, & spoken words during the 2019-2020 school year, whether undertaken by School District staff, students, or the media. I agree that the school may use, or allow others to use, those works without limitation or compensation. I release Whitefish High School & the Whitefish School District from any claims arising out of my son/daughter’s appearance/participation in these works.

| Parent Signature________________________________________ | Date_________________________ |
| Student Signature________________________________________ | Date_________________________ |

Field Trips
I give permission for my son/daughter to walk or travel by bus within Whitefish City Limits to any of the various field trips or activities his/her class participate in. This permission slip will be good for ALL trips within the school year of 2019-2020. I realize that travel and field trip experiences carry some risk and I will hold the school harmless from accidents that may occur. I release the school from all liability while on any of these field trips.

| Parent Signature________________________________________ | Date_________________________ |
| Student Signature________________________________________ | Date_________________________ |

Student Injuries
Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for the possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only
legal liability insurance. The district does make student medical insurance available to families for their individual purchase. Please call Markel Insurance at 877-444-5014 or go to http://markel.sevencorners.com/ and view all the coverages and premium options under student accident insurance.

Parent Signature_________________________________________ Date_________________________
Student Signature________________________________________ Date_________________________

Family Educational Rights and Privacy (FERPA) Annual Notifications
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. We have received &/or have had a copy of the FERPA Notifications made available to us on the Whitefish High School Website.

Parent Signature_________________________________________ Date_________________________
Student Signature________________________________________ Date_________________________