

# STATEMENT OF GENERAL OBJECTIVES

This handbook is designed to acquaint students with the Harlowton Junior High and High School. In order to be a citizen of the school community, it is necessary that each student be aware of the school's organization, rules and traditions.

**In the appendix section, there are several mandatory forms that need to be signed, dated and returned to the school promptly. These include Computer Acceptable Use Agreement, Parent Release Form, Medical Consent Form, Receipt of Handbook, and Release of Directory Information.** Also included are other forms that you may wish to complete and return to the school as your situation dictates.

## Mission Statement

*The Harlowton Public Schools accept the students as they are. Thereafter, the school and the teacher provide them opportunity for learning, and personal and social development. The ultimate goal is for students to acquire knowledge and to apply it with wisdom. During their school days, they are helped to develop their capabilities to their highest expression so that progressively, they may become a better-informed, increasingly dedicated and useful participant in the responsibilities of American citizenship.*

# ACADEMICS

In the high school years, nine through twelve, some unit of credit is awarded for successful completion of the work of any class that meets one full period per school year day for an entire school year. Semester classes will be given 1/2 credit with the exception of classroom aide, which is a whole year for 1/2 credit.

**CLASS PLACEMENT:** For students to be considered a sophomore they must have a minimum of 5.5 credits, to be considered a junior they must have a minimum of 11 credits, and to be considered a senior they must have a minimum of 15 credits. Placement will be adjusted at the end of each school year.

**CLASS RANKINGS:** In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The grade point average shall be determined by rounding to the nearest 100th point.
2. The valedictorian will be the student with the highest grade point average as computed at the end of the seventh (7<sup>th</sup>) semester.
3. The salutatorian will be the student with the second highest grade point average as computed at the end of the seventh (7<sup>th</sup>) semester.
4. In case of a tie for valedictorian, co-valedictorians will be honored.
5. In case of a tie for salutatorian, co-salutatorians will be honored. Even if there is a tie for valedictorian we will still have a salutatorian.
6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Harlowton High School by the 10th school day of the student's junior year and have completed the college prep curriculum (see College Requirements).
7. Honor speeches by the valedictorian and salutatorian, will be given during the commencement exercises. The preparation of these speeches will be supervised by the Senior Class advisor. The final speech must be orally presented to the class advisor prior to the graduation date.
8. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.

## **COLLEGE REQUIREMENTS:**

State Board of Regents Policy

In order to improve students' participation for college-level work, the Board requires the following College Preparatory Program for students who wish to enter a unit of the Montana University system.

1. Four years of English: in each year the content of the courses would have an emphasis upon the development of written and oral communication skills and literature.

2. Three years of mathematics which shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.
3. Three years of social studies which shall include Global studies (such as World History or World Geography); American History; and Government, Economics, Native American Studies or other third year courses.
4. Three years of laboratory science: one year must be Physical Science, Biology, Chemistry, or Physics; the other year can be one of those sciences or another college preparatory laboratory science.
5. Two years chosen from the following:
  1. Foreign Language (preferably two years)
  2. Computer Science
  3. Visual and Performing Arts, or
  4. Vocational education units which meet the office of Public Instruction guidelines.

**COMMENCEMENT REQUIREMENTS:** Students shall not participate in commencement exercises if they have not completed their courses outlined by the Harlowton School District for graduation. These requirements must be completed 48 hours prior to commencement.

**DISTANCE LEARNING AND CREDIT RECOVERY COURSES:** Distance Learning class will be available to students through Montana Digital Academy. Credit will be counted toward graduation. The percentage earned for MTDA classes will be transferred to HHS grading scale and our letter grade will be issued to the student. Credit Recovery will be through Acellus or MTDA. Students will be responsible for all course costs.

- Acellus or MTDA Credit Recovery courses can be used to make up credits that are needed to graduate upon guidance from the counselor.
- No student may enroll in a Distance Learning course as a substitute for a class which is being offered at Harlowton High School unless approved by the HHS Principal, counselor, and the teacher of that subject.
- All classes made up by Acellus or MTDA Credit Recovery, need to be approved by the Administration.
- If for any reason a student is failing a class during the school year, they will not be allowed to make up a class with Acellus or MTDA Credit Recovery, until they are receiving a passing grade in all of their other classes. When a student is approved for an Acellus or or MTDA Credit Recovery during the school year, a drop/fail grade (F) will be placed on the student's transcript and be calculated in the student's GPA.
- In order to participate in graduation ceremonies, all Distance Learning course grades must be received in the counseling office the Monday prior to graduation.

**DUAL CREDIT:** Harlowton High School will allow Dual Credit for any class taken from an accredited college.

Dual Credit is any class which students choose to take for credit both at the college level and the high school level.

Dual Credit does not take the place of a high school class that is required to graduate unless that course is taught on site by one of our teachers (ie. Dual Credit Math courses for the 3<sup>rd</sup> year of math requirement).

All dual credit classes will count towards the calculation of a student's GPA. The letter grade awarded from the college will be accepted as the grade for Harlowton High School. If only a percentage is issued from the college, that percentage will be entered into HHS grading scale and a letter grade will be issued from Harlowton High School. Students who pass Dual Credit courses will receive the weighted GPA at the end of each semester and adjusted accordingly. (See "Weighted GPA")

Students may take on site Dual Credit courses but only for high school credit if they so choose or do not score high enough on the Accuplacer test to be granted college credit for the course. Teacher permission is required to enroll in a Dual Credit class for high school credit only. They will still receive the weighted GPA.

Dual credit classes will receive high school credit based on instructional time equivalent to our State required minutes. 4050 minutes or 67.5 hours of classroom instruction are required for half a credit or 8100 minutes or 135 hours of classroom instruction are required for a full credit.

**TRANSFER STUDENT GRADES :** Since grading scales vary from school to school, Harlowton High School will use the letter grade earned (not the percentage) for courses successfully completed from the previous school when students transfer in. However, if a percentage grade is issued from the previous school and not a letter grade, that percentage will be entered into our grading scale and a letter grade issued according to HHS grading scale.

For students who transfer to Harlowton in the middle of a grading period (middle of a quarter), the student's percentage grades at the time of transfer will be entered into our grading scale and the student will continue on with HHS grading scale.

If a student transfers to Harlowton at the end of a quarter, .25 credit will be awarded for the classes the student has successfully completed. If courses from the previous school match courses the student will be entering at HHS, the credit will continue on for that course (i.e. History transfers into History). If a course from the previous school does not match any course offered at HHS, the student will be awarded .25 credit for that course and will be entered into a different course at HHS, receiving .25 credit for the quarter upon successful completion of that course.

## Class Time Schedule 2022-2023

**DAILY TIME SCHEDULE - MONDAY THROUGH FRIDAY:** School is in session from 8:22 AM until 3:31 PM Monday, Tuesday, Wednesday, and Thursday. Friday will be from 8:22 until 2:33, with the exception of semester test days and early out days. School facilities may be used by students at other times but they must be supervised by an adult.

## 2022-2023 Harlowton High Bell Schedule

### Regular Release Schedule

			<i>Early Out /</i>	<i>Friday</i>	<i>Release</i>
Monday, Tuesday, Wednesday & Thursday					
<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Period</u>	<u>Start</u>	<u>End</u>
Warning Bell		8:19	Warning Bell		8:19
1	8:22	9:18	1	8:22	9:09
2	9:21	10:15	2	9:12	9:58
3	10:18	11:12	3	10:01	10:47
JH Lunch	11:12	11:43	4	10:50	11:36
JH 4 Period	11:46	12:40	JH Lunch	11:36	12:06
HS 4 Period	11:15	12:09	JH 5 Period	12:09	12:55
HS Lunch	12:09	12:40	HS 5 Period	11:39	12:25
5	12:43	1:37	HS Lunch	12:25	12:55
6	1:40	2:34	6	12:58	1:44
7	2:37	3:31	7	1:47	2:33

**DROP/ADD:** Students will have 5 class days to drop or add a class at the beginning of the school year and the last 2 days of the first semester and the first 3 days of the second semester to drop or add classes for the second semester. After the allotted time has expired, a grade of F will be given for the dropped class.

**ELECTIVE SUBJECT:** One which is offered, but is not required for graduation.

**HONOR ROLL:** An Honor Roll is published each report card period. An honor student must earn at least a 3.50-3.75 average on a 4.0 scale on a quarter basis. High Honor Roll is a 3.76-4.0+ on a 4.0 scale on a semester basis. High Academic Honors are awarded at Awards Night and are a 3.76-4.0+ on a 4.0 scale every quarter consecutively for grades 7 & 8, and then again for grades 9 -12. Junior High rotation classes are considered solids. A student must earn all As, Bs, and Cs to be considered on any Honor Roll. Regardless of GPA, any student

who has missed more than 10 days in a semester, therefore being required to petition the school board for credit, will not be considered for honor roll.

**OTHER CREDITS:** Teacher Aides--Teachers will be allowed no more than one aide per hour and no more than 2 aides in any one semester. Teacher aides will earn .25 credits per semester and will receive grades which will appear on their transcripts. These grades will not be counted in their GPA. Juniors and Seniors will have preference, and aides must maintain a 3.0 GPA in the previous semester. A student may not be enrolled in a study hall while serving as an aide.

Driver Education: Students will earn .5 credit for successfully completing the class, but the grade will not be counted in the GPA as it will be a pass/fail class. If taken prior to the student's Freshman year of school, it will not be on their high school transcript. The cost per student for Driver's Education will be \$175 for in District and \$200 for out of District.

**REQUIRED SUBJECT:** One which must be completed before graduation.

**REQUIREMENTS FOR PROMOTION (JUNIOR HIGH SCHOOL):** To be eligible to move to the next grade level, each junior high school student must accrue 38 points a year, based on the following:

<u>Course</u>	<u>Points per Semester</u>	<u>Course</u>	<u>Points per Semester</u>
Math .....	5	Health/PE .....	2
English .....	5	VoAg.....	2
Science .....	5	Family Consumer Science	2
History .....	5	Spanish.....	2
Music .....	2	Band.....	2
Art .....	2	Study Skills.....	2
Technology.....	2		

Therefore, a student could accumulate a total of 28 to 30 points on a semester basis if she/he passed each class in which they are enrolled. The yearly possible point accumulation based on successful completion of each class could be over 50 points.

A student must accumulate a total of 38 points in order to pass from 7th to 8th grade. A student must accumulate a total of 38 points each year in order to graduate from the 8th grade.

Exception: If a student does not accumulate the required points or fails the entire year of a core curriculum area, then summer school will be recommended and encouraged to make up for the points. Each student must pass at least one semester in each core curriculum area. If a full year of one core class is failed, the student must successfully complete at least one semester of that class the next school year or in summer school, providing they have the necessary 38 points to advance to the next grade level.

**REQUIREMENTS FOR GRADUATION (SENIOR HIGH):** Harlowton High School requires twenty-four (24) credits for graduating students starting with the graduating class of 2022.

- Four (4) credits must be in English (a minimum of 1 credit of English is required each year. English I, II and English III are required for graduation, (Journalism, Communication Arts, or Mass Media may not be substituted for English I, II or III).
- Six (6) credits of Math and Science with a minimum of three (3) credits in each Math and Science.
  - a. Three (3) credits must be in Math. (1 credit must be Geometry or higher).
  - b. Three (3) credits in Science to include Physical Science and Biology.
- Three (3) credits in Social Studies to include World History, U.S. History and Government.
- Two (2) credits in Physical Education/Health Enhancement/Weight Training (two years).
- One (1) credit in the Fine Arts which include Art, Band, Choir, Fiber Arts, and Photography/Pottery.
- One (1) credit in Computer Literacy or Desktop Publishing.
- One-half (1/2) credit in General Business.

**SEMESTER TESTS:** The primary purpose of schools being to educate students, Harlowton High School believes to insure academic excellence, comprehensive semester tests in all classes shall be mandated for all high school students. Junior high students will be evaluated on a comprehensive quarter basis, following the same test schedule as the high school. All teachers will give semester tests.

Semester tests will count for ten percent (10%) of the total semester grade. A copy of the test given in each class will be turned in to the administration prior to the test date.

Spring Semester Exams will be given over a two day period. The following schedule will be followed:

**SEMESTER TEST SCHEDULE**

DAY 1			DAY 2		
PERIOD	START	END	PERIOD	START	END
1	8:22	9:55	2	8:22	9:55
3	10:00	11:35	4	10:00	11:35
LUNCH	11:35	12:12	LUNCH	11:35	12:12
5	12:15	1:50	6	12:15	1:50
7	1:55	3:30	MAKEUP	1:55	3:30

Revised for 2022-2023

Special considerations: Students being promoted from Eighth Grade and graduating Seniors will be given early exams. Every effort shall be made to insure that extra-curricular activities do not conflict with the two day Semester test period.

Students will be required to remain in the classroom for the entire testing period. Students will use their study period to study for tests. Those students having no make-up tests over the two day period will be allowed to leave the school during the Make-up Period of the second day of testing.

The first semester, the school district will not follow the semester test schedule. Regular class time will be followed. Teachers have the option to assign their semester tests during the last three weeks of the semester. Teachers will request and be approved of their testing date(s) prior to the testing window by the principal.

### **High School and Junior High Spring Semester Tests**

Students who have good grades and good attendance will not be expected to take semester tests for the Spring Semester. Current semester grades and attendance for the 2<sup>nd</sup> semester (not the quarter) are used to determine this.

-Students who have an “A” in a class and have missed five (5) or less days of school in that semester will not have to take the semester test in that class.

-Students who have a “B” in a class and have missed four (4) or less days of school in that semester will not have to take the semester test in that class.

Any student who chooses to take the semester test to improve his/her grade may choose to still take the test. School activities are the ONLY absences that will not count towards the absences for semester tests.

If a student is excused from taking semester tests, they are not expected to be in attendance on the semester test days. Parents and students need to understand that the school is not responsible for the whereabouts and action of the student on those days. On semester test days students do not have to show up until their 1<sup>st</sup> semester test is scheduled and may leave after their last but in a situation where a student has a break between tests, they are not allowed to leave school grounds. In this situation a student must report to the library until their next test.

**LATE HOMEWORK:** Harlowton Public Schools believes that students need to get homework completed and turned in on time. No homework will be accepted if it is turned in later than five school days after the due date. Harlowton School teachers are encouraged to have a more strict policy on late papers in their class and will list their late paper/work policy in the classroom syllabus.

**GRADE REPORTS:** Teachers are expected to turn in unsatisfactory work reports to the Counselor for those students who are doing failing work. Parents are always welcome by the Counselor and teachers to discuss grade problems in an attempt to jointly find a solution.

**REPORT CARDS:** Report cards will be given out every nine weeks to the students or parents.

**PROGRESS REPORTS:** At the close of each 4 1/2 week period, progress reports will be sent home to all students. When deemed necessary, teachers will send special reports or call home to parents of students who are failing, or in danger of failing.

### **GRADING SYSTEM:**

Percentage	Grade	GPA Points
100-94%	A	4.0 pt.
93-90%	A-	3.75 pt.
89-87%	B+	3.5 pt.
86-84%	B	3.0 pt.
83-80%	B-	2.75 pt.
79-77%	C+	2.5 pt.

76-74%	C	2.0 pt.
73-70%	C-	1.75 pt.
69-68%	D+	1.5 pt.
67-66%	D	1.0 pt.
65-64%	D-	.75 pt.
63%	F	.00 pt.

**WEIGHTED GPA AND ADVANCED COURSES:** HPS strives to provide a personalized educational program for each student. To this end, HPS offers a traditional course of study for high school and a more academically rigorous course of study for students who wish to push themselves a little further in their high school career. Students should be encouraged to take academic risks.

The following classes/courses will be scaled on a 4.5 GPA scale for students who complete and pass them:

**Courses that Apply to the Weighted GPA Scale**

**Dual Credit Courses** through an approved and accredited college. Dual Credit courses from partnering institutions and are available for high school students to take online and on-site.

**AP Courses through MTDA** or if offered by local teacher

**Any Foreign Language through MTDA** or as Dual Credit Course

**4th Full Credit of a CTE Pathway in Ag/Shop and Business and FCS**

**4th Full Credit in Fine Arts (Art or Music)**

**Additional Information:**

1. The weighted GPA applies only to those courses above.
2. Administration has the final say and discretion regarding which courses do or do not apply for the Weighted GPA.
3. No weight will be given if a student fails a course intended to have a weighted GPA. For example, a student receives a 55% in a dual credit class. The F will stand and the .5 additional weight will not be applied. A student must pass the class to receive the weight.
4. HHS Valedictorian and Salutatorian will be determined using the unweighted GPA scale.
5. For on-site Dual Credit courses, the percentage grade will be submitted to the sponsoring higher education institution. The weighted GPA points are only applied to HHS grades and transcripts. The weighted GPA will apply to a student's grade for on-site Dual Credit courses even if the student does not take the course for college credit. Most dual credit courses require passing an Accuplacer test prior to taking the course in order to receive the college credit.
6. All local scholarship transcript requirements will be followed when printing a transcript. If a scholarship only requires a non-weighted GPA transcript and ranking, then HHS will provide that required transcript.
7. Although it is highly recommended for those who take an AP course to take the AP exam, students do not need to take an associated AP exam for an AP course that is completed to receive the weighted GPA.

The weighted GPA marking system in this school would be as follows:

Percentage	Grade	GPA Points
100-94%	A	4.5 pt.

93-90%	A-	4.25 pt.
89-87%	B+	4.0 pt.
86-84%	B	3.75 pt
83-80%	B-	3.25 pt.
79-77%	C+	2.75 pt.
76-74%	C	2.5 pt.
73-70%	C-	2.0 pt.
69-68%	D+	1.5 pt.
67-66%	D	1.0 pt.
65-64%	D-	.75 pt.
63%	F	.00 pt.

**MODIFIED CURRICULUM/MODIFIED GRADE SCALE:** A student on a modified curriculum or on a modified grading scale will have his/her grade marked as follows on the report card and permanent record to reflect the modification.

- \* Grades based on modified curriculum
- # Grades based on modified grade scale

**TESTS:** The following tests will be administered annually: MontCAS in Science for Grade 8, SBAC – Grades 7& 8, ASVAB - Grade 11, PSAT - Grade 11 (optional), Pre-ACT – Grades 9 & 10; and ACT – Grades 11 & 12 (optional).

The following tests will be administered three times yearly: STAR Reading and Math for Grade 7, Grade 8 and Grade 9.

**ADMISSIONS POLICY:**

**Part-Time Students:** Harlowton High School does not promote part-time attendance, however, a student may petition the school board to attend on a part time basis.

**SERVICES AVAILABLE:** Harlowton Schools will provide special education services to all students identified, as having such needs (ages 3-19). These services include speech and all areas of special education. Title I services are available for students who qualify.

**STUDENT FILES:** Parents and students may review their files during school hours by making an appointment with the school counselor. Principals, counselors, teachers, and other certified District employee’s who have a legitimate educational interest in the records of a student, also have access to student files.

Files of students having graduated from Harlowton High School will be on file for 10 years in the High School Counselor's office and may be inspected and reviewed by the individual in the accompaniment of a school official. Any individual may have a third party of their choosing, if desired, present during the review of the file. After this time, a letter of notice and the transcript will be sent to the student who may pick up their files. Student files not claimed will be destroyed after 10 years, however digital copies of certain records will be maintained in accordance to Policy 3600.

**CONTENT OF STUDENT FILES:** The information contained in the office file consists of the following:

1. Identifying information.
2. Attendance information.
3. Subjects -- achievement information.
4. Standardized test results.
5. Cumulative Health Record.
6. Official School-Parent correspondence.
7. Psychological test results when parental permission has been obtained for the test.
8. Disciplinary Plan Major Infractions.

**NOTIFICATION OF RIGHTS UNDER FERPA:** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain **rights** with respect to the student's educational records. They are:

1. The **right** to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school counselor a written request that identifies the records they wish to inspect. The counselor will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The **right** to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Harlowton School District to amend a record that they believe is inaccurate or misleading. They should write the counselor, clearly identifying the part of the record that want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested, the District will notify the parent and eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The **right** to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel, a school board member, a therapist, a person or company to whom the District had contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist), a parent or student serving on an official committee, such as a discipline or grievance committee or assisting another school official in performing his/her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the District also discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The **right** to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue SW  
Washington, DC 20202-4605

**TITLE IX OF THE EDUCATION ACT AMENDMENTS OF 1972:** This law gives students the right to an education that is free of bias, stereotyping, and any other form of sex discrimination. It guarantees equal opportunities not only in athletics, but also in all aspects of school life—academics, counseling, school rules, etc.

Name of Title IX Coordinator: Mrs. Sandy Woldstad

For purposes of this section and the grievance process, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District’s education program or activity or;
3. “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8) or “stalking” as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P.

For more information about the District’s complaint procedure, see Policy 3225, 3225P, 3225F.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973 (“SECTION 504”):**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

Name of Coordinator: Ms. Christina Barbachano

## **DISCIPLINE**

**STUDENT CONDUCT:** Harlowton School District operates on the philosophy that the vast majority of students are self-disciplined and behave in a productive manner.

Respect for yourself and others is stressed at Harlowton Public Schools. Students need to address teachers with the proper title of Miss, Ms., Mrs. or Mr.

Students must always act and represent themselves in a respectful way while at school, during school activities, and while representing Harlowton Public Schools.

Every staff member, including custodians and secretaries, has the right and obligation to control student behavior in and around the Harlowton Schools during the school day and at all school activities. Students are expected to obey all reasonable requests made by any staff members at Harlowton Schools.

The expectation of a Harlowton School student's behavior is that the individual conduct himself/herself in a manner that would not bring discredit upon himself/herself, others, or the school. At all times, respect for one self, each other, and each other's property is demanded. If these simple expectations are not followed, the student will be subject to disciplinary procedures.

**ANTI-BULLYING POLICY:** Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably

be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

(Refer to Board Policy 3226)

### **STUDENT RESPONSIBILITY:**

1. Respect the rights and property of others.
2. Attend school regularly and arrive at each class on time.
3. Come prepared. Have homework done and turned in on time.
4. Contribute positively to the climate and cleanliness of the school.
5. Volunteer to do a little extra to make a class, the school and the community a better place.
6. Admit mistakes, accept the consequences and consciously try to improve.
7. Students who have grades showing up on the weekly progress reports of a D or lower will not have hall privileges during classes until the grades are raised to a C or higher.

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Students will be given a copy of this plan within the first week of the semester, usually stated in a teacher's Syllabus. Plans are designed to encourage appropriate behavior and to involve parents in the discipline process for routine disciplinary matters. When preventive measures, including parental involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action.

**STUDENT BEHAVIOR POLICY:** In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

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

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages,

including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or

- event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

**DISCIPLINARY MEASURES:** Disciplinary measures include but are not limited to:

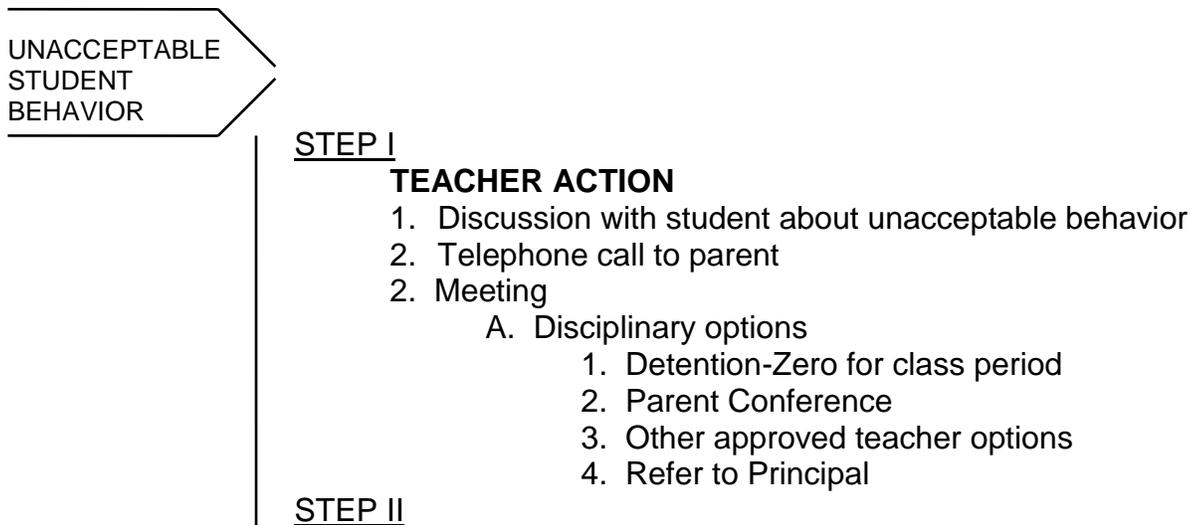
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- In-School Suspension
- Out-of-School Suspension
- Notification to juvenile authorities and/or police
- Restitution for damages to school property
- Expulsion

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

**NON-DISCIPLINARY MEASURES:** The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

**DISCIPLINE POLICY**

**FLOW CHART**



## **PRINCIPAL ACTION**

1. Meeting
  - A. Disciplinary options
    1. Detention - removal from class - zeroes for class time missed
    2. Parent Conference
    3. Suspension
      - a. In-school - no zeros, work counts
      - b. Out-of-school - zeroes for classes missed
    4. Other approved Principal options
    5. Refer to Superintendent

## STEP III

### **SUPERINTENDENT ACTION**

1. Meeting
  - A. Disciplinary options
    1. Parent Conference
    2. Suspension
      - a. In-school - no zeroes, work counts
      - b. Out-of-school - zeroes for classes missed
    3. Other approved Superintendent options
    4. Refer to Board of Trustees

## STEP IV

### **SCHOOL BOARD ACTION**

1. Meeting
  - A. Disciplinary options
    1. Suspension
    2. Expulsion
    3. Probationary Status
    4. Other options the Board deems appropriate.



## **DEFINITIONS OF DISCIPLINARY MEASURES:**

**Detention** – Tuesday nights 3:40 to 4:40. If a student is to serve detention and misses it, it will be doubled. If it is over 3 hours, it will turn into in-school suspension. In-school suspension will replace the 4<sup>th</sup> hour of detention or the doubled hours for skipping detention. Students will still serve the original hours of their detention.

**In School Suspension (ISS)** – Student will be absent from class and will complete work in a designated area. Students work will be graded.

**Out of School Suspension (OSS)** – Student can not come to school and will not be able to make up work.

**Expulsion** – Done by the Harlowton School Board. If a student is expelled, they may not return to the Harlowton Schools for the duration of the expulsion established by the Harlowton School Board.

Harlowton Schools do not advocate the use of aversive procedures to address behaviors exhibited by students with disabilities. However, we realize that some students with disabilities as well as students with poor behavior exhibit behaviors that pose a danger to themselves, to other students and to teachers and other school staff. Problem behaviors must be addressed by positive procedures that help students to develop the appropriate skills to become valued members of our society. For all students, behaviors must be addressed in the least restrictive manner appropriate to the individual student's needs and abilities.

**DISCIPLINARY PROCEDURE-ADMINISTRATIVE:** Students who are referred to the Principal for allegedly violating school rules will be afforded the following:

1. The Principal will conduct a thorough and impartial investigation concerning the alleged misbehavior, including a meeting with the student to hear his/her explanation of the allegations.
2. Based on the result of the investigation, the Principal (or other administrator) will make a determination as to whether or not the student has in fact engaged in the misbehavior he/she is alleged to have engaged in.
3. In the event that the Principal (or other administrator) determines that the student has engaged in the misbehavior he/she is alleged to have engaged in, the Principal (or other administrator) will, based on the type and severity of the misbehavior, determine and impose the appropriate disciplinary measure.
4. If the student and his/her parents/guardians are dissatisfied with the action of the Principal, they may have those actions reviewed by the Superintendent. If the disciplinary actions are those of the Superintendent, the actions may be reviewed by the Board.

The disciplinary process may be initiated at any step outlined above, depending upon the type and severity of the particular behavior involved. Likewise, the particular discipline imposed in any given case may vary according to the type and severity of the misbehavior, the number of occurrences, etc. As noted before: the range of disciplinary actions includes but is not limited to: detention, in-school suspension, out-of-school suspension, and/or expulsion. The discipline process must be followed before it comes before the Board.

**EXTRA- AND CO-CURRICULAR ALCOHOL, DRUG, MARIJUANA, AND TOBACCO USE:**

The District views participation in extracurricular and co-curricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. The District believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules serve these purposes:

- Emphasize concern for the health and well-being of students while participating in activities;
- Provide a chemical-free environment which will encourage healthy development;
- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;
- Confirm and support existing state laws which prohibit use of mood-altering chemicals;

Emphasize standards of conduct for those students who through their participation, are leaders and role models for their peers and younger students; and Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of established rules and regulations governing chemical use by participants in extra- and co-curricular activities will result in discipline as stated in the student and activity handbooks.

If a student-participant is caught by teacher, coach or law enforcement officer, an athlete's own parent, or self-admission or school drug test with or in association of an illegal substance, marijuana, alcohol, tobacco, etc., on or off school grounds, the student-athlete will be immediately dismissed from the team according to the number of offense as stated below. Violations are cumulative for the duration of a student's enrollment in high school. Violations do not reset each school year. This policy is in effect during the school year and all school sponsored events.

#### 1<sup>st</sup> Offense:

Any student, following an investigation, confirmed to have been using or in association of an illegal substance, alcohol, tobacco, marijuana, vaping, or juuling etc. will automatically be suspended from competition and travel for 21 school days in which a competition takes place. The first two weeks of practice without competition does not count towards the suspension. Students will however be allowed to continue practice, but will not be allowed to travel during the suspension. The days will start being counted on Mondays in which a competition takes place.

If the season ends before the suspension is complete, the suspension will be carried into the next season. In the case of summer activities for FFA, FCCLA, and BPA or any other school sponsored activity the student will not be allowed to attend these events if the suspension is not over. These days do not count towards the 21 school days of the suspension. If the offense happens on school grounds or on a school-sponsored trip, the student will also be suspended from school for 3 days, as well as the parent will be responsible to come and get the student from the trip in which the offense took place. The student or parent will be responsible for expenses that occurred during this event. If it is determined that the parent cannot come get the student, the administration will make the decision on what will happen next. Any suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach.

#### 2<sup>nd</sup> Offense:

Any time the student has a second offense during their high school career, the steps will be similar to the 1<sup>st</sup> offense except the suspension will be 35 school days from activities as well as the student will need to complete a drug and alcohol and chemical awareness class that is approved by the school administration. The class will be at the parent/student's expense. If the offense happens on school grounds or on a school sponsored trip, the student will also be suspended from school for 5 days. Any suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach. The student will need to

come before the school board to get re-instated. Students will however be allowed to continue practice, but will not be allowed to travel during the suspension.

#### 3<sup>rd</sup> Offense:

Any time the student has a third offense during their high school career the suspension will be one calendar year. The student will need to complete a drug and alcohol and chemical awareness class that is approved by the school administration. The class will be at the parent/student's expense. Any suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach. The student will need to come before the school board to get re-instated. Students will however be allowed to continue practice, but will not be allowed to travel during the suspension.

#### 4<sup>th</sup> Offense:

The student will be recommended to the board of trustees for forfeiture of all activities for the remainder of their high school career.

**VIOLATIONS BY STUDENTS:** Whenever the administration has determined that a student has violated the Drug, Alcohol, Marijuana, and Tobacco policy, the administration will document and maintain a record of the incident. The administration will notify the student's parents or guardians and, where appropriate, may contact law enforcement officials. A report may come from a parent or guardian, school official, youth probation officer, and/or the violating individual.

Any student who is determined to have violated this policy will be subject to appropriate discipline, which may range from in-school suspension to out-of-school suspension or expulsion, depending upon the severity and character of the violation.

Students who are involved in any school extracurricular, co-curricular, or school sponsored activity, regardless of whether it is on or off school grounds will have a set of training rules enforced by their coach or sponsor. Regardless of coach's rules, any student caught with alcohol, tobacco, or drugs on school grounds will forfeit all rights to activities for the remainder of the school year. The only way this would be reconsidered is if the student petitions the board and the board approves.

**WEAPONS POLICY:** It is the policy of the Harlowton School District to provide a safe and secure environment for all students and staff. Accordingly, any student who is determined to have been in possession or to have otherwise brought a weapon on to school district property or to a school-sponsored or related event shall be expelled from school for a period of not less than one calendar year, under the conditions set forth below. In addition, any student who is determined to be responsible, either in part or in whole, for a verbal or written threat regarding the presence of a weapon on school district property or at a school-sponsored or related event shall be expelled from school for a period of not less than one calendar year, under the conditions set forth below. A "threat regarding the presence of a weapon" for the purposes of this policy includes such things as "bomb threats", or threats regarding the presence of any other form of device or mechanism constituting a weapon as defined below.

Any alleged violation of this policy shall be immediately reported to the District Superintendent. If the Superintendent determines after investigation that this policy has been violated, s/he shall recommend to the Board of Trustees that the student be expelled. If the Board of Trustees determines that the policy has in fact been violated, they shall expel the student for a minimum period of not less than one calendar year, with the understanding that the Trustees have the authority to modify the one calendar year period on a case-by-case basis. Under appropriate circumstances, however, the Trustees may also permanently expel a student under this policy.

The school administration may immediately suspend, pending action by the Board of Trustees, a student who is determined to have brought a weapon on to school property or to a school-sponsored or related event and/or who is determined to be responsible for a threat regarding the presence of a weapon as described above.

Any decision to change the placement of a student with a disability who may be subject to expulsion under this policy must be made in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.

This policy SHALL NOT APPLY to weapons brought on to school property with the express advance written permission of the school administration, such as for weapons safety courses, authorized demonstrations, hunter safety courses, or under other circumstances deemed permissible by the school administration. Any weapon brought on to school property under this provision must be in a condition which renders it incapable of being utilized and no ammunition may be on school property concurrently with the weapon. At the conclusion of the course, demonstration or display, the weapon must be immediately removed from school property.

For the purposes of this policy, a “weapon” shall be defined as follows:

(A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any air gun, spring gun, crossbow, longbow, compound bow or other device used or designed to propel a dangerous projectile; (E) any destructive device of incendiary or explosive nature; or (F) any instrument, article, or substance that, regardless of its primary function, is readily capable of being used to inflict serious physical harm or bodily injury.

The School District shall keep a record of all students disciplined under this policy and the circumstances surrounding that discipline and may report any violations of this policy to the local criminal justice and/or juvenile authorities.

**LOCKDOWN AND REUNIFICATION POINT:** During a lockdown parents/guardians will not be allowed to enter the building or check their student(s) out so please stay clear of both school buildings and the surrounding area. At the conclusion of the lockdown, if an alternate reunification point is needed parents/guardians will be notified through our Infinite Campus call system of the location of the reunification point.

# ATTENDANCE

**PHILOSOPHY:** Regular school attendance is necessary for the successful education of our students. The intent of this policy is to provide a structure in which students can gain maximum benefit from the instructional program. Regular attendance promotes academic achievement, regular contact of the students with one another in the classroom, and pupil's participation in well-planned instructional activities under the tutelage of a competent teacher. It is the teachers' responsibility to provide a meaningful learning experience for the student in the classroom. It is the parents' responsibility to ensure their student is in school every day, to plan appointments and family trips for non-school days, and to keep absences because of sickness to a minimum. It is the administration's responsibility to keep parents informed of their student's attendance record and to engage the assistance of parents if attendance is a problem. The board reserves the right to deny credit to HS students or points to JH students who miss more than ten (10) days in a semester. Each case will be reviewed by the administration and recommended to the school board.

The school will appreciate a phone call from parent or guardian before 9:00 in the morning to let the school know the student is sick. A student may not get credit for work while they were absent without a written note or phone call by a medical provider, parent, or guardian turned into the office within two (2) school days of the students return. Students will have one day for every day that they are absent to turn the work into the teacher. The school will keep all documentation on all absences and may not accept any documentation turned in after two (2) school days of the students return. Communication with administration and the office regarding absences is imperative to ensure proper attendance status for students.

**COMPULSORY ATTENDANCE:** To reach the goal of maximum educational benefits for every child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in classrooms and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. A student's regular attendance also reflects dependability and is a significant component of a student's permanent record.

Parents or legal guardians or legal custodians are responsible for seeing that their children who are age seven (7) or older before the first (1<sup>st</sup>) day of school attend school until the later of the following dates:

1. Child's sixteenth (16<sup>th</sup>) birthday; or
2. Completion date of the work of eighth (8<sup>th</sup>) grade.

The provisions above do not apply in the following cases:

- (a) The child has been excused under one of the conditions specified in 20-5-102.
- (b) The child is absent because of illness, bereavement, or other reason prescribed by the policies of the trustees.
- (c) The child has been suspended or expelled under the provisions of 20-5-202.
- (d) The child is excused pursuant to Section 2 of 20-5-103.

Compulsory attendance stated above will not apply when children:

1. Are provided with supervised correspondence or home study; or
2. Are excused because of a determination by a district judge that attendance is not in the best interests of the child; or
3. Are enrolled in a non-public or home school; or
4. Are enrolled in a school in another district or state; or
5. Are excused by the Board on a determination that attendance after age of sixteen (16) is not in the best interests of the child and the school.

**PARTICIPATION IN THE CLASSROOM:** It is the belief to the Harlowton School Board that attendance and participation are equally important in the classroom. Teachers will be encouraged to use participation as part of a daily grade. Each teacher will explain how they plan on grading with attendance in their classroom syllabus.

**PRE-ARRANGES:** For any non-school related absence, students must bring a written note or have their parents/guardians call the school prior to the absence being excused. The office will still contact parents/guardians to confirm written notes. Absences must be excused by a parent phone call or Doctor's note within 2 school days of the student returning to school. It is the student's responsibility for checking in with their teachers if they are prearranging to be absent. Prearranged absences are still counted as a part of students' ten days per semester unless there is a doctor's note presented. It is highly encouraged to get doctor's notes while at the appointment or have them fax it directly to 632-4416.

Students in extracurricular activities are expected to go above and beyond in their effort to stay caught up in their classes should they be gone for an activity. Teachers will be diligent in updating and posting classwork to Google Classroom. Students will be responsible for checking Google Classroom and staying in contact with teachers. Any work assigned prior to or the day of a school related activity will be due upon return, just as if they were in class. Coaches, advisors, and Athletic Director will alert the office and the staff of students who will be absent for the week by Monday morning of each week with a completed travel roster.

**TARDY POLICY:** It is the school's belief that it is important to be on time to class. Being late for class is a failure to participate. Teachers may put in their syllabus a deduction of participation points if a student is tardy.

Each student will be allowed 3 tardies per quarter. The fourth (4th) and fifth (5th) tardy will result in one hour of formal detention. Beginning with the sixth (6th) tardy, students will serve a ½ day of ISS per tardy.

Any time a student is later than fifteen (15) minutes, the student will be charged with an absence. If this absence is not excused by a parent, it is then considered an unexcused absence and the truancy rule applies.

**TRUANCY:** Truancy is skipping school or cutting classes without the permission of a school sponsor and school officials. Any student who leaves school without permission and/or does not sign out will be considered truant. Truancy is an unexcused absence.

An unexcused absence will result in 1 hour of detention per class missed. If a student has more than 3 periods of unexcused absences, it will result in ½ day of ISS, in accordance with the detention policy (see page 16 & 17). A full day of unexcused absence will result in a full day of ISS. Students will be able to complete work and earn credit for classes while they are in ISS.

Parents will be notified of any truancy as it occurs. After 3 days of unexcused absences, a conference may be held with the student, parent, and administrator to discuss corrective action. Disciplinary actions outlined on page 16 and the discretion of the administrator will be used to come to a resolution that will correct the situation.

**EXCUSING STUDENTS EARLY:** Any request for early dismissal of a student must be made beforehand, in writing by the parent, to the office. Only the Administration can dismiss a student early. If the student is going home, they must call the office upon their arrival home. Students who need to go home because of illness or other reasons must check out through the office.

**SIGNING IN/OUT:** If students are late arriving at school, they must check in at the office and get an admit slip before class. Students that depart school early with a parent and school permission must obtain a "Permit To Leave Building" slip from the office. Notification from the parent is also required for departing early.

**LEAVING SCHOOL GROUNDS:** Students are not to leave school grounds for any reason during the school day without PRIOR written parental permission arranged through the office. Students that leave without permission and do not sign out will be considered truant. The only exception to the policy is an open campus at the High School during lunch.

**RETURNING TO SCHOOL AFTER AN ABSENCE:** After any absence, students must check in at the office before returning to class.

## **GENERAL INFORMATION**

**ACTIVITY FEES:** High school students will have a \$30 PER ACTIVITY fee charged for all activities with a MAXIMUM cap of \$75 per student. Junior high and elementary students will have a \$25 PER ACTIVITY fee charged for all activities with a MAXIMUM cap of \$65 per junior high student and a MAXIMUM cap of \$60 per elementary student.

Students MUST have their fees paid and activity ticket purchased BEFORE they compete in an extracurricular activity. This includes both home and away games. Fees may be worked off, but it must be done before a student may compete.

**ACTIVITY TICKETS:** Student activity tickets are an optional purchase at the time of registration. This pass will admit students to most athletic events and assemblies. The ticket

serves as identification for all out-of-town games and fulfills other purposes. All students involved in extra-curricular activities must purchase an activity ticket. This is in addition to the fees for each individual activity. The cost for the Student Activity Ticket will be \$50 and the Adult Booster Pass will be \$65. Adult Booster Pass for age 65 & older is \$50.

The Engineer Family Activity Pass (2 adults and up to 3 school-age children/students) will cost \$250 and each additional school-age child is \$25. Kindergarten is free. Engineer Family Activity Passes are honored for immediate family members or household members. Extended family members are not covered by the Engineer Family Activity Pass.

**ADDRESS/TELEPHONE INFORMATION:** Frequently, during the registration process, local addresses, home and the work telephone are not known. It is essential this data be provided to the school at the earliest possible date. Additionally, any time any of this information changes, the school should be promptly notified. You may send changes to the school's office or telephone the High School office at 632-4324.

**ANNOUNCEMENTS:** Each day, the principal's office will publish a bulletin of important announcements of interest to the student body and faculty. All organizations and activities, which have a message for the student body, should have a copy of the message in the principal's office 5 minutes prior to the warning bell on the day the announcement is to be printed. The announcement will be read at the beginning of 1<sup>st</sup> period every morning.

**BREAKFAST & LUNCH PROGRAM:** School breakfast & lunch programs are operated for the purpose of supplying meals to Harlowton School students within the framework of the National School Lunch Act as administered by the Office of Public Instruction, State of Montana. Harlowton Public Schools have a breakfast and hot lunch program. One half-pint of milk is served with each meal.

**Price:** A charge as set by the Board of Trustees will be made to both students and teachers, payable in advance. Breakfast – full pay \$2.50, reduced pay \$.30, Lunch – full pay \$3.50, reduced pay \$.40, and Adult Lunch \$4.25. Students may purchase seconds/a la carte for \$0.75 or a second milk for \$0.50.

**Free and Reduced Price Lunches:** Applications for free and reduced price meals served to students must be requested on the proper form, duly completed and approved or denied by the hot lunch supervisor. Any applicant, whose application for free and reduced price meals is denied, may request a hearing before the Board to appeal the decision. No difference shall be made in any manner between students eating free and reduced price meals in terms of lunch served, time of service, or place of service. All certifications for free and reduced price meals shall be confidential to the appropriate officials.

**Depositing Lunch Money:** Lunch money may be deposited in the main office. No more than two charges for meals will be allowed. All persons who have more than two charges will be required to fill out a free and reduced meal application form before additional charges will be accepted. Parents/guardians and students may check the student's available lunch/breakfast balance at Infinite Campus through the school website which is [www.harlowton.k12.mt.us](http://www.harlowton.k12.mt.us).

Unpaid bills above \$100 will be processed through the civil justice court at the end of each semester.

**Lunch Ticket Refunds:** Refunds greater than \$5 for lunch tickets will be issued only for graduating seniors and those students leaving School District No. 16.

**Lunch:** All students eating lunch at school are to eat in the lunch room. Students are to remove from the tables all silverware, milk cartons, trays, and other items of food not consumed. All unused food and paper is to be placed in the garbage can.

**CELLULAR PHONES, PAGERS, AND OTHER ELECTRONIC SIGNALING DEVICES:**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, classroom, or other location where such operation may violate the privacy right of another person.

Every classroom will have the students check their cellphones in at the beginning of the class period. The teacher will have a file in which the student will place their cellphone in a pocket at the beginning of each class and the student will remove their cellphone from the pocket at the end of each class. Cell phones will be muted during class and the school will not be responsible for lost or damaged cell phones. If the student feels like they do not want to check their cell phone in before class, they should not bring the phone to class.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students may also use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will result in one hour detention and will be returned to the student after school. Repeated unauthorized use of such devices will result in further disciplinary action. If a student is insubordinate and does not follow a directive by a teacher or staff member regarding their cellphone, the student will also receive disciplinary action for this behavior.

**CLASS MEETINGS:** Class meetings will follow the established schedule. Class sponsors will take roll at each meeting.

**CLASS NIGHT:** A Class Night will be held in the spring of the year to distribute academic and extra-curricular awards to deserving students.

**COLLEGE AND UNIVERSITY PROMOTION DAYS:** The school district will accept no responsibility for students attending High School Week, U of M Days, Western Days, and other days selected by colleges and universities to promote their schools. Seniors and Juniors will be given two college days per year. Work missed on these days must be made up and turned in to the teacher prior to leaving. These college days will not count against their allowed absences. It will be the responsibility of the parent or parents of the student to provide transportation and all expenses for the college or university visit.

**COMMUNICABLE DISEASES / CONDITIONS:** To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles)
Campylobacteriosis	Influenza	SARS-COV
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diphtheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye	Tuberculosis
Hansen’s disease	Ringworm of the scalp	Whooping Cough (Pertussis)

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if report the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student’s emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student’s primary care provider authorizing a student’s return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student’s condition.

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature

- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Further information may be found at policy 3417 in the District's Policy Manual

**COMMUNICATION -- HOME AND SCHOOL:** Open and frequent communication between the home and the school is one of the most important factors in minimizing concerns and preventing misunderstandings. Communication between students, parents, teachers and administrators is encouraged by the school. The Principal will accept telephone calls from parents or visits from students and parents whenever he/she is in the building. If you ever have trouble scheduling an appointment with any staff member, please call the High School office at 632-4324.

**COMMUNITY AND PARENT VOLUNTEERS:** We appreciate the work and time that our volunteers contribute to our school. Without their help, we could not provide the field trips, ski days, and a variety of other activities that our students currently participate in. The efforts of these volunteers are greatly appreciated. The Harlowton School District has taken out a policy that covers volunteers under workmen's compensation while these volunteers are doing their job. In order to provide this coverage, the District needs to have fingerprints and a federal background check (according to federal law) on record for the volunteer. This will be at the volunteer's expense. In addition, each volunteer must check in and out of the office each time he/she volunteers so that the District can keep a record of the volunteer dates and hours in order to provide coverage. A volunteer is not covered by the District's health insurance.

**COMPLAINTS BY PARENTS AND STUDENTS:** Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual discrimination, including sexual harassment.**

**DISTRIBUTION OF PRINTED MATERIALS:** Printed material (other than classroom related material such as tests and study sheets) to be handed out to the students will be placed on a table in front of the secretary's office.

**School Materials:** School publications distributed to students include: HHS NEWS. All school publications are under the supervision of a teacher, sponsor, and the principal.

**Non-School Materials:** Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

**EQUAL OPPORTUNITY:** All school classes, including vocational and activities, shall be open to both male and female students without regard to race, religion, creed, national origin or handicap (with the exception of volleyball which is a female sport).

**EXTRA-CURRICULAR ACTIVITY:** Any student activity offered outside the regular school curriculum, but sponsored and supervised by the high school. No credit is granted for extra-curricular activities.

**FEES:** Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.

Participation fees for extracurricular activities.

- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.

- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.
- Participation in Montana Digital Academy courses not required for graduation.
- Fees for repair of broken school-owned laptops

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Superintendent.

A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation. (Refer to Policy 3520)

**FEES - SPECIAL CLASSROOM:** From time to time it will be necessary for teachers to collect fees for various reasons within a class including band instrument rentals.

**FIELD TRIPS:** Field trips are an extension of the classroom -- thus students are required to go on all field trips. Field trips will be announced far enough in advance for students to make the necessary arrangements. All field trips by classes must be approved by the administration. All students participating in these trips must have permission from their parents or guardian. Students are required to dress and act properly, according to school policies, while on such trip.

**FIELD TRIP POLICY:** Students expecting to participate in extended school sponsored trips should be aware that their grades must allow them to be eligible for inclusion as with any other extra-curricular activity. Students have the responsibility of checking with their teachers a week ahead of time for eligibility requirements that may need to be met. Other trip restrictions may also apply, such as Upper Class inclusion only, or meeting an expected point system according to the particular organization's guidelines. Eligibility will not be required to be checked for field trips stated in a teacher's syllabus; any other field trip will be governed by the eligibility policy.

**FINES AND FEES:** School bills not paid will result in withholding of the student's report card. A senior will not receive his/her diploma until all fees are paid in full.

**FIRE/DISASTER DRILLS:** When the FIRE ALARM is sounded, all classes are to leave the building quickly, quietly, and orderly, or follow other specific directions given by the classroom teacher. Fire and disaster drills will be held during the school year. These will be done at different times so students will know where the exits are from each class in which they are enrolled.

**FORCE:** School District No. 16 employees are justified in the use of such force as is reasonable and necessary to restrain a student or students.

**GRADUATION RESPONSIBILITIES:** Freshmen: Decorate and clean up for Class Night.  
 Sophomores and Juniors: Decorate and clean up for Commencement.  
 Seniors: Must buy own announcements, cap and gown, programs, and other class expenses.  
 School Board provides: Diplomas and Honor Cords.

**HALL REGULATIONS:** All students are asked to observe the following rules in regard to halls and staircases:

1. Boisterous conduct, yelling, and unnecessary disturbances are not permitted.
2. Walk, do not run, through halls and on stairs.
3. All students are asked to assist in keeping the halls clean and neat.
4. Students are asked to be courteous at all times and keep to the right when moving in the hallways.
5. There will be no public displays of affection (i.e., hand holding, kissing, etc.)
6. Keep hallways usable. Do not lie in hallway, and keep feet out of the hallway before school.
7. Any student in the hall during classroom hours is required to have a signed planner or a pass signed by a teacher in possession.
8. Seniors are the only students allowed in the halls before 8:10 in the morning. No one is allowed in the hallways at lunchtime.

**HEARING SCREENING:** Hearing screening is conducted at your child's school and is mandated for students in Grades K, 1, and 9 or 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. The initial hearing screening consists of pure tones. It may also include immittance screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal. Your child will be referred for a hearing rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial screening. Hearing Conservation Program staff will conduct the hearing rescreen. In addition to the pure tone and immittance screening, they may also conduct optoacoustic emission screening. This is a measure of cochlear (inner ear) function that does not require the child to respond.

**HONOR CORDS:** Gold honor cords denote a cumulative grade average of 3.0 or higher for eight semesters. Maroon honor cords denote having been on the honor roll four grading periods of the senior year. Seniors earning the honor cords may keep them after the ceremonies. Notation will be made on the programs giving definition to the significance of the cords.

**NATIONAL HONOR SOCIETY:** Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

To be eligible for membership the candidate must be a member of the sophomore or junior class, as designated in the chapter bylaws. Candidates must have been in attendance at Harlowton High School the equivalent of one semester.

Candidates eligible for selection to the chapter shall have a minimum scholarship average of 3.5 to become eligible to enter and must maintain a 3.25 to remain. The eligibility shall then be considered based on their service, leadership and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required. A member who has been dismissed may appeal the decision of the Faculty Council to the Principal.

**IMMUNIZATION REQUIREMENTS:** Montana law requires all pupils to be immunized against diphtheria, pertussis, tetanus, polio, measles/mumps/rubella (MMR), and varicella (chickenpox) in order to attend school.

**INSURANCE:** School District No. 16 provides LIMITED INSURANCE COVERAGE for all students through Gerber Life Insurance Company. Additional coverage is available for purchase at the student's expense.

**LOCKER & DESK POLICY:** School lockers and desks are on school property, part of the facilities and the actual property of the school. The school reserves the right to inspect these lockers and desks at any time. Students shall not get into another person's locker or desk at any time without special permission. Students shall be held responsible for the cleanliness and condition of their locker. The school can change, reassign or deny students the privilege of a locker completely at the Principal's discretion. The school accepts no responsibility for the safety of any items left in the lockers or desks.

The Principal will make all locker assignments. The school will issue a padlock to any student upon request. Every locker is lockable. Students are expected to return the issued lock at the end of the school year. If the lock is lost, the student is responsible for the cost of the lock (\$7).

**LOST AND DAMAGED MATERIALS:** Books, Chromebook, and equipment are purchased by the school for student use. Reasonable wear on books and equipment is expected. However, unreasonable wear on books, band instruments, or loss of equipment is not expected. Students will be charged for unreasonable wear or damage. Books or equipment lost will be replaced by the student. Library books which have not been turned in must be paid for by the student who has checked the book out. Those unwilling to pay the fines will be required to pay a deposit the following school year before books are checked out to the student again.

**LOST AND FOUND:** The office has a "LOST AND FOUND" area. Students should take all found articles to the office. If you lose an article, you should report it to the office immediately. Items of value should be kept in the office and all articles brought from home to school should be marked with the owner's name. School is not responsible for any student personal possession lost, damaged or stolen.

**MEDICINES/PRESCRIPTION DRUGS:** Harlowton School District 16 will not dispense prescription or over-the-counter medications. Medications sent with the student from home will be placed in the Principal's Office/Main Office along with a written instruction form. School personnel cannot legally administer any medication to students. The district strongly encourages administration of medication at times other than during the school day. However,

it is recognized that such a practice may not always be feasible. Care taking means storage of prescription medication with reasonable precautions for security and preservation. Handling means providing students with proper dosages at times specified on the container labels or in written instructions from a parent or medical provider. Neither care taking nor handling means administering medication to students. The school does not recognize medical marijuana as a prescription drug allowed in school.

At the beginning of each school year (or as the necessity arises):

- a current, signed parental consent form has been submitted to the district;
- a copy of MD prescription if medication is prescription medicine; or an
- “Authorization for Medication To Be Taken At School” form completed by a medical provider has been submitted to the district;
- a properly labeled pharmaceutical container with patient name, medication name, specific dosage and dispensation time instructions has been provided to the district;
- written communication regarding any special storage instructions (e.g. refrigeration required) has been provided to the district;
- written affirmation from parent/guardian that the initial dose of the medication has been administered to the student at home, in the medical provider’s office, or in the hospital.

Continued supply of the medication is the sole responsibility of the parent/guardian. Delivery of the medication to the district is the sole responsibility of the parent/guardian. The district has no responsibility if medication is not delivered or is otherwise not available.

Call the teacher or principal when your child is taking an antibiotic or other medication. When the above aforementioned requirements have been understood and met, responsibility for caretaker/handling functions shall be assumed by school personnel.

Over-the-counter drugs cannot be dispensed from one student to another.

**MEDICAL TREATMENT RELEASE FORMS:** These are kept on file at the office and in the buses for each student. This enables the student to receive proper medical treatment in the absence of the student's parents.

**MOVIES:** Any movie to be shown in the classroom for academic or other purposes with other than a G rating must be approved by the administration. Any PG rated movie must have a parental consent letter before being shown. If the assigned movie is not watched as part of the assignment additional or supplemental material will (or can be) assigned to take the place of the assigned film.

**PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS:** The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student’s parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the Principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406) 632-4324 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. (See **Protection of Student Rights** below.)
- Become a school volunteer. For further information, contact the Principal or School Counselor.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Engineer Extras and Senior Sober.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the Superintendent.

**PASSES:** All teachers will have a hall pass which students are required to have to be out in the hallway during instructional time. Teacher will have a Sign-out Sheet that all students will sign, date and record time they leave and return from class. Teachers will set limits within their syllabus on allowance such as: what students are allowed to leave class time for; when they are allowed to leave; and frequency, if at all, from their class.

**POSTERS:** Posters are not to be put on any painted wall or surface that might be damaged by the installation. Material placed on walls must be secured with non-tape material. The administration must okay all student materials displayed within the school.

**PROTECTION OF STUDENT RIGHTS (Policies 3200 and 2132):** The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

**Surveys:** Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

**Instructional Materials:** Parents have the right to inspect instructional materials used as

a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

**Collection of Personal Information from Students for Marketing:** The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

**SCHOOL EXTRA-CURRICULAR ELIGIBILITY:** The goal of extra curricular and co-curricular activities is to make our students successful. Research has shown that students who are involved are more successful, and the dropout rate is lower. It is important that our students who choose to become involved live up to higher standards. Students who become involved choose to represent the school, community and themselves at a higher standard.

Eligibility is checked weekly starting the second week of the quarter. Teachers will post grades on Thursday evening. Friday morning, students will have eligibility posted. If a student is ineligible, the eligibility period begins 8:00 Sunday morning and will last until 7:59 Sunday morning.

Eligibility is for all extra and co-curricular activities. Eligibility is also used for mandatory study hall as well as hall passes.

Students with a "warning" or listed as "ineligible" on the weekly eligibility report will have their open campus revoked and be required to attend Title Lunch Hour during lunchtime for the week they are on the report. Students can bring a sack lunch or eat school lunch but will do so in the designated room while working on their homework to maintain passing grades.

Students with an F, regardless of subject, for more than one consecutive week will result in the student being ineligible for the following week and until the grade is no longer an F at a subsequent checkpoint.

Any student with a grade of an F on quarter grade or semester grade will be ineligible until the 1<sup>st</sup> checkpoint of the following quarter and all grades must be passing at that time. If all grades are passing at checkpoint time, the student will become eligible on the following Sunday.

Students must attend school for at least 4 (four) class periods (replaces ½ day) prior to practice or competition unless they have prior approval by administration to participate in any co-curricular, extra-curricular, or school related activity. If an activity is leaving school before 5<sup>th</sup> period, students must be in attendance for the entire morning session of classes. Only administration pre-approved exceptions and medical appointments with a doctor's note will be honored.

**SEARCHES:** In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

**SICKNESS OR INJURY:** If a student becomes injured, immediately notify the office. Students should not come to school when they are ill. Students who are well enough to attend school are expected to take part in all school activities including PE and other extracurricular activities. A medical provider's release will be required for any student who has been excused from PE or a school activity for medical reasons before that student will be allowed to return to that activity.

**STUDENT ACCIDENT FORM:** The teacher is required to fill out this form for all accidents. These may be secured from the office.

**STUDENT DRESS:** The following Standards for Dress will be adhered to by all students:

- Shorts/Skirts:** Must cover 3/4 of thigh to be worn (fingertip length), must be hemmed.  
**Shoes:** Students will wear shoes at all times. Slippers are not considered shoes.  
**Headgear:** Headgear will not be worn by boys or girls in school district buildings during school hours. This includes lunch hour, before and after school.  
**Activities:** Students participating in activities will conform to additional dress standards as established by activities director.  
**Gym Clothes:** Students are required to wear gym clothing in gym classes; however a change of clothes is required to get back into other classes.  
**Other:** No chains or status bearing items are allowed, or other such items of clothing that are thought to be of poor taste such as, but not limited to, alcohol, drugs, profanity, or provoking sayings.  
**Backpacks:** Backpacks will not be allowed in classrooms.

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to Policy 3224). The Students are proud of their individual appearance and the freedom to express themselves through the latest fashions. It is the School District's goal to continue the tradition of our students presenting themselves in a positive manner. We ask that students are well groomed and demonstrate personal hygiene, exemplified by excellent manners and respect for each other. To maintain high standards in health and safety for all of our students, personal dress and grooming standards shall comply with the following guidelines:

- Students shall be appropriately covered and not be a disruption to the educational environment.
- Students shall not wear caps or hats in school buildings during normal school hours.
- Students may not wear clothing or jewelry that advertises or promotes harmful substances prohibited by district policy.

- Students are prohibited from wearing any clothing, jewelry or other ornaments that could cause personal harm to the student or others.
- Students shall not wear articles of clothing that are adorned with sexually suggestive slogans, profanity, lewd pictures, innuendos, vulgar or obscene displays, or that which may be offensive to another's religion, race or national origin.
- Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Slippers are not appropriate for school.
- Some classes or events may require further dress requirements due to safety concerns or performance dress. Students in these classes will be made aware of these additional requirements.
- Students need to dress appropriately for the weather.
- Students that are attending class or Students who are not meeting the dress code will be asked to change into something else that meets the dress code
- Refusal to comply will result in additional disciplinary action.

The Principal may send students home if their dress does not conform to these standards. Students will receive an absence and will not be able to make up work for each period they miss while changing clothing. The Principal may issue a school owned shirt to wear. Failure to return a cleaned shirt will result in repaying the school \$15.00.

**STUDENT DRIVING:** Students are not to drive or ride as passengers during school hours unless they have a written permission slip from the Principal or the Superintendent. Notes from home requesting that the student be allowed to drive during a school day will be honored if for a valid reason, such as making a parts pickup or for dental or medical reasons. Students driving to school are encouraged to park their vehicles in the southeast lot. If students are caught driving/riding during school hours, parent notification will be attempted as well as the student will be given a minimum of 1 hour detention and may be suspended. Students at school are the school's responsibility.

**STUDENTS' DESKS AND LOCKERS:** Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231.

The parent will be notified if any prohibited items are found in the student's desk or locker.

**TELEPHONE CALLS:** Students are asked to keep their phone calls at a minimum. They should not use the office phone unless the calls are absolutely necessary. If a student must make a long-distance call, he/she must first secure permission to do so. Students will not receive calls during class time unless it is an emergency.

## **BUS TRANSPORTATION RULES:**

### **TRANSPORTATION RULES**

1. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit. Students need to understand that riding a bus is a privilege and not a right. Any student who fails to follow bus rules may lose this right for a determined amount of time.
2. It is every student's responsibility to ensure the safety of all riders. No distractions to the bus drivers or other riders will be allowed. After one warning students may lose all bus riding privileges for remainder of school year.
3. Buses will leave the school as soon as loaded, but not earlier or later unless directed by the Superintendent for some emergency.
4. Pupils should stay off the roadway at all times while waiting for the bus.
5. Bus riders should keep their hands inside the bus at all times.
6. Follow the Student Conduct policy that is set forth.
7. Any damage to a bus should be reported to the driver at once.
8. Any student disfiguring or mutilating a bus will be required to pay damages.
9. Pupils must help keep buses clean, sanitary and orderly.
10. Pupils must walk or provide their own transportation to bus stops, if necessary.
11. No persons other than regular bus students will be permitted on the bus without permission from the Superintendent or Principal.
12. Moving from one seat to another, placing feet on seat, or standing in the bus will not be permitted.
13. Students will be loaded or unloaded at the bus stops or school buildings only.
14. The Emergency Door is ONLY to be used in case of an Emergency.
15. All students must have a note or phone call from parents or guardians if planning on getting off the bus, or riding another bus, at other than regular loading or unloading area or stop.
16. Students are to be properly dressed for the weather conditions. Students must have hats, gloves, winter coats and proper footwear during winter months.
17. Students on extra-curricular buses should bring a blanket during winter weather. Students who are not properly dressed for winter weather may be denied access to the bus.

**VEHICLES ON CAMPUS:** Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

**VISITATIONS:** Visitor's should check in at the Administrative office when coming into the building. Do not send children who are not officially enrolled in the school to visit. Several considerations make it unfeasible to permit student visitors to come and spend the day. These considerations include: (1) proof of immunization; (2) possible overcrowding in the classes; (3) liability; (4) supervisory overload; (5) and possibility of use of school personnel for free daycare service. Exceptions may be granted as the discretion of the administration.

**WORK BASED LEARNING:** The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The students' classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in work-based learning must be converted and is equivalent to the time requirement for credit to be earned.

Work Based Learning is permitted for Junior and Senior status students who have a 3.0 GPA or higher. Work Based Learning can be scheduled for either 1<sup>st</sup> or 7<sup>th</sup> periods if a student is going off campus for work. Only one period is permitted for Work Based Learning students. In addition, Work Based Learning is scheduled on Mondays through Thursdays, and students must report to the HHS Library for Work Based Learning weekly reports on Fridays. The place of employment for students participating in WBL must provide proof of Workman's Compensation Insurance to the Superintendent prior to employment of the student. If at any time a student participating in WBL earns an F in any class, they will lose the privilege of WBL. It is the responsibility of the student to alert their employer if they have a school activity that makes them absent for WBL. If at any time a student participating in WBL loses their employment, they must notify the Principal within 24 hours. On-campus WBL students may schedule WBL employment for either 4<sup>th</sup> or 5<sup>th</sup> periods – to be attached to the lunch hour.

**WORK PERMITS:** Students will not be allowed early release from school to accommodate work schedules.

## **SCHOOL DANCES**

Because of the exposure of the school to liability in public dances, and because of the public concern about the school-sponsored dances, the following policies are adopted. These policies are applicable to all school organizations, activities or functions using the name of the school, or based on a function of the school when any employee or student of the school has any responsible office or function or for which the school directly receives any income.

**CHAPERONES:** All dances will be required to have a minimum of four (4) adult chaperones.

**JUNIOR HIGH ATTENDANCE:** No junior high school students will be allowed to attend the prom. The exception to this rule would be students who act as servers.

**NON-STUDENTS:** Students wishing to bring a guest (a person not attending HHS) may do so by receiving written permission by 2:20 PM of the Friday preceding the dance from the main office. No person over one year removed from graduating high school or 21 years of age will be allowed to attend. Any guest must be or was in good standing with their current or former school.

**SECURITY:** All backpacks and open bags will not be allowed. A breathalyzer will be on hand, and students may be checked if a suspicion of alcohol is determined. All students will be required to sign-in upon arrival, and sign-out when they leave the dance. Once a student has left, he/she will not be allowed back into the dance.

**TIME:** All dances shall end at 12:00 midnight, except the prom which will end at 1:00 a.m.

## **-REFER TO ACTIVITY HANDBOOK FOR –**

- Student Travel Policy
- Extra-Curricular Buses
- General training Rules For Extra-Curricular Activities
- Minimum Sports Participation Requirements
- Athletic Awards Policy
  - Lettering Requirements
  - Dean Lucas Award
  - Participation Award
  - Varsity Letters

