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Harlowton Public Schools

2021-2022

	S	M	T	W	TH	F	S
August	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
September	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
October	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
November	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
	5	6	7	8	9	10	11
December	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
January	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
February	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	1	2	3	4	5
	6	7	8	9	10	11	12
March	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
April	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
May	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

August

23-24 P.I.R.
25 First Student Day

September

6 No School – Labor Day
23 Midterm
24 P.I.R.

October

20 Dismiss at 2:35
21-22 P.I.R.: Teacher Conventions
28 End of Quarter 1
29 P.I.R.

November

1 P.I.R.: Parent/Teacher Conferences
24 Dismiss at 2:35
25-26 No School – Thanksgiving Break

December

3 Midterm
22 Dismiss at 1:35
23-31 No School – Christmas Break

January

13 End of Quarter 2/Semester 1
14 P.I.R.
31 No School

February

16 Midterm
16 Dismiss at 2:35
17-18 No School

March

3 P.I.R.
4 No School
18 End of Quarter 3
21 No School
22 P.I.R.

April

1 No School
14 Dismiss at 2:35
15-18 No School – Easter Break
22 Midterm

May

2 No School
26 End of Quarter 4/Semester 2
26 Dismiss at 1:35

Home of the Engineers!

STATEMENT OF GENERAL OBJECTIVES

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.

This handbook is designed to acquaint students with the Harlowton School District including a section for the High School and Hillcrest Elementary. 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.

CHARACTER COUNTS!

In order to create a community of learners who respect themselves, others at Hillcrest, and throughout our community, we will focus on the *Six Pillars of Character* from the *Character Counts* program. Teachers will refer to these six pillars in their classroom life and lessons and they will be a part of our Life Skills program. The six pillars are as follows.

TRUSTWORTHINESS

Be honest ★ Don't deceive, cheat or steal ★ Be reliable – do what you say you'll do ★ Have the courage to do the right thing ★ Build a good reputation ★ Be loyal – stand by your family, friends and community

RESPECT

Treat others with respect ★ Be tolerant of differences ★ Use good manners, not bad language ★ Be considerate of others ★ Don't threaten, hit or hurt anyone ★ Deal peacefully with anger, insults and disagreements

RESPONSIBILITY

Do what you're supposed to do ★ Persevere: keep on trying! ★ Use self-control ★ Be self-disciplined ★ Think before you act – consider the consequences ★ Be accountable for your choices

FAIRNESS

Play by the rules ★ Take turns and share ★ Be open-minded; listen to others ★ Don't take advantage of others ★ Don't blame others carelessly

CARING

Be kind ★ Be compassionate and show you care ★ Express gratitude ★ Forgive others ★ Help people in need

CITIZENSHIP

Do your part to improve your school and community ★ Protect the environment ★ Cooperate ★ Stay informed ★ Be a good neighbor ★ Obey laws and rules ★ Respect authority

Hillcrest Staff

Ms. Christina Barbachano..... Superintendent
Mr. Aubrey Miller..... Principal K- 6/Sixth Grade Literature/
Curriculum Director K-12/504
Ms. Lisa Webber Secretary
Mr. Jonathan Olsen K-6 Counselor, K-12 Activities Director
Mrs. Paulina Greydanus..... Kindergarten
Mrs. Susan Stensaas..... First Grade
Mrs. Melissa Tudor..... Second Grade
Miss Bailey Snelling..... Third Grade
Mr. Mike Peterson Fourth Grade
Mrs. Kay Hiner Fifth Grade
Mrs. Kay Bornong Sixth Grade Science & Social Studies/P.E. K-6, 5-6
Girls Basketball Coach
Mrs. Claire Miller Resource
Mr. Travis Hiner Librarian
Mrs. Sharla Hatveldt Music K-12
Mrs. Darlene Bacon Title I, Sixth Grade Math & Language Arts
Mrs. Gwen Begger Title I
Mrs. LaDonna Burroughs Library Aide, IT
Mrs. Amber Clements..... Resource Aide, 6-8 Volleyball Coach, 7-8 Girls
Basketball Coach
Ms. Jesi McKeever..... Resource Aide
Mrs. Christie Mitchell..... Resource Aide
Mrs. Murlene Calhoun Resource Aide

Attendance Centers Staff

Mr. Jon C. Mysse..... Duncan Ranch Colony K-4
Mrs. Tonya Briscoe..... Duncan Ranch Colony 5-8, 6-8 Volleyball Coach
Mrs. Jennifer Peters Martinsdale Colony K-5
Mrs. Amber Lewis Martinsdale Colony 6-8
Mrs. Tammy Schenk..... Colony Aide-Duncan, Title III
Miss Bailey Schuchard Colony Aide-Martinsdale, Title III

Maintenance Staff & Food Service Staff

Mr. Jim Freeser Custodian
Mr. Charley Hensel..... Maintenance
Mr. Doug Pierce..... West Bus Driver
Mr. Chris Adams..... East Bus Driver
Mrs. Diana Todhunter Asst. Cook
Mrs. Casey Truesdale..... Asst. Cook, Crosswalk

Daily Schedule

8:00-8:20	Breakfast served
8:00-8:15	4-6 P.E./Recess
8:15	Class Begins for 4-6
8:20	Class Begins K-3
11:00-12:50	Lunch & Recesses, Grades K-6 (staggered times by grade)
2:55	Dismissal, Grades K-1
3:35	Dismissal, Grades 2-6
2:35	Dismissal for all grades on Friday

DRESS CODE

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

- Clothing:** Must be tasteful and worn so as not to cause undue attention. No shirts/dresses with spaghetti style straps or strapless shirts/dresses. Shirts must be long enough to stay tucked in. No pajama style pants will be allowed. No graffiti or profanity on items.
- Pants/Shorts:** Extremely baggy clothing will not be allowed. Pants, shorts, etc. are not to be worn below the waistline and should be appropriately sized.
- 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. Sandals and flip flops are permitted.
- 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 coaches and activities director.
- Gym Clothes:** Elementary students must wear gym shoes during PE classes. Students are not allowed to change into shorts or other attire for P.E. 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 at desks, but must be stored in student lockers.

During cold weather, elementary students should bring shoes to change into when they wear boots to school. Students should wear some kind of boot when there is snow on the ground. Gloves and cap are also helpful during winter.

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 the time they miss while changing clothing. The Principal may issue a school owned shirt to wear.

GENERAL RULES

The school must have certain rules to ensure the safety of students, teachers, aides, the custodian, and visitors. At times, new rules must be made, or revised. If you have a question about one or more, please call the school for the rationale for each.

1. Students should arrive at school no earlier than 8:00 A.M. There is no playground supervision until that time. Breakfast is served from 8:00 – 8:20.
2. Students may enter the building at 8:00 only for breakfast or to attend the Title I homework study time from 8:00 – 8:20. Any exceptions to this would be only with special permission by a staff member.
3. The only place to cross the highway is at the crosswalk below the school. Bikes must be walked across the crosswalk.
4. Gum and candy are not allowed at school. If a child has candy for an after-school snack, they may keep it in their backpack, or give it to their teacher for safe keeping. If a child has candy at any other time or place, the teacher will take it, **and it will not be returned.** If candy is in a sack lunch, then the student may eat it in the lunchroom during lunchtime. Students may bring pop to school as a part of their sack lunch. Students are not allowed to bring any drinks other than water to drink with hot lunch.
5. Bikes are to be placed neatly in the racks provided. **THE SCHOOL IS NOT RESPONSIBLE FOR BIKES LEFT IN THE RACK OVERNIGHT.**
6. School and library books, as well as any school property damaged, lost, or destroyed by a student, must be paid for before the last report card will be issued.
7. Students shall follow school and playground rules as posted in the school and discussed in each classroom.

ADDRESS/TELEPHONE INFORMATION

It is essential that local addresses, home, work and emergency contact phone numbers are provided to the school at the earliest possible date. Any time any of this information changes, the school should be promptly notified.

AFTER SCHOOL PLANS

The school will not release students to any individual other than their parents/guardians without notification from the parent/guardian. When someone other than the person who is usually responsible for picking up children after school, is to pick them up, please call the school or send a note with your child to the school so it is known you have granted permission for them to go with this person.

BOOKS & EQUIPMENT

Books and equipment are purchased by the school for student use. Reasonable wear on books and equipment is 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.

BUS TRANSPORTATION

Bus students in grades K-1 will be supervised in their classrooms or on the playground from the time they are dismissed and the time buses run at 3:40.

Bus students are not allowed to leave the school grounds while waiting for the bus. When students ride the bus to school, but do not plan to ride it home, they must notify the driver and the office of their plans.

TRANSPORTATION RULES

1. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit. Riding a bus is a privilege, 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 the remainder of the 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 may be required to bring a blanket during winter weather. Students who are not properly dressed for winter weather may be denied access to the bus.

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. The school encourages communication between students, parents, teachers and administrators. Teachers may be contacted at the school between 8:00 and 3:50, Monday through Thursday and until 2:35 on Friday.

COMMUNITY AND PARENT VOLUNTEERS

The efforts of 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 STUDENTS AND PARENTS

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.

CROSSWALK SAFETY

Students who must cross the highway to get to school must use the crosswalk at the established school crossing. Please educate your child, as the school does, about correct procedures for riding bikes, and for crossing the street with them. The school needs your help in educating and enforcing the safe riding and crosswalk rules. A crosswalk guard is on duty daily from 7:45 until 8:25 and from 2:45 until 3:45 except on Friday which is from 2:25 – 2:50.

DISTRIBUTION OF PRINTED MATERIALS

Printed material (other than classroom related material) to be handed out to the students will be placed on a table in front of the secretary's office.

DESKS AND STUDENT LOCKERS

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 desk and locker. The school can change, reassign or deny students the privilege of a desk or locker completely at the Principal's discretion. The school accepts no responsibility for the safety of any items left in the lockers or desks.

No student may use a desk or locker for the storage of any substance or object, the possession of which is prohibited by school rules or by law or which constitutes a threat to the health, safety or welfare of students, staff, or others.

FEES – SPECIAL CLASSROOMS

From time to time it will be necessary for teachers to collect fees for various reasons within a class including band instrument rentals.

FINES & FEES

School bills not paid will result in withholding of the student's report card. School and library books, as well as any school property damaged, lost, or destroyed by a student must be paid for by the end of the school year. If you need assistance with fines and/or bills, please contact the Principal for assistance.

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.

FOOD IN SCHOOL

There will be NO food (pop, candy, coffee, etc.) allowed in the classrooms during the school day. Only bottled water will be allowed.

Our school will once again participate in the **Fresh Fruit and Vegetable Snack Program**. On days that these snacks are not provided, students may bring a small snack for themselves, as long as they follow these guidelines.

Students may participate in our daily healthy snack program as long as they adhere to the following guidelines.

- **This is a *voluntary program*, no student has to participate.** Your child may bring a healthy snack on any day the school does not serve snacks, but cannot be brought on days the school does serve snacks.
- **Healthy snacks *will not be shared*.** If your child does not bring a snack, the school/teacher will not provide one nor will other students be allowed to share with them.
- **Only healthy snacks included on the list will be allowed.** If your child brings a snack that is not on the list he/she will not be allowed to eat it.
- **So as to not create a mess** nor attract mice into our school, healthy snacks must be brought on a daily basis and not kept in lockers for days or weeks at a time.
- **This is just a simple mid-morning snack;** it is not intended to fill up a student, simply take the edge off their hunger so that they can remain focused on their learning. With this in mind, portion size becomes quite important. Healthy snacks need to be kept small, think the palm of your hand or a quarter of a cup. Also, the snack cannot require the use of utensils nor refrigeration.
- **Snacks will be eaten only at the classroom designated time.** Classroom teachers will set the time for their classroom snacks. Also, all garbage must be deposited in the proper locations. Students who abuse the healthy snack program will be asked to not participate.

Following is a list of allowable healthy snacks. If changes are required, we will update the list and inform you of any changes in our weekly newsletter, the *Hillcrest Connection*.

- fruit – bananas, berries, apples (cut up), oranges (peeled & sectioned), grapes
- dried fruit
- shelled nuts (peanuts, walnuts, almonds, etc.)
- cut up veggies
- crackers
- beef jerky
- go-gurts
- pretzels
- cheese
- raisins
- dry cereal like Cheerios (not too sweet!)
- trail mix (that does not include candy)
- granola bars (not covered with chocolate or filled with candy pieces)
- popcorn (butter & salt, but no flavored nor coated varieties)

This program does not replace birthday treats or treats students and teachers bring for other special events. Students are still welcome to bring traditional birthday treats to share with their classmates on their birthdays. As always, these treats will be shared at an appropriate time in the afternoon.

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.

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.
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.

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 otoacoustic emission screening. This is a measure of cochlear (inner ear) function that does not require the child to respond.

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.

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 their classroom syllabus.

Students with late or missing assignments will not be allowed to attend any non-classroom activities including, but not limited to, recesses, school celebrations, assemblies, and field trips. These students will remain in their classrooms or another supervised area completing their work during these activities.

LOCKDOWN & 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.

LOST & FOUND

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. Check the "Lost & Found" rack in the hallway for items you have misplaced. 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 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.

OVER THE COUNTER COUGH DROPS

A student may take cough drops at school if a note is provided to the teacher by the parent/guardian stating that they may be taken for a specified length of time. The teacher or the secretary must store the cough drops during this time. The school cannot supply cough drops or any other OTC medications to any students.

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 an “opt out” parental letter sent home 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.

PARKING AND STUDENT LOADING PROCEDURES

So that the children do not have to cross the street, students at Hillcrest School will be loaded and unloaded into and from cars on the school side of the street. Always pull over to the curb to load and unload your children. **DO NOT stop in the street to drop your child off or pick your child up.** Please note that there is a no-parking area for buses and handicapped parking. We ask that the bus parking area be observed and left available for its intended purpose during school hours: 7:30 a.m. – 4:30 p.m. The handicap parking area is enforced at all times.

PARTY INVITATIONS, BIRTHDAYS AND DELIVERIES

Birthdays may be celebrated at school by bringing treats for classmates. Parents should contact the teacher and make prior arrangements if they would like to send treats, etc. To avoid hurt feelings, we ask that party invitations for any type of party not be distributed in school, on the bus, or on the playground. We ask that **no deliveries** of any kind be sent to the school, this includes flower or balloon for birthdays and holidays.

PERSONAL POSSESSIONS

Each year we accumulate boxes of clothing made up of items found but which no one will claim. If parents mark all clothing children bring to school, items will be returned to the correct child. Any types of electronic equipment or toys on the school grounds are not allowed because the school cannot be responsible should they be harmed or claimed by someone else. Items brought to school for Show and Tell should be given to the teacher for safekeeping.

SENDING MONEY TO SCHOOL

At the times when parents send money to school to cover the cost of lunch, pictures, books, etc., it is suggested that the check or money be placed inside an envelope on which has been written the child’s name and its purpose. **Please make all checks payable to Harlowton High School.** Any money a child brings to school to be used after school should be given to the teacher for safekeeping until that time. **The teacher and school are not responsible for money lost by a child.**

VISITORS

Visitors must enter the front door by ringing the buzzer. Once they are let in the school, they will be asked to sign in and out of 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) supervision issues; (5) and possibility of use of school personnel for free daycare service. Exceptions may be granted at the discretion of the administration.

Visitors are to remember they are guests in the school and classroom and must follow all school classrooms rules and procedures. Adult visitors to our school are asked to always act as positive role models for our students. Any visitors disrupting the school or classroom environments will be asked to leave.

TELEPHONE USE

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.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept in backpacks in lockers 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.

SCHOOL TELEPHONE USE

Students will only be allowed to use the phone for emergencies and under special circumstances. Student phone calls will be made from the Main Office. **Students will not be allowed to call home to have items brought to school that they forgot, nor to make after school plans.**

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 school appreciates a phone call from parents/guardians before 9:00 in the morning to let the school know a student is sick. Students will have one day for every day they are absent to turn in work they missed during their absence. Work to be missed during a prearranged absence will be coordinated with the classroom teachers on a case-by-case basis.

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 (1st) day of school attend school until the later of the following dates:

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

IMMUNIZATION REQUIREMENTS

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

COMMUNICABLE DISEASES

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 elementary office so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)

SICKNESS OR INJURY

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 recess, 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.

PARTICIPATION IN THE CLASSROOM

It is the belief of the Harlowton School Board that attendance and participation are equally important in the classroom. Teachers will be encouraged to use participation as part of their classroom grading. Teachers will explain grading to families and students at the beginning of the school year.

TARDY

Being in school and being at school on time is critical. Students who are late not only miss out on important directions and instruction, but they also interrupt the classroom when they arrive. Being punctual and responsible are important qualities for all students.

Parents must bring a tardy child to the main office, sign him/her in, and provide an explanation for the tardiness.

TRUANCY

Truancy is skipping school or cutting classes without the permission of the sponsor and school officials. Any student who leaves school without permission and/or does not sign out will be considered truant. Parents will be notified of any truancy as it occurs.

LEAVING SCHOOL GROUNDS

Hillcrest Elementary is a closed campus. Students are not to leave school grounds for any reason during the school day without PRIOR parental permission arranged through the office. Students that leave without permission and do not sign out will be considered truant.

LEAVING SCHOOL EARLY

Parents who are taking students out of school early must sign their child/children out on the “Student Check In/Out Sheet” at the main office.

RETURNING TO SCHOOL AFTER AN ABSENCE

After all absences, students must report to the main office with a note from their parent/guardian excusing their absence. These notes will be kept on file in the office.

MEDICAL RELEASE TO RETURN TO P.E./RECESS ACTIVITIES

Students who have had a serious injury, have had surgery, or have been placed under a doctor’s care for a medical condition are required to have a release from the medical provider before returning to regular P.E. and recess activities.

PRIMARY STUDENTS AT DISMISSAL

Students in grades K-1 who live in town will leave at dismissal time. Students in grades 2-6 who live in town will leave the school grounds immediately after dismissal. Playing on the playground after school is not allowed as supervision is not available. Students waiting for bus routes or older siblings will stay in their classrooms until the 3:35 dismissal.

AWARDS

The following awards will be awarded during the school’s Closing Ceremonies held on the final day of school each school year.

ACADEMIC AWARDS

Certificates will be presented to each student in grades 3-6 who has earned an all A & B report card for the entire year.

Certificates will be presented to each student in grades 3-6 who has earned a Straight A report card for the entire year.

Certificates will be presented to each Sixth Grade student who has earned Straight A report cards for their entire Hillcrest career (grades 3-6).

Certificates for A & B report cards and for Straight A report cards will be presented to students earning them at the end of each quarter.

President's Award for Educational Excellence will be awarded to all promoted Sixth Grade students who meet both of these criteria:

1. Must have earned a 3.75 or higher cumulative GPA from grade 3 through the Third Quarter of the Sixth Grade year.
2. Scored at the Advanced Level on either the Math or Reading state assessments during the Fifth Grade year.

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.

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

It is the policy of the Harlowton School District that its students have an educational setting that is safe, secure, peaceful and free from student harassment which is also known as bullying. The District will not tolerate unlawful harassment of any type and/or conduct that constitutes bullying. (Refer to Board Policy 3225)

STUDENT RESPONSIBILITY

1. Respect the rights and property of others.
2. Attend school regularly and arrive on time.
3. Contribute positively to the climate and cleanliness of the school.
4. Volunteer to do a little extra to make a class, the school and the community a better place.
5. Admit mistakes, accept the consequences and consciously try to improve.

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Families will be given a copy of this plan at the beginning of the school year. 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

Discipline is recognized as an essential element in progressing toward personal and social growth. Harlowton Schools attempts to develop positive programs of self-discipline by emphasizing high standards of conduct. Students who exhibit the following kinds of behavior while on the way to and from school, while on school property, attending class, or participating in or attending school sponsored or related activities will be subject to discipline by school officials.

1. Participating in, or promoting the physical or verbal abuse of students or staff or other persons including harassment or intimidation of any form (e.g., sexual harassment).
2. Interference with school employees through challenging authority, disrespect, refusing to follow instructions and requests, intimidation, or other means.
3. The use of obscene gestures and/or written or spoken profanity.
4. Throwing objects (snowballs, rocks, etc.) is not permitted.
5. Cheating, plagiarizing, altering school records, and or forgery involving all types of passes and/or parental excuse notes.
6. Leaving school without authorization or being absent or tardy from class without being excused by the school in advance.
7. Theft, or willful destruction or defacement of student, staff or district property.
8. Any other form of improper behavior addressed elsewhere in the Handbook (i.e., weapons, drugs, alcohol, etc. or any other conduct showing lack of judgment that disrupts the educational environment at Harlowton Schools.

The type of discipline imposed for engaging in improper behavior may vary according to the type and severity of the misconduct. The range of potential disciplinary measures includes, but is not limited to, detention, in-school suspension, out-of-school suspension and/or expulsion.

DEFINITIONS OF DISCIPLINARY MEASURES

In School Suspension (ISS) – Student will be absent from class and will spend the day in a designated area doing the day’s work. Student’s work will be graded.

Out of School Suspension (OSS) – Student cannot 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.

ACADEMICS

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).

GRADE REPORTS

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

REPORT CARDS

Report cards will be given out at the end of each quarter.

PROGRESS REPORTS

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

GRADING SYSTEM

<u>Percent</u>	<u>Letter Grade</u>	All subjects in K-2 use Satisfactory/Unsatisfactory	
100 – 97.....	A	Conduct Grades	Gr. K-6 S/U
96 – 94.....	A-	Penmanship	Gr. K-6 S/U
93 – 91.....	B+	Music	Gr. K-2 S/U
90 – 87.....	B		Gr. 3-4 Letter Grades
86 – 84.....	B-	Band	Gr. 5-6 Letter Grades
83 – 81.....	C+	P.E.	Gr. K-2 S/U
80 – 77.....	C		Gr. 3-6 Letter Grades
76 – 74.....	C-	Art	Gr. K-6 S/U
73 – 71.....	D+	Library Skills	Gr. K-2 S/U
70 – 67.....	D		Gr. 3-6 Letter Grades
66 – 64.....	D-		
63 – 0.....	F		

MODIFIED CURRICULUM/GRADING 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 each year.

- SBAC: State mandated testing in Reading and Math grades 3-6; and Science for Grade 5
- STAR for grades K-6: Reading and Math given three times each year, plus monitoring for students that require it;

SERVICES AVAILABLE

Harlowton Schools will provide special education services to all students identified, as having such needs. These services include speech and all areas of special education. Title I services are available for students who qualify.

RETENTION POLICY

It is the philosophy of the District that students thrive best when placed in or promoted to grade levels with other students of compatible age, physical, social, and emotional status. It is the District's philosophy to promote students who demonstrate effort within those compatibilities. It is equally the District's philosophy and practice to retain students who do not make a reasonable effort to meet grade-level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning.

If a parent insists that a student be retained or promoted, a notice will be placed in the student's file that the retention or promotion was a parent's decision and not recommended by the school.

INFINITE CAMPUS ACCOUNTS

Parents/Guardians are strongly encouraged to create a Parent Portal on the school's Infinite Campus system. This Parent Portal will allow parents/guardians to monitor their:

- child's assignments;
- child's grades;
- child's lunch account;
- child's attendance.

NOTIFICATION SYSTEM

Parents/Guardians are strongly encouraged to register for the school's Infinite Campus notification system. This notification system is the school's primary means of notifying families of changes to schedules such as: an emergency situation such as school being closed or dismissed early due to weather conditions, bus changes, and game time changes. The notification system automatically sends phone messages and/or text messages to all users registered for the service.

ACTIVITIES

ACTIVITY FEES

Elementary students will have a \$25 PER ACTIVITY fee charged for all activities with a MAXIMUM cap of \$60 per student.

ACTIVITY TICKETS

Student activity tickets are an optional purchase at the time of registration. This pass will admit students to most regular season home 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 above activity fee. The cost for the Student Activity Ticket will be \$50 and the Adult Booster Pass will be \$65. Cost for Adults age 65 or older is \$50.

ELIGIBILITY

In order to build good study and work habits, students participating in Elementary Sports and Extra-Curricular activities will be required to have all work satisfactorily completed and turned in before being allowed to attend practices. Students will stay in their classrooms until all work is satisfactorily completed and then attend practice. Students must attend school for at least 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. Students who have an “F” in any course for two consecutive weeks will not be allowed to participate in any Extra-Curricular activities until the grade(s) is/are brought up to a passing level. Grades will be reviewed each Friday morning.

Ineligible students may continue to practice with the team, but will not be allowed to participate in any games, nor travel with the team. This includes games held on weekends.

Student-Athletes will also be held accountable to the rules and procedures outlined in the Activity Handbook.

STUDENT BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

Students in attendance at all activities are expected to give attention to the activity and conduct themselves in a positive manner while watching. Students may be asked to remain seated with an adult or go home from activities if they are causing any kind of disruption.

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 trips.

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.

Every student, on the first day of each school year, and each student who enters during the school term, will receive an application for free or reduced price breakfast/lunch. We usually know by the end of the day on which the application is returned if a student qualifies for free or reduced meals, so it is very important that those applications be returned immediately.

Families will be charged full price until their application is approved by the Main Office.

An application for free and reduced lunch is included at the end of this handbook. If you think you qualify, please complete and return it to the school as soon as possible. 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.

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

We encourage you to deposit as much money as possible at one time because it will be easier for you and your child. To help you decide how much to deposit, some examples are given in the following chart:

	<u>PRICE</u>
Regular Breakfast.....	\$2.50
Reduced Breakfast.....	.30
Regular Lunch.....	3.50
Reduced Lunch.....	.40
Adult Breakfast.....	2.50
Adult Lunch.....	4.25
Milk.....	.50

It would be very helpful to us if you could come in before school starts and make a deposit to your child's account. This will save time for both your child and us on the first day of school. It is suggested that, for security sake, you send a check with your child when it is time to deposit money to their breakfast/lunch account. One check may certainly be written if you have more than one child in school.

When your child eats, the cost of a meal is deducted from his/her account. If your child does not eat a meal, his/her account is not charged for that day and the money remains in the account for future use. If your child brings a lunch but takes a milk, their account will be charged for milk only. 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. **LUNCH/BREAKFAST MAY BE CHARGED FOR 2 DAYS ONLY.**

Children qualifying for reduced price lunch will be handled the same as for the regular lunches. Children qualifying for free lunches will have an account that will always show a zero balance unless they charge extra milk.

Those students who have qualified for free or reduced lunches, but choose to bring a sack lunch to school or choose to have a second milk with their meal and buy a milk, must bring \$.50 cents to cover the cost of a regular priced milk.

The menu for each week is published in the Harlowton Times-Clarion, a monthly menu is sent home, and it is posted in the classrooms and on the entry bulletin board so that students will know in advance what lunch is to be. **Students must take at least 3 items off the lunch line if they choose not to take the main course.** Students are expected to demonstrate good manners in the lunchroom with no loud talking or yelling, throwing food, exchanging food, etc. Students who find it difficult to follow the lunchroom rules will be required to eat lunch away from others.

Parents may occasionally eat lunch with their children. The school must be notified by 8:45 a.m. and the parents will be asked to pay \$4.25. We invite you to come and share this time with your child. Guests are expected to follow all lunchroom rules and procedures and be role models for our students.

ADDITIONAL INFORMATION

ADMISSION OF OUT-OF-DISTRICT STUDENTS

Admission to Harlowton Public Schools as an out-of-district student is a privilege, not a right granted by law. As such, the Harlowton School District will screen all out-of-district students and accept only those who meet the criteria set forth in this policy. Those students who are accepted may attend tuition free.

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.

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 they 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

STUDENT DRUG, ALCOHOL AND TOBACCO USE POLICY

Students have a right to attend school in an environment conducive to learning. The use of drugs, alcohol and tobacco is illegal for students. These substances are addictive; they interfere with the health development of children and adolescents, and their use is incompatible with effective learning and teaching. Accordingly, the District hereby establishes a policy to prohibit and prevent the use of drugs, alcohol and tobacco by students and to maintain a drug, alcohol and tobacco-free educational environment.

Students are strictly prohibited from manufacturing, distributing, dispensing, possessing, using or being under the influence of any drugs (illegal or legal, OTC medications, prescription drugs), drug paraphernalia, alcohol, tobacco, or vaping products while on school property, at school functions, or on any school sponsored or related trips. This includes all organizational and athletic activities. Any student who violates this policy will be subject to disciplinary action up to and including expulsion from school.

VIOLATIONS BY STUDENTS

Whenever the administration has determined that a student has violated the Drug, Alcohol, 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, drugs or tobacco on school grounds will forfeit all rights to activities for the remainder of the school year.

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.

If a parent, student, or teacher feels that there is a policy, procedure, or practice of the Harlowton School District which would be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules, and regulations, a Grievance or Complaint can be filed according to a Basic Procedure. Because that Basic Procedure is quite long, it is not published in its entirety here, but it will be made available to anyone who wishes by calling either school.

The steps for that Grievance or Complaint as stated in the Basic Procedure are summarized as:

Level 1: Principal or Immediate Supervisor – A student, parent, or teacher with a grievance should first discuss it with the person directly involved, with the objective being to resolve the matter promptly and informally.

Level 2: Title IX and Section 504 Coordinator – If the grievance is not resolved at Level 1, and the Grievant wishes to pursue it further, a grievance must be filed in writing to the Harlowton School Title IX Coordinator within 10 days of the event giving rise to the grievance or from the date the Grievant could reasonably become aware of such occurrence. The Coordinator will investigate, attempt to resolve the matter, and will submit a written report regarding the decision and/or action taken by her within 15 days after receipt of the written grievance.

Level 3: Superintendent – If the grievance is not settled at Level 2, a written appeal must be presented to the superintendent within 10 days of receiving the report from the Coordinator. A meeting must be held within 10 days after the Superintendent receives the written appeal. The report of the Superintendent's decision and/or action must be sent to all parties involved within 15 days.

Level 4: The Board of Trustees – The Board Chairman may receive the grievance if either party wishes to go beyond Level 3. The matter will be taken up at the next regular Board meeting. The Board of Trustees must make a decision within 30 days after that meeting.

Level 5: County Superintendent – Either party may appeal the decision of the Board of Trustees by filing a Notice of Appeal with the County Superintendent within 30 days

following the final decision of the Board pursuant to the Rules of School Controversy (10.6.103 et seq. ARM; see also Ridgeway Settlement Agreement.)

ISOLATION ROOM PROCEDURES

Harlowton Schools have added a time-out room to use as an isolation room. The room will be used for inappropriate behaviors and a cool down area. It will also be used for an In-School-Suspension room. This will allow a private place for the student to be, so the child is not on display for the rest of the school to see. The administrator in charge will monitor the room for ISS. This room has a camera set up to go directly into the administrator's room. If a child who is out of control needs to use the room, the room will be monitored by an aide. In this case, no child will be left unattended. Every time the room is used, the time and date will be documented, and a note will be sent home.

Time-out procedures are defined as followed:

- Any student in isolation time-out must be under direct constant visual observation of a designated staff person throughout the entire period of isolation.
- Isolation time-out, which results in the removal of a student to an isolation room under the following conditions:
 - * The student is alone in the isolation room during the period of isolation.
 - * The student is prevented from exiting the isolation room during the period of the isolation.
 - * The door to the isolation room remains closed during the period of isolation.
 - * The student is prohibited from participation in activities occurring outside the isolation room and from interacting with other students during the period of isolation.

If the room is being used as an ISS room, the door will not be closed for most of the session. It may be closed however, depending on the child's behavior during ISS.

To determine if the room is being used as an isolation time-out room or as an ISS or detention room, ask yourself these questions.

- * Is the student taken to another room?
- * Is the student alone in the room?
- * Is the student prevented from leaving the room?
- * Is the door closed while the student is in the room, with proper supervision at the door?
- * Is the student prohibited from participating in activities occurring outside the room and from interacting with other students during the period of isolation?

If you answer no to any of these questions, the room is being used for detention or ISS.

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.

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.

DISCIPLINE POLICY – FLOW CHART

Unacceptable Student Behavior

STEP I: Teacher Action

1. Telephone call to parent
2. Meeting
 - a. Disciplinary options
 1. Detention-Zero for class period
 2. Parent Conference
 3. Other approved teacher options
 4. Refer to Principal

STEP II: Principal Action

1. Meeting
 - a. Disciplinary options: 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.

