

# 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 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.

# 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, Indian History 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. Students will be responsible for all course costs.

- Acellus 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, 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, until they are receiving a passing grade in all of their other classes. When a student is approved for an Acellus course 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.

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.

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 2021-2022

**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.

## 2021-2022 Harlowton High Bell Schedule

### Regular Release Schedule

Monday, Tuesday, Wednesday & Thursday			<i>Early Out /</i>	<i>Friday</i>	<i>Release</i>
<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 3.00 average on a 4.0 scale on a quarter basis. High Honor Roll is a 3.5 on a 4.0 scale on a semester basis. High Academic Honors are awarded at Awards Night and is a 3.5 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 with an F in any class will not be considered for the 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</u>	<u>Course</u>	<u>Points</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: 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, 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	8:25	10:00	2	8:25	10:00
3	10:05	11:35	4	10:05	11:35
LUNCH	11:35	12:12	LUNCH	11:35	12:12
5	12:15	1:45	6	12:15	1:45
7	1:50	3:25	MAKEUP	1:50	3:25

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 to parents of students who are failing, or in danger of failing.

### GRADING SYSTEM:

<u>Percent</u>	<u>Letter Grade</u>	<u>Grade Point</u>
100 - 97	A	4.00
96 - 94	A-	3.75
93 - 91	B+	3.50
90 - 87	B	3.00
86 - 84	B-	2.75
83 - 81	C+	2.50
80 - 77	C	2.00
76 - 74	C-	1.75
73 - 71	D+	1.50
70 - 67	D	1.00
66 - 64	D-	.75
63 -	F	.00

PASS/FAIL may be used in some special cases.



**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).

**ADMISSIONS POLICY:**

**Part-Time Students:** Harlowton High School does not promote part-time attendance, however under student hardship, a student may petition the school board to attend no less than four classes. The student has the responsibility to prove the hardship to the school board.

**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.

**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.

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 with 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.)

## **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:** 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 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 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. 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 a 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.

## 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
    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 you are to serve detention and you miss 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 spend the day in a designated area doing the days work. 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, 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, alcohol, tobacco, etc., on or off school grounds, the student-athlete will be immediately dismissed from the team for the remainder of the season.

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

Any student caught in violation using or in association of an illegal substance, alcohol, tobacco, vaping, or juuling etc. will automatically be suspended from competition and travel for 21 school days in which a competition takes place. (i.e. 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.

#### 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.

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

The student will forfeit 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, 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 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 will 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 will not accept any documentation turned in after two (2) school days of the students return.

### **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:** It is the student's responsibility to pre-arrange for absences whether they are school related or not. To pre-arrange an absence, a student must bring a written note or a phone call from a parent or guardian prior to being allowed to pre-arrange. School activities will be allowed to be pre-arranged with proper paperwork filled out by coach or sponsor. Having an absence pre-arranged means the student will have the work complete upon coming back into the classroom. It is the responsibility of the student to know what is expected of them when they are absent. The yellow copy of the pre-arrange must be turned in to the office the day before the absence. The pink copy must be turned in to the sponsor the day before the absence.

**TARDY POLICY:** It is the schools belief that it is important to be on time to class. Being late for class is failure to participate. A teacher may choose to put into their syllabus a deduction of participation points if a student is tardy.

Each student will be allowed 3 tardies per quarter. The fourth (4<sup>th</sup>) tardy will result in one hour formal detention. Every 3<sup>rd</sup> tardy thereafter will also result in one hour formal detention. Any time that a student is later than ten (10) minutes for a class, it will be charged as an absence. Excessive tardiness may result in additional discipline from the administration.

**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. Truancy is an unexcused absence.

Parents will be notified of any truancy as it occurs. After three unexcused absences, a conference may be held with the student, the parent, and an administrator to plan corrective action.

**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 Principal 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 non-prearrange 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 student.

**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 above activity fee. 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.

**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.

**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.

**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.

**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 - 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.

**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 high school office 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	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)

**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.

**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.

**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:

- Dress:** Must be tasteful and worn so as not to cause undue attention. No shirts/dresses with spaghetti style straps or strapless shirts/dresses. No tank tops straps less than 2" wide. Shirts must be long enough to stay tucked in. No pajama style pants will be allowed. No graffiti or profanity on items.
- 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 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.

**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.

**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 week.

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 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.

**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.

**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 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.

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

**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.

## **-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

