

BROADWATER HIGH SCHOOL

2023-2024

STUDENT HANDBOOK

Home of the Bulldogs!



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MISSION STATEMENT

*Together we inspire,
we lead, we excel!*

SCHOOL SONG

Cheer oh cheer for Broadwater High!
Watch all the heroes as they go by
Watch them marching down the field
Victory is the fruit they yield.

When all the games and battles are done
When all the victories proudly are won
We'll come marching, cheering home
As **BULLDOGS** of Broadwater High!



BULLDOG FEVER!

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Class Period Schedule

Monday – Friday	
Bulldog Time	8:00 - 8:30
1st period	8:30 - 9:24
2nd period	9:28 - 10:22
3rd period	10:26 - 11:20
4th period	11:24 - 12:18
Lunch	12:18 - 12:58
5th period	12:58 - 1:52
6th period	1:56 - 2:50
7th period	2:54 - 3:48



Broadwater High School's Code of Conduct

- I will give 100% effort every day in all classes and activities. I understand that my effort demonstrates my commitment to our school and my education.
- I accept responsibility for my behavior in and out of class. I understand that what I do and say affects my classmates, school and other people either positively or negatively.
- I lead courageously and live with integrity by speaking up against injustice and on behalf of others, even when it is difficult or unpopular.
- I act with respect towards myself and the people and objects around me, including my parents, my teachers, my classmates and guests in our school. I respect the facilities and do my part to help keep them clean and in good condition.
- I act with empathy. I try to understand what is going on in the hearts and minds of others, so that I can be supportive and encouraging. I ask, "How can I help you?"
- I serve as a role model at all times by talking politely and acting courteously towards teachers, classmates and guests in our school. I understand that I represent BHS and the Bulldog Family.

Because I represent my family and my school, I agree to abide by the policies, rules, and guidelines outlined in the BHS Student Handbook and this Code of Conduct.



STUDENT HANDBOOK 2023-2024

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right:

1. To an education that is well planned by the teacher.
2. To an educational experience which utilizes interesting and well-prepared materials.
3. To fair and impartial treatment.
4. To an educational experience that helps to build a positive self-image and self-concept.
5. To an educational facility that is conducive to learning.
6. To have recourse to appeal a situation deemed unfair.

Students have the responsibility:

1. To be present and on time unless ill or excused.
2. To follow the rules and regulations established by the classroom teacher, the administration and the school board.
3. To treat fellow students and teachers with respect at all times.
4. To treat the property of the school and others with respect.
5. To do their own work and try their best at all times.

PARENTAL AND FAMILY ENGAGEMENT

Broadwater High School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

[Student and Family Privacy Rights – Policy 2132](#)

[Parent/Family Engagement and Involvement in Education – Policy 2158](#)

[Student Health Instruction – Policy 2335](#)

[School Activities and Clubs – Policy 3233 and Policy 3510](#)

[Student Records and Confidentiality – Policy 3600](#)

[Student Health – Policy 3410](#)

[Student Immunization – Policy 3413](#)

SCHOOL DAY

The school day is from 8:00 AM to 3:48 PM. Students will be allowed to enter the building at 7:45 AM. Only students who are in practice/activity or are supervised by a teacher may enter the building before the doors are unlocked.

ATTENDANCE

General Information

There is a direct relationship between school attendance and student achievement. The fewer school days students miss during the year, the more successful they are in the classroom. Many of the high school teachers have participation grades as part of the grade for their class, and chronic absence will negatively affect grades.

1. The school asks that parents/guardians please call to notify us when the student is absent. In compliance with the Missing Children Information Act, the school must make a reasonable effort to notify the parent/guardian by phone of the student's absence as soon as the absence is noted if the school has not already been notified by parent/guardian. This will allow authorities to get an earlier start on tracking missing children.
2. The student must bring a note upon returning to school signed by the parent/guardian and stating the reason for the absence. If a student does not bring a note, upon returning to school, then the absence will be unexcused. Notes will not be accepted if late. The principal has the discretion to extend the time period due to extraordinary circumstances.
3. With the exception of lunch, students may not leave the school building during the school day without a signed request or phone call from the parent or guardian that can be verified for authenticity. A student must checkout with the High School Office before leaving the school building during regular school hours. When the student returns he/she should check back

in at the high school office. Leaving campus without checking out with the office may result in a disciplinary referral.

4. Students attaining perfect attendance for any one quarter will be given a Perfect Attendance Certificate as part of the Renaissance Program. This certificate will be redeemable by the student for a 25 point increase on any one test during the following quarter.

ABSENCES

Only 10 absences are allowed per semester. The following absences will not count against the 10 allowed:

- Medical- Excused by Dr.'s note
- School sponsored activities
- All other absences authorized by administration (court, bereavement, pre-approved, college visit, etc.)
- Pre- Approved Absence- A parent/guardian who believes that an upcoming lengthy absence should not count toward the limits can apply for a waiver, at least ten (10) days prior to the trip, by contacting the school principal and completing the Absence Waiver Application Form.
- After a student reaches 10 absences for the semester, all future absences not falling under the designations listed above will be marked unexcused and work may not be made up for those days.

Absence Types Defined

Any absence from school requires a written note or phone call from the parent or guardian prior to the absence or upon return or as deemed appropriate by the school administrator. For medical absences, a note from the doctor or dentist is needed. Upon return, the student has one day for make-up work plus one day added to the total days absent. Example: If a student is absent on Monday and Tuesday, student work is due three school days from when they return (Friday) up to a maximum of 5 days. All makeup work will be accepted for parent-excused absences. It's the student's responsibility to get homework completed prior to a known absence. Failure to complete assignments on time results in a grade of zero for work missed. Make up work will not be accepted for unexcused absences. Excused absences will not count toward perfect attendance. Students who arrive late to school **MUST** check in at the office.

- **Excused absence** – any absence from school with a written note or phone call from a parent or guardian provided prior or upon return of the student. Medical absence – any absence for doctor's appointments or illness. A note from the doctor or a green slip must be turned in to the office when returning.
- **Unexcused absence** – any absence from school without a parent/guardian written note or phone call within 2 school days of the absence. No make-up work for credit will be accepted for unexcused absences. Out-of-school suspension is considered an unexcused absence; however, work may be made up at a rate of **50%** for out-of-school suspensions.
- **Tardy** – students are tardy if they are not in class when the bell rings. Students who miss 10 minutes or more of class will be considered absent and not tardy. Students who show up late at any point during Bulldog Time will be marked tardy.

The following types of absence codes are used:

- **AA** - Other absences as authorized by the administration (Pre-Approved, Court, Funeral, College visit, etc.)
- **EA** – An absence not listed above with a note from the parent
- **ET**- Parent/Admin excused tardy
- **MED** - Medical Absence...illness and medical appointments as verified in writing by a doctor within 5 days
- **OSS** - Out-of-School Suspended Absences
- **ACT** - School Approved Activities
- **T** - Being late to class
- **UA** - An absence without a note from the parent or guardian upon return

Parent/Guardian Notification of Attendance Problem (per semester)

- **Day Six (6):** A school administrator will send notification to the parents/guardians of a student that has reached the sixth (6th) day of absence for the semester.
- **Day Eight (8):** A school administrator will send notification to the parents/guardians of a student that has reached the eighth (8th) day of absence for the semester.
- **Day Ten (10):** A school administrator will send notification to the parents/guardians of a student that has reached the

tenth (10th) day of absence for the semester.

Tournament attendance:

A student may attend a MHS POST SEASON school sponsored tournament in which Broadwater High School is participating in without it counting towards their 10-day allowable absence total if they meet these requirements:

1. The student must have a note from the parent.
2. The student must stay at the event during school hours.
3. The student must currently be passing all of their classes.

If the student does not meet these criteria, their absence will count towards their allowable ten absence total.

District Absences Policies: 3122, 3123

GRADING AND REPORTING PUPIL PROGRESS

The purpose and intent of any grading system is to report accurately a pupil's progress to the pupil and his/her parent/guardian.

1. Each nine (9)-week grade will be the weighted average of daily class work, class participation, special projects, effort, tests, and quizzes.
2. Grades on the report cards will be reported as percentages and letter grades.
3. Mid-quarter slips will be completed on all high school students.
4. If a student experiences continued academic difficulties during any nine (9)-week period, the teacher will notify the parent/guardian.
5. A student will have one week to make up an "I" grade after the quarter ends. If that is not accomplished, the student will receive an "F" or a "0" for all work not completed.

BHS GPA SCALE

A+	97-100	4.0	B+	87-89	3.4	C+	77-79	2.4	D+	67-69	1.4
A	93-96	4.0	B	83-86	3.0	C	73-76	2.0	D	63-66	1.0
A-	90-92	3.7	B-	80-82	2.7	C-	70-72	1.7	D-	60-62	0.7
									F	>60	0.0

PUPIL LOAD

The minimum pupil load is seven credits for underclassmen. Seniors may carry six credits plus an aide period. Dropping a course more than three (3) days after the beginning of the semester means a failing grade in the course. In extreme circumstances exceptions may be made subject to approval of the administration and the teacher.

HONOR ROLL

Students earning a 3.00 or better for a marking period will be listed on the Honor Roll. All course grades do not count toward computing for the honor rolls. Aide classes do not count toward honor roll. Directed Learning class grades will count toward honor roll.

AIDE QUALIFICATIONS

If a student is going to be a student aide in the district they must meet these criteria:

1. They must have a cumulative 3.5 GPA from the previous semester or a 3.25 GPA from the previous semester and Admin approval.
2. They must not have more than 3 tardies from the previous semester
3. They must not have more than 5 absences from the previous semester
4. They must have 10 or fewer discipline points.

DISCIPLINE

1. A strong and fair discipline system helps to ensure safety and order in the learning environment. It can also help to ensure that no one will be denied his/her education because of the actions of others in the classroom or school. A discipline system should also be at the heart of our desire to teach students the difference between right and wrong and that they are responsible for their actions and the consequences of those actions. The staff and administration at Broadwater High School will work together to achieve these ends.

2. It is expected that students will follow our rules and show respect to others around them as well as to school property. When they fail to do so, they are liable for disciplinary action.
3. STATE LAW-It is important to recognize that Montana law clearly establishes guidelines for student behavior:
 - a. "Any pupil shall comply with the policies of the trustees and the rules of the school which he attends; pursue the required course of instruction; submit to the authority of the teachers, principal, and district superintendent while he is in school or on school premises, at a school event or on his way to and from school, during lunch hour or recess.
 - b. Any pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district, or harms or threatens to harm another person or his/her property shall be liable for punishment, suspension, or expulsion under the provisions of this title.
 - c. When a pupil defaces or damages school property, as defined above, his/her parent or guardian shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of such damage."

DUE PROCESS

Due process is a legal term that implies procedural fairness. We therefore will:

- a. Tell the student what he/she is alleged to have done.
- b. Tell the student the evidence against him/her and hear his/her side of the story.
- c. If it becomes necessary to pursue the matter beyond simple in-school discipline, the responsibility for assuring the student's right to adequate due process will be assumed by the administration.

APPEAL

1. A basic ingredient of law is that one who is not satisfied with a decision may appeal it to a higher authority - this, too, is an integral part of due process. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent. The superintendent's decision may then be appealed to the Board of Trustees, and if still not satisfied, the student may (through an adult) appeal in accordance with law.
2. It is understood that teachers and the administration will always attempt to administer these policies and rules in a fair and equitable manner. It must be remembered by all, though, that each case must be judged on its own merit.

CLASSROOM/SCHOOL DISCIPLINE

Broadwater High School has a discipline policy with 5 levels. At all levels of the discipline process it is important that we involve the parents/guardians of our students. It is essential that school and home work together to help students become responsible young people who know and understand the difference between right and wrong. Individual teachers will determine the rules and guidelines for their own classroom. These rules will be explained to students during their first day. The teacher will also explain the consequences if the rules are violated.

If an offense is deemed serious enough, a first offender may immediately go to Level II, III, IV, or V.

DISCIPLINE GRID LEVEL I

OFFENSE	Consequence		
Disruptive Behavior	Detention	In-school suspension	Out of school suspension
Inappropriate Dress/Inappropriate Display of Affection			
Disrespect of Staff/Environment			
Damage to School/<\$50 Restitution Required			
Rude, Inappropriate Language			
Left Class without Permission			
Inappropriate Materials			
Skipped Detention			
Minor Technology Violation			

DISCIPLINE GRID LEVEL II

OFFENSE	Consequence		
Truant/Skipping Classes	Detention	In-school suspension	Out of school suspension
Cheating			
Damage to School Property more than \$50			
Driving Violations			
Left School without Permission			
Harassment/Intimidation			
Disruption of Assembly			

DISCIPLINE GRID LEVEL III

OFFENSE	Consequence		
Physical Altercation	Detention	In-school suspension	Out of school suspension
Tobacco/Vaping Possession or Use			
Gross Misbehavior			
Flagrant, Vulgar or Deliberate Actions			
Theft/Vandalism of less than \$50/Restitution Required			
Verbal Assault/Insubordination/Retaliation			
Gross Disrespect of Faculty or Staff			
Major Technology Violations			

DISCIPLINE GRID LEVEL IV

OFFENSE	Consequence
Indecent Exposure	At the discretion of the administrative team and district policy in accordance with the law.
Open and Persistent Defiance	
Theft/Vandalism up to \$300/Restitution Required	
Written, Verbal or Physical Threatening Behavior	
Use or Possession of Alcohol/Marijuana during School or Activities	

DISCIPLINE GRID LEVEL V

OFFENSE	Consequence
Possession or Use of Firearms, Dangerous Weapons or Explosives	At the discretion of the administrative team and district policy in accordance with the law.
Theft/Vandalism over \$300/Restitution Required	
*Possession or Use of Illicit or Illegal Drugs or Paraphernalia	
Physical Assault on Fellow Students, Faculty or Staff	

** Flagrant offenses can result in a penalty up to and including expulsion*

PROCEDURE FOR EXPULSION

The principal of a school may recommend the expulsion of a student. The recommendation shall be in writing, addressed to the superintendent and shall set forth in detail the charges of misconduct upon which the recommendation is based. The recommendation shall propose the length of the expulsion, when it shall begin and whether or not the student should be granted credit for work completed in the present semester. The names of the persons who may be called as witnesses shall be listed on the recommendation. Attached to the copy of the recommendation shall be a printed statement informing the student that expulsion has been recommended and of the student's right to request a hearing of the charges, to present a defense, to be represented by another person, and to present information against the punishment recommended. This statement shall also state the maximum length of time for which the student may be expelled and the possibility of loss of credit for the present semester. It shall also inform the student that he/she must request in writing a hearing within 10 days or he/she shall be held to have admitted the truth of the recommendation.

DETENTION

1. Detention may be assigned to students for violation of classroom and/or school rules.
2. Detention will be scheduled by the principal or classroom teacher.
3. Detention will be served on the next scheduled detention day assigned unless other arrangements are made with the teacher or office. Bus students may not be kept after school the day of the infraction unless the parent/guardian has been contacted to arrange for a ride.
4. Failure to serve the detention will be reported to the office and the student will be on the appropriate level of the discipline grid.
5. Detention has priority over extracurricular activities.

Students are under the jurisdiction of all school personnel whenever they are on school property or are involved with school activities including bus transportation to and from school.

GUIDELINES FOR IN-SCHOOL SUSPENSION

1. The student will be strictly and closely supervised.
2. Sleeping and cell phones are not allowed in the ISS room.
3. The student is to have no speaking privileges with fellow students.
4. Students placed on in-school suspension will not be counted absent from their regularly scheduled classes. Should their class work involve discussion, debate, or other group work that can be done only in the classroom, it is expected that the teacher will find alternative ways of awarding credit for work missed.
5. Lunch will be eaten in the in-school suspension room.
6. Students will be held responsible for any damage/marking done to the room.
7. Parents/guardians will be notified when students are placed on in-school suspension. In addition to all written policy, students attending Broadwater High School are subject to and required to follow all state laws as outlined in The School Laws of Montana.

GENERAL CONDUCT GUIDELINES/RULES

Respect for staff: It is expected that all students show respect for all school staff. Failure to show proper respect for staff and/or to obey their reasonable directives will result in being sent to the office immediately.

Care of school property: It is expected that students be proud of their school and take care of it. Students who damage school property intentionally shall be held responsible for the cost of repairing or replacing said property. Students caught damaging or defacing school property will be sent to the office for disciplinary action.

Respect for other students: It is expected that all students show respect for each other. There is to be no harassment of any student intimidation and physical abuse. Fighting of any kind will not be tolerated.

Respect for other student's property: Theft of any nature is unacceptable. Watch out for each other's things. Any student caught stealing will be sent to the office immediately and placed at the appropriate level on the discipline grid.

Drugs and alcohol: A student shall not knowingly possess, use, transmit, or show evidence of being under the influence of any illegal drug or alcohol/marijuana product on school property or at a school sponsored function. Students who violate this section of the policy will be disciplined at school and turned over to local law enforcement officials.

Tobacco, tobacco products, fake tobacco products, vaping products: A student shall not possess or use any tobacco product on school property or at school sponsored functions. This rule applies to all areas of the school grounds as well as in the school buildings and on school or activity buses. Students who violate this section of the policy will be disciplined at school and turned over to local law enforcement officials.

Food: Lunch is generally to be eaten in the lobby/concessions area of the school. Food is not allowed in the carpeted hallways of the school. Students are expected to keep litter and trash out of the halls and out of lockers.

Personal Displays of Affection (PDA): Students are reminded that the school is a professional setting, where the work of

learning occurs. For this reason, the same physically affectionate and sexual behaviors which would be deemed inappropriate in a place of business will not be acceptable on the school campus, bus, or at school activities. Faculty will address conduct of this nature and students will be held accountable for their actions in accordance with school discipline policies.

Inappropriate Language: Students are also reminded to refrain from use of profane, obscene and derogatory speech.

Backpacks: For safety and student health reasons, backpacks are not allowed in the classrooms or hallways. Students are required to use their lockers for storage. Students need to remove all items from the hallways prior to 4:00 PM.

Discipline District Policies: 3300, 3310, 3311

ACTIVITIES/EXTRACURRICULARS

Sound educational programs must be based on some kind of philosophy which gives them direction and support. This premise holds true even for our school activities and athletic programs. All our endeavors with young people teach skills and values, either directly or indirectly. We want to provide worthwhile educational experiences for all students participating in our school and extracurricular activities. We believe students learn to work together toward a common goal and to accept individual responsibility. In athletics they learn the qualities of good sportsmanship. We also believe that athletics should provide enjoyable recreation for all concerned whether the game is won or lost. Students at BHS have demonstrated dedication and commitment to school activities and extracurricular activities, and we are proud of their accomplishments.

1. **PRINCIPAL APPROVAL:** All school sponsored activities must be approved by the principal. The teacher/coach must notify all staff members with a participant list. Students are to make up work in advance whenever possible. The privilege to attend current and upcoming BHS activities is up to the discretion of the high school principal.
2. **DANCE RULES**
 - a. Appropriate faculty advisors must be present.
 - b. Only Broadwater High School students will be allowed at a dance except for Prom, Homecoming, Winter Formal.
 - c. All dances will require the supervision of at least two (2) male and two (2) female chaperones.
 - d. The organization sponsoring the dance is responsible for cleanup.
 - e. If a student leaves the dance, he/she will not be allowed to return.
 - f. All school rules will be enforced.
 - h. Inappropriate dancing will not be allowed; therefore, chaperones will be asking anyone who is dancing inappropriately to leave.
3. **PROM/HOMECOMING/WINTER FORMAL RULES:** in addition to the rules listed above:
 - a. All guests must be registered and approved by the principal and hand in an Out of District Guest Form.
 - b. No junior high students will be allowed to attend HS dances.
 - c. Formal/semi-formal wear is mandatory for attendance.
 - d. Guests must be an enrolled high school student, invited HS aged non-enrolled student, or a BHS graduate under 21 years of age.
4. **STUDENT RESPONSIBILITIES WHILE ON ACTIVITY TRIPS**
 - a. The student should be at the school at least 15 minutes before the bus is ready to depart.
 - b. Students are under the full authority of the chaperone and bus driver from the time they are picked up until they return home. Students may be assigned seats on the bus.
 - c. When arriving at the destination, the student will conduct himself/herself in such a manner that we can all be proud to say we are from Broadwater High School. Once the bus unloads, the student is to enter the building and remain there until the activity is over, unless given permission to do differently.
 - d. Students are to ride to all away events with the team on the team bus. Students are to return to the school on the team bus under the supervision of the coach unless they have been released to their parent/guardian or have secured administrative approval to go with someone else in advance. Such approval will be given for unusual and special circumstances only and requires written permission from the parent/guardian.

District Activities Policies: 2150, 3233, 3510, 3550

WEAPONS

For the purposes of the firearms section of this policy, the term "firearm" means (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; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Townsend School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

Before holding a hearing to determine if a student has violated this Policy, the Board shall, in a clear and timely manner, notify the student if the student is an adult or notify the parent or guardian of a student if the student is a minor that the student may waive the student's privacy interest by requesting that the hearing be held in public and invite other individuals to attend the hearing.

Before expelling a student under this Policy, the Board shall hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly, as defined in Section 1-1-204, MCA, brought a firearm to school or possessed a firearm at school.

When a student subject to a hearing is found to have not violated this Policy, the student's school record must be expunged of the incident.

The provisions of this Policy do not require the Board to expel a student who has brought a firearm to school or possesses a firearm at school if the firearm is secured in a locked container approved by the school district or in a locked motor vehicle the entire time the firearm is at school, except while the firearm is in use for a school-sanctioned instructional activity.

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular

meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

District Weapons Policy: 3311

GRADUATION REQUIREMENTS

The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the board.



<u>SUBJECT</u>	<u>REQUIRED CREDITS</u>
English	4
US History	1
Government	1
World History	1
Mathematics	3
Physical Science	1
Biology	1
Computer Tech- Computer Applications required	1
Vocational Arts- Not including computer classes	2
Fine Arts	1
Speech	.5
PE/Health*	1.5
Electives	6.5
Personal Finance	.5
TOTAL (minimum)	25

** PE 1/Health is required for a full year for all freshmen. The 3rd semester requirement may be earned anytime during the sophomore-senior years.*

1. Correspondence and summer school credits will be allowed to substitute for courses offered (1) in cases where a student has failed the offered course, and (2) in the case of a transfer student, time and scheduling conflicts due to the transfer will not allow the taking of the offered course. For a correspondence course to count toward graduation and courses failed which are re-taken through an accredited summer school program must be pre- approved by the administration in advance.
2. Criteria for Determining Valedictorian/Salutatorian
 - a. Students must be enrolled in Broadwater High School for one (1) entire year (Senior) to be eligible for the Valedictorian or Salutatorian awards. Seniors enrolling after the first nine (9) week grading session will not be eligible for the Valedictorian or Salutatorian award.
 - b. A student's grade point average through the first semester of the senior year will be considered.
 - c. All transfer students' grades will be calculated to the BHS unweighted scale.
 - d. Any student being considered for early graduation will not be considered for Valedictorian/Salutatorian honors.
3. Special Education Students: A student who possesses an identified handicapping condition shall satisfy those competency requirements which are incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course and thereby the necessary requirements for graduation. These students will receive a regular diploma during graduation exercises.

District Policies on Graduation: 2410, 2410P

HOMEWORK

1. Homework refers to work which the student is assigned to do on his/her own time as an extension of his/her regular work. Homework serves a valid purpose when it:
 - a. Provides essential practice in needed skills
 - b. Trains students in good work habits
 - c. Promotes growth in individual responsibility
 - d. Enriches and extends school experiences
 - e. Helps students learn to budget their time
2. Parents or guardians can help the school and the student's teachers by providing time and encouragement for the student to get his/her homework done. If the student experiences continued difficulty in getting homework done on his/her own,

let the counselor know.

3. Wednesday night is family night for the Townsend community. All school activities must be ended and students out of the buildings by 6 p.m.

District Policy on Homework: 2430

LOCKERS

1. School lockers and desks are and shall remain the property of the school district. The school board authorizes the superintendent and/or principal to inspect a student's locker when there is reason to believe that the locker is being improperly used for storage of contraband. These searches include the use of dogs used specifically for the search of drugs, weapons, or other contraband.
2. Articles of value and money should not be left in a locker. If it is necessary to bring such articles or money to school, students should check such items in at the office.
3. If a student puts a lock on her/his locker, she/he is required to give the office a copy of the combination or an extra key.
4. Locker inspections may be held periodically. Students are encouraged to keep lockers tidy at all times.
5. Locker assignments will be based on credit accumulation as defined in the Grading and Reporting Pupil Progress section.

District Policy on Search: 3231

HIGH SCHOOL LIBRARY POLICY

1. The library will be open from 8:00 to 4:00, as well as during each period of the day. Students must show pass slips to enter from the study hall and/or classes.
2. A quiet and purposeful atmosphere will be maintained for individual study and recreational reading. Group studying will not be allowed without permission. Students causing disturbances will be asked to leave.
3. Books must be checked out by library personnel only.
4. Books may be checked out for a two week period and renewed for an additional two weeks.
5. Internet use is available through the library. Guidelines are posted and must be followed. Use of chat lines/rooms, games and e-mail is prohibited during school hours from 8:00 am to 4:00 pm. Failure to comply with any library rules will result in suspension from the library and/or computers and will be dealt with by the principal. Suspension time will accumulate. The use of the Internet is limited to those students who have parental permission forms signed and on file.

District Policy on Library: 2309, 2310

TARDY STUDENTS

1. Tardies will be cumulative for the semester.
2. The first 5 tardies will result in one hour of staff supervised community service TBD by the principal.
3. A total of 10 tardies will result in a principal/parent/student meeting and 2 hours of community service TBD by principal.
4. A total of 15 tardies will result in 4 hours of community service TBD by principal.
5. A total of 20 tardies will result in 8 hours of community service TBD by the principal.
6. For each additional tardy over 20, an ISS will be assigned.

CELL PHONES/ELECTRONIC DEVICES

1. No student will be called to the office from class for telephone messages except in the case of emergencies. Messages will be taken and delivered to students. Students are allowed to use the phone in the office for emergencies.
2. Cell phones are not to be used in the classrooms, labs, shop etc. during Bulldog Time or during instruction time.
3. Cell phones can be used during lunch time and passing time providing the student is following district rules regarding appropriate technology use.

Consequences for misuse of cell phones, etc.:

First offense: The student will have to pick up their device at the end of the school day from the teacher/principal.

Second offense: The student's parent/ guardian will pick up the device from school.

Third offense: The student will no longer be allowed to have a device in the school building. Should a student be caught with their device at school after the third offense, it becomes a discipline issue and the discipline policy will be followed.

DRESS AND GROOMING

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

- Students shall be appropriately covered and not be a disruption to the educational environment.
- Students may not wear clothing or jewelry that advertises or promotes harmful substances prohibited by district policy.
- Students are prohibited from wearing any clothing, jewelry or other ornaments that could cause personal harm to the student or others.
- Students shall not wear articles of clothing that are adorned with sexually suggestive slogans, profanity, lewd pictures, innuendos, vulgar or obscene displays, or that which may be offensive to another's religion, race or national origin.
- During the regular school day, students shall not wear hats in the classrooms, other instructional areas of the building, or during assemblies.
- Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Slippers are not appropriate for school.
- Some classes or events may require further dress requirements due to safety concerns or performance dress. Students in these classes will be made aware of these additional requirements.
- Students need to dress appropriately for the weather.
- Students that are attending class or Students who are not meeting the dress code will be asked to change into something else that meets the dress code Refusal to comply will result in additional disciplinary action.
- These guidelines apply to attendance at all extracurricular activities as well.

District Policy on Dress: 3224

VISITORS & STUDENT GUESTS

Visitors are expected to report to the office upon entering the school and will be given a badge to wear while in the building/s. Unauthorized visitors may be considered as trespassers and subject to law enforcement intervention.

District Visitor Policies: 4310, 4320, 4315, 4332

ENROLLMENT REQUIREMENTS

1. The Missing Children Act requires that parents/guardians enrolling students for the first time must show a birth certificate or some proof of identity for the student. In most cases immunization records or other school records will suffice for identification.
2. Students entering school for the first time are required by state law to show proof that proper immunizations have been secured or an appropriate exemption executed.
3. A student must attend school until he/she reaches his/her sixteenth birthday or completes the eighth grade whichever is later.

District Enrollment Policies: 3110, 3135

FIRE/EARTHQUAKE REGULATIONS

Montana law requires at least eight emergency drills, including fire and earth- quake, be conducted each year. These drills will be conducted at various times during the school day.

FIRE

1. During fire drills, students are to remain quiet, walk briskly, and keep to the side of the corridor.
2. The student seated nearest the classroom door should hold it open until the last person has vacated the room and then close the door as he/she leaves.
3. Students sitting next to windows should see that they are closed.
4. All students who leave the building will be directed to move away from the building at a safe distance.

5. Teachers will keep their classes together outside the building.
6. The building should not be re-entered until the all-clear signal is given.
7. Be familiar with the evacuation map in each of your rooms.

EARTHQUAKES

1. During earthquake drills students are to drop to the floor, cover their heads under a desk, and hold until given instruction.
2. If the evacuation notice is given, students should follow the fire drill plan.

District Safety Policy: 8301

STUDENT SERVICES

1. **Resource Room** - The Broadwater High School resource room serves students who have special learning needs. In order to be eligible for the services offered in the resource room, the student must have been referred by the parent/guardian, teacher, counselor, or principal for testing. If qualified and it is the opinion of a child study team, the student will be admitted to the program. An individual education plan (IEP) is developed for each student which helps the student learn at this level and rate. Periodic reviews of the student's progress will help insure the awareness of progress and will allow for revision.
2. **Title I** - Our Title I program is designed to meet the needs of students who have not reached the level of performance in reading they should have attained. It is the objective of the program to have each identified student increase his/her skills to grade level. Our instructional techniques include teaching students on a one-to-one basis, small groups, and teaching students on their instructional level.
3. **Insurance** - In the fall, information will be sent home to provide parents/guardians with an opportunity to purchase low cost accident insurance for everyday coverage for the student. This insurance is being offered by an insurance company independent of the school. This is not school sponsored insurance. Contact the high school office for further information.
4. **Guidance services** - Broadwater High School provides a counselor to assist students with problems, either personal or school related. All staff members will provide assistance to students as well if needed. The purpose of the guidance program is to help students make a satisfactory adjustment to school, obtain information regarding advanced training, to evaluate their own abilities and talents and to help the student plan for the future.

TRANSPORTATION

The right of students to ride a school bus is contingent upon their good behavior and their observance of established regulations. The driver of the school bus shall be responsible for the safety of all students on the bus. It is the bus driver's duty to notify the principal if any student persists in violating the established rules of conduct. All students who ride school buses operated by or for the district are expected to abide by the rules and directions of the driver.

District Transportation Policies: 8100, 8124

ACTIVITIES/ATHLETIC ELIGIBILITY RULES

Eligibility rules have been established for all students participating in extra-curricular activities at Broadwater High School. Students participating in athletics, Pep Band, Cheerleading, Speech and Drama, school plays, SkillsUSA, BPA, FCCLA, FFA, Student Council, or small group/solo competitions at music festival are subject to these eligibility rules. These eligibility rules and guidelines are fully outlined in the Activities Handbook.

STUDENT RECORDS

Student records are on file in the main office. All information related to individual students shall be treated in a confidential and professional manner. These records are the property of the school, but will be made available in an orderly and timely manner to students and parents. No student records will be made public without the permission of the student and/or parents/guardians. Only written transfer requests will be honored.

District Records Policy: 3600

ACCESSING PARENT PORTAL/GRADES ONLINE

- Access the school website at www.townsend.k12.mt.us or download the Infinite Campus Parent app.
- Contact school personnel to set up a parent or student account.

BHS CLUBS/ACTIVITIES

BPA: Business Professionals of America is a club to enhance the quality and education of the business students. Major activities include service for the community, fund raising, regional and state contests. Members must participate in a business class in the high school.

Drama: BHS Theater promotes theater appreciation and participation. They produce two school plays each year. Open to any academically eligible student.

FCCLA: Family, Career and Community Leaders of America is a youth leadership organization. Students plan and implement projects for personal growth, leadership development, community service and career awareness. Major activities include participation in district and state meetings, a fall poultry sale, a Valentine business venture, several community service activities decided upon by the membership and child/family projects for career and leadership exposure. Members must be enrolled in or have completed one semester in a family and consumer sciences education class.

FFA: FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intra-curricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education.

NHS: National Honor Society recognizes excellence in academics, service, leadership, and character. It provides service to school and community as needed. Major activities include Community Birthday Calendar and Speech Meet Concessions. Members must have at least a 3.5 cumulative GPA, minimum of four (4) semesters in high school, one semester in BHS, 10 hours of documented non court ordered community service accumulated by application deadline, and selected by the faculty committee. For further information on the selection process, contact the High School Principal. Once inducted as a member of National Honor Society, students must maintain a 3.5 cumulative GPA and perform 10 hours of documented non court ordered community service each school year.

Student Council: Provides an experience in leadership, parliamentary procedure, community service and oversees student activities and fundraisers. The group is led by an executive board elected by the student body, and leads the class officers in duties and activities at the school. Townsend Student Council is associated at the state level with the Montana Association of Student Councils and at the National level of Student Councils.

SkillsUSA: Vocational Industrial Clubs of America instills leadership and work ethic qualities that are conducive to great citizenship. Major activities are community service, fundraising, skill development in the vocation, and local and state skill competitions. Membership is open to students involved in vocational classes.

District Club Policy: 3550

RENAISSANCE PROGRAM

Bulldog Renaissance borrows the incentive/reward system of business and industry and implements it into the school. It calls for community effort as a way of helping students achieve excellence in learning. Students, teachers, and business people get recognition and rewards for positive performance. The program is designed to:

1. Set an expectation for achievement, and stress good attitude.
2. Provide incentives and rewards that build self-esteem and satisfaction with self and school.
3. Recognize and reward good grades, attendance, and behavior.
4. Encourage students to be more responsible by giving them opportunities to plan for success.
5. Increase community involvement by directing students toward the values obtainable through community effort.

RENAISSANCE CARD PROGRAMS

The Broadwater High School Renaissance Card program is a rewards based system designed to encourage academic excellence in our students. Four different cards with specific privileges are available for different academic and Grade Point Average (GPA) levels. Renaissance cards will be issued at the beginning of each quarter and may be used until the end of that nine weeks. "In school" rewards (such as test retakes, home- work passes, etc.) and "out of school" rewards (like gift cards, movie passes, etc.) may vary from quarter to quarter.

Summit Card (Gold)

4.0 GPA or 1.0 increase in GPA

Homework Pass • Test Retake • Quiz Retake • 10 points extra credit on any assignment or test

Vista Card (Silver)

3.6 to 3.9 GPA or .75 increase in GPA
Homework Pass • Test Retake • 10 points extra credit on any assignment or test

Mid-Way Card (Blue)
3.0 to 3.59 GPA or .5 increase in GPA
Homework Pass • 2 Quiz Retakes

Base Camp Card (White)
No Grade below "C"
Homework Pass • Quiz Retake

SEXUAL HARASSMENT GRIEVANCE PROCEDURE

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with Mrs. Heavrin who serves as the District Title IX coordinator.

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

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

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

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

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

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

AWARENESS EDUCATION

It shall be the responsibility of the superintendent to inform and educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment.

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

ATHLETIC EQUITY POLICY

1. Uniform, accessories, equipment, and supplies-The district has a rotation schedule for uniform selection and replacement that is gender neutral. The same is true for purchasing and use of all needed supplies, accessories, and equipment.
2. Assistance from booster organizations-The district encourages support from booster clubs and similar groups of fans/students on a gender neutral basis. The district will not accept assistance from any group that does not comply with this expectation.
3. Lodging accommodations and meals-The district will provide overnight accommodations irrespective of gender based upon a set criterion including length of time traveled, miles traveled, and the number of games played. Such accommodations

will be equal in size and quality. Meals will be provided either gender when time and distance warrant. The meal allowance will be the same for all teams.

4. Travel-The type of conveyance used in travel will be determined by the following criteria irrespective of gender:
 - a. Miles to be traveled
 - b. Number of athletes
 - c. Length of trip
 - d. Time of year and road conditions
 - e. Types of transportation available.

RIDGEWAY SETTLEMENT AGREEMENT - The district will comply with the intent and terms of the Karyn Ridgeway et al., b. Montana High School Association et al. settlement agreement as outlined in the MHSA handbook to whatever extent those terms are applicable to our programs.

Concerns about Activity Equity can be referred to the Title IX Coordinator and appealed in accordance with Policy 1700.

District Discrimination Policy: 3210

ASBESTOS MANAGEMENT PLAN NOTIFICATION

1. In accordance with federal law, our facilities have been inspected for asbestos- containing materials by Envirocheck, Inc., a certified asbestos inspection consulting firm. The inspection results were evaluated and a management plan for asbestos was developed by a certified management planner at Envirocheck. In addition, Montana Schools Unemployment Insurance Program (MTSBA) conducted the mandatory three year re-inspection in 2011.
2. We have copies of the management plan and the follow-up inspection report in our administrative office and our maintenance office. You are welcome to re- view the plan at your convenience.
3. Risk of exposure to asbestos is virtually non-existent for students and staff at Townsend Schools. What small amounts of asbestos that were found have been removed or shielded in accordance with federal regulations. The district will continue to comply with all relevant EPA and OSHA regulations in this area and will be closely monitoring all asbestos activities.
4. If you have any questions concerning asbestos, please contact the superintendent.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. [See Policy 3226]

EQUAL OPPORTUNITY

Broadwater High School is committed to equal educational opportunities for all students. Broadwater High School is an equal opportunity employer.

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT TOWNSEND SCHOOL DISTRICT #1

Townsend School District provides access to voice, data and video electronic communication systems for educational purposes. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Acceptable Use Agreement. If users find themselves in an area on the network that is inappropriate they should leave immediately. If students receive electronic information that is inappropriate they should report it to the adult supervisor of the classroom. Communication over district networks is not private. Any files, Internet access or communications on Townsend School District computers or networks may be reviewed or monitored by maintenance and supervision purposes.

Students will not be permitted to access electronic mail through our network unless it is directly supervised and used for educational purposes. Staff will ensure that students abide by the Townsend School District Technology Acceptable Use Agreement, will not leave students unattended while they are using the internet, and will have educationally relevant objectives for each Internet activity.

All use of equipment and electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. **Acceptable Use** – Access to the District's equipment and electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. **Privileges** – The use of the District's equipment and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. **Unacceptable Use** – The user is responsible for his or her actions and activities involving the equipment and network. Some examples of unacceptable uses are:
 - a. Using the equipment and network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the equipment or network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the equipment or network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the equipment or network while access privileges are suspended or revoked.
4. **Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and principal shall monitor student Internet access.

BYOD- Bring your Own Device

The Townsend School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to this agreement. The Student User Agreement will be reviewed and adopted annually. The district will not be held responsible if an electronic device or other item is lost, stolen or misplaced.

GUIDELINES

The school reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated Board policies, administrative procedures, school rules and/or has engaged in other misconduct while using their personal device.

Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or other disciplinary action.

The student may not use the devices to record, transmit or post photos or videos of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.

Student: I have read, understand and agree to abide by the terms of the Townsend School District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks. Should I commit any violation or in any way misuse my access to the District's equipment, computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me including payment of costs associated with damaged equipment.

Parent or Legal Guardian: As a parent or legal guardian, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks for the student's access to the District's equipment computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am signing this Agreement and agree to accept full responsibility for supervision of my child's use of his/her equipment and access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet. I understand any negligence arising out of my student's use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I further accept that any costs to repair or replace damages to equipment or networks in accordance Section 20-5-202, MCA

Student Directory Information Notification

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information

Following is a list of items this District considers student **directory information**:

- Student's Name
- Address
- Date and Place of Birth
- Dates of attendance
- Degrees
- Electronic mail address
- Enrollment status (e.g. ungraduated or graduate; full-time or part-time)
- Grade Level
- Honors and awards received
- Major Field of study
- Most recent education agency or institution attended
- Participation in officially recognized activities and sports
- Photograph (including electronic version)
- Telephone listing
- Weight and height of members of athletic teams
- Armed Forces Recruiters
- Other Institutions of Higher Education
- Potential Employers

NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

IMPORTANT DATES

AUGUST

11 Fall Sports' Practices Begin
21 & 22 Teacher In-Service, Orientation, Meetings
23 First Day of School

SEPTEMBER

4 Labor Day – No School
21 1st Quarter Mid-Term

OCTOBER

3 Parent-Teacher Conferences
19-20 MEA-MFT – No School
26 End of 1st Quarter

NOVEMBER

23-24 Thanksgiving Vacation
30 2nd Quarter Mid-Term

DECEMBER

22-31 Winter Break – No School

JANUARY

1 Winter Break- No School
11 End of 2nd Quarter/Semester 1
15 Teacher In-service-No School

FEBRUARY

9 Teacher In-service-No School
15 3rd Quarter Mid-Term
19 President's Day – No School
20 Parent-Teacher Conferences

MARCH

15 No School-MLK Day
21 End of 3rd Quarter

APRIL

25 4th Quarter Mid-Term

MAY

26 Graduation
27 No School- Memorial Day
31 Last Day of School /End of 4th Quarter/Semester 2