

HAMILTON SCHOOL DISTRICT

STUDENT HANDBOOK

HAMILTON HIGH SCHOOL



2023 – 2024

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APPENDIX A (HAMILTON HIGH SCHOOL)

TO STUDENTS AND PARENTS:

The Hamilton School District Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic for all generally applicable policies. Appendices for each school's specific policies are attached at the end of the Handbook. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Board Policy Manual is available on the District website at www.hsd3.org. In the event that any provision of this Handbook and the District's Board Policy conflict, the Board Policy will control.

SUPERINTENDENT'S MESSAGE

Welcome to Hamilton School District. This handbook is to acquaint you with the organization, policies, and procedures of your school. You and your parents must read this handbook and sign the accompanying signature page for return to the School office. The rules governing our school are a result of the combined efforts of the Board of Trustees, Administration, faculty, students, and community. We sincerely hope that each of you will have a successful and enjoyable year.

-Tom Korst, Superintendent

BOARD OF TRUSTEES 2022-2023

The Board of Trustees for the 2022-2023 academic year are:

Heidi Apedaile

Drew Blankenbaker

Tim Campbell

Patrick Hanley

Jeni Seifert

Mark Yoakam

Seth Gale Wyrick

More information on the Board of Trustees and the Board meeting schedule can be found at www.hsd3.org.

NOTICE OF NON-DISCRIMINATION

The Hamilton School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All programs offered by the schools within the School District will be open to all students consistent with statutory and judicial requirements. Admission of students to special and advanced programs or activities will be based on the performance of each student. The following person has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator and Non-Discrimination Coordinator: Wendy Hansmann, Director of Student Services, Hamilton School District, 217 Daly Ave. Hamilton, MT 59840 (406)363-2280. Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

MISSION STATEMENT

At Hamilton School District, we share the responsibility to:

Be active, lifelong learners

Promote self-worth

Grow as ethical citizens

Adapt and succeed in an ever-changing world

Foster academic and personal responsibility for learning

Develop professional and academic relationships that support student achievement

WE BELIEVE

Hamilton School District has the responsibility to teach the skills and knowledge needed for success in an ever-changing world.

Students learn best in an active, positive environment where the subject matter is relevant to each student's life.

Instruction and assessment are designed to actively involve students in their own learning.

Educators share the responsibility of education with students, parents, staff, and the community.

ACTIVITIES & FIELD TRIPS

Hamilton School District offers a comprehensive co-curricular and extracurricular activities program designed to provide opportunities for academic and social growth. Through participation in co-curricular activities, students develop an appreciation for teamwork, sportsmanship, competition, self-discipline and citizenship. Co-curricular activities increase a student's personal development and self-esteem. Students should examine the available organizations, clubs, teams and select activities which are of interest to them. Students are also encouraged to support the co-curricular activities, scholastic competitions, dramatic and musical performances and other scheduled events.

Extra-curricular, co-curricular, field trips, and school endorsed activities are a privilege, not a given. Students must earn the right to participate by:

1. Demonstrating acceptable behavior and attitudes in representing Hamilton School District.
2. Remaining in good standing with Hamilton School District attendance policy.
3. Currently in academic good standing.
4. **Having good academic habits: All work is due the day the student leaves unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments and schedule make-up exams before he/she leaves.**
5. Being a "team participant".
6. Accepting the responsibility of being a role model for youth in the community.
7. Displaying good sportsmanship at all times.
8. Final decisions are up to the administration.

ACTIVITIES PROGRAMS

Any student interested in participating may contact the activities office for information. Specific activities information for each school are included in the appendices to this Handbook.

ATTENDANCE (BOARD POLICY 3015)

The Board regards regular attendance as an important component of the education of students. Students who attend school regularly and are punctual will have more learning opportunities. A telephone call or a note from a parent is necessary when a student is absent or late for any reason. Notes shall be given to the attendance secretary. Specific attendance procedures for each school are set forth in the appendices to this Handbook.

BELL SCHEDULES

Bell schedules for each school are included in the appendices to this Handbook.

BACKPACKS / LOCKERS

Students may be assigned a locker. Lockers are to be used for the storage of backpacks, books and school-related equipment. Students are responsible for the proper care of lockers and locks. Lockers are not to be defaced in any manner including, but not limited to, scratching, writing or attaching of adhesive stickers. Any item to be placed on the outside of the locker must first be approved by the administration or it will be removed. Lockers are the property of Hamilton Schools and are subject to inspection by authorized personnel, therefore, **personal locks are not permitted**. The school is not responsible for items that have been stolen. For security of items in your locker, do not disclose your locker combination. Backpacks, cinch sacks, and duffle bags are not allowed in classrooms or hallways between classes without prior approval from the administration. Hamilton High School students are permitted to bring backpacks to class.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Hamilton School District strives to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying is any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

- causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
- creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- substantially and materially disrupts the orderly operation of a school.

Students who feel they have been bullied, subjected to harassment, or threatened are encouraged to notify a teacher, counselor, or administrator immediately to file a complaint. 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.

For additional information, please see Board Policy 3005 and the appendices to this Handbook for each school.

For incidents of sexual harassment, please refer to the Sexual Harassment section of this Handbook and Board Policy 3005.

CELL PHONES (BOARD POLICY 3095)

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 and in Board Policy 3095. At no time will a student operate a cell phone or other electronic signaling device in a locker room, bathroom or any location where such operation may violate the privacy right of another person. Unauthorized use is grounds for confiscation by school officials, and repeated unauthorized use of such devices will result in disciplinary action. Cell phone policies specific to each school are included in the appendices to this Handbook.

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 school nurse or principal to report the condition.

These diseases include, but are not limited to:

Amebiasis	Mumps	Whooping Cough (Pertussis)
Campylobacteriosis	Pinkeye	Covid-19
Chickenpox	Ringworm of the scalp	Meningitis
Diphtheria	Rubella (German Measles)	Tuberculosis
Gastroenteritis	Scabies	Measles (Rubeola)
Hepatitis	Shigellosis	
Influenza	Streptococcal disease, invasive	

COMPLAINTS BY STUDENTS AND PARENTS (BOARD POLICY 1085)

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Grievance Procedure policy for most complaints (Board Policy 1085) with the exception of complaints/concerns regarding sexual harassment 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 may provide 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. Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. Copies of the Title IX and/or Section 504 Grievance Procedures can be obtained from any District or school office or by contacting the Director of Student Services.

COMPUTER RESOURCES (BOARD POLICY 2070)

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources.

CONDUCT

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

Demonstrate courtesy — even when others do not.

Behave in a responsible manner and exercise self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet District or building standards of grooming and dress.

Obey all building and classroom rules.

Respect the rights and privileges of other students, teachers, and other District staff.

Respect the property of others, including District property and facilities.

Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Hamilton School District's rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational

function, or a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

Conduct policies specific to each school are included in the appendices to this Handbook.

CORPORAL PUNISHMENT

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

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Guidance and Counseling information specific to each school may be found in the appendices to this Handbook.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

DISCIPLINE AND DUE PROCESS

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct. Discipline policies and procedures specific to each school are attached in the appendices to this Handbook.

Students With Disabilities

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts.

DISTRIBUTION OF MATERIAL

Non-school materials, written materials, hand bills, photographs, pictures, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action.

DRESS AND GROOMING (BOARD POLICY 3035)

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Dress code policies specific to each school are included in the appendices to this Handbook.

DRILLS

The District conducts regularly scheduled emergency drills. Students are to move quietly, quickly and calmly, leaving all books behind. Students should keep a safe distance away from the building until instructed by their classroom teacher or school administrator. Students must not stand in the street. Students are to remain with their classroom teacher after exiting the building for roll call during the drill. In addition to fire drills, shelter-in-place (lock-down), evacuation and earthquake drills may also be practiced.

DRIVER EDUCATION

Hamilton High School offers Driver Education subject to the requirements of Montana law and as permitted by staff availability. Interested students should inquire at the Hamilton High School main office for specific information and requirements.

DRIVING, BIKING, SKATEBOARDING, AND SCOOTERING TO SCHOOL

Policies specific to Hamilton Middle School and Hamilton High School are included in the appendices to this Handbook.

DUAL ENROLLMENT/COLLEGE CREDIT COURSES

Hamilton High School offers Dual Enrollment/College Credit courses as permitted by staff availability and college/university partnerships. Interested students should inquire at the Hamilton High School main office for specific information and requirements.

ENROLLMENT

Please contact the respective school offices, or the District Office for additional enrollment information. Enrollment policies specific to Hamilton Middle School and Hamilton High School are included in the appendices to this Handbook.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations

Please note: Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

FEES AND FINES

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

Fines for lost, damaged or overdue school books will be assessed if necessary. Fines specific to Hamilton High School are included in the Hamilton High School Appendix to this Handbook.

FOOD SERVICES

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Please contact the District Office, or your school's main office to apply for free and reduced meals. Food Service information specific to each school are included in the appendices to this Handbook.

FUNDRAISING

Any teams, clubs or other school-sponsored organizations must complete a fund-raising application and have it approved in advance by the Principal for any fund-raising activities. Students who are involved with the selling of products for clubs, etc. are not to sell during class time. Tickets for activities may be sold during the lunch period at such times and locations as approved by the school administration.

1. Only school district-sponsored, or Board approved, fund-raising activities will be allowed on the Hamilton School District campus.
2. Organizations must have a fund-raising application approved by the Superintendent, or Board, as appropriate, before ordering any materials for a fund-raising project.
3. Upon completion of the fund-raising project, the financial report should be turned in to the school's main office.

GRADE CLASSIFICATION AND GUIDELINES

Grade classification and guideline information specific to Hamilton High School and Hamilton Middle School are included in the appendices to this Handbook.

GRADUATION & PROMOTION REQUIREMENTS, AND SENIOR ACTIVITIES

Hamilton High School Graduation Requirements

Curriculum Area	HHS Diploma	HHS Enhanced Diploma	Additional Information
English	4 Credits	4 Credits	English I, II, III, and IV (or W101)
Mathematics	3 Credits	3 Credits	4 Credits for Val/Sal, Alg I and higher
Science	2 Credits	3 Credits	
Social Studies/W. Civ	.5/.5 Cr	.5/.5 Cr	9 th Grade/10 th Grade
U.S. History	1 Credit	1 Credit	11 th Grade
American Gov't	1 Credit	1 Credit	12 th Grade
Health Education	1 Credit	1 Credit	Health I-10 th or 11 th /Health II-11 th or 12 th
Physical Education	1 Credit	1 Credit	1 Semester 9 th , 1 Semester 10 th -12 th

Career & Tech. Ed.	1 Credit	1 Credit	
Computer Applications	.5 Credit	.5 Credit	
Fine Arts	1 Credit	1 Credit	Art, Music, or Theater
Personal Finance	.5 Credit	.5 Credit	
World Language		2 Credits	
Elective Credits	6 Credits	7 Credits	
Total Credits	24 Credits	26 Credits	28 Specified Credits for Val/Sal

Hamilton Middle School 8th Grade Promotion Requirements

The 8th Grade promotion ceremony is a privilege not a right. It is at the discretion of the administration who may participate in the promotion exercise. Academic eligibility will be determined by passing grades in all coursework including electives. These classes include: English, Math, Social Studies, Health, PE, Science, and electives. 8th Grade promotion will be Wednesday June 1, 2022 at HHS. Students must also be regularly enrolled and attending all scheduled classes, have no more than 5 unexcused absences, and 10 or fewer unexcused tardies during quarter 4, in order to participate.

Students without a significant number of office discipline referrals or students that have not had any major rule violations during the 4th quarter may attend the 8th grade promotion ceremony.

The final decision is at the discretion of the administration.

HOMELESS STUDENTS

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

HOMEWORK / MAKE-UP WORK FOLLOWING AN ABSENCE

Homework: Homework is a constructive tool in the teaching/learning process. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development.

Make-up Work Following An Absence: Requirements for make-up work following an absence specific to Hamilton High School and Hamilton Middle School are included in the appendices to this Handbook.

ILLNESS

If your child is ill, please help support the health of students and staff by keeping your child at home until they are over their illness. Any student who stays home or is sent home due to a fever, needs to be fever free without medication for 24 hours before returning to school.

If a child is well enough to attend school, they are expected to participate in regularly scheduled physical activity such as physical education and recess. Please contact the school if there are any special circumstances regarding medical conditions that require an accommodation. A doctor's excuse indicating the reason and length of time the student needs to be excused from physical activity will be required.

ILLEGAL SUBSTANCES

Possession/Use/Transfer of Illegal Substances or Paraphernalia: Students are not allowed to possess, use, or transfer any drug at school, on the way to or from school, or at any school-sponsored activity. This includes ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, OVER-THE-COUNTER MEDICATIONS (other than aspirin, ibuprofen, etc.), PRESCRIPTION DRUGS (including medicinal marijuana) prescribed to the student, and E-CIGARETTES, VAPOR PENS, AND OTHER INHALENT DEVICES.

Possession Defined: A student is in possession of a prohibited item if the student can access the item while at school (including lunch time) or at a school activity. This includes, but is not limited to, on the student's person, clothing, book bags, locker, or automobiles parked on or off the school grounds.

Use Defined: A student either consumes the prohibited substance or is under the influence of the prohibited substance.

Transfer Defined: A student sells, gives, offers to sell or give a prohibited substance, or what is purporting to be a prohibited substance, to another person.

Dispensing of prescription medication by a student to another student will be considered distribution of dangerous drugs.

INSURANCE

Hamilton School District does not carry accident insurance on students. Such coverage is the responsibility of parents/guardians.

LAW ENFORCEMENT

Hamilton School District utilizes a school resource officer to enhance the educational opportunities of all students within the District. The main objective of the SRO partnership is to provide a positive and proactive educational experience for students, parents/guardians, and school personnel. The following are some examples of SRO involvement within the school system:

1. Large group instruction on safety, state statutes, alcohol and drug education.
2. Classroom instruction on safety, citizenship, alcohol and drug education.
3. School-wide mentorship programs.
4. School wide positive and proactive student interactions/relationships.
5. Any and all serious law infractions.

SRO involvement will be based on administrative discretion.

LUNCH / CLOSED-OPEN CAMPUS

1. Grades K-9

Students in grades K-9 are required to remain in the building or on school grounds during school hours. Once a student arrives on campus, leaving is only permitted if signed out by a parent/guardian. Any student leaving early must be signed out in the office by a parent/guardian. Students leaving school campus during school hours will be considered truant. Students may not order-out or order delivery for lunch.

2. Grades 10-12

The privilege of open campus will be available to all students in grades 10-12. Students in grades 10-12 must use the commons/lobby entrance and exit during the lunch hour.

Freshmen do not have open campus privileges unless allowed to leave with a written and signed parent permission slip.

Students who remain on campus must remain in the commons/lobby area or on the west lawn area.

Violation of the open campus rule will result in appropriate action per administration discretion.

Be Safe: demonstrate appropriate physical behavior, use chairs and tables appropriately, and report safety issues and spills.

Be Responsible: clean up after lunch, leave area in good condition, and finish food in the cafeteria or outside.

Be Respectful: use manners, keep noise level reasonable, and push chairs in.

MEDICINE AT SCHOOL

A student who must take medicine (prescription or over-the-counter) during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container, to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed. All medication MUST be kept in the main office, or in such other location as designated by the school nurse.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually.

A parent may choose to personally dispense medication to their child at school. Dispensing of prescription medication by one student to another student will be considered distribution of dangerous drugs. For additional information, please contact the school nurse, or the school's main office. (Board Policy 3070).

PLEDGE OF ALLEGIANCE

The pledge of allegiance will be recited at the beginning of the first class of each school day in kindergarten through grade 12 pursuant to MCA §20-7-133. Students and teachers have the right not to participate in the recitation of the pledge. A student or teacher who declines to participate in the recitation of the pledge may engage in another form of conduct, however, that conduct may not materially or substantially disrupt the work or discipline of the school.

PROTECTION OF STUDENT RIGHTS

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

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures.

When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

Policies specific to Hamilton Middle School and Hamilton High School are included in the appendices to this Handbook. Please check with the main office for student release policies specific to Daly Elementary and Washing Early Learning Center.

REPEATING CLASSES

If a Hamilton High School student fails a class, they may be allowed to repeat it to achieve a passing grade at the discretion of the administration. Students who fail required classes will be re-enrolled in the same class, be enrolled in summer school, or assigned to a credit recovery class or other online platform to be determined at the administrators' discretion.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents periodically according to each school's procedure. Information specific to each school's procedure is included in the appendices to this Handbook.

RIGHT TO ASSEMBLE

Students have the right to assemble at school as long as that assembly does not interrupt nor disrupt the educational process of the school and with the administration's knowledge.

SAFETY

Accident Prevention:

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.

- Follow the behavioral standards in this Handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Emergency School-Closing Information:

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information may be communicated through Infinite Campus, local media, or otherwise.

Personal Protective Equipment:

The District may require the use of personal protective equipment (PPE), including but not limited to face masks, if determined to be necessary for the safety and welfare of students and staff members. Exceptions may be made to any such requirement for PPE as permitted by law and on a case-by-case basis.

SCHOOL – PARENT COMPACT

The School-Parent Compact specific to each school is included in the appendices to this Handbook.

SEARCHES AND SEIZURES

Desks, lockers and other equipment at any school belong to the District. Any school property and/or student property may be entered and searched by school officials whenever there is reasonable suspicion that some substance or item is contained therein is illegal, potentially harmful to the safety of the student or other students, and/or disruptive to the overall climate of the school. This includes the search of students themselves. The school reserves the right to conduct general searches using animals or electronic means to detect the presence of drugs, alcohol, explosives, etc. Any items which are prohibited by law or by policy may be impounded by school officials.

Hamilton High School contract with a Canine Detection Agency to help preserve a safe and drug-free environment. During a canine contraband search of hallways, parking lots and other school property, teachers will be asked to keep their students in their classrooms; should the dog “alert” on a student’s locker, car or other belongings, the student will be called out of class, informed of the items that the dog has alerted on, and be present for the search. Should an illegal substance be found, the student will be subject to regular school discipline procedures and law enforcement will be contacted. During searches of classrooms, students will exit the classroom prior to the canine, handler, and administrator’s entry and will remain under the supervision of their teacher during the search. Students who refuse to consent to a search of their vehicle if the canine alerts to the presence of contraband odors will lose their privilege of parking on school property indefinitely.

Evidence produced by a search may be used in a disciplinary proceeding against the student.

SEXUAL HARASSMENT

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District’s Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient 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 recipient’s education program or activity; or

3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3005 for additional information regarding the District's prohibition against discrimination and harassment.

STUDENT COUNCIL

The Student Council Association consists of all students who are enrolled in Hamilton Middle School and Hamilton High School, respectively. The Student Council officers are elected to serve as representatives in matters which concern the entire school. Students are encouraged to voice questions or concerns to their Student Council representatives and/or officers.

STUDENTS IN FOSTER CARE

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or
- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

SPECIAL EDUCATION

Hamilton School District supports and encourages the education of exceptional children. An individual education plan (I.E.P.), designed to provide the least restrictive learning environment, is developed for each special education student.

STUDENT RECORDS

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records.
2. The right to request amendment of any records believed to be inaccurate, misleading, irrelevant or improper.
3. The right to permit disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.
4. The right to a copy of any school record proposed to be destroyed or deleted.
5. The right to prohibit release of directory information.
6. 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.

Directory Information

The following information is defined as Directory Information by Board Policy 3080 and may be posted or released without prior authorization:

Student's name	Date of birth
Address	Dates of attendance
Telephone listing	Grade level
Electronic mail address	Honors and awards received
Photograph	Weight and height of members of athletic teams
Participation in officially recognized activities and sports	

IF YOU DO NOT WISH ANY OR ALL OF THE ABOVE DIRECTORY INFORMATION TO BE RELEASED, YOU MAY REQUEST NONDISCLOSURE BY CALLING YOUR CHILD'S SCHOOL'S MAIN OFFICE, OR THE DISTRICT OFFICE WITHIN 10 DAYS OF THE FIRST DAY OF SCHOOL. If this request is not received, we assume your permission is given to release your child's Directory Information.

STUDENT SCHEDULES

Information specific to Hamilton High School's student schedules is included in the appendices to this Handbook.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book. (See: Fees & Fines)

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, or their designee, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The Hamilton Schools will provide bus transportation to and from Hamilton School District for students living three or more miles from their school. Students living closer than three miles from school may be allowed to ride the bus if space is available. Students who reside outside the District, and are enrolled as such, are not eligible for bus transportation to and from HSD.

For the safety of our children, please review the regulations regarding transportation on school buses with your child/children.

1. Students being transported are under the authority of the driver. The driver may assign pupils seats.
2. Stay away from moving buses. Never chase for a bus, on foot or in a vehicle.
3. Students shall be courteous to the driver, to fellow passengers and to passers-by.
4. Students shall be on time for the bus, allowing five minutes before their scheduled stop in the morning.

5. When necessary to cross the road, students shall wait to cross until motioned by the driver, and will always cross 10 feet in the front of the bus. Students not needing to cross the road shall wait to approach the bus until the bus is stopped and the loading door is opened.
6. Students shall sit in designated seating areas.
7. Students shall remain seated at all times in a forward facing position. The aisle must be clear at all times.
8. Students must make other arrangements to transport the following items to and from school: skis, snowboards, sleds, shovels, animals and insects, large band instruments and fragile class projects.
9. Matches, lighters, lasers, toy/replica guns, firearms/weapons, or any other potentially hazardous material, including spray type or aerosol and glass containers, are not allowed on the bus.
10. Electronics: All electronic equipment must be off and stored while on the bus, except when traveling to activities. Unauthorized electronic devices will be confiscated and returned only to parents.
11. Pens and pencils are not allowed out of student's backpacks.
12. Students shall converse in normal tones; loud or vulgar language or obscene gesturing is prohibited.
13. Fighting, wrestling or boisterous activity is prohibited on the bus. Students must keep hands and feet to themselves.
14. Students are not permitted to eat, drink or chew gum on the bus.
15. Students shall not open windows more than halfway down and will never extend any part of the body through window.
16. Students shall not throw objects into, from or on the bus.
17. Students shall keep the bus clean and must refrain from damaging it.
18. Students shall not move, remove or deface any sign on the bus.
19. Students shall have written permission from their parent/guardian or the school to leave the bus other than at school or designated bus stop.
20. Students shall use the emergency door only in case of an emergency.
21. Students who refuse to promptly obey the directions of the driver, or refuse to obey regulations may forfeit their privilege to ride on the buses.
22. At times when more than two (2) passengers will be riding with your student for parties, etc; the parent of the child having the guest must call the Majestic office to make prior arrangements.

Majestic Bus Service / Transportation Discipline Policy

The first warning the child is to sit up front for 3 days. When up front, the child is in a "quiet seat," this is similar to a time out. They are not to talk to anyone. A discipline form is filled out, and a copy will be sent to your school principal and to the parents. The second warning is the same as the first warning procedure. On the third offense, the riding privileges are suspended for 3 days. On the third suspension, the child may not ride the bus for the rest of the year. Sometimes the offense is extreme enough that the child may receive three warnings at once. The parent/guardian will receive a phone call to explain the circumstances of the disciplinary action.

If you have any questions, please call Majestic Bus Service at, (406)375-9180. Safely transporting children is our first goal. If there is a problem on the bus, we will do our best to fix it. We do need to know about any problem, as soon as possible.

When your child is suspended from riding a bus, this includes all activity/field trips and transportation for sporting events.

Majestic Bus Service / Transportation Security Video

Security cameras on a school bus not only provide a safeguard against illegal entry, vandalism and as a means to monitor behavior, but also protect students and school bus drivers from being wrongly accused of participation in illegal or unacceptable behavior.

The following will have access to the recording:

1. An administrator of HSD3 or other appropriate HSD3 employee(s);
 2. A supervisor or manager of Majestic Bus Service, Inc.
 3. Parent(s)/Guardian(s) under the supervision of an authorized adult may view the recorded activity of his or her own student(s). The viewed segment may be as short as one second in length.
 4. Student(s) under the supervision of an authorized adult, as part of a specific investigation or disciplinary action;
 5. Investigative agencies when evidence of criminal activity exists;
 6. Other person(s) as designated by Majestic Bus Services, Inc. or HSD3 to assist in an investigation or identification of a student(s).
- A. A recording may be kept:
1. Until the disciplinary action or investigation has been resolved satisfactorily;
 2. Permanently if requested or deemed necessary by an administrator of HSD3 or the Manager of Majestic Bus Services, Inc.

VIDEOTAPING OF STUDENTS

The Board recognizes the need to provide a safe learning environment for students and staff and to protect District property and equipment. Therefore, video surveillance cameras may be used as a security measure in the District. Video cameras will also be used to ensure that students' behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective action will occur. The Superintendent is responsible for the implementation of safety and security measures at each building and the proper use of video surveillance monitoring systems. No staff member may use video surveillance without permission of the Superintendent. Signs shall be posted at various locations to inform students, staff and the public that video surveillance cameras are in use. The video surveillance will not include audio recordings unless specific notice is given as required by law. (Board Policy 3097)

VISITORS

The District has the discretion to permit visitors and encourages parents to visit its schools. For the safety of those within the school, all visitors must first report to the school's main office and wear a visitor's badge while in the building. Failure to check in properly with the main office could result in trespassing charges. Unauthorized persons on District property may be subject to Montana trespass law.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students are not permitted to bring friends to visit classes. Friends are welcome at all athletic and/or extra-curricular activities that are otherwise open to the public.

WEAPONS

Gun-Free Schools

A student who uses, possesses, controls or transfers a firearm or any object that can reasonably be considered, or looks like a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with MCA §20-5-202.

Possession of a Weapon in a School Building

Any person who possesses, carries, or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution on the grounds of allowing the minor to possess, carry or store a weapon in a school building.

For the purposes of this section only, the following terms are defined: A school building shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; "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 any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; 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 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 shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry, or store a weapon in a school building.

This policy does not apply to law enforcement personnel.

Administrative Action: If it is determined by the administrator that this policy has been violated, the student will immediately be suspended by the administration; parents/guardians will be notified and the appropriate law enforcement agency will be informed. The principal may recommend to the Board of Trustees expulsion for the student for the remainder of the school year. If the student is expelled, the Board of Trustees must approve readmission before the student may come back the following year.

When a student violating this policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

**HAMILTON SCHOOL DISTRICT
(HSD3)**

NOTICE OF NON-DISCRIMINATION

Hamilton School District does not discriminate on the basis of race, color, national origin, sex, physical or mental handicap or disability, religion, age, or veteran status in its educational programs, activities, admissions, or employment, as required by Title IX of the Educational Amendments of 1972 and its implementing regulations, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws and District Policy.

TITLE IX STATEMENT

Pursuant to Title IX and the requirements, therein, for dissemination of this policy, notice is hereby given that Hamilton School District does not discriminate on the basis of sex in its educational programs, activities, admissions, or employment. The District is committed to maintaining an environment that is free from discrimination based on sex, including sexual harassment and sexual violence, and will not tolerate conduct in violation of Title IX.

Please direct inquiries, or complaints regarding Title IX to:

Hamilton School District
Title IX Coordinator:

Wendy Hansmann
Director of Student Services
217 Daly Avenue
Hamilton, MT 59840
(406)363-2280
hansmannw@hsd3.org

The U.S. Department of Education's Office for Civil Rights or both.

HAMILTON SCHOOL DISTRICT

STUDENT HANDBOOK

HAMILTON HIGH SCHOOL



2023 – 2024

HAMILTON HIGH SCHOOL
327 FAIRGROUNDS ROAD
HAMILTON, MONTANA 59840
OFFICE 406-375-6060 FAX 406-375-6076
ATTENDANCE 406-375-6062
www.hsd3.org

MOTTO:

Hamilton High School
A Culture of Excellence – Promoting Success, Developing Relationships, and Providing Opportunity
for All Students.

MISSION STATEMENT:

At Hamilton High School, we share the responsibility to:

- Be active, lifelong learners
- Promote self-worth
- Grow as ethical citizens
- Adapt and succeed in an ever-changing world
- Foster academic and personal responsibility for learning
- Develop professional and academic relationships that support student achievement

WE BELIEVE:

- Hamilton High School has the responsibility to teach the skills and knowledge needed for success in an ever-changing world.
- Students learn best in an active, positive environment where the subject matter is relevant to each student's life.
- Instruction and assessment are designed to actively involve students in their own learning.
- Educators share the responsibility of education with students, parents, staff, and the community.

WELCOME BACK LETTER

To Hamilton High School students, teachers, and staff,

I am excited to start my second year as the high school principal; and it is my honor to welcome you to the 2023-24 school year. I am hopeful and confident that this school year will be one of intrigue, learning, hard work and fun. As always, this year will offer many learning opportunities and I encourage you to seek out new challenges. Take advantage of the wide variety of classes and activities Hamilton High School offers; the most challenging experiences often provide the most rewarding learning.

I hope that each of you will engage in something new this year; find classes, activities and clubs that interest you and get involved! We promote a "culture of excellence" at Hamilton High School. We offer unique opportunities so you can pursue your interests and passions to better understand yourself, as well as the pathway you may choose to pursue after graduation from Hamilton High School.

Finally, and most important, please remember we are here to support you; ask questions, communicate your needs and be kind to each other. I encourage you to invest in yourself, our school, and community as we strive to make a great place even better.

Have a wonderful school year!
Marlin K. Lewis
Principal, Hamilton High School

HAMILTON HIGH SCHOOL OFFICE STAFF

Marlin Lewis, Principal	375-6063
Angela Dondero, Asst. Principal	375-6064
Travis Blome, Activities Director	375-6060
Alexis Holland, School Counselor	375-6066
Zane Wofford, School Counselor	375-6069
Jenn Pitzinger, Admin. Asst	375-6061
Michelle Ryan, Attendance Secretary	375-6062
Chris Lueck School Resource Officer	375-6060

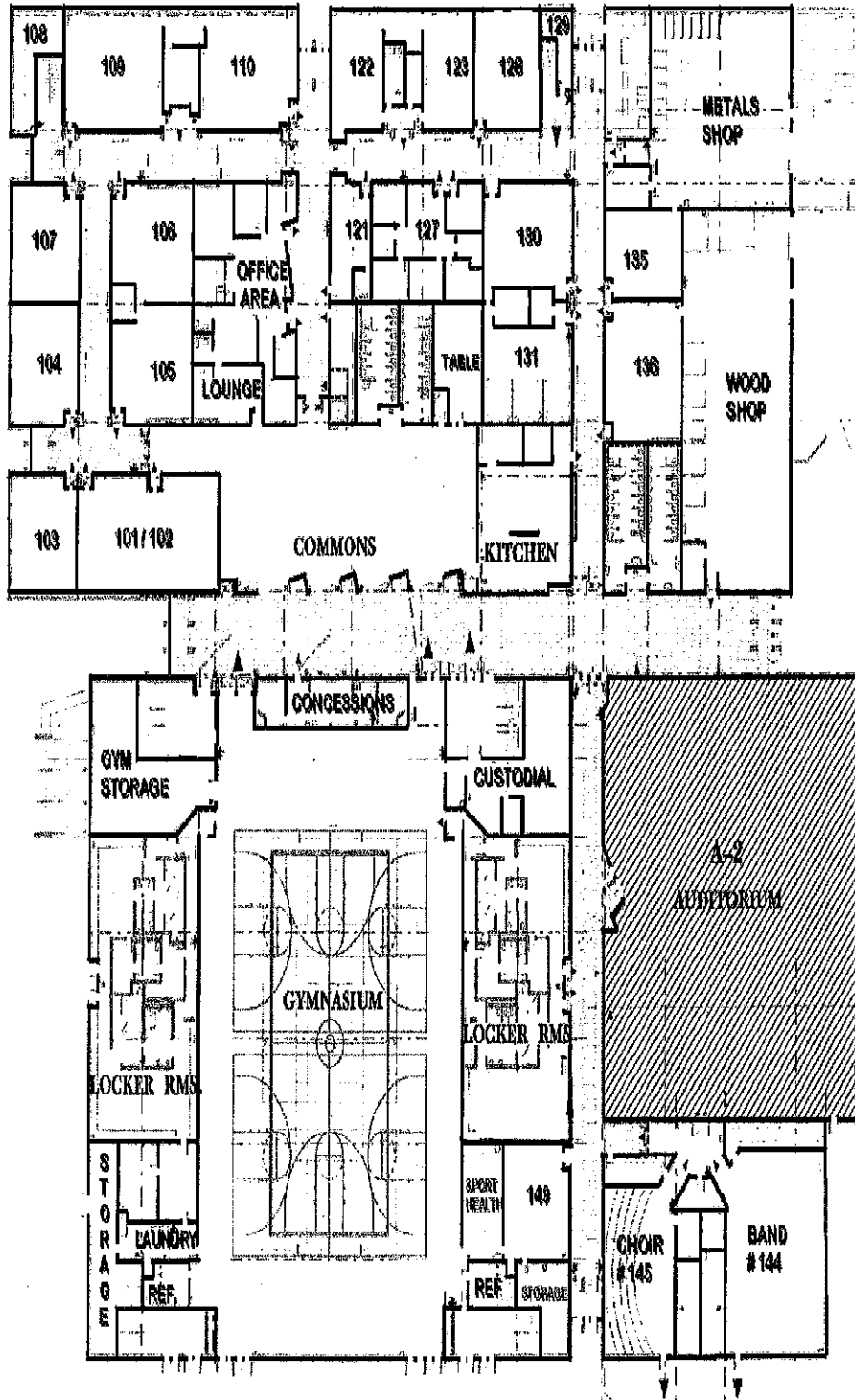
HAMILTON SCHOOL DISTRICT

Tom Korst, Superintendent 363-2280
School District Web Site
(including School Board Policy) www.hsd3.org

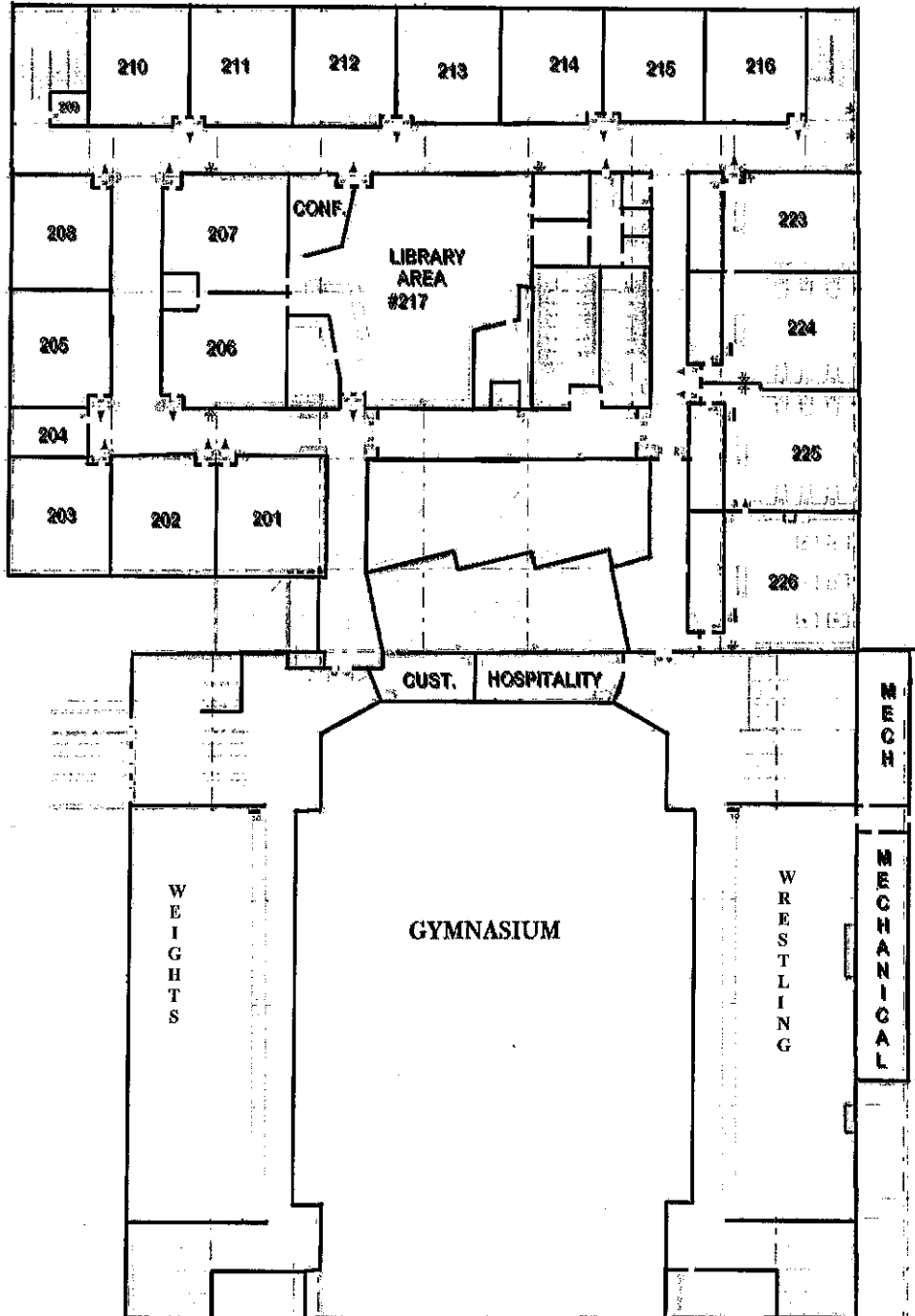
SCHOOL FIGHT SONG

It's fight, fight, fight for Hamilton High!
Our Broncs are always ready to try!
Cooperation is our battle cry - as our team goes flashing by - Rah! Rah! Rah!
Red and white we're cheering for you! It's onward to victory!
With pep and steam, we'll fight, fight, fight - for victory for Hamilton High!!!
H-H-S - - fight team fight - - Go Broncs Go!!
H - A - M - I - L - T - O - N Rah! Rah! Rah!
Red and white we are cheering for you!
It's onward to victory!
With pep and steam we'll fight, fight, fight!
For victory for Hamilton High!
Let's Go!!!

DOWNSTAIRS MAP



UPSTAIRS MAP



ACTIVITIES PROGRAM

Any student interested in participating may contact the activities office for information. Starting dates are as follows:

Golf	August 10 th
Football, Soccer, Cross Country, Volleyball, Cheer	August 11 th
Speech, Debate & Drama	September 18 th
Wrestling, Boys & Girls Basketball	November 16 th
Tennis, Track, Softball	March 11 th

ACTIVITIES - NATIONAL HONOR SOCIETY

Qualifications for membership in the National Honor Society are based on the student's grade point average, and upon the student's demonstration of the qualities of character, service and leadership. To be considered for membership, a student must have a minimum grade point average of 3.50. A student must be enrolled full time and be on-line to graduate from HHS. A student must also have junior or senior status and has been at HHS at least one semester. Eligible students are evaluated by the entire faculty, and a faculty council makes the final selection according to the guidelines in the National Honor Society Handbook. Selection will take place after the first semester grading period.

ACTIVITIES - SCHOOL CLUBS

All students are encouraged to choose a school-sponsored club and get involved in school and community activities.

Clubs and sponsors for the 2021-2022 school year are as follows:

Envirothon	Ms. Antonioli
Key Club	Mr. DeLong/Mr. Smith
National Honor Society.....	Mrs. Lewanski
Science Club/Fair/Olympiad	Mrs. Haflich
Student Council.....	Mrs. Mickelson/Mrs. Nisly
SPURS.....	Mrs. Carmody

ACTIVITIES - FUND RAISING

All fund-raising activities by any teams, clubs or other school-sponsored organizations must complete a fund-raising application and have it approved in advance by the Principal. Students who are involved with the selling of products for clubs, etc. are not to sell during class time. Tickets for activities are to be sold in the commons during the lunch period.

1. Only school district-sponsored fund-raising activities will be allowed on the Hamilton High School campus.
2. Organizations must have a fund-raising application approved by the Superintendent before ordering any materials for a fund-raising project.
3. Upon completion of the fund-raising project, the financial report should be turned in to Jenn Pitzinger.

ACTIVITIES – OTHER IMPORTANT INFORMATION

ACTIVITY CARDS: At registration, students may pay an activity fee of \$40.00, which entitles them to attend HHS activities. The fee includes all home events throughout the school year. (This does not include any post-season playoff games or tournaments.) Parents who have two or more high school students will be able to purchase an activity card for all of their children for a total fee of \$80.00. Students who do not purchase an activity card will pay the regular admittance fee to all activities. **Choir and Band members are required to purchase an Activity Card to defray travel expenses for required performances and competitions.**

PAY-TO-PLAY: Students participating in interscholastic sports (and/or Speech & Debate) will be required to pay a \$40.00 fee prior to each season. Cheerleaders will be required to pay a \$20.00 fee prior to each season. These fees will also purchase their activity card for the year. Families with more than one student involved in sports will pay a maximum of \$200 for Pay-to-Play fees.

<u>ACTIVITY CARDS:</u>		<u>PAY-TO-PLAY:</u>	
Student	\$40	Per Sport	\$40
		Per Cheer Season	\$20
		Family Cap on	
		Pay-to-Play Per Year	\$200

ATHLETIC REGISTRATION: All registration for athletics will be through Infinite Campus

PHYSICAL: Students involved in athletics (except Speech & Debate) must have a certified physical after the last day of the previous school year. The physical must be turned in to the HHS office.

INSURANCE: Students in the activities listed above must be covered with a basic insurance policy with a "catastrophic" insurance policy included. Students who have their own insurance must provide the school district with proof of insurance prior to the first practice in Infinite Campus. Insurance options are available through the Activities Office.

TRAVEL TO CONTESTS: All students are expected to ride school district transportation on school-sponsored trips. Students will not be allowed to participate if they arrive at a contest in transportation other than transportation provided by the school district. Under no circumstances is a student allowed to drive himself/herself to a contest. Exceptions are made only with prior approval of the activities director.

RETURN FROM CONTESTS: Students may request to ride home after events with their parents and/or guardians only. A release form must be signed by the parent/guardian in the presence of the head coach/sponsor. The final decision whether students ride home with parents or the team bus lie with the head coach/sponsor or Activities Director.

ROOM ASSIGNMENTS: It is the responsibility of the coach or sponsor to make room assignments. Students will not be allowed to choose their own roommates.

MEAL POLICY: Students are responsible for paying for their own meals on away trips, including post-season trips.

LETTERING POLICY: A varsity lettering policy will be determined by the head coach of each sport and presented to the student/athletes at the beginning of the season. If a student/athlete does not finish the season in good standing, he/she will not earn a letter.

MAKEUP WORK: All work is due the day the student leaves, unless otherwise arranged by the teacher. It is the student's responsibility to obtain future assignments from the teacher **BEFORE** he/she leaves.

TRUANCY/SUSPENSION: Any student who is truant or suspended (OSS or ISS) from school will not compete in any practice or activity until after the first school day the student is in attendance following the suspension. A student suspended from school on a Friday will not be allowed to compete that weekend.

ACTIVITIES – EXTRA AND CO-CURRICULAR ATTENDANCE RULES

In the event that a co-curricular and an extra-curricular activity conflict on the same day(s), the activity which is considered a qualifying or an advancement event will take precedence. **EXAMPLE:** Students involved in District Music Festival will attend that function rather than any scheduled event that does not involve advancement to a higher level.

ACTIVITIES – SCHOOL ATTENDANCE REQUIREMENTS

RULE: Students must be in attendance ½ of the school day in order to practice or participate in an activity that day; in order to participate over a weekend, one must be in attendance on Friday.

EXCEPTIONS:

1. A student attending a doctor's appointment during the course of the day. A doctor's note must be presented to the attendance office upon returning to school.

2. A death in the immediate family.
3. Personal reasons or illnesses that are cleared by the administration.

ACTIVITIES – EXTRA AND CO-CURRICULAR ACADEMIC ELIGIBILITY REQUIREMENTS

Extra and co-curricular activities include: athletics; cheerleading; speech, debate, & drama; school clubs (e.g. Key Club, Student Council, etc.); academic competitions; and musical activities other than those required for classroom work (e.g. the solo/ensemble day of district music festival).

To attain and maintain academic eligibility in extra and/or co-curricular activities a student at Hamilton High School must:

- 1) In accordance with the Montana High School Association's (MHSA) requirements Article II, Section 2, be enrolled and in regular attendance at HHS. in a minimum of four classes and must have passed and received credit in a minimum of four classes the previous semester. This rule does not apply to incoming ninth grade students.
- 2) Maintain a 2.00 grade point average (GPA) as determined at each grade check. This requirement will begin with the start of each new school year. Grade checks will be conducted by the AD on a weekly basis. At the 2nd quarter/1st semester break, the higher GPA will be considered for eligibility.

Consequences:

- 1) MHSA compliance - if a student is not passing a minimum of four classes at the end of a semester, he/she is ineligible for participation at any level in any MHSA sanctioned activity during the subsequent semester.
- 2) HHS. compliance - if a student has below a 2.00 GPA at any grade check while participating in an extra or co-curricular activity, he/she will be placed on academic probation for one week. The student will still be able to fully participate in the activity. If the student is still below a 2.0 at the next grade check he/she will be ineligible for a week. If at the next grade check the student has a 2.00 GPA or better, full eligibility is reinstated. If not, the student continues to be ineligible and may be dropped from the activity depending upon the length of the season. This decision rests with the administration with input from the coach/sponsor.

ACTIVITIES – BULLYING / HARASSMENT (HSD POLICY 3005)

“Harassment, intimidation, hazing, or bullying” means any act 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, or at any official school bus stop, and that has the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or to the student’s property;
3. Creating a hostile educational environment; and/or
4. Causing emotional stress due to ongoing derogatory comments and name calling with the purpose to belittle another person.

Students who feel they have been bullied, subjected to harassment or threatened are encouraged to notify a teacher, counselor, or administrator immediately to file a complaint.

ACTIVITIES – MHSA/HHS PARTICIPANTS – USE/POSSESSION OF ALCOHOL OR DRUGS OUTSIDE OF SCHOOL

Students participating in extra and co-curricular activities sponsored by the MHSA will not associate with, use or possess tobacco, alcohol or illicit drugs during the school year. These rules are in effect 24 hours a day.

USE: the consumption of illegal drugs, alcohol or tobacco, or nicotine delivery devices such as vapor pens.

POSSESSION: to possess, or to be in the possession of illegal drugs, alcohol, tobacco, or nicotine delivery devices such as vapor pens.

ASSOCIATION: to be present with others illegally consuming drugs, alcohol, tobacco, or nicotine delivery devices such as vapor pens.

Example: if you are at a party where someone is illegally consuming alcohol, drugs or tobacco, you have only two choices:

1. Leave the party immediately and notify a parent or guardian.
2. Accept the consequences of ASSOCIATION.

PUBLIC EVENTS: Attendance at concerts, tailgate parties, receptions, and other public events where consumption of alcohol or tobacco is likely to legally occur will not be subject to the association rule if the student-athlete is under the supervision of a parent/guardian and the student-athlete does not violate the use or possession rule.

ACTIVITIES – SUBSTANCE ABUSE POLICY – MINIMUM CONSEQUENCES

FIRST OFFENSE: Suspension from the activity for 21 calendar days. The suspension will begin the day the infraction is reported to the Activities Director. The Student will:

1. Not be part of any competition
2. Not travel to any event with the team, and
3. Attend all practices during the suspension.

SELF-REPORTING: A student-athlete who realizes he or she has violated the Hamilton High School training policy may self-report the incident to his or her coach and the HHS administration and reduce the activity suspension from 21 days to 14 days. Self-reporting is an indicator of a student's personal accountability and is limited to one incident per individual during his or her athletic career at Hamilton High School. If a student has received a ticket from law enforcement, they are required to report this to the AD. Students who are ticketed will not receive the benefits of the self-reporting procedure.

SECOND OFFENSE: Suspension from the activity for the remainder of the season.

THIRD OFFENSE: Expulsion from all activities for the remainder of the school year. Extra-curricular expulsion is a school board action and will require a school board discipline hearing. A mandatory chemical dependency assessment will be required prior to the re-entry into extra-curricular activities at Hamilton High School. The financial obligation of this program is the sole responsibility of the individual student.

ACTIVITIES – CONSEQUENCES FOR TRAVEL RULE VIOLATIONS

All school rules are in effect 24 hours a day while students are traveling with a HHS team or group. Students have a special obligation to represent their school in an appropriate manner and conduct themselves appropriately while on the bus. Students who violate the rules concerning drugs, alcohol, tobacco, theft or coach's curfew while traveling will be disciplined severely. Students can expect any or all of the following:

1. The parent will be contacted, and the parent will have the responsibility to provide transportation back to Hamilton.
2. To be turned over to local authorities if possession or use of alcohol, drugs or tobacco, or theft, is involved.
3. To forfeit all awards, letter, etc. earned during the current season for that activity.
4. Disciplinary action in accordance with the school discipline policy.

ACTIVITIES – FIELD TRIPS & EXTRA-CURRICULAR ABSENCES

Field trips are designed to enrich student learning, provide opportunities for participation in curriculum-related activities and assist students in reaching educational goals. During such trips, students represent the

Hamilton Schools and will act accordingly. Students will follow school rules and the directions of the teacher/chaperones. It will be the responsibility of the student to makeup all work missed due to field trips and/or co-curricular events. Arrangements for make-up work must be completed in accordance with school-wide make-up procedures.

ACTIVITIES – SCHOOL DANCE REGULATIONS

Every effort will be made to insure that students may enjoy school dances in a safe environment. The following regulations will be enforced at HHS dances:

1. All HHS students are invited.
2. Students may bring a date who is not enrolled in Hamilton High School if a visitor's pass has been issued by the Assistant Principal **three (3)** days prior to the dance. (Students who have graduated more than one year prior to the event or who are below 9th grade will not be allowed to attend.)
3. All music selections will be approved by the sponsors prior to the dances.
4. Students will dance in a manner appropriate for a school environment. Students will refrain from "grinding," "moshing," or inappropriate public displays of affection.
5. Dress shall be school-appropriate for both formal and non-formal dances.
6. Ticket sales and admission to the dance will end 1 hour and 30 minutes after the dance starts.
7. All school rules will be in effect during the dance.
8. Any student who uses, possesses, or is under the influence of drugs or alcohol will be sent home with a law enforcement officer and will be subject to the school discipline policy.
9. If a student leaves the dance, he/she will not be readmitted.

ATTENDANCE

At Hamilton High School, we believe that there is a direct relationship between school attendance and student achievement. Parents have the primary responsibility for the attendance of their students as required by Montana state law (MCA 20-5-103).

Prompt and regular attendance in school is a key to academic success and is the beginning of dependability in adult business, personal, and social life. Regular attendance is important because valuable skills and information gained in the classroom may or may not show up on the tests and be reflected in an academic grade. Furthermore, it's impossible to replicate the rich experiences, interactions and insights students gain by being in class. Students learn to work successfully with their peers through cooperative learning, service learning, and the use of technology. Additionally, hands-on activities allow students to apply the information they learn as a result of highly qualified teacher instruction. We believe the general welfare of all students is best served by regular attendance. Learning that is lost due to absence can never be adequately replaced.

Absence Verification:

1. Parents/Guardians are responsible for notifying the school whenever their child is absent. Parents are to call the school the day of the absence, or they may send a note with the student when the student returns to school. The absence of a phone call and/or note to the school will result in the school making an attempt to phone a parent/guardian at home or work.
2. Parents are encouraged to make medical and dental appointments for students either after school hours, or on those days when school is not in session. If doctor or dental appointments must be made during school hours, the student must check out in the attendance office prior to leaving school.

Medically excused absences will be granted for class periods affected by medical appointments.

3. Absences must be verified within 48 hours of the absence to be considered excused. If not, the absence will be a considered **unexcused**, depending upon the circumstances of the absence.

ATTENDANCE – TYPES OF STUDENT ABSENCES

All unscheduled absences fall into one of two categories – Excused and Unexcused

A. **Excused Absence (EA)** as authorized by parent/guardian within 48 hours of the absence:

1. Illness
2. Legal quarantine
3. Serious Illness or death in the immediate family
4. Emergency conditions approved by the administration
5. Medical or dental appointments
6. Requirements to satisfy the law
7. Counselor absence – when the student is involved in school counseling activities. Normally, the counselor will clear this absence in advance with the student's teacher. (Note: Unless there is a serious emergency, waiting in the counselor's office is not a counselor absence.)

B. **Unexcused (UA):**

1. Truancy/Skipping – absence without prior authorization by parent/guardian and/or by the school.
2. Failure to sign out of the building during the school day.
3. Leaving school without prior notification to the attendance secretary by a parent, guardian, or administrator.
4. Failure of parent/guardian to clear an absence by phone or note within 48 hours of absence.
5. Leaving a classroom without the teacher's permission.
6. Absence Suspension – an unexcused absence resulting from failure to be in class when the bell rings at the end of the passing time allowed between classes.
(see "no tardy" policy).
7. In-School Suspension
8. Out of School Suspension
9. Detention Center

Students attempting to clear an absence by impersonating their parent/guardian, or someone else's parent/guardian, either by phone or note, shall be subject to disciplinary action.

Pre-Arranged Absence: A pre-arranged absence form should be completed for any scheduled absences. The pre-arranged absence form is the proper way for students to miss school for any reason other than those listed as excused. The pre-arranged absence allows the student to get assignments in advance. A pre-arranged absence form can be obtained from the attendance office. Pre-arranged absence forms must be approved by the student's teachers **two days prior to the absence**. For example, if a student is going to miss Friday, the signed pre-arranged form needs to be returned by the previous Wednesday by 3:30 p.m. Students are strongly encouraged to have this form completed a week prior to the absence. Students may complete these forms with their teachers before school, after school, during lunch, during the teacher's prep period, or during the regular scheduled class period. Teachers will not sign the pre-arranged forms at any other time during the school day.

Post-secondary Visitations: Seniors are allowed either two college visits or a total of five (5) school days during the course of the year. Attendance at college fairs counts toward these totals. All students are to

complete pre-arranged absence forms for college visits and clear these visits with the attendance office prior to taking the trip. Seniors may not make these visits during semester exam days.

School-sponsored Absence (SS) is when the student is absent when involved in school-sponsored extra- or co-curricular activities (e.g. field trip, club competition, athletic event, student government, etc.). A teacher, coach, or sponsor will supply each teacher with a list of those students who are excused to attend at least two days prior to the event. It is the **student's responsibility** to check with each teacher and make sure his/her work is made up "according to the course syllabus make up work policy". See "Make up Work Following an Absence".

ATTENDANCE – CONSEQUENCES FOR EXCESSIVE ABSENCES

Students who have excessive absences (excused and unexcused combined, but not including school-related absences) in a given class period per semester may see an adverse effect on their grade. It is important to note that attendance is a major factor that influences whether or not a student stays on track academically and does not fall behind their peers. Students with excessive levels of absenteeism may find themselves enrolled in courses in which they do not have the appropriate skills to be successful. Ensuring your student comes to school consistently is one factor that can help improve their chances for success in and out of the classroom. Students with excessive absences may be asked to participate in attendance committee meetings with their parent/guardians and the appropriate school personnel in order to construct attendance contracts or plans.

Parents/guardians will be notified in writing when their student(s) has accumulated five (5), and ten (10) absences in any one class. The administration reserves the right to waive this policy in extenuating circumstances on an individual basis.

ATTENDANCE – ON TIME BEHAVIOR

Being on time for class is not only an important life skill; it is also respectful behavior that promotes increased instructional time for teachers and students. **Students will be in the classroom and prepared for class when the bell rings.**

"NO TARDY" Policy & Procedure

Adequate passing time (10 minutes between periods) is allowed between classes. This time has been allotted in order that students may take care of personal needs (restroom, locker, socializing, etc.). When the bell rings to start class, the teacher will take roll. **Students are strongly encouraged to limit trips to lockers and bathroom breaks for emergency purposes only during the first 30 minutes of class.**

A student who chooses to be tardy may be assigned progressive disciplinary consequences. Teachers or staff who recognize students with tardy issues will alert administration. Administration will review the students' attendance logs. Students with more than 5 tardies per quarter will be assigned progressive consequences starting with lunch detention. If a student has earned more than 15 tardies in a quarter, they will not be eligible for early check out the week of semester finals.

ATTENDANCE – CHECKING OUT OF SCHOOL

It is important that the administration knows when a student leaves school grounds because of legal requirements. If it becomes necessary for a student to leave school, **he/she must check out through the office with parental permission BEFORE leaving school grounds.** Failure to check out will be a truancy. A student will not be allowed to leave the building unless parent contact is made prior to their departure.

ATTENDANCE – MAKE-UP WORK FOLLOWING AN ABSENCE

For Excused Absences: students will adhere to course syllabus, not to exceed one week, to make up their assignments, unless other arrangements have been made with the teacher. Assignments with set due dates must be turned in at the beginning of the next scheduled class upon the student's return to school. Students with missing assignments may be assigned to "GO Day" per teacher and/or administration discretion. See "Go Day" description.

For Pre-Arranged and/or School Sponsored Absence: It is the student's responsibility to communicate with their teachers prior to the scheduled absence. Before departure students and teachers will determine set due dates and schedule makeup exams as needed.

Broncs Golden Opportunity Day (GO Day):

Students who have a D or F (less than 70%) in any class, for either the quarter or semester grade, and/or a student who has 5 or more unexcused absences will receive a GO Day Report Card and will be required to attend school on GO Day. If a student does not have any D's or F's, (All grades C or higher) then that student will not be required to attend school on Go Day, but is welcome to do so at the discretion of their parent/guardian. Reports will be emailed to students and parents two days before the Go Day.

GO Day Dates: October 18, 2023; December 13, 2023; February 28, 2024 and May 1, 2024.

BELL SCHEDULE

A1/B1	8:30-10:00 (90 min.)
Transition/Nutrition	10:00-10:10 (10 min.)
A2/B2	10:10-11:40 (90 min.)
Lunch	11:40-12:15 (35 min.)
Transition	12:15-12:20 (5 min.)
A3/B3	12:20-1:50 (90 min.)
Transition	1:50-2:00 (10 min.)
A4/B4	2:00-3:30 (90 min.)

CELL PHONE POLICY / OTHER ELECTRONIC EQUIPMENT

Hamilton High School has a school wide cell phone procedure. Each classroom is equipped with cell phone caddies. When students enter the classroom they are expected to place their phones in the caddies. The cell phones must remain in the caddies until the conclusion of the class period. Students who wish to leave the room are not allowed to take their phones with them. Students may elect to leave their phones in their lockers, cars, or at home if they do not want to utilize the caddies. Students who elect not to use the caddies may have their phones confiscated if the phone is in plain view of a staff member. Phones in the caddies should be placed on silent or turned off. Students who ignore the caddy rule will have their phone confiscated. Phone use is limited to the following guidelines:

Allowable:

- Students may use cellular phones, and other electronic signaling devices on campus before school, during passing times, during the lunch period, and after school.
- These devices may be used on extra and co-curricular trips.
- The school will not be responsible if these items are damaged, lost or stolen.

Classroom Procedures:

- These devices must be placed in the cell phone caddy upon entry into the classroom. Once attendance has been taken, teachers may allow students to access their cell phones for educational purposes. This access is strictly limited to teacher discretion.
- Students will be asked to leave their cell phone with the teacher when using a hall pass if they wish to leave the classroom.
- At no time will any student operate a cell phone or other electronic device with video capabilities in a classroom, locker room, restroom, or other location where such operation may violate the privacy right of another person.

Consequences for unauthorized and/or misuse:

- Unauthorized use is grounds for confiscation of the device by school officials, including teachers and support staff. A confiscated device should be turned into the office at the teacher/staff members' earliest convenience.
- 1st offense: The device will be returned to the student by a school administrator at the end of the day.
- Repeated offenses will result in disciplinary action by the administration and the device will be returned to the parent or guardian. Students who have excessive cell phone violations may be required to turn their devices in to the office at the beginning of each school day. In cases like these, the phone will be kept in the office all day, and returned to the student at the conclusion of 4th period.
- Refusal to turn a device in to a staff member will result in administrative intervention and disciplinary action. Refusal to turn in a device to an administrator will result in parent intervention and may result in loss of privilege and/or suspension.
- Misuse of these devices such as, but not limited to, cheating or unauthorized pictures, will result in disciplinary action by the administration. Texting used to threaten, intimidate, or harass others and "sexting" will result in disciplinary action and/or Law Enforcement depending on the content and quantity of messages. Consequences are cumulative over the course of the year.

CONDUCT – STUDENT CONDUCT CODE

In order for students to take advantage of available learning opportunities and to be productive members of our school community, each student is expected to:

- Attend all classes regularly and be on time. Tardiness and/or truancy will not be tolerated.
- Remain in the building, except at lunch or during approved leave times.
- Prepare for each class. Take appropriate materials and assignments to class.
- Demonstrate ethical behavior by refraining from such acts as cheating or plagiarism.
- Respect the rights and privileges of other students, teachers, other school staff, and substitutes.
- Refrain from disrupting a class or the school, and refrain from possessing or using items which may cause a disruption including, but not limited to: tobacco products, vapes, lighters, alcohol, drugs, drug paraphernalia, weapons, knives of any kind, laser pointers, fireworks, explosives, stink bombs, mace, pepper spray, obscene material, water balloons, squirt guns, snowballs, headphones, video games, entertainment devices, etc.
- Respect the property of others including district property and facilities. Vandalism and theft will not be tolerated.
- Meet school standards for grooming and dress.
- Cooperate with and/or assist the school staff in maintaining safety, order, and discipline.
- Use appropriate language. Avoid the use of profanity, derogatory comments regarding race, religion, sexual orientation, etc.
- Refrain from public displays of affection.
- Refrain from indecent exposure and/or activities that are sexual in nature.
- Refrain from fighting, harassing, threatening, or hateful acts.
- Refrain from gang activities of any kind.

- Drive and park at school in a safe and prudent manner.
- Obey all local, state, and federal laws.
- Refrain from bringing food or drink into classrooms with the exception of water in a clear bottle.
- Remain in the classroom unless given a hall pass by the teacher

****Rewards will be given to students for improved or exceptional positive behavior through our school-wide PBIS program.**

CONDUCT – CLASSROOM RULES

Individual classroom teachers will develop additional rules for students that clearly relate to the school-wide behavior expectations.

CONDUCT – ASSEMBLIES AND CONCERTS

Assemblies scheduled during the school day have educational value; therefore attendance at assemblies is REQUIRED. Students attending assemblies or concerts at Hamilton High School will conduct themselves in a way that reflects respect for speakers and/or performers, as well as themselves and HHS. Students will be attentive and respectful by showing their appreciation with applauding appropriately, showing proper

CONDUCT - COMPUTER CENTERS / INTERNET POLICY

- Student Acceptable Uses:
- The District provides electronic information, services, and networks for educational purposes. All use must be in support of education and/or research, and in furtherance of the District's stated educational goals. Accordingly, regulations for participation by anyone on the Internet shall include, but may not be limited to the following:
 - 1. Access is a privilege, not a right, and carries with it responsibilities of digital citizenship for all involved. Students will use appropriate language and/or images (e.g. no swearing, vulgarities, suggestive, obscene, inflammatory, belligerent, defamatory, or threatening language and/or images). Students will practice respect for others, by never using any technology to harass, haze, intimidate, defame or bully anyone.
 - 2. Students are responsible for all activity under their electronic accounts. Students will not share passwords with other users or log in as someone other than themselves. Students will never use or attempt to use a teachers login information to gain access to a computer workstation or to log through the District's internet filter. Students will log off of devices and/or websites when finished.
 - 3. Students will use school district-provided devices, networks, and Internet access for educational purposes only. Uses that promote a personal commercial enterprise for personal gain through selling or buying over the school district's network are prohibited. Uses in regards to political activities agendas must be in compliance with state law and Board policy.
 - 4. Students will protect the privacy of self and others. Students will carefully safeguard last names, personal addresses, personal phone numbers, personal email addresses, passwords, photos, or other personal information on the Internet, including such items belonging to others. Students should be aware that when using many digital tools on the Internet, published work may be publicly accessible and permanently available.
 - 5. The District reserves the right to monitor, inspect, backup, review, and store at any time and without prior notice any and all usage of the school district network and Internet access, and any and all information transmitted or received in connection with such usage. This also includes any information stored on school district network or local electronic devices. All such information files

shall be and remain accessible by the District, and no student shall have any expectation of privacy regarding such information.

- 6. While the District maintains an internet filtering appliance and makes every effort to filter inappropriate material, it is possible for an industrious user to gain access to such material. Inappropriate material is defined as material that violates generally accepted social standards. It is the student's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters through software or internet browser extensions/add-ons, ex: virtual private network software or VPN's.
- 7. It is every student's responsibility to adhere to the copyright laws of the United States that delineate those laws regarding software, authorship, and copying information.
- 8. It is every student's responsibility to treat the physical and digital property of others with respect. This includes proper treatment of digital devices and other hardware, the network system, and respecting others' electronic files. Students are not to remove, add or modify software, computer hardware or network equipment.

CONDUCT – DISCIPLINE PROCEDURES

Listed on the following pages are the probable consequences for violating school rules. The administrator may choose from the options listed. The administrator has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. The student can also expect that:

CONDUCT – CONSEQUENCES FOR DISCIPLINE INFRACTIONS (HSD POLICY 3055)

1. The parent/guardian will be informed by phone or other means;
2. Where several options are listed, the administrator may choose **any or all** of the items;
3. The student will be moved up on the discipline ladder for future infractions;
4. At the discretion of the administration, students may, through appropriate behavior for an extended period of time, move down the discipline ladder.
5. Administration retains the discretion to tailor consequences to address student behavior through the use of consequences not listed on the following matrix on a case by case basis.

These consequences are subject to administrative discretions

VIOLATION	1ST INCIDENT	2ND INCIDENT	3RD/REPEATED INCIDENTS
Cheating/Plagiarism	Parent Contact/Student/Teacher Meeting/Consequences defined per course syllabus	Parent Contact /Student-Teacher Meeting/Appropriate disciplinary action per administrative discretion	Parent-Student-Teacher-Administrative Meeting/Appropriate disciplinary action per administrative discretion
Classroom Disruption	Student/Teacher Mtg	Parent Contact/Teacher discretion/Detention	Appropriate disciplinary action per administrative discretion
Cell Phone/Electronic Device Violation	Student Conference/Review HSD and HHS cell phone policy/Review course syllabus policy	Student Conference/.5 day confiscation	Full day confiscation with parent contact

Computer/Internet	Student Conference/Parent Contact/Potential loss of privileges per administrative discretion	Parent contact/Loss of privileges per administrative discretion	Parent-Student-Administration Meeting/Appropriate disciplinary action per administrative discretion
Defiance/Disrespect/Insubordination	Detention ISS OSS	Detention ISS OSS	Board discipline hearing
Disruption at School Activities (home or away)	Suspension from Activities (30 days) Police informed	Suspension from activities (remainder of school year)	Suspension Discipline hearing
False Alarms (i.e. fire alarm, 911 calls)	Suspension Police informed	Suspension Police informed	Suspension Police informed Board discipline hearing
Fighting (minor): No Punches	Detention ISS	Suspension	Suspension Board discipline hearing
Fighting/Physical Aggression	Suspension Police informed	Suspension Police informed	Suspension Board hearing Police informed
Forgery/Theft	Detention Suspension Police informed	Suspension Police informed	Suspension Board discipline hearing
Harassment or Threats/Including Sexual Harassment	Detention ISS Suspension	Suspension Board discipline hearing	Long term suspension Board discipline hearing
Major Disrespect/Insubordination	ISS OSS	ISS OSS	Board discipline hearing
Parking Violation or Careless Driving	Student Conference/Parent Contact	Parent Contact Police Notified Tow car or restrict driving privileges	Fine Police notified Tow car or restrict driving privileges
Tobacco/Vapor Pen (Possession/Use)	ISS OSS Police Informed	OSS Police Informed	OSS Police Informed
Truancy	Parent Contact/Two Detentions/0's in classes missed	Parent Contact/0's in classes missed/ISS	Suspension Board discipline hearing
Use/Possess Combustibles	Suspension	Long suspension Board discipline hearing	Long suspension Board discipline hearing
Use/Possess Inappropriate Items as listed in the handbook	Confiscated ISS Police informed	Confiscated ISS Police informed	Confiscated ISS Police informed
Use Possess of Weapons	Police informed Suspension Board discipline hearing	Board discipline hearing	

Use/Possess/Transfer of Illegal Substances	Police informed Suspension Board discipline hearing	Board discipline hearing	
Vandalism	Detention ISS Restitution Police informed	Suspension Restitution	Suspension Board discipline hearing
Other Misbehavior	The administrator will select the most appropriate discipline options to correct the misbehavior.		

CONDUCT – STUDENT DUE PROCESS RIGHTS

When a student's misconduct is serious enough to consider an out of school suspension or expulsion, the student will be afforded the following minimum due process procedures:

1. The student will be given written notice of the violation.
2. The evidence against the student will be explained to the student.
3. The student will be given an opportunity to present his/her own version of the facts concerning the charges.
4. The parent or guardian will be contacted by the administrator and, upon request, a conference will be held to discuss the alleged violation and the consequences of the misconduct.

CONDUCT -IN SCHOOL SUSPENSION

Students will be assigned to In School Suspension (ISS) as a consequence for inappropriate behavior. When assigned to ISS, students will report to the main office. A student in ISS is counted in regular attendance at school and is allowed to do his/her school work. Students assigned to ISS are expected to adhere to rules specific to the Study Hall Instructor. **STUDENTS WILL BE ASSIGNED OUT-OF-SCHOOL SUSPENSION FOR NON-COMPLIANCE IN ISS.**

CONDUCT - OUT OF SCHOOL SUSPENSION

Students will be assigned Out of School Suspension (OSS) as a consequence for a more severe inappropriate behavior or a pattern of inappropriate behavior. Students assigned OSS are to stay home from school for the duration of the out of school suspension. Students are not allowed to participate in or attend any extracurricular or co-curricular activities during their OSS. Students are not allowed on any Hamilton School District Property for any reason during the duration of their OSS. Students are expected to return to HHS the next regular school day after their suspension is complete. Students are allowed to makeup missed assignments and/or tests upon their return. **It is the responsibility of the student to arrange with their teachers to makeup assignments and/or decide deadlines for completion.**

CONDUCT – BOARD OF TRUSTEES DISCIPLINE HEARING

A Board of Trustees hearing will review the appropriate school records of the student and consider the seriousness of the infraction. Options for discipline action, up to and including expulsion, will be determined by the Board of Trustees.

Administrative Action: The student will immediately be suspended by the principal; parents/guardians will be notified and the appropriate law enforcement agency will be informed when necessary. The principal will recommend to the Board of Trustees expulsion for the student for a set amount of time. If the student is expelled, the Board of Trustees must approve readmission before the student may re-enroll at HHS.

CONDUCT - EXPULSION

Expulsion is the removal from school by formal action of the Board of Trustees. The Board of Trustees has the power to remove a student from school for any period of time. The steps of an expulsion are:

1. A recommendation by the school administration.
2. A hearing before the Board of Trustees.
3. After the hearing, the Board can remove the student from school or take any other action they decide is appropriate. The student may appeal the decision through the court system.

CONDUCT - STUDENT GRIEVANCE PROCEDURE

Students and parents are encouraged to meet directly with the staff member with whom they have a disagreement. We hope the majority of problems can be solved at this informal level. The student may also meet with the assistant principal to attempt to resolve the problem through informal discussion. If a solution to the problem cannot be found, the student may initiate the following procedure:

STEP #1: Building Principal

1. Within ten (10) school days following knowledge of the act or condition which is the basis of the complaint, the student must present the grievance in writing to the principal.
2. The principal will arrange for a meeting to take place within five (5) school days after receipt of the grievance. The student and the principal will be present for the meeting.
3. The principal will provide the student with a written decision on the grievance within five (5) school days of the meeting.

STEP #2: Superintendent

- a. If, within five (5) school days, the student is not satisfied with the decision reached in Step 1, the grievance may be appealed in writing to the Superintendent.
- b. The Superintendent will arrange for a hearing with the student to take place within five (5) school days of the receipt of the appeal.
- c. Upon conclusion of the hearing, the superintendent will have five (5) school days to provide a written decision to the student.

STEP #3: School Board

- a. If, within five (5) school days, the student is not satisfied with the decision reached in step 2, then the grievance may be appealed in writing to the Board of Education.
- b. The Chairman of the Board of Education will arrange for a hearing with the student to take place no later than the next regularly scheduled board meeting.
- c. The decision of the Board of Education will be final.

DRESS CODE

This dress code policy applies to the professional academic setting of Hamilton High School. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a top and bottom, or the equivalent, and shoes.
- Tops must have: a) fabric in the front and on the sides; and b) must have straps or sleeves.
- Clothing must cover undergarments; waistbands and bra straps excluded.
- All private parts must be covered by fabric and fabric covering private parts must not be see-through.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the requirements of the dress code.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, CTE classes, and other activities where unique hazards exist.

- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Hoods may not be worn inside the school building unless permitted for religious, medical or other reasons by school administration.
- Teachers may prohibit the wearing of head coverings, including, but not limited to hats, hoodies, and caps within their classroom.
- Clothing must not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing must not depict pornography, nudity, or sexual acts.
- Clothing must not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing and grooming must not threaten the health or safety of any other person.
- Clothing, accessories, and grooming must not cause actual distraction from, or disturbance in, any school activity, or actually interfere with the participation of a student in any school activity.

Enforcement of the Dress Code

- Students will not be disciplined or removed from class as a consequence of wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into the violation of another disciplinary rule.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or other grooming violation should be consistent with discipline policies for similar violations.

Nothing in this policy shall prohibit garments (including head coverings) worn: a) as part of a student's religious practice or belief; or b) to accommodate a student's disability or medical condition.

DRIVING TO SCHOOL

Students choosing to drive to school must use the student parking lot (west and south) provided by the school. **All students must obey all parking and driving laws, including, but not limited to, parking within the designated spaces.** Careless driving on and around school property will be considered a major discipline violation. Students may access their cars during lunch and after school ONLY, unless otherwise granted permission by school personnel. Contraband dogs may search vehicles in the parking lot at any time.

**Parking permits are required from 8:00 A.M. – 4:00 P.M. Permits are linked to the person, not the vehicle. If you drive a vehicle other than the one usually brought to school, take the permit from one vehicle and place it in the other vehicle.

**Students must complete an application that includes their driver's license number, proof of insurance, proof of registration, and license plate number of the car usually brought to school. Information provided will be reviewed and enforced by the administration and the SRO. Students have the first week of school to secure their parking permits. Failure to have a parking permit will result in school consequences ranging from fines to loss of parking privileges. Students must park in the student parking lot and may not park in visitor, staff, or unauthorized spots.

** Failure to comply with parking and/or driving regulations may result in school sanctions, such as fines and/or loss of parking privileges. Fines must be paid prior to final checkout.

ENROLLMENT – STUDENT POLICY

Seniors: HHS Seniors who are “on-line” for graduation must enroll in a minimum of six (6) classes for credit, but they are welcome to enroll in more. Seniors who have written parental permission may opt for “senior release” and leave campus during their open periods. **At the end of any grading period, should a senior on “senior release” be “off-line” for graduation (i.e. failing a class required for graduation), he/she will be required to enroll in a study hall or a TA support period until he/she is back “on-line” for graduation at the end of the next grading period (a grading period is defined as a quarter).** Likewise, a senior taking a correspondence course required for his/her graduation must be enrolled in a study hall. Any abuse of “senior release” time (e.g. loitering on campus, violation of the HHS School-wide Expectations, etc.) will result in the loss of this privilege for that senior.

Juniors/Sophomores/Freshmen: HHS Juniors, sophomores and freshmen must enroll in a minimum of seven (7) classes for credit, but are welcome to enroll in eight (8).

Juniors with an available period may be enrolled in a study hall, be a teaching assistant (T.A.) if he/she has a cumulative 2.00 GPA, have “work release” if he/she has a cumulative 2.00 GPA, or have an honor pass if he/she has a 3.00 GPA, six (6) hours of community service, and no failing grades for the previous quarter.

Sophomores with an available period may be enrolled in a study hall be a teaching assistant (T.A.) if he/she has a cumulative 2.00 GPA, or has administrative approval.

Freshmen with an available period must be enrolled in a study hall. A freshman with a 3.00 GPA or better from 1st semester may apply to be a T.A. for 2nd semester.

***NOTE: “Senior Release”, Teaching Assistant (T.A.), “Work release” and “Honor Pass” privileges all require an application process.**

Students who do not feel an academic need for a study hall are encouraged to enroll in eight classes. Any student wishing to check out of school during their study hall must be signed out by their parent/guardian. Any student who has checked out of school must leave campus.

ENROLLMENT – REPEATING CLASSES

If a student fails a class, he/she may be allowed to repeat it to achieve a passing grade at the discretion of the administration. Students who fail required classes will be re-enrolled in the same class, be enrolled in summer school, or assigned to a credit recovery course.

The Alternative Learning Center may be an option for students who are credit-deficient, but who are close to being online for graduation. To be considered for the ALC, applications must be submitted to and approved by the HHS principal.

ENROLLMENT - FEES

REGISTRATION: A one-time, non-refundable registration fee of \$20.00 will be assessed to each student to defray the cost of locker maintenance, student planners, computer lab costs, book repair, and disposable educational materials.

CLASS: Due to the added expense of certain classes the following fees will be assessed if a student enrolls in any of the following classes:

Foods Classes (Each Sem)	\$20	Woods Classes (Each Sem)	\$20
Intro to Art (Each Sem)	\$15	CAD/CAM Classes (Each Sem)	\$20
Textiles	\$15	Welding Classes (Each Sem)	\$20

Choir Classes	\$10	Exploring ITE	\$15
Art Electives (Each Sem)	\$25	Photography	\$15

These fees must be paid prior to the start of the class.

ENROLLMENT – NEW STUDENT REGISTRATION

We welcome new students to Hamilton High School. We hope you will enjoy your education here. The counselors, teachers, administrators and staff stand ready to assist you in any way. You will need the following documents to enroll at Hamilton High School:

1. Immunization Record – In the state of Montana, to attend high school, you **must have had** a second dose of MMR (measles, mumps, rubella), a current Tdap (tetanus, diphtheria, pertussis) booster shot and two doses of varicella (chicken pox).
2. Copy of transcript, or latest report card.
3. Proof of legal guardianship (if the student is not living with his/her parent(s)).
4. Attendance records from prior school (if the transfer was made during a semester).
5. Proof of residence within the Hamilton School District. If a student resides outside of the Hamilton School District, he/she may apply for enrollment by making an application to the Principal's office.

FEES AND FINES

Fines for lost, damaged or overdue school books will be assessed if necessary. Fines will need to be paid prior to final checkout. A damaged book is one with writing or other damage. The damaged book **MUST BE USABLE**. If the book is **UNUSABLE**, the student will be charged the Lost or Destroyed rate. The following will be a guideline that teachers may use to assess fines.

HARDBACK TEXTBOOK		PAPERBACK TEXTBOOK	
Lost or Destroyed	\$60.00	Lost or Destroyed	\$30.00
Damaged New Book	\$40.00	Damaged New Book	\$20.00
Damaged Old Book	\$20.00	Damaged Old Book	\$10.00

SPECIALIZED TEXTBOOKS: Cost of Replacement

PAPERBACK NOVEL

Lost or Destroyed	\$15.00
Damaged New Book	\$10.00
Damaged Old Book	\$ 5.00

FOOD SERVICE

A school breakfast, nutrition break and lunch program are provided for students. Each student will have an individual PIN and it may be obtained in the main office. Charging of meals is discouraged and money must be put on one's account **BEFORE 10:30 A.M.** in order to eat that day. **ALL parents/guardians are encouraged to turn in completed free or reduced lunch forms to the office.**

Meal Charges: The District recognizes that students may forget or lose lunch money or may have an unpaid meal account balance. The District endeavors to treat all students with dignity regarding unpaid meal charges; however, unpaid meal charges create a significant financial burden for the District. To ensure that students do not go hungry but also minimize the financial burden, the District shall charge meals and collect on meal account charges in all schools consistent with this policy. Students who are eligible to receive free meals are not subject to this policy. Free lunch status students may pre-pay by putting money on their account in order to purchase a la cart items.

High School Students: The District permits students to charge up to \$10 each to a meal account. Once the maximum dollar amount charged on the meal account has been reached, the parents/guardians must submit payment for the meal account balance. If a student has reached the maximum meal account balance and no payment has been received, the student must have cash or a meal from home. For students eligible to receive meals at a reduced rate, the District permits students to charge up to \$10 each to a meal account. Once the maximum dollar amount charged on the meal account has been reached, the parents/guardians must submit payment for the meal account balance. If a student has reached the maximum meal account balance and no payment has been received, the student must have cash or a meal from home. High School Students must pre-pay for any meals or a la carte items. The school will not provide an alternate meal.

Payment of Meal Account: Each school shall maintain records regarding student meal balances. The District will send out notices to parents/guardians informing them of low or negative meal account balances OR Parents/guardians may check a student meal account balance online on Infinite Campus or by calling the school office. Parents/guardians must submit payment for meal accounts either online in Infinite Campus Portal, in person at the school office, or by mail. Payment may be submitted at any time OR upon receiving notice. If the District has not received payment within 30 days at the end of the semester, the payment is considered overdue and is a delinquent debt. The District will use reasonable efforts and as permitted by state and federal law to collect meal account balances which are delinquent debts, including payment plans as determined appropriate.

GRADING - GRADING SYSTEM

The grading system at Hamilton High School will reflect the student's actual performance in all facets of learning. The following grading system will be used:

90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; Below 60 = F

The grades represent the average grade for the quarter. To insure consistency, semester and quarter grade averages will be calculated to two decimal places and then rounded to the nearest whole number. For example, an 83.52% would be rounded to 84%; however, 83.39% would not be rounded up. Minuses and pluses will not count when calculating a student's grade point average (GPA). A pass/no pass grading system may be used in some classes.

GRADING – SEMESTER GRADES AND STUDENT TRANSCRIPTS

An example of how Semester grades are calculated:

First Quarter Grade	45%
Second Quarter Grade	45%
Semester Exam	10%

A semester test that is weighted more than 10% must be approved by the principal and explained to the students at the beginning of the semester. Teachers who wish to weight their semester exam less than 10% are free to do so.

Credit is awarded on the basis of SEMESTER grades. The only grade that is recorded on the permanent record is the SEMESTER grade. GPAs and Class Rank are determined on the basis of SEMESTER grades. Should a student choose to repeat a class in residence at HHS, the higher grade earned will be factored into the student's cumulative GPA. The principal must approve any Montana Digital Academy original credit courses to be used to meet graduation standards (such as French and other foreign languages). Only full-time students and those on-line for a HHS diploma will be calculated into the class rank.

To be considered for valedictorian or salutatorian honors:

- Students must earn the requirement for the Enhanced HHS diploma
- Students must earn a minimum of 28 credits with an additional credit in mathematics (4 math credits total)
- Students must take at least three Advanced Placement courses.

- The valedictorian(s) and salutatorian(s) will be determined by the GPA computed at the end of Semester 1 of the senior year, but the final semester grades will be used to verify val/sal status.
- Distance learning will not replace residency grades for a higher grade calculation for GPA, and only one course can be replaced in residency at HHS for purposes of establishing valedictorian/salutatorian status.

GRADING – HONOR ROLL REQUIREMENTS

HHS publishes a listing of the students who have achieved scholastic honors for the prior quarter. Students must meet the following standards to be listed on the honor roll.

HIGH HONOR ROLL: 3.75 GPA with NO D, F, I or NG grades
HONOR ROLL: 3.00 GPA with NO D, F, I or NG grades

GUIDANCE AND COUNSELING

Counselors are available to assist students with their educational needs. Students and parents are encouraged to meet with a counselor for academic and personal assistance. Students who need to see a counselor should sign up in the guidance and career center between class periods. The counselor will send a pass to them at the appropriate time.

Note on Confidentiality: most information that a student tells a counselor is held in confidence. However, if a student shares information about a situation that could be harmful to the student, to other students, or to property, the counselor is required to contact the student's parents and/or other appropriate officials. Examples of information that must be shared with a parent are pregnancy of a minor, serious illness, drug abuse, talk of suicide, etc.

GUIDANCE- CAREER CENTER AND SCHOOL-TO-CAREER

The School-to-Career system at Hamilton High School is an opportunity for students to participate in classes and activities that will help them better understand and prepare for their future careers. School-to-Career is an opportunity for career awareness, career exploration and career preparation. School-to-Career is housed in the Guidance & Career Center. The Guidance & Career Center has multiple resources for students to research future career possibilities, including: educational requirements, potential earnings, and the future outlook for those careers. Students have the opportunity to take career interest inventories and skill tests, perform career searches on the computers and learn about "jobs of the future". School-to-Career internships and job shadowing will also be administered from the Guidance & Career Center. In addition, every student will compile a portfolio of their work and experiences that is stored at the school.

GUIDANCE – CAREER PATHWAYS

Students are given an interest inventory at the end of their 8th grade year. This inventory gives the students an idea of their likes, dislikes, strengths and weaknesses. The inventories also show the student a "Career Pathway" that can be used in scheduling classes, choosing electives, researching future educational choices and career possibilities. Career Pathways is a proven tool for students to use in achieving their future goals and desires. The following are the career paths available to the students.

Identified Career Pathways can be found at: [https://www.mus.edu/mcp/Report Cards & Conferences](https://www.mus.edu/mcp/Report_Cards_&_Conferences)

Report cards will be provided at the end of each 9-week grading period. A parent may request progress reports for his/her student at any time by contacting the individual teacher or the attendance office. Parents are encouraged to regularly access his/her student's grades by using our electronic Infinite Campus. Please contact the District Office for directions and your PIN number.

One of the priorities of Hamilton High School is keeping parents informed of their children's progress and needs. The school district has scheduled four days for parent conferences. This year's conferences will be held on Oct. 6th and 7th and March 9th and 10th. In addition, if parents wish to talk with their child's teacher at other times, they should call the secretary to schedule a conference. The conference will take place before or after school or during the teacher's preparation period.

SCHOOL – PARENT COMPACT

School Responsibilities - Hamilton High School will:

- 1) Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. This will be done through interesting and challenging classes in a safe and respectful learning environment. In addition to teacher instruction and guidance, assistance will be made available to students through our tutorial support program.
- 2) Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. These conferences will be held in November and April.
- 3) Provide parents with frequent access to their children's progress through Infinite Campus, Midterm and quarterly report cards.
- 4) Provide parents reasonable access to staff. Parents are welcome to schedule appointments to meet with teachers, and/or communicate with them via telephone or email.
- 5) Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent Responsibilities - We, as parents, will support our children's learning in the following ways:

- 1) Monitoring attendance.
- 2) Monitoring my child's academic progress, including homework completion and Infinite Campus.
- 3) Promoting positive, appropriate behavior from my child.
- 4) Staying informed about my child's education and communicating with the school.

Student Responsibilities - We, as students will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- 1) Be in consistent attendance for all of our classes, as well as be on time and be prepared.
- 2) Work at each of our classes with due diligence.
- 3) Communicate effectively with all of the school staff, including asking for help when needed.
- 4) Abide by the school wide expectations to be safe, be responsible, and be respectful.

STUDENT SCHEDULES

We understand that the courses taken by a student will have a dramatic effect on the future opportunities available to that student. The following policy is designed to ensure that course changes are made for sound educational purposes only:

1. The student academic plan will be a major focus of registration. The student will register for courses selected in his/her four-year plan.
2. A student may not drop or add a class after registration or, after the start of the second semester, without the permission of the parent, the counselor, the administrator and both teachers involved in the transfer.
3. Students will not be allowed to move from a small class to a larger one.
4. Students are not allowed to drop a class for convenience or to avoid a low grade.
5. Any drops after the first week of a semester must be initiated by the staff and approved by a parent, a counselor, and an administrator.

**BELL
SCHEDULES**

A DAY/B DAY (REGULAR SCHEDULE)

A1/B1 8:30 - 10:00
 NUTRITION BREAK 10:00 - 10:10
 A2/B2 10:10 - 11:40
 LUNCH 11:40 - 12:15
 A3/B3 12:20 - 1:50
 A4/B4 2:00 - 3:30

A DAY/B DAY (APR. EARLY OUT SCHEDULE)

A1/B1 8:30 - 9:16
 A2/B2 9:23 - 10:09
 A3/B3 10:16 - 11:02
 A4/B4 11:09 - 11:55
 LUNCH 11:55 - 12:30

A DAY/B DAY (ASSEMBLY SCHEDULE)

A1/B1 8:30 - 9:50
 NUTRITION BREAK 9:50 - 10:00
 A2/B2 10:00 - 11:20
 LUNCH 11:20 - 11:56
 A3/B3 12:03 - 1:23
 A4/B4 1:30 - 2:50
 ASSEMBLY 2:55 - 3:30

A DAY/B DAY (2 HOUR DELAY SCHEDULE)

A1/B1 10:30 - 11:30
 A2/B2 11:37 - 12:37
 LUNCH 12:37 - 1:16
 A3/B3 1:23 - 2:23
 A4/B4 2:30 - 3:30