

# Hillcrest Elementary School

## Student and Family Handbook

2023-2024



[www.harlowton.k12.mt.us](http://www.harlowton.k12.mt.us)

August 17, 2023

Dear Parents/Guardians and Students,

Welcome to the 2023-2024 school year at Hillcrest Elementary School. We are excited to be once again working with each of you as we journey through this school year. Here at Hillcrest we firmly believe that “*What Starts Here Can Change Your World.*” We are committed to providing each of our students with a solid educational foundation that will allow them to be successful throughout their years of education and to build the future of their dreams. Working together-school, students, and families we can achieve this goal. We look forward to partnering with each of you as we journey together through this school year.

This handbook presents the Board of Trustees’ guidelines for the students of Harlowton School District #16, but it does not attempt to cover all district policies. Several updates have been made, so we ask that you read and discuss the contents thoroughly with your child so that he/she understands the expectations and can actively participate in a positive learning environment.

Please be watching for updates to our school days, weeks, and year by paying close attention to all the information we put out in our classroom newsletters, our school newsletter, monthly calendars, and the school website. All of these information outlets will be used to keep our community informed about the happenings at Hillcrest.

The staff and administration at Hillcrest are thankful to have each of you in our learning community and we look forward to working together as we change our world through education.

Respectfully,

Mr. Aubrey S. Miller  
Principal

# Table of Contents

School Year Calendar .....	4
Future Engineer Traits .....	5
Statement of General Objectives .....	6
Staff .....	7
Daily Schedule .....	8
Dress Code.....	8
Dress and Grooming.....	8
<b>General Rules.....</b>	<b>9</b>
Address/Telephone Information .....	10
After School Plans .....	10
Books & Equipment .....	10
Bus Transportation.....	10
Transportation Rules.....	10
Communication - Home and School.....	11
Community and Parent Volunteers.....	11
Complaints by Students and Parents .....	12
Crosswalk Safety .....	12
Distribution of Printed Material .....	12
Desks and Student Lockers .....	12
Fees.....	13
Fees - Special Classrooms .....	13
Fines & Fees.....	13
Fire & Disaster Drills .....	14
Food in School.....	14
Force .....	14
Hall Regulations.....	14
Hearing Screening .....	14
Insurance.....	15
Late Homework.....	15
Lockdown & Reunification Point.....	15
Lost & Found .....	15
Medicines & Prescription Drugs .....	15
Over the Counter Cough Drops.....	16
Movies .....	16
Parking and Student Loading Procedures .....	16
Party Invitations, Birthdays and Deliveries .....	16
Personal Possessions.....	17
Sending Money to School .....	17
Visitors.....	17
<b>Telephone Use</b>	
Cellular Phones, etc.....	17
School Telephone Use.....	18
<b>Attendance</b>	
Philosophy .....	18
Compulsory Attendance.....	18
Immunization Requirements.....	19
Communicable Diseases .....	19
Sickness or Injury.....	20
Participation in the Classroom.....	21

Tardy .....	21
Truancy.....	21
Leaving School Grounds.....	21
Leaving School Early .....	21
Returning to School after an Absence.....	21
Medical Release to Return to P.E./Recess Activities.....	21
Primary Students at Dismissal .....	21
Awards.....	22
Academic Awards .....	22
<b>Discipline</b>	
Student Conduct .....	22
Anti-Bullying Policy .....	25
Student Responsibility.....	25
Definitions of Disciplinary Measures.....	26
<b>Academics</b>	
Equal Opportunity .....	26
Grade Reports .....	26
Report Cards .....	26
Progress Reports .....	26
Grading System .....	27
Modified Curriculum/Grading Scale.....	27
Tests.....	27
Services Available.....	27
Retention Policy .....	27
Infinite Campus Accounts .....	28
Notification System .....	28
<b>Activities</b>	
Activity Fees .....	28
Activity Tickets .....	28
Eligibility.....	28
Student Behavior at Extracurricular Activities.....	29
Field Trips.....	29
<b>Breakfast &amp; Lunch Program</b> .....	29
Food Allergies.....	31
<b>Additional Information</b>	
Admission of Out-of-District Students.....	31
Student Files.....	31
FERPA.....	32
Parent Involvement, Responsibilities, Rights.....	33
Protection of Student Rights.....	33
Student Drug, Marijuana, Alcohol and Tobacco Use Policy.	34
Title IX .....	35
Section 504 of the Rehabilitation Act of 1973.....	36
Promotion and Retention.....	36
Isolation Room Procedures.....	36
Weapons Policy .....	37
Disciplinary Procedure - Administrative.....	38
Discipline Policy - Flow Chart.....	39

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

# Harlowton Public Schools

2023-2024



## August

14-16 P.I.R. Days  
17 Quarter 1 Begins

## September

4 No School-Labor Day  
15 Midterm  
28 P.I.R. Day: Parent/Teacher Conferences  
29 No School

## October

18 End of Quarter 1: Dismiss at 1:35  
19-20 P.I.R. Days  
23 Quarter 2 Begins

## November

3 No School  
21 Midterm  
22-24 No School-Thanksgiving Break

## December

8 No School  
20 Dismiss at 1:35  
21-31 No School-Christmas Break

## January

1 No School-Christmas Break  
2 P.I.R. Day  
11 End of Quarter 2/Semester 1  
12 P.I.R. Day  
15 No School  
16 Quarter 3 Begins

## February

9 Midterm  
16 No School  
19 No School

## March

1 No School  
15 End of Quarter 3  
18 P.I.R. Day  
19 Quarter 4 Begins  
29 No School-Easter Break

## April

1 No School-Easter Break  
18 Midterm  
19 No School  
22 No School

## May

9 P.I.R. Day  
10 No School  
23 End of Quarter 4/Semester 2  
23 Dismiss at 1:00

*Home of the Engineers!*

updated: 7/26/2023



**FUTURE**

**GRATITUDE**

**DISCIPLINED**

**INTEGRITY**

**KIND**

**FAIRNESS**

**RESPECT**

**CITIZENSHIP**

**RESILIENT**

**RESPONSIBILITY**



## STATEMENT OF GENERAL OBJECTIVES

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

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

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

## Hillcrest Staff

Mr. Randy Durr.....	Superintendent
Mr. Aubrey Miller.....	Principal K- 6/Sixth Grade Literature/K-12 Curriculum Director
Ms. Lisa Webber.....	Secretary
Mr. Jonathan Olsen.....	K-6 Counselor, K-12 Activities Director
Mrs. Paulina Greydanus.....	Kindergarten Teacher
Mrs. Susan Stensaas.....	First Grade Teacher
Mrs. Melissa Tudor.....	Second Grade Teacher
Miss Bailey Snelling.....	Third Grade Teacher
Mrs. Cierra Avila.....	Fourth Grade Teacher
Mrs. Kay Hiner.....	Fifth Grade Teacher
Mrs. Kay Bornong.....	P.E. K-6 Teacher; 5-6 Girls Basketball Coach
Mrs. Claire Miller.....	Resource Teacher
Mr. Travis Hiner.....	Librarian
Mrs. Sharla Hatveldt.....	Music K-12 Teacher
Mrs. Darlene Bacon.....	Title I, Sixth Grade Math, Language Arts, Science, & Social Studies Teacher
Mrs. Gwen Begger.....	Title I Teacher
Mrs. LaDonna Burroughs.....	Library Aide, IT
Mrs. Christie Mitchell.....	Resource Aide
Mrs. Shandy Morrison.....	Resource Aide
Mrs. Leticia Ritter.....	Resource Aide
Mrs. Sandy Woldstad.....	Title IX Coordinator

## Attendance Centers Staff

Mr. Jon C. Mysse.....	Duncan Ranch Colony K-4 Teacher
Mrs. Tonya Briscoe.....	Duncan Ranch Colony 5-8 Teacher, 6-8 Volleyball Coach
Mrs. Jennifer Peters.....	Martinsdale Colony K-4 Teacher
Mrs. Amber Lewis.....	Martinsdale Colony 5-8 Teacher
Mrs. Tammy Schenk.....	Colony Aide-Duncan & Martinsdale, Title III
Miss Bailey Schuchard.....	Springwater Ranch Colony K-3 Teacher
Mrs. Nancy Burreece.....	Springwater Ranch Colony 4-8 Teacher
Ms. Cassidy Woodard.....	Colony Aide-Springwater Ranch Colony

## Maintenance Staff & Food Service Staff

Mr. Jim Freeser.....	Custodian
Mr. Gary Harter.....	Custodian
Mr. Charley Hensel.....	Maintenance
Mr. Doug Pierce.....	West Bus Driver
Mr. Chris Adams.....	East Bus Driver
Mrs. Diana Todhunter.....	Asst. Cook
Mrs. ....	Asst. Cook/Crossing Guard



## Daily Schedule

7:50-8:20	.....Breakfast served
8:00-8:15	.....4-6 P.E./Recess
8:15	.....Class Begins for 4-6
8:20	.....Class Begins K-3
11:00-12:50	.....Lunch & Recesses, Grades K-6 (staggered times by grade)
2:55	.....Dismissal, Grades K-1
3:35	.....Dismissal, Grades 2-6
2:35	.....Dismissal for all grades on Friday

## DRESS CODE

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

<b>Clothing:</b>	Must be tasteful and worn so as not to cause undue attention. Shirts must be long enough to stay tucked in. No pajama style pants will be allowed. No graffiti or profanity on items.
<b>Pants/Shorts:</b>	Extremely baggy clothing will not be allowed. Pants, shorts, etc. are not to be worn below the waistline and should be appropriately sized.
<b>Shoes:</b>	Students will wear shoes at all times. Slippers are not considered shoes. Sandals and flip flops are permitted.
<b>Headgear:</b>	Headgear will not be worn by boys or girls in school district buildings during school hours. This includes lunch hour, before and after school.
<b>Activities:</b>	Students participating in activities will conform to additional dress standards as established by coaches and activities director.
<b>Gym Clothes:</b>	Elementary students must wear gym shoes during PE classes.
<b>Other:</b>	No chains or status bearing items are allowed, or other such items of clothing that are thought to be of poor taste such as, but not limited to, alcohol, drugs, profanity, or provoking sayings.
<b>Backpacks:</b>	Backpacks will not be allowed at desks but must be stored in student lockers.

## DRESS AND GROOMING

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

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

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

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

The Principal may send students home if their dress does not conform to these standards. Students will receive an absence and will not be able to make up work for the time they miss while changing clothing.

## GENERAL RULES

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

1. Students should arrive at school no earlier than 7:50 A.M. There is no playground supervision until that time. Breakfast is served from 7:50 – 8:20.
2. Students may enter the building at 8:00 only for breakfast or to attend the Title I homework study time from 8:00 – 8:20. Any exceptions to this would be only with special permission by a staff member.
3. The only place to cross the highway is at the crosswalk below the school. Bikes must be walked across the crosswalk.
4. Gum and candy are not allowed at school. If a child has candy for an after-school snack, they may keep it in their book bag, or give it to their teacher for safe keeping. If a child has candy at any other time or place, the teacher will take it, **and it will not be returned.** If candy is in a home lunch, then the student may eat it in the lunchroom during lunchtime. Students may bring pop to school as a part of their home lunch. Students are not allowed to bring pop or other beverages to drink with hot lunch.

5. Bikes are to be placed neatly in the racks provided. **THE SCHOOL IS NOT RESPONSIBLE FOR BIKES LEFT IN THE RACK OVERNIGHT.**
6. School and library books, as well as any school property damaged, lost, or destroyed by a student, must be paid for before the last report card will be issued.
7. Students shall follow school and playground rules as posted in the school and discussed in each classroom.

#### **ADDRESS/TELEPHONE INFORMATION**

It is essential that local addresses, home, work and emergency contact phone numbers are provided to the school at the earliest possible date. Additionally, any time any of this information changes, the school should be promptly notified. You may send changes to the school's office at 632-4361.

#### **AFTER SCHOOL PLANS**

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

#### **BOOKS & EQUIPMENT**

Books and equipment are purchased by the school for student use. Reasonable wear on books and equipment is expected. Students will be charged for unreasonable wear or damage. Books or equipment lost will be replaced by the student. Library books which have not been turned in must be paid for by the student who has checked the book out. Those unwilling to pay the fines will be required to pay a deposit the following school year before books are checked out to the student.

#### **BUS TRANSPORTATION**

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

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

#### **TRANSPORTATION RULES**

1. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit. Students need to understand that riding a bus is a privilege and not a right. Any student who fails to follow bus rules may lose this right for a determined amount of time.
2. It is every student's responsibility to ensure the safety of all riders. No distractions to the bus drivers or other riders will be allowed. After one warning students may lose all bus riding privileges for the remainder of the school year.

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

#### **COMMUNICATION — HOME AND SCHOOL**

Open and frequent communication between the home and the school is one of the most important factors in minimizing concerns and preventing misunderstandings. The school encourages communication between students, parents, teachers and administration. Teachers may be contacted at the school between 8:00 and 3:45, Monday through Thursday and between 8:00 and 2:30 on Friday.

#### **COMMUNITY AND PARENT VOLUNTEERS**

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

can keep a record of the volunteer dates and hours in order to provide coverage. A volunteer is not covered by the District's health insurance.

#### **COMPLAINTS BY STUDENTS AND PARENTS**

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

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

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

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

#### **CROSSWALK SAFETY**

Students who must cross the highway to get to school are highly encouraged to use the crosswalk at the flashing light. Vehicle drivers are not required to stop for students at other areas. Please educate your child, as the school does, about correct procedures for riding bikes, and for crossing the street with them. The school needs your help in educating and enforcing the safe riding and crosswalk rules. A crosswalk guard is on duty daily from 7:45 until 8:20 and from 2:50 until 3:45 except on Friday which is from 2:25 – 2:50.

#### **DISTRIBUTION OF PRINTED MATERIALS**

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

#### **DESKS AND STUDENT LOCKERS**

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

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

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Participation fees for extracurricular activities.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.
- Participation in Montana Digital Academy courses not required for graduation

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

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

### **FEES – SPECIAL CLASSROOMS**

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

### **FINES & FEES**

School bills not paid will result in withholding of the student's report card. School and library books, as well as any school property damaged, lost, or destroyed by a student must be paid for before the last report card will be issued.

### **FIRE & DISASTER DRILLS**

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

### **FOOD IN SCHOOL**

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

Our school will once again participate in the **Fresh Fruit and Vegetable Snack Program**. This program allows the school to provide a snack for every student. Students may not bring snacks from home.

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

### **FORCE**

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

### **HALL REGULATIONS**

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

1. Boisterous conduct, yelling, and unnecessary disturbances are not permitted.
2. Walk, do not run, through halls.
3. All students are asked to assist in keeping the halls clean and neat.
4. Students are asked to be courteous at all times and keep to the right when moving in the hallways.

### **HEARING SCREENING**

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

## **INSURANCE**

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

## **LATE HOMEWORK**

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

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

## **LOCKDOWN & REUNIFICATION POINT**

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

## **LOST & FOUND**

Students should take all found articles to the office. If you lose an article, you should report it to the office immediately. Items of value should be kept in the office and all articles brought from home to school should be marked with the owner's name. Check the "Lost & Found" rack in the hallway for items you have misplaced. School is not responsible for any student personal possession lost, damaged or stolen.

## **MEDICINES & PRESCRIPTION DRUGS**

Harlowton School District #16 will not dispense prescription or over-the-counter medications. Medications sent with the student from home will be placed in the Principal's Office/Main Office along with a written instruction form. School personnel cannot legally administer any medication to students. The district strongly encourages administration of medication at times other than during the school day. However, it is recognized that such a practice may not always be feasible. Care taking means storage of prescription medication with reasonable precautions for security and preservation. Handling means providing students with proper dosages at times specified on the container labels or in written instructions from a parent or medical provider. Neither care taking nor handling means administering medication to students. The school does not recognize medical marijuana as a prescription drug allowed in school.

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

- a current, signed parental consent form has been submitted to the district;



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

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

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

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

**OVER THE COUNTER COUGH DROPS**

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

**MOVIES**

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

**PARKING AND STUDENT LOADING PROCEDURES**

So that the children do not have to cross the street, students at Hillcrest School will be loaded and unloaded into and from cars on the school side of the street or in the turn around at the south end of the playground. Always pull over to the curb to load and unload your children.

**DO NOT stop in the street to drop your child off or pick your child up.**

Please note that there is a no-parking area for buses and handicapped parking. We ask that the bus parking area be observed and left available for its intended purpose during school hours: 7:30 a.m. – 4:30 p.m. The handicap parking area is enforced at all times.

**PARTY INVITATIONS, BIRTHDAYS AND DELIVERIES**

Birthdays may be celebrated at school by bringing treats for classmates. Parents should contact the teacher and make prior arrangements if they would like to send treats, etc. To

avoid hurt feelings, we ask that party invitations for any type of party not be distributed in school, on the bus, or on the playground. We ask that no deliveries of any kind be sent to the school, this includes flower or balloon for birthdays and holidays.

### **PERSONAL POSSESSIONS**

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

### **SENDING MONEY TO SCHOOL**

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

### **VISITORS**

Visitors must enter the front door by ringing the buzzer. Once they are let in the school, they will be asked to sign in and out of the building. Do not send children who are not officially enrolled in the school to visit. Several considerations make it unfeasible to permit student visitors to come and spend the day. These considerations include: (1) proof of immunization; (2) possible overcrowding in the classes; (3) liability; (4) supervisory overload; (5) and possibility of use of school personnel for free daycare service. Exceptions may be granted at the discretion of the administration.

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

## **TELEPHONE USE**

### **CELLULAR PHONES, EARBUDS, AND OTHER ELECTRONIC SIGNALING DEVICES**

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

Students may use cellular phones, ear buds, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept in backpacks in lockers and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore,

unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will result in one hour detention and will be returned to the student after school. Repeated unauthorized use of such devices will result in further disciplinary action.

#### **SCHOOL TELEPHONE USE**

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

## **ATTENDANCE**

#### **PHILOSOPHY**

Regular school attendance is necessary for the successful education of our students. The intent of this policy is to provide a structure in which students can gain maximum benefit from the instructional program. Regular attendance promotes academic achievement, regular contact of the students with one another in the classroom, and pupil's participation in well-planned instructional activities under the tutelage of a competent teacher. It is the teachers' responsibility to provide a meaningful learning experience for the student in the classroom. It is the parents' responsibility to ensure their student is in school every day, to plan appointments and family trips for non-school days, and to keep absences because of sickness to a minimum. It is the administration's responsibility to keep parents informed of their student's attendance record and to engage the assistance of parents if attendance is a problem.

The school reserves the right to retain any student who misses more than twenty (20) days of the school year. Each case will be reviewed by the teacher(s), administration, and parents/guardians of the student. Days for which there is a doctor's note for an illness or days that have been prearranged with the school will not be counted toward the twenty (20) days.

#### **COMPULSORY ATTENDANCE**

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

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

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

The provisions above do not apply in the following cases:

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

Compulsory attendance stated above will not apply when children:

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

#### **IMMUNIZATION REQUIREMENTS**

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

#### **COMMUNICABLE DISEASES**

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

These diseases include, but are not limited to:

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

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

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

health authority to determine if report the case should be reported to the local health officer.

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

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

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

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

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

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

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

### **SICKNESS OR INJURY**

Students should not come to school when they are ill. Students who are well enough to attend school are expected to take part in all school activities including recess, PE, and other extracurricular activities. A medical provider's release will be required for any student who has been excused from PE or a school activity for medical reasons before that student will be allowed to return to that activity.

### **PARTICIPATION IN THE CLASSROOM**

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

### **TARDY**

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

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

### **TRUANCY**

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

Parents will be notified of any truancy as it occurs.

### **LEAVING SCHOOL GROUNDS**

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

### **LEAVING SCHOOL EARLY**

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

### **RETURNING TO SCHOOL AFTER AN ABSENCE**

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

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

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

### **PRIMARY STUDENTS AT DISMISSAL**

Students in grades K-1 who live in town, are expected to leave at dismissal time and not to return that day. Under prearranged conditions and emergencies permission will be granted to have a child stay until an older sibling is dismissed or until they can be picked up. Students in grades 2-6 who live in town are also expected to leave the school grounds immediately after dismissal. Playing on the playground after school is not allowed as supervision is not

available. Students waiting for bus routes or older siblings will stay in their classrooms until the 3:35 dismissal.

We ask that parents/guardians not let younger siblings play on the playground due to a lack of school supervision at this time. The playground is closed to public use until 4:00 p.m.

## **AWARDS**

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

### **ACADEMIC AWARDS**

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

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

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

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

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

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

## **DISCIPLINE**

### **STUDENT CONDUCT**

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

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

The expectation of a Harlowton School student's behavior is that the individual conduct himself/herself in a manner that would not bring discredit upon himself/herself, others, or the school. At all times, respect for one self, each other, and each other's property is demanded.

If these simple expectations are not followed, the student will be subject to disciplinary procedures.

## **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, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

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

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

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.



- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

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

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation or bullying of a staff member or student, or an interference with school purposes or an educational function.

### **Disciplinary Measures**

Disciplinary measures include but are not limited to:

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

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

### **Non-Disciplinary Measures**

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

### **ANTI-BULLYING POLICY**

It is the policy of the Harlowton School District that its students have an educational setting that is safe, secure, peaceful and free from student harassment which is also known as bullying. The District will not tolerate unlawful harassment of any type and/or conduct that constitutes bullying. (Refer to Board Policy 3226)

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

### **STUDENT RESPONSIBILITY**

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

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Families will be given a copy of this plan at the beginning of the school year. Plans are designed to encourage appropriate behavior and to involve parents in the discipline process for routine disciplinary matters. When preventive measures, including parental

involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action.

#### **DEFINITIONS OF DISCIPLINARY MEASURES**

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

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

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

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

## **ACADEMICS**

#### **EQUAL OPPORTUNITY**

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

#### **GRADE REPORTS**

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

#### **REPORT CARDS**

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

#### **PROGRESS REPORTS**

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

**GRADING SYSTEM**

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

**MODIFIED CURRICULUM/GRADING SCALE**

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

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

**TESTS**

The following tests will be administered each year.

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

**SERVICES AVAILABLE**

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

**RETENTION POLICY**

Any elementary student who fails three or more solid subjects during the school year shall be retained at his/her current grade level at the discretion of the school district.

The school reserves the right to retain any student who misses more than twenty (20) days of the school year. Each case will be reviewed by the teacher(s), administration, and parents/guardians of the student. Days for which there is a doctor’s note for an illness or days that have been prearranged with the school will not be counted toward the twenty (20) days.

## **INFINITE CAMPUS ACCOUNTS**

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

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

## **NOTIFICATION SYSTEM**

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

## **ACTIVITIES**

### **ACTIVITY FEES**

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

### **ACTIVITY TICKETS**

Student activity tickets are an optional purchase at the time of registration. This pass will admit students to most athletic events and assemblies. The ticket serves as identification for all out-of-town games and fulfills other purposes. All students involved in extra-curricular activities must purchase an activity ticket. This is in addition to the above activity fee. The cost for the Student Activity Ticket will be \$50 and the Adult Booster Pass will be \$65. Cost for Adults age 65 or older is \$50.

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

### **ELIGIBILITY**

In order to build good study and work habits, students participating in Elementary Sports and Extra-Curricular activities will be required to have all work satisfactorily completed and turned in before being allowed to attend practices. Students will stay in their classrooms until all work is satisfactorily completed and then attend practice. Students must attend school for at least ½ day prior to practice or competition unless they have prior approval by administration to participate in any co-curricular, extra-curricular, or school related activity. Students who have an "F" in any course for two consecutive weeks will not be allowed to

participate in any Extra-Curricular activities until the grade(s) is/are brought up to a passing level. Grades will be reviewed each Friday morning.

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

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

### **STUDENT BEHAVIOR AT EXTRACURRICULAR ACTIVITIES**

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

### **FIELD TRIPS**

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

## **BREAKFAST & LUNCH PROGRAM**

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

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

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

An application for free and reduced lunch is included at the end of this handbook. If you think you qualify, please complete and return it to the school as soon as possible. Any applicant, whose application for free and reduced price meals is denied, may request a hearing before the Board to appeal the decision. No difference shall be made in any manner between students eating free and reduced price meals in terms of lunch served, time of service, or place of service. All certifications for free and reduced price meals shall be confidential to the appropriate officials.

**DEPOSITING LUNCH MONEY**

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

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

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

	<u>PRICE</u>
Regular Breakfast.....	\$2.50
Reduced Breakfast.....	.30
Regular Lunch.....	3.50
Reduced Lunch.....	.40
Adult Breakfast.....	2.50
Adult Lunch.....	4.70
Milk.....	.50

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

When your child eats, the cost of a meal is deducted from his/her account. If your child does not eat a meal, his/her account is not charged for that day and the money remains in the account for future use. If your child brings a lunch but takes a milk, their account will be charged for milk only. Parents/guardians and students may check the student’s available lunch/breakfast balance at Infinite Campus through the school website which is [www.harlowton.k12.mt.us](http://www.harlowton.k12.mt.us). **LUNCH/BREAKFAST MAY BE CHARGED FOR 2 DAYS ONLY.**

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

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

The menu for each week is published in the Harlowton Times-Clarion, a monthly menu is sent home, and it is posted in the classrooms and on the entry bulletin board so that students

will know in advance what lunch is to be. **Students must take at least 3 items off the lunch line if they choose not to take the main course.** Students are expected to demonstrate good manners in the lunchroom with no loud talking or yelling, throwing food, exchanging food, etc. Students who find it difficult to follow the lunchroom rules will be required to eat lunch away from others.

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

### **FOOD ALLERGIES**

The kitchen staff needs to know of any food allergies that a child might have. Special foods will not be available unless the student has documentation from their child's physician or licensed medical provider supporting a diagnosis of the food allergy(ies). The document needs to identify the food and substitutions for that food. This is information that is needed on a yearly basis. Without the proper documentation, the kitchen staff will not be able to provide special dietary needs for your student.

## **ADDITIONAL INFORMATION**

### **ADMISSION OF OUT-OF-DISTRICT STUDENTS**

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

### **STUDENT FILES**

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

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

### **CONTENT OF STUDENT FILES**

The information contained in the office file consists of the following:

1. Identifying information.
2. Attendance information.
3. Subjects -- achievement information.
4. Standardized test results.
5. Cumulative Health Record.



6. Official School-Parent correspondence.
7. Psychological test results when parental permission has been obtained for the test.
8. Disciplinary Plan Major Infractions.

#### **NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue SW  
Washington, DC 20202-4605

### **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact The Principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 406-632-4361 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. (See **Protection of Student Rights** below)
- Become a school volunteer. For further information, contact the Principal.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact The Principal.

### **PROTECTION OF STUDENT RIGHTS (Policies 3200 and 2132)**

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

#### **Surveys**

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

#### **Instructional Materials**

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

### Collection of Personal Information from Students for Marketing

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

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

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

### **STUDENT DRUG, MARIJUANA, ALCOHOL AND TOBACCO USE POLICY**

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

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

### **VIOLATIONS BY STUDENTS**

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

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

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

### **TITLE IX OF THE EDUCATION ACT AMENDMENTS OF 1972**

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

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

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

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

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the

student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

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

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

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

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

### **PROMOTION AND RETENTION**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance. (Policy 2421)

### **ISOLATION ROOM PROCEDURES**

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

Time-out procedures are defined as followed:

- Any student in isolation time-out must be under direct constant visual observation of a designated staff person throughout the entire period of isolation.
- Isolation time-out, which results in the removal of a student to an isolation room under the following conditions:
  - \* The student is alone in the isolation room during the period of isolation.

- \* The student is prevented from exiting the isolation room during the period of the isolation.
- \* The door to the isolation room remains closed during the period of isolation.
- \* The student is prohibited from participation in activities occurring outside the isolation room and from interacting with other students during the period of isolation.

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

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

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

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

### **WEAPONS POLICY**

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

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

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

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

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

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

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

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

#### **DISCIPLINARY PROCEDURE-ADMINISTRATIVE**

Students who are referred to the Principal for allegedly violating school rules will be afforded the following:

1. The Principal will conduct a thorough and impartial investigation concerning the alleged misbehavior, including a meeting with the student to hear his/her explanation of the allegations.
2. Based on the result of the investigation, the Principal (or other administrator) will make a determination as to whether or not the student has in fact engaged in the misbehavior he/she is alleged to have engaged in.
3. In the event that the Principal (or other administrator) determines that the student has engaged in the misbehavior he/she is alleged to have engaged in, the Principal (or other

administrator) will, based on the type and severity of the misbehavior, determine and impose the appropriate disciplinary measure.

4. If the student and his/her parents/guardians are dissatisfied with the action of the Principal, they may have those actions reviewed by the Superintendent. If the disciplinary actions are those of the Superintendent, the actions may be reviewed by the Board.

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

## **DISCIPLINE POLICY – FLOW CHART**

### **Unacceptable Student Behavior**

#### **STEP I: Teacher Action**

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

#### **STEP II: Principal Action**

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

#### **STEP III: Superintendent Action**

1. Meeting
  - A. Disciplinary options
    1. Parent Conference
    2. Suspension
      - a. In-school - no zeroes, work counts
      - b. Out-of-school - zeroes for classes missed



3. Other approved Superintendent options
4. Refer to Board of Trustees

**STEP IV: School Board Action**

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