HARLOWTON JH/HS SCHOOL FORMS

2023-2024

Students are the First Priority at Harlowton Public Schools



Receipt of Handbook

Parent Signature

	"I have received a copy of the <i>Harlowton High School 7 – 12 Student Handbook</i> for 2023-2024. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook."
	Print name of student:
	Signature of student:
	Signature of parent:
	Date:
Re	lease of "Directory Information" "Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child."
	Parent Signature Date
	Consent for Hearing Screening Parent/Guardian signature gives consent for your child to have hearing screening, conducted during the 2023-24 school year. This consists of an initial screening and may include a rescreen. Please contact the school if an ear-related medical issue arises, and that information will be passed on to the audiologist. Signature indicates permission is granted.

Date

STUDENT TRAVEL POLICY

- Student dress must follow student handbook dress code.
- 2. Boys and girls may not go into opposite gender hotel rooms.
- 3. Curfew can be no later than 11:00 p.m. meaning students are in their room, lights off. Students are expected to go to sleep at a reasonable time so they are awake and alert for the day's activities. Coaches and advisors may set curfew time earlier.
- 4. Students are expected to be on time and prepared for all appointed departures. The bus will not return to locations for lost or forgotten items.
- 5. Students are expected to use appropriate language and manners at all times. As representatives of their school and community, students are to act maturely and follow the instructions of all chaperones, advisors, teachers, and coaches.
- 6. Use and distribution of alcohol, tobacco, and drugs are prohibited.
- 7. Students are never to go anywhere on their own. They must remain with the group at all times unless approved by the advisor. When the group is in the hotel, individuals may not leave the hotel unsupervised.
- 8. Students are not allowed to swim without an advisor/chaperone supervising the pool area. Swimming pool rules must be followed at all times.

Students will not receive a warning on these policies. If a student breaks any of these policies, they will be at risk of being sent home immediately at their parents' expense and are subject to school disciplinary action.

Student Signature	Parent Signature
Date	Date

A coach or advisor can have additional rules students must abide by

ANNUAL REGISTRATION AND INFORMATION FORM

Full Legal N	Name			
J	Last	First	Middle	Cell Phone
Gender	Birthdate	Grade going into_	Preferred Name	
City and Sta	ate of Birth		Primary Langua	ge Spoken
Previous So	chool Attended and	Address		
Child Dasid	00.44/			
Child Resid	Father/Stepfa	ather (Name)	Mother/Stepmother (Name)	Guardian/Other
Physical Address			City	Zip
			Ony	
Mailing Address			City	State/Zip
Father/Gua	rdian Home Phone		Cell Phone	Work Phone
Mother/Gua	ardian Home Phone)	Cell Phone	Work Phone
*Parent/Gua	ardian Email 1		*Parent/Guardian Email 2_	
What is you	ır preferred method	of contact?		
List all famil	ly members living in	n the household, inclu	ding ages of children	
		, 		
 Is the Cer 	ntral American, or o	rou) Hispanic or Latin ther Spanish culture o	o (A person of Mexican, Puerto or origin, regardless of race.) Ch nic or Latino Decline to	noose only one answer.
one	or more and all tha	at apply.	gardless of how you answered t	·
South Amer Asian Indian subc Philippine Is	rica, including Cent (A person having continent including, slands, Thailand, ar	ral America, and who origins in any of the or for example, Camboo nd Vietnam.)	aving origins in any of the origin maintains tribal affiliation or col iginal peoples of the Far East, S lia, China, INdia, Japan, Korea,	mmunity attachment.) Southeast Asia, or the Malaysia, Pakistan, the
Native		r Pacific Islander (A p	rigins in any of the black racial gerson having origins in any of the	
			riginal peoples of Europe, the M	iddle East, or North
•	ne to Answer			

THERE ARE TWO SIDES TO THIS FORM- PLEASE TURN OVER!

*Email is required

HOME LANGUAGE SURVEY

Stude	nt Name:	Birth Da	te:				_ Se	c 🖸 Male	☐ Female
Paren	t/Guardian Name:								
Addre	88:								
Home	Telephone:	Work Te	lephone:	_					
Schoo	d:	Grade:					_ Da	te:	
1.	Was your child born in the United States?				Yes			No	
	If yes, in which state?			_					
	If no, in what other country?			_					
2.	Has your child attended any school in the United States for any three years during their lifetime?			ū	Yes		o	No	
	If yes, please provide school name(s), state, and dates attended:								
	Name of School								
	Name of School								
	Name of School				_	Dates	Attend	Jeu	
3.	What language is spoken by you and your family most of the time	at home	?	_					
4.	If available, in what language would you prefer to receive communication from the school?			_					
5.	Please check if your child is: A. Native American Indian B. Alaska Native C. Native				ler				
6.	Is your child's first-learned or home language anything other than	English?	•	ū	Yes		ū	No	
If you	responded "Yes" to question number 6 above, please answer	r the follo	owing q	uesti	ons:				
7.	What language did your child learn when he/she first began to tal	lk?		_					
8.	What language does your child most frequently speak at home?			_					
9.	What language do you most frequently speak to your child?		(Father)						
			(Mother) _					
10.	Please describe the language <u>understood by your child.</u> (Check of A. Understands only the home language and no English. B. Understands mostly the home language and some English understands the home language and English equally. Understands mostly English and some of the home late. Understands only English.	nglish.							
	Parent or Guardian's Signature	_			D	ate			

OFFICE USE ONLY					
Student ID #	Date Distributed	Date Received			

00NCLB-B1a (Rev. 05/08 US)

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PARENT RELEASE FORM

TO: Parents of						
Dear Parents:						
In the event of an emergency school closure, we are asking that you sign this release form giving alternate individuals permission to take your child home.						
If for some reason, you will not be home, it should be understood that your child will be kept at the of the assigned individual until you pick him/her up.						
It is very important for the safety of your child that he/she is aware of this arrangement and that your alternate agrees to assume the responsibility.						
Child's Name	Teacher's Name	Grade				
Alternate #1	Alternate #2					
Name:	Name:					
Address:	Address:					
Phone:	_ Phone:					
Phone:	Phone:					
In the event of an emergency scholike your child to be able to walk o		ox if you would				
Parent/Guardian's Signature:						

MEDICAL CONSENT FORM

STUDENT/ATHLETE:	
Permission is hereby granted to the attending p surgical treatment, x-ray examinations and immediate event of serious illness, the need for major surgunderstand that an attempt will be made by the expeditious way possible. If said physician is necessary for the best interest of the above nar	nunizations for the above named student. In the gery, or significant accidental injury, I attending physician to contact me in the most ot able to communicate with me, the treatment
	ctice session, an effort will be made to contact Permission is also granted to the athletic trainer the student/athlete prior to his/her admission to
Signature of parent or guardian	Date
Phone numbers where parents can be reached	l:
Work:	<u>-</u>
Home:	<u>-</u>
Other:	<u>-</u>
Name of family physician:	Phone #:
HE	ALTH HISTORY YES NO
Kidney injuries Heart condition or disease Diabetes Asthma	
Psychological Disorders While competing, do you wear: Glasses Contacts	
Allergy to any medication: Allergy to any foods	If yes, list: If yes, list:
	ions that you permit your child to be given upon
request:TylenolTums/Antaci	dslbuprofenCough drops

COMPUTER ACCEPTABLE USE AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Harlowton School District's policy regarding acceptable use of technology. (A copy of Policy #3612 – *District Provided Access to Electronic Information, Services, and Networks* and Policy #2070 – *Access to Electronic Networks* is available for review in the office and the school website. Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Users Na	ame (Print):		,				
Home Ph	none:						
User's S Address:				Da	ate:		
Status:	Student	Staff	Patron	I am 18	3 or older _	I am ui	nder 18
7		icy when I am orce and effec					8, this policy will
must also student, I District's Networks computer students school to responsil indemnify staff agai child's us accept fu such acc	o read and signal policies regals and Acceptar network and for education restrict acceptility for abiding and hold had inst all claims see of or accessill responsibilitiess is not in the	inderstand, ar rding District-Fable Use of Ele l/or the Interne al purposes o as to all offens ng by the polic rmless the Dis , damages, los s to such netw ty for supervis	nent.) As to a dectronic Notes. I under only. Howe sive and control of the Tasses, and works or histing. I here	the parent nat my chi access to I etworks for stand that ever, I also pontroversia herefore, s rustees, A costs, of v s/her viola child's use eby give n	or legal guild shall com Electronic Ir or the student access is to understant al materials signing this Administratowhatever kind whatever kind ation of the e of his/her	ardian of the ply with the prometion, native accession of that it is and under Agreement ors, teached, that mader access acces access acces access ac	ne above-named e terms of the Services, and to the District's ded to the impossible for the estand my child's t and agree to
Parent/Le	egal Guardiar	n (Print):					
Signatur	·e:						
Home Ph	none:						
Date:							

This Agreement is valid for the 2023-2024 school year only.

HARLOWTON SCHOOL DISTRICT

Google Workspace for Education

User Agreement & Parent Permission Form For Students

Students in grades K-12 will receive a Google Workspace for Education account. Students MUST have a signed parent/guardian permission slip on file prior to setting up a Google account. Google Workspace for Education is a limited secured network. Accounts are property of the Harlowton School District. Therefore, content in these accounts may be accessed or searched by designated employees (IT staff, administrators, teachers, etc.) in accordance with School Board Policy.

Google Workspace for Education allows the Harlowton School District to give Google's communication and collaboration applications to our entire education community for free. All services are hosted by Google and are available to students and staff via any Internet-connected computer and many mobile devices. Google Workspace includes the following services:

- Google allows users to create and collaborate on documents, spreadsheets, presentations, forms, and
 drawings in real-time as well as upload and share any file type. Allows students to maintain electronic
 student portfolios of their work which is preserved for the entire time they are a student in the Harlowton
 School District.
- **Gmail** provides email storage, highly effective spam filtering and powerful search. Email accounts are automatically restricted to send and receive email from accounts within Harlowton School District.
- Google Calendar allows coordination of class schedules, meetings and events online
- **Google sites** develop and customize rich websites and embed Google Docs, Google Calendars, videos, and other media no HTML required
- **Google Groups** create mailing lists and discussion forums allowing students and teachers to share documents, calendars, sites, and media with specific groups
- Other tools and extensions may be made available to students in Google Workspace for Education after they have been approved by the Harlowton School Administration.

Students are expected to abide by the rules outlined within the Harlowton School District Student Use of Technology Policy. See Policy #3612 and Policy #2070. More information on Google Workspace for Education can be found online: Google Workspace for Education terms and services https://policies.google.com/terms. Accounts in Google Workspace for Education: https://edu.google.com/why-google/privacy-security/?modal_active=none.

l agree to allow my child, Workspace for Education as provided by Harlowton Se	
Parent/Guardian Name (PRINT)	
Parent/Guardian Signature	

Dear Parents,

With Governor Bullock signing of the Dylan Steigers Protection of Youth Athletes Act into law in 2013 there are a few requirements that affect the Montana High School Association and our School District. All student-athletes and their parents have to sign a Concussion Statement prior to participating in any school sport. The law requires all Athletic Trainers, Coaches, and Officials to remove a youth athlete from participation in any organized athletic activity at the time the youth exhibits signs, symptoms, or behaviors consistent with a concussion. The youth cannot return to play until they are evaluated by a licensed heath care professional and receives a written clearance.

Once again the Bair Memorial Hospital has purchased a Baseline Test called the ImPACT test. The ImPACT test is a tool to help diagnose concussions and assist a licensed health care professional in determining when the student-athlete is ready to return to play. The ImPACT system is the most-widely used and most scientifically validated computerized concussion evaluation system. ImPACT is in use by many teams in MLB, NHL, NFL, more than 7,400 high schools and over 1,000 colleges and universities. The computerized ImPACT test establishes a baseline neurocognitive report for each participating athlete. If a concussion is suspected, the test is repeated and the results can be used by medical professionals to assess potential changes or damage caused by a concussion.

We will be testing all of our student-athletes. The test will take approximately 30-40 minutes. For more information on the test you can view the website at **www.impacttest.com**

Signature of Parent/Guardian	Date	
Signature of Student-Athlete	 Date	

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steiger's Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

	nete Name:	
Parent/Lega	al Guardian Name(s):	
	ve read the Student-Athlete & Parent/Legal Guardian Concussion Information Sh	neet
If true, please		icci.
ij trucj picuse	After reading the information sheet, I am aware of the following information	on:
Student-		Parent/Legal
Athlete		Guardian
Initials		Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	
Signature of	f Student-Athlete Date	

Date

Signature of Parent/Legal Guardian

Harlowton Public Schools Student Drug Testing Consent Form

Participation in school sponsored co- and extra-curricular activities at Harlowton Public Schools is a privilege. Activity Students carry a responsibility to themselves, their fellow students, their families, their school, and their community to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Chemical use of any kind is incompatible with participation in co- and extra-curricular activities at Harlowton Public Schools.

Harlowton Public Schools has adopted the attached Activity Student Drug Testing Policy 3074 and this Student Drug Testing Consent for use by all Activity Students as defined in the Policy. This policy explains in more detail the purpose of drug testing and its implementation. The policy also defines "chemical use" and "illegal drugs".

Student Drug Testing Policy Activity Student, parent or cubefore such student shall be eparent/guardian if student is activities. The consent allow	and this Student Drug T astodial guardian, and co eligible to practice or par under 18) shall sign this s Harlowton Public Scho in co and/or extra-curric	esting Consent, which she cach/sponsor, and returned ticipate in any activities. Consent <i>before</i> beginning to obtain a urine sangular activities; b) if chosens	g practice or participation in any nple from each Activity Student: a) sen by the random selection basis;
Student's Last	Name (please print)	First Name	MI
Testing Consent". I understate possession of illegal drugs as realize that the personal decise my health and well-being, may activity, my school, and results and results are results.	nd that Harlowton Public defined in the policy. A sions that I make daily in any endanger those around my community. If I choose I will be subject to disci	c Schools enforces the rules a member of a co- and a regard to the use or posed me, and may reflect ne to see to violate school polipline and restrictions on	l/or extra-curricular activity, I session of illegal drugs may affect gatively upon myself, my family, cy regarding the use or possession my participation as outlined in the
Signature of So	tudent	<u> </u>	Date
the student named above will participate in school activities	we student named above particle where the subject to the policy s. We give our consent thing the policy. We under	articipate in the co- and ementation and enforcement and will be required to uto drug testing of this stuerstand the discipline and	
Signature of Pa	arent or Guardian	Date	
Signature of C	oach	Team	

Montana Authorization to Carry and Self-Administer Asthma Medication

For this student to carry and self-administer asthma medication on school grounds or for school- sponsored activities, this form must be fully completed by the prescribing physician/provider and an authorizing parent or legal guardian.

Student's Name:	School:	
Sex: (Please circle) Female/Male Birthday:/	City/Town: SchoolYear:	(Renew each year)
Medication: (1)(2	zation to carry and self- administer the followingDosage: (1)	
Reason for prescription(s):		
Medication(s) to be used under the follow	ing conditions:	
medication on his own without school per	cted in the proper use of this medication and is a sonnel supervision. I have provided a written tree on use by this student during school hours and sc	eatment plan for managing asthma
Signature of Physician	Physician's Phone Number	Date
the school, it must be kept in a predetermined l	the child's health care provider prescribes "backup" i location, known to the child, parent and school staff. n provided for this student:	-
care provider on the proper use the proper use of this medication responsibility. He/she has my po- injectible epinhrine, he/she under	ove named student, I confirm that this student hat of this/these medication(s). He/she has demonst on. He/she is physically, mentally and behavioral ermission to self- medicate as listed above if necestands the need to alert an adult that emergence as thma inhaler as prescribed and does not have	rated to me that he/she understands lly capable to assume this eded. If he/she has used an auto- y medical personnel need to be
arising from the self-administrati school district or nonpublic school	ol district or nonpublic school may not incur liable on of medication by the pupil and that I shall incol and its employees and agents against any claim ross negligence, willful and wanton conduct, or	demnify and hold harmless the ms, except a claim based on an act
as above, by my child's physician	hool in establishing a plan for use and storage of n. This will include a predetermined location to lof an asthma or anaphylaxis emergency.	
Authorization is hereby granted	to release this information to appropriate school	l personnel and classroom teachers.
	medication dosage is altered, a new "self-admire order on his prescription pad and I, the parent/g	
I understand it is my responsibility medication that is not picked up v	ty to pick up any unused medication at the end owill be disposed of.	of the school year, and that
Parent/Guardian Signature:	Dat	e:

<u>AUTHORIZATION FOR MEDICATION TO BE TAKEN AT SCHOOL</u>

CHILD'S NAME ,						
OF HELD O TW/ WI	Last	First		Sex	Date of Birth	
Medical Provid	ler's Name		Address		Telephone	
•	my child be monitor sons or permitted t er (see below)		` ,		-	
Date	Parent/Guard	dian Signature	Home Phone	Em	ergency Phone	
The following	section is to be o	ompleted by the	MEDICAL PROV	IDER:		
Diagnosis for v	which medication is	given				
Name of Medic	cine					
Dose						
If medicine is t	o be given DAILY,	at what time?				
	o be given "WHEN cations					
How soon can	it be repeated?					
Is child authori	zed to medicate he	erself/himself?				
List significant	side effect					
Length of time	this treatment is re	commended				
Other informat	ion					
Date		Medical P	rovider's Signature			

PERMISSION TO STORE / HANDLE MEDICATIONS

STUDENT NAME	
GRADE	TEACHER
MEDICATION	
POSSIBLE SIDE EFFECTS	S
	(if any)
	MEDICATION NEEDS TO BE HANDLED/STORED
PROPERLY LABELED PHA	ARMACEUTICAL CONTAINER WITH STUDENT'S NAME, ND INSTRUCTIONS IS PROVIDED
	MINISTERED THE INITIAL DOSE OF MEDICATION EITHER AL FACILITY AS REQUIRED
	L INSTRUCTIONS FOR STORAGE/CARE TAKING OF
the district's conditions for t Student Handbook. I also a and to see that it is availabl personnel do not administe medication. Finally, my sig	owledge that I have received, have read, understand and agree to the storage of medications as stated according to policy in the acknowledge that it is my responsibility to provide the medication, e at the school in a timely fashion. I understand that school r medication, but personnel will monitor the student taking his/her nature indicates that I give my permission for the student named on mentioned herein at school.
Parent/Guardian signature	
Date signed by Parent/Gua	rdian

HARLOWTON PUBLIC SCHOOLS Harlowton, MT 59036

TO: All Parents and/or Guardians of Harlowton Public School Students

FROM: Randy Durr, Superintendent of Schools

RE: Emergency Procedures for School District #16

School District #16 has updated the Crisis Procedure Manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus, or transportation provided by parents.

It is impossible to foresee all the possible emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by us as school administrators and you as parents.

IN MOST EMERGENCIES YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS OR WATER MAIN, A FIRE OR SUDDEN LOSS OF UTILITIES IN BAD WEATHER) STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL'S ALTERNATE SITE.

We ask you to follow this procedure if you hear rumors of any school emergency:

- 1. TURN ON YOUR RADIO. We will keep the media accurately informed of any emergency.
- 2. PLEASE DO NOT TELEPHONE THE SCHOOL. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
 - a. If for any reason, <u>Hillcrest Elementary</u> must be evacuated during regular school hours, your child will be taken to and cared for at <u>a location announced through Infinite</u> Campus.
 - b. If for any reason, <u>Harlowton High School</u> must be evacuated during regular school hours, your child will be taken to and cared for at <u>a location announced through Infinite</u> Campus.
 - c. Stay tuned to the radio for updated, accurate reports and information about when and where to pick up. (KGHL-790, TV-KSVI, KTVQ, KULR8, KCTR-102.)

PLEASE GLUE THIS INFORMATION INSIDE THE COVER OF YOUR PHONE BOOK FOR EASY REFERENCE.

It's everything Harlowton Public Schools, in your pocket.

