

**The High School Office is open from 7:30 a.m. to 4:30 p.m.**

**CONTACT INFORMATION**

Hot Springs High School Phone Number	741-2962	Dr. Mike Perry – Superintendent
Hot Springs High School Fax Number	741-3287	Kelly Moore – Principal
Hot Springs Elementary Phone Number	741-2014	Carmen Jackson – District Clerk
Hot Springs Elementary Fax Number	741-2015	Michele Bangen –Administrative Assistant
		Nancy Winebrenner – Elem. Secretary

**Mailing Address**

P.O. Box 1005  
Hot Springs, MT 59845

**Physical Address**

301 Broadway  
Hot Springs, MT 59845

**\*\*Note: Due to publishing deadline the policies and procedures listed herein may have changed since the printing of this handbook. The individual student is responsible to keep themselves apprised of any and all changes.**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A standard recycling symbol consisting of three chasing arrows forming a triangle.

## **INTRODUCTION**

Students have a right to a public education by the Constitution of the State of Montana. Students also have a responsibility to join with other members of the school community in respecting the rights and responsibilities of others in that community, and in establishing a climate for learning within the school.

The following statements of student rights and responsibilities for the Hot Springs Schools are designed to enable all members of the school community; students, parents, staff, administration, and trustees to work together to educate each student to his/her potential.

### **EQUAL EDUCATION POLICY**

Policy Reference 3210 & Civil Rights Federal Guidance

As provided in the Constitution of the State of Montana, the Hot Springs School District is committed to equality of educational opportunity.

All students will have the opportunity to participate in and receive benefits of all programs and activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, and extracurricular activities. Discrimination in education because of sex, race, creed, color, religion, national origin, age, physical or mental disability, political belief, marital or parental status; is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Title IX/Section 504 Coordinator Dr. Mike Perry, Superintendent, P.O. Box 1005, Hot Springs, Montana, 741-2962.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **VISITORS**

Policy Reference 4301

Visitors, especially parents, are always welcome in our school. In the interest of our students' safety, all visitors are asked to check in through the office before proceeding to a classroom.

## **HARASSMENT**

Policy Reference 3326 & 3310

There is a policy against all forms of harassment by the Board of Trustees. Harassment is forbidden by the school laws of Montana. This includes threats, intimidation, obscene remarks or gestures, and abusive or unwanted physical contact. Consequences range from reprimand to detention, to perhaps even suspension or possible expulsion. Seriousness of the offense and/or frequency of violations will be taken into account by the administration. Any person who is harassing another should be immediately reported.

## **DRESS CODE**

The personal appearance and dress during regular classroom and school attendance will be left to the good taste and discretion of the individual student and his/her parent(s) or guardian(s). The administration and board of trustees reserve the right to determine the appropriateness of the appearance and dress.

1. No hats, or any headgear, are to be worn in the school building.
2. T-shirts or shirts displaying offensive material, material of a sexual nature or advertising alcohol, drugs, or tobacco will not be allowed.
3. Clothing must be worn to not expose undergarments or mid-section. Dresses/skirts must be an appropriate length. Tops which are low cut, immodest, or revealing will not be allowed. Shorts must be an appropriate length. Shorts must be hemmed or rolled to proper length. No cut-offs.

**COURSE REQUIREMENTS**

No student will carry less than seven (7) classes with the exception of aide and/or work study without special permission from the principal. Adding and dropping courses will be permitted during the first week of each semester only. These students must have the approval of the parent(s) or guardian(s) and the principal. No student may drop a class unless it is approved by the principal. Seniors are required to have twenty-five (23) credits in the regular curriculum or twenty-seven (25) credits in the honors curriculum before they are eligible for graduation.

**DAILY SCHEDULE**

Doors Open	7:30	Lunch	12:17-12:47
Teachers Arrive	7:45	5th Period	12:47-1:50
1st Period	8:00-9:02	6th Period	1:53-2:55
2nd Period	9:05-10:07	7th Period	2:58-4:00
3rd Period	10:10-11:12	Teachers Leave	4:15
4th Period	11:15-12:17		

**LUNCH RELEASE**

Seniors & Juniors	12:12
Sophomores & Freshmen	12:17
8 <sup>th</sup> & 7 <sup>th</sup> Grade	12:07

**ATTENDANCE**

Students who participate in school-sponsored activities will not be counted absent.

A student who is not present at school is considered to be absent.

Parents will be required to notify the school if their child is absent.

In the event that the parent/s fail to notify the school, the school will contact the parents. Parents will not be required to obtain a doctor’s note if their child is absent.

Students with eight or less absences will be given a reasonable amount of time to make up missing assignments as determined by each classroom teacher.

Students who have eight or more absences will be considered truant and placed on probation.

A. Truant students will not be allowed to make up missing assignments from the day that they were absent.

- B. The parents of the truant student will be contacted.
- C. The truant student may attend four two-hour sessions of the after school homework program or two four hour sessions of Friday school to make up their missing hours when truant.
- D. The parents of the truant student will be contacted and a meeting will be set up between the parent s and the administration, to discuss the possible consequences of the truancy and to create a plan to address and resolve the truancy.
- E. If a student is truant for four days during the probationary period, the truancy will be considered to be not resolved and the case will be submitted to the County Superintendent and/ or Tribal Court.

Catastrophic Clause: In the event of catastrophic circumstances, students missing 5 days or less will be exempt from the absence policy at the discretion of the school administrator, who will meet with the parent s and student to determine the course of action based on the extenuating circumstances.

Teacher s will create their own criteria within their classrooms to provide a quality education that requires student participation for success. Students will have the opportunity to make up these assignments until they have missed 8 days.

Students in work study programs will be required to attend school to participate in their work study program that day.

Students who fail to meet this attendance requirement will be in jeopardy of losing their work study program

**ATTENDANCE IMPROVEMENT PROGRAM**

- In an effort to promote attendance the district may offer attendance improvement incentives for each semester. Students may be eligible to participate in the attendance improvement incentive activities provided they fulfill the following:
- Attendance Activity Participation Criteria:
1. Must have attended Hot Springs School (grades 7-12) for the entire semester.
  2. No more than six absences in any period (7 or more).
  3. 90% or higher with 4 or fewer absences.
  4. 80%-89% with 3 or fewer absences.
  5. 70%-79% with 2 or fewer absences.
  6. 60%-69% with 0 or 1 absence.
  7. Days spent with the student being placed in “In school” or “Out of school” suspension are considered absences when determining semester

test exemptions.

8. School related activities will not count against this plan. This would be any absence accompanied by a field trip form.
9. Students will be required to verify their attendance with their classroom teacher. The classroom teacher will have the final say in attendance issues.

### **SEMESTER TESTS/PROJECTS**

All students enrolled in grades 7-12 will be required to take semester tests/projects.

### **ENTRANCE REQUIREMENTS**

For entry into the Hot Springs Schools, the parents(s)/guardian(s) of a child must present proof of immunization for the following diseases: Diphtheria, Rubella, Mumps, Polio and Varicella (Chicken Pox).

### **GRADING**

Each teacher is responsible for his/her own grading system within the guidelines established by the Board of Trustees. Students will follow the procedure set down by each instructor. If a grade of incomplete is given, a student will have one week to make up the required studies or it will be recorded as an "F". No incompletes will be given for the fourth quarter. If an "F" is given in a required class, the student will have to complete the credit in that class before proceeding to the next higher class level.

Grades will be calculated on a cumulative basis for the entire semester. Semester grades will be calculated using the following scale.  
-50% per quarter

A mid quarter grade report will be sent home.

### **CLASS STANDING**

Class standing will be determined by the following criteria: All incoming 8th graders will be registered as Freshmen; all students successfully completing between 7 and 14 credits will be registered as Sophomores; all students successfully completing between 15 and 21 credits will be registered as Juniors; and all students having 21 or more credits and in their fourth year of high school will be registered as Seniors. Any student with less than 19

credits, but who enrolls so as to graduate in the ensuing spring will be registered as a Senior.

### **GRADUATION REQUIREMENTS**

Qualifications for a high school diploma from the Hot Springs High School will include verification by course and competency in reading, math, and basic English skills. Competency measures will be used to evaluate skill proficiency. Credits will be used to document completion of courses and programs. One credit/unit translates to a one year (two semesters) of study in a particular subject.

Twenty-three (23) credits are required for regular curriculum graduation and must include the following units:

Two/Three units of Math  
One unit of American Government  
Two/Three units of Science  
One unit of American History  
Four units of English  
Two units of Physical Education  
Two units Vo-Ed/Fine Arts  
One unit of World History  
One unit of computers  
Six units of electives

Note: Either two units of math and three of science or three units of math and two of science comprise the minimum math/science requirements for the regular curriculum.

Twenty-five (25) units are required for honor's curriculum graduation and must include the following credits:

Four units of Math: to include Algebra I, Algebra II and Geometry.  
One unit of American Government  
Four units of Science  
One unit of American History  
Four units of English  
Two units of Physical Education  
Two units Vo-Ed/Fine Arts  
One unit of World History  
One unit of computers  
One unit of Foreign Language  
Four units of electives

A student graduating in the honor's curriculum must have a cumulative G.P.A. of 3.0 with a maximum of

four (4) semester Cs, no Ds, and no Fs in classes counted toward honor curriculum requirements.

Students who transfer into Hot Springs High School with credits calculated differently than Hot Springs' students will have their grades and credits adjusted in a manner which is consistent with Hot Springs policies.

### **8<sup>th</sup> GRADE PROMOTION**

Requirements for participation in the 8<sup>th</sup> grade promotion ceremony is passing grades in the three core classes, English, Math and Science, for the second semester.

### **HONOR ROLL**

The Honor Roll will be calculated at the end of each quarter marking period. To make the Honor Roll, a grade point average of 3.0 to 3.49 is needed with no D's or F's. To make the High Honor Roll, a grade point average of 3.50 to 3.99 is needed with no D's or F's. The Straight "A" Honor Roll is a grade point average of 4.0.

### **VALEDICTORIAN AND SALUTATORIAN**

The senior valedictorian and salutatorian will be chosen on the basis of grade point average accumulated at the end of the seventh semester. Any student wishing to be considered for valedictorian or salutatorian must have:

1. Successfully completed the honor's curriculum.
2. Participated in at least one extra-curricular activity, such as a sport, play, music, etc.
3. Attended Hot Springs High School for a minimum of 3 semesters.
4. Have four years of high school grades or equivalent certifiable documentation.

Home school grades will be counted toward these awards only if they are from an accredited home school curriculum. In the absence of any grades or accredited grades, such student will not be eligible for these awards. The valedictory award will be presented to an eligible student who has the highest GPA standing at the end of the 7th semester of high school. The salutatory award will be presented to an eligible student who has the second highest GPA standing at the end of the 7th semester. If a tie

ensues for valedictorian, then the student with the highest ACT score will be named valedictorian.

### **MONTANA DIGITAL ACADEMY**

To ensure Hot Springs students have every opportunity to meet their educational goals, students may take courses offered by the Montana Digital Academy (MTDA). Students may take MTDA courses for a variety of reasons -- to remedy scheduling conflict with courses offered by Hot Springs, to recover lost credits, to take advance or honors courses, to explore interest areas, for acceleration opportunity, or to earn college credit.

Online courses require strict discipline by students to log in daily and work on assignments. As an online offering, MTDA courses can be accessed at any time or anywhere. However, students will make use of scheduled MTDA class time at school to work on their courses.

Students wishing to take an MTDA class that is offered by the school district must have administration approval and a valid educational plan in place. Contact the counselor to develop an educational plan and to schedule an MTDA course.

### **ADVANCED PLACEMENT COURSES**

Hot Springs High School offers a number of AP courses which are open to all students. These courses are weighted at 1.25 on the 4.0 GPA scale.

### **TRANSFER STUDENTS**

All students transferring from a public school who wish to transfer into the Hot Springs School system are subject to the following provisions:

1. They must meet the appropriate health standards regarding immunization.
2. They must furnish evidence of previous schools attended, if any, and any course work which documents their placement.
3. The Hot Springs School District has the right to inquire regarding the applicant student's status with the previous school(s) and/or law enforcement agencies.
4. Any student seeking enrollment in the Hot Springs School District who has a history of low

academic performance based upon lack of commitment, suspended/expelled from another school district, police record, or who has committed acts which may have resulted in suspension/expulsion if committed while enrolled in the Hot Springs District may be denied admission.

5. Any student who has been accepted for enrollment in the Hot Springs School District may be enrolled for a probationary period. Conditions set at the time of enrollment will determine the length and nature of the probationary period.

Decisions regarding admission or denial of any applicant will be made by the administration. Appeal of any such decision may be made to the Board of Trustees at a formal meeting.

Students transferring from another school to the Hot Springs High School in their senior year will have to meet state standards. Students transferring into the Hot Springs School System in their Freshman, Sophomore, and Junior year will be expected to meet the Hot Springs School Policy.

Transcripts and grades will not be mailed to another school unless all materials have been turned into the school and all charges paid.

### WORK STUDY PROGRAM

The work study program is one in which a student is released from school to work in various community businesses. The purpose of the work study program is to provide actual work experiences. It has been recognized for some time that schools need to teach more than academic skills to their students for them to enter the job market successfully.

One of the main objectives of the work study program will be to teach good work habits (human relations, punctuality, responsibility, and dependability) through actual work experience. The program will be for Seniors and approved for individual students by the administration. A Senior may have up to four (4) periods per day for work study and a business may not have more than two work study students at a time. **Some type of preapproval should be acquired prior, preferably the spring before the senior year.**

In order to be eligible for work-study, a Senior must meet with the guidance counselor and set a plan for graduation that ensures that all credit requirements for graduation will be met. That plan must be signed by the parent, student, employer, and counselor. The plan must include all classes necessary for graduation. Throughout their senior year, students with a work study must not have any "F's" in any class or classes included in their graduation plan for the year. Grades will be checked quarterly. **Each employer will provide the school with a copy of the students' time sheets initialed by the employer.**

### STUDENT AIDES

Student aide positions are available throughout the elementary and high school. Student aide positions are offered to juniors and seniors only. In order to be eligible for a student aide position, a student must have been on the honor roll and have received no "F's" for the 4th quarter of the previous school year and the 2nd quarter of the current school year.

Seniors can have:	1 work study position or 1 work study and 1 student aide position
Juniors can have:	1 student aide position

### ALCOHOL, DRUGS, TOBACCO, E-CIGS

Policy Reference 3310

The use of tobacco by students at any time is prohibited and will result in the following disciplinary action. This disciplinary action does not preclude other discipline which may be administered in conjunction with the offense such as suspension from school.

The student found to have used or have been in possession of alcohol and/or tobacco/e-cigs will be suspended from both practice and participating in all extracurricular activities in the School District for:

1. Thirty-six school days for the first offense.
2. Seventy-six school days for the second offense.
3. One calendar year for the third offense.

The student found to have used or have been in possession of drugs or drug paraphernalia will be suspended from both practice and participating in all extracurricular activities in the School District for:

1. Seventy-six school days for the first offense.
2. One hundred-fifty-one school days for the second offense.
3. One hundred-fifty-one school days the third offense (no reduction offered).

Any of the above penalties may be reduced by 50% if the student, accompanied by a parent/guardian, attends and successfully completes a school approved alcohol, drug, and tobacco treatment program after the infraction but prior to the reduction of penalty. Any expense incurred is the responsibility of the offender.

Students may not display anywhere on school property or on personal property while located on school property, logos, advertisements, or other references to alcohol, drugs, or tobacco.

Hot Springs School can require a random drug test for any student participating in extra-curricular activities during the season in which they are participating.

### VANDALISM/THEFT

Policy Reference 3520 & 3310

Damage to school property in excess of \$25 and/or theft will result in the same penalties as stated in the alcohol, drugs, and tobacco policy. Full restitution will be required before a student may be reinstated into an extracurricular activity. Depending upon the severity of the theft and/or damage, the district may impose other penalties as well.

Students may be allowed to reduce the appropriate penalty up to 50% by performing voluntary service for the district in the amount of hours equal to the number of school days by which the penalty is reduced.

### ELIGIBILITY POLICY

Eligibility for extracurricular activities will be determined by the following criteria:

**WEEKLY ELIGIBILITY:** A weekly eligibility list will be maintained in the office. Any student that has an accumulated failing grade in any class or cumulative grade point average less than 2.0 (No "F"s" or < 2.0) after the third week of the semester will become ineligible for extracurricular

participation until they have raised their grade to eligible status on the following weekly eligibility check. Students with only one "F" will have the option to become eligible as outlined in item 1 below.

- 1.) Students that receive only one "F" will have the opportunity to become eligible for that week if the following conditions are met:
  - a.) The student will provide written documentation (to the administration) from the teacher proving that their grade has been improved to passing status by 8:00 a.m. of the following morning of notification of ineligibility.
- 2.) Students receiving 2 or more F's or who have less than a 2.0 GPA will not be allowed to become eligible for that week.
  - Grades will be checked weekly after the second full week of each semester. Students in grades 10-12 who are deemed ineligible the prior semester will be considered ineligible until the first grade check of the current semester.
  - Grade checks will be performed using Infinite Campus at 10:00 a.m. each Monday morning or the following day if school is not in session. Note: Instructors must update grades by 8:00 a.m. each Monday morning.
  - Eligibility or ineligibility shall begin on the day (typically Monday) of the weekly grade check and run through Sunday. If there is an extra-curricular competition the day of the grade check, the student will be deemed eligible until the following day.
  - Students who are deemed ineligible under this policy will be allowed to continue to practice, but will not be allowed to miss school to travel with the team or activity.

The intent of this policy is to provide as many extracurricular opportunities for the greatest number of students as possible while still retaining the primacy of the District's educational goals.

## **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Students playing sports must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package. Coverage for accidents occurring at school is generally the responsibility of the individual who has the accident.

## **DANCES**

School organizations may hold dances in the school building with the consent of their respective sponsors and the principal.

A Hot Springs student may bring a non-Hot Springs guest; however, the guest must show proof of being in grade 7 - 12 and is a student of a bona fide high school or middle school. The administration may refuse admittance to anyone. A dance guest pass for each guest must be completed and turned in to the principal by the specified deadline.

All dances will end at midnight. No student shall be admitted later than one hour after the beginning of the dance. Students leaving the building during the dance will not be readmitted.

## **REGISTRATION FEE**

All students are required to pay a \$30.00 registration fee in grades 7-12. This entitles a student to participate in extracurricular events, and attend all home athletic activities. It also covers locker rental, book rental, art supplies, and P.E. equipment. Grades K-6 may purchase an activity ticket for \$30.00.

## **ELECTRONIC EQUIPMENT**

The use of cellular phones or digital media players can be disruptive to the educational process. Cell phone use will not be allowed during class. Devices may be used prior to and after school. Use will also be allowed during passing times and lunch. Cell phones that are taken during class may be picked up from the principal. If subsequent instances occur the principal may require the parents to pick up the phone.

## **COMPUTER USE**

Policy Reference 3612, 3612P, &3612F

Students will have to sign an acceptable use contract before they are allowed to use the school's computers. Failure to comply with these rules will result in loss of computer privileges.

## **WEAPONS IN SCHOOL**

Policy Reference 3310

No student in the Hot Springs School will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Such weapons include, but are not limited to; any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon, or any object that can reasonably be considered a weapon or dangerous instrument whether by threatened or actual use.

For the purposes of this policy a firearm shall be defined as (a) any device (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapons.

If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

The administration may allow authorized persons to display firearms or other dangerous objects for educational purposes or work on an object defined as a weapon as part of a class project. Advanced written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the

firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from the school property.

Violation of this policy will result in the immediate interim suspension of a student or students pending a hearing before the Hot Springs School Board.

### **TEXTBOOKS/SCHOOL PROPERTY**

Policy Reference 2311

Upon enrollment students will receive a book card to track the textbooks issued to them and the condition of the textbooks. This book card must be returned to the office as soon as the student has been issued all of their textbooks. Students must have their book card to check out of school.

Students that lose or fail to return a textbook assigned to them will be charged replacement costs for that textbook.

Students doing any damage to desks or other school property will be responsible for the amount of the damage and possibly additional discipline.

### **TELEPHONE**

The school telephones are for school business only. Incoming calls will be delivered to the student between classes. Students are not permitted to call from the school unless it is authorized by their teachers or the administration. Emergency calls will certainly be permitted but, must be cleared by the office staff.

### **STUDENT RECORDS**

Records are kept on each student in the Hot Springs School. These records include, but are not limited to the name and address of the student, name of parent and guardian, birth date, academic work completed, level of achievement (grades, standardized achievement tests), attendance data, health records, and extra-curricular activities.

All parents or legal guardians of a student of Hot Springs School have the right to review or examine the records of their child. All students of age 18 or older also have this right. Requests to review records should be directed to the Superintendent or

Counselor. The school will have up to two (2) days to comply with any request to examine records.

Students or parents have the right to challenge records or portions of records, which they believe to be incorrect. The opportunity will be given to present arguments about why the records should be changed or removed. If the request to change a record is refused, the parent or eligible student may request a hearing to challenge that record.

### **DIRECTORY INFORMATION**

From time-to-time, Hot Springs School District will disclose "directory information" from a student's education record. Directory information is information in a student's educational record that is general in nature, and its release is not considered an invasion of the student's privacy. A critical distinction exists between directory information and all other information present in school files. According to the U.S. Department of Education, directory information includes, but is not limited to, the following data about students: name, address, and telephone, date and place of birth, official activities, dates of attendance, height and weight, honors and photographs.

Parents can, however, retain the right to deny consent to the disclosure of directory information. Parents wishing to retain this right must make a written request to the school principal. This form may be found on the schools website at <http://hssdmt.org> under the "Parent Resources" tab.

Other than instances when Law Enforcement or Family Services is conducting an investigation, it is our practice **not** to disclose student addresses and phone numbers

### **STUDENT BEHAVIOR**

Schools are successful when they help children grow academically, socially, and emotionally. For this to happen it is important that we have a safe environment that is supportive and conducive for growth. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal is to continue to have a positive atmosphere for optimal learning.

At Hot Springs School we participate in Montana Behavior Initiative (MBI). MBI is a proactive approach in creating behavioral supports and social

culture that establishes social, emotional, and academic success for all students. It is used with all students across all environments in school (classroom, lunchroom, restroom, playground, gymnasium, parking lots, buses and hallways) to help create a safe and effective learning environment. Here at Hot Springs, we are committed to teach, reinforce, and acknowledge appropriate student behaviors. At all times, staff and students are expected to:

"BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE"

Students are expected to behave in a manner that will be a credit to themselves, their family and the school. The highest standards are expected of student leaders and of all students who represent Hot Springs Schools.

Students shall conduct themselves in a proper manner in the buildings, on the school grounds, on buses, and at all school activities. Inappropriate displays of affection will not be allowed. Students are not allowed to possess, carry, consume or be under the influence of alcohol, tobacco in any form, or illegal drugs. Students are not allowed to possess weapons while on the school grounds or while involved in any school activity. Students may not be in the building or gymnasiums unsupervised.

Instances of plagiarism will be dealt with by the classroom teacher and administration. Consequences may include a zero for the assignment and ½ day of in school suspension.

Assault, defiance, profanity and disregard for the rights and property of others are serious offenses and will be dealt with accordingly.

Consequences for discipline infractions that occur near the end of the school year may have to be carried out at the beginning of the next school year.

### **SUSPENSION POLICY**

Policy Reference 3300 & 3300P

In-school suspension: In the event a student is assigned an in-school suspension, the student will: (1) remain in the ISS room for the duration of the suspension, (2) not be allowed to participate in any school-related activity during the suspension.

Out-of-school suspension: In the event a student is assigned an out-of-school suspension, the student will: (1) not be allowed to attend or participate in any school-related activity during the suspension, (2) be allowed to make up tests within a reasonable length of time, and (3) upon request, be provided make-up work.

### **ACTIVITIES**

All activities sponsored by an organization must be supervised by a member of the faculty. A faculty member must be present when the school facilities, including the gymnasium area, are used by any student group or individual student. Meetings and other functions of the various activities and organizations are to be scheduled with the principal.

### **LEAVING SCHOOL**

Hot Springs Schools have a closed-campus policy. Students may not leave the buildings or campus between 8:00 and 4:00 without specific prior permission of a parent or school administrator. The only exception is that students may leave the campus during the noon break.

Students must sign out in the office before leaving the campus and must sign in immediately upon return.

### **LOCKERS**

Every student in the 7th - 12th grades is issued a locker. A student must use only the locker that he/she is issued. If you want a lock on your locker, please see the secretary and she will inform the custodian. A school lock will be put on your locker and the combination will be given to you and also the office. Educators in the Hot Springs School have the authority to inspect, supervise and search individual student lockers. The school assumes no responsibility for articles lost or stolen from lockers. Do not leave valuables in your lockers.

### **ASSEMBLIES AND PEP RALLIES**

Students are expected to be courteous and attentive audience members and respond appropriately at any event they attend.

## HALLS

Students should be in the halls only at the beginning and closing of school, at lunch time, and when moving between classes. If a student needs to leave the classroom, the student must have a pass.

## BUS CONDUCT

The chief concern of the bus driver must be the safety of the students in his/her charge. Therefore, any conduct, which distracts his/her attention, cannot be permitted. Infractions will be reported to the principal.

## SCHOOL EMERGENCIES

In the event of an emergency school closure, the necessary information will be announced over local radio (KERR 750 AM & EAGLE 93.3 FM, KQRK 92.3 FM), television (KECI & KPAX) stations, and website, <http://hssdmt.org> and using our School Messenger phone system. Students and staff will be trained and will practice emergency procedures such as fire drill, lockdowns, evacuations, and canine searches. Please ask your student about these important drills. In the event that a student becomes sick or injured at school, every effort will be made to notify the parent. Each parent should provide the school with an alternate person to contact should the school be unable to contact the parent.

## ASBESTOS INSPECTION POLICY

This notice is to all parents of Hot Springs School District #14-J. The purpose is to inform each of you that we are in compliance with all regulations mandated by the Federal Government's Asbestos Hazard Emergency Response Act. This is part of the AHERA regulation.

Hot Springs School District #14-J has trained and certified personnel that perform periodic re-inspection of School District #14-J buildings and compile a AHERA (Asbestos Hazard Emergency Response Act) re-inspection report. Their resulting report states that they found **no friable asbestos** which would allow exposure to the students or public.

All School District #14-J maintenance and custodial staff have met the asbestos training program requirements.

Reports and management plans are on file and may be viewed at each of the school buildings by contacting

the School District #14-J Asbestos Program Coordinator, Mr. Chuck Hoff.

## COMMENTS/COMPLAINTS CONCERNING STAFF OR PROGRAMS

Policy Reference 1700

Constructive criticism can be helpful to the district. The board has confidence in its staff and curriculum and will act to support them from unwarranted criticism or disruptive influence. Complaints received by the board or board members shall be referred to the superintendent for investigation. Most complaints should be resolved by informal discussions between the parent or guardian and the teacher. Should the matter not be resolved at this level, the building principal shall attempt to resolve the issue through a conference with the parent or guardian and the teacher or teachers involved.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

1. If the problem is not satisfactorily resolved at the building principal level, the citizen should file a written complaint which states the problem and, if appropriate, a suggestive solution. The superintendent will send copies to the building principal and staff member involved.
2. The staff member shall respond to the superintendent in writing or person.
3. The superintendent shall then attempt to resolve the problem through a conference with the parent, staff members, and building principal.
4. If the problem is not resolved, the superintendent shall present the issue to the board. If the complaint is against the staff member, the complaint shall be handled in executive session, if so desired by the staff member, and in the presence of the said staff member. The board shall attempt to make a final decision in the matter. If the action of the board adversely affects the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

THE SUPERINTENDENT RESERVES THE  
RIGHT AND AUTHORITY TO MAKE ANY AND  
ALL DECISIONS OR DETERMINATIONS  
CONCERNING ANY SITUATION, EVENT OR  
CIRCUMSTANCES NOT SPECIFICALLY

COVERED OR ADDRESSED IN THIS  
HANDBOOK. THE SUPERINTENDENT'S  
DECISIONS ARE FINAL PENDING BOARD OF  
TRUSTEE ACTION IF NECESSARY.

# Opt Out Photo Release Form

For clarity, the term “photograph” as used herein encompasses both still photographs and motion picture footage.

**Hot Springs School District** will often take photographs of students and staff, or photographs in which the students may be involved with others for the purpose of promoting **Hot Springs School District**.

This form allows parents/guardians the option to not allow **Hot Springs School District** to take photographs of their minor children for the purpose of promoting the **Hot Springs School District**.

Failure to exercise this option, releases and discharges **Hot Springs School District** from any and all claims arising out of the use of photographs, or any right that the parent or minor may have.

To exercise this option, check the box below and provide the information requested within ten (10) days of receipt of this form.

I do not give **Hot Springs School District** permission to take photographs of the minor named below or photographs in which the minor may be involved with others for the purpose of promoting **Hot Springs School District**.

I, \_\_\_\_\_ am 18 or older, and am able to contract for the student in the above regard. I have read the above statement and fully understand its contents.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Name of Minor \_\_\_\_\_

Address of Minor \_\_\_\_\_

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

This form may be found on the schools website at <http://hotsspringsschools.schoolwires.net> under the “Parent Resources” tab.

**Hot Springs School District**

3600F2

## Student Directory Information Notification

*Please sign and return this form to the school within ten (10) days of the receipt of this form **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.*

\_\_\_\_\_ *Date*

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for \_\_\_\_\_.  
*Student's Name*

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

<ul style="list-style-type: none"> <li>-Student's name</li> <li>-Address</li> <li>-Telephone listing</li> <li>-Electronic mail address</li> <li>-Photograph (including electronic version)</li> <li>-Date and place of birth</li> <li>-Major field of study</li> <li>-Dates of attendance</li> <li>-Grade level</li> </ul>	<ul style="list-style-type: none"> <li>-Enrollment status (e.g., undergraduate or graduate; full-time or part-time)</li> <li>-Participation in officially recognized activities and sports</li> <li>-Weight and height of members of athletic teams</li> <li>-Degrees</li> <li>-Honors and awards received</li> <li>-Most recent educational agency or institution attended</li> </ul>
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NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

\_\_\_\_\_ *Parent/Eligible Student's Signature*

\_\_\_\_\_ *Date*

**If you do NOT want directory information provided to the following, please check the appropriate box.**

Institutions of Higher Education,  Potential Employers,  Other (please specify)

	Halls	Bathrooms	Multipurpose Room	Parking Lot	Events/ Gymnasiums	Playground	Bus
<b>I Am Responsible</b>	<ol style="list-style-type: none"> <li>1. Walk at all times</li> <li>2. I will use a '0' Voice Level during class/Levels '1' or '2' all other times</li> </ol>	<ol style="list-style-type: none"> <li>1. Use Voice Level 0 or 1</li> <li>2. Wash hands properly</li> <li>3. Flush after use</li> </ol>	<ol style="list-style-type: none"> <li>1. Wait patiently in line during lunch</li> <li>2. Clean up area</li> <li>3. Dispose of gum in trash can</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow all traffic and bicycle laws</li> <li>2. Be aware</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep areas clean</li> <li>2. Report problems</li> <li>3. Walk around playing floor in outside shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow playground rules</li> <li>2. Be aware</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep areas clean</li> <li>2. Follow bus rules</li> <li>3. Report problems</li> </ol>
<b>I Am Respectful</b>	<ol style="list-style-type: none"> <li>1. Use proper hand position</li> <li>2. Close lockers quietly</li> </ol>	<ol style="list-style-type: none"> <li>1. Report problems</li> <li>2. Keep areas clean</li> <li>3. Flush after use</li> </ol>	<ol style="list-style-type: none"> <li>1. Use proper manners</li> <li>2. Use Voice Level 1 or 2</li> <li>3. Try what is served</li> <li>4. Don't yuck my yum</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow all traffic laws</li> <li>2. Be aware</li> <li>3. Follow bicycle safety</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay seated</li> <li>2. Show good sportsmanship</li> <li>3. Pay attention to performance</li> </ol>	<ol style="list-style-type: none"> <li>1. Include others and share</li> <li>2. Return equipment</li> </ol>	<ol style="list-style-type: none"> <li>1. Use Voice Level 1 or 2</li> <li>2. Keep hands and feet to yourself</li> <li>3. Follow directions</li> </ol>
<b>I Am Safe</b>	<ol style="list-style-type: none"> <li>1. Walk on right side of hall</li> <li>2. Keep areas clean</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash hands properly</li> <li>2. Keep areas clean</li> <li>3. Flush after use</li> </ol>	<ol style="list-style-type: none"> <li>1. Wait patiently in line during lunch</li> <li>2. Clean up your area</li> <li>3. Walk</li> </ol>	<ol style="list-style-type: none"> <li>1. Cross street using crosswalk</li> <li>2. Be aware</li> <li>3. Follow bicycle safety</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep areas clean</li> <li>2. Report problems</li> <li>3. Use good manners</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow playground rules</li> <li>2. Be aware</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay seated</li> <li>2. Keep hands and feet to yourself</li> <li>3. Follow directions</li> <li>4. Report problems</li> </ol>

**Voice Levels:**

**0 = Silence**

**1 = Whisper**

**2 = Conversational/Group Talk**

**3 = Giving a Presentation/Outdoor**