

BROADWATER HIGH SCHOOL

2020-2021

Home of the Bulldogs



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MISSION STATEMENT

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

SCHOOL SONG

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

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



TABLE OF CONTENTS

Bell Schedule	1
Student Rights and Responsibilities	2
School Day	2
Attendance	2
Absences	3
Grading/Reports	5
Pupil Load	5
Honor Roll	5
Aide Qualifications	6
Discipline	6
Due Process	6
Appeal	7
Classroom/School Discipline	7
Discipline Grid	9
Procedure for Expulsion	9
Detentions	9
Guidelines for In School Suspensions (ISS)	10
Record of Disciplinary Action	10
General Conduct Guidelines and Rules	11
Activities	12
Weapons	13
Graduation Requirements	14
Homework	15
Lockers	15
High School Library Policy	16
Tardy Students	16
Cell Phones/Electronic Devices	17
Dress Code	17
Visitors & Student Guests	17
Enrollment Requirements	18
Fire and Earthquake Regulations	18
Student Services	18
Transportation	19
Activities/Athletic Eligibility rules	19
Student Records	19
Accessing Parent Portal/Accessing Grades	19
Broadwater High School Clubs	20
Renaissance Program (Upward Bound)	21
Title IX and Grievance Procedure	21
Athletic Equity Policy	23
Asbestos Management Plan	23
Harassment Policy	24
Equal Opportunity	25
Technology Acceptable Use Policy	26
BHS Student Code of Conduct	29
Student Handbook Sign-Off	30
Student Directory Information Notification Policy 3600F	32
Handbook Sponsors	33
Important Dates	34

Class Period Schedule

Monday – Thursday	
Bulldog Time	8:15--8:45
1st period	8:45--9:32
2nd period	9:36--10:23
3rd period	10:27--11:14
4th period	11:18--12:05
Lunch	12:05--12:48
5th period	12:52--1:42
6th period	1:46--2:36
7th period	2:40--3:30

Friday	
1st period	8:15--8:58
2nd period	9:02--9:45
3rd period	9:49--10:32
4th period	10:36--11:19
5th period	11:23--12:05
Lunch	12:05--12:41
Bulldog Time	12:45-1:04
6th period	1:04-1:45
7th period	1:49-2:30

1:30 Release Days	
Period 1	8:15 - 8:54
Period 2	8:58 - 9:32
Period 3	9:36 - 10:10
Period 4	10:14 - 10:48
Period 5	10:52 - 11:26
Period 6	11:30 - 12:04
Lunch	12:04 - 12:43
Period 7	12:43 - 1:30

STUDENT HANDBOOK 2020-2021

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right:

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

Students have the responsibility:

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

SCHOOL DAY

The school day is from 8:15 AM to 3:30 PM. Students will be allowed to enter the building at 7:30 AM. Only students who are in practice/activity or are supervised by a teacher may enter the building before the doors are unlocked.

ATTENDANCE

General Information

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

1. The school asks that parents/guardians please call to notify us when the student is absent. In compliance with the Missing Children Information Act, the school must make a reasonable effort to notify the parent/guardian by phone of the student's absence as soon as the absence is noted if the school has not already been notified by parent/guardian. This will allow authorities to get an earlier start on tracking missing children.
2. The student must bring a note upon returning to school signed by the parent/guardian and stating the reason for the absence. If a student does not bring a note, upon returning to school, then the absence will be unexcused. Notes will not be accepted if late. The principal has the discretion to extend the time period due to extraordinary circumstances.

3. With the exception of lunch, students may not leave the school building during the school day without a signed request or phone call from the parent or guardian that can be verified for authenticity. A student must checkout with the High School Office before leaving the school building during regular school hours. When the student returns he/she should check back in at the high school office. Leaving campus without checking out with the office may result in a disciplinary referral.
4. Students attaining perfect attendance for any one quarter will be given a Perfect Attendance Certificate as part of the Renaissance Program. This certificate will be redeemable by the student for a 25 point increase on any one test during the following quarter.

ABSENCES

Refer to Policy 3122

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

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

Absence Types Defined

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

- **Excused absence** – any absence from school with a written note or phone call from a parent or guardian provided prior or upon return of the student. Medical absence – any absence for doctor's appointments or

illness. A note from the doctor or a green slip must be turned in to the office when returning.

- **Unexcused absence** – any absence from school without a parent/guardian written note or phone call within 2 school days of the absence. No make-up work for credit will be accepted for unexcused absences. Out-of-school suspension is considered an unexcused absence; however, work may be made up at a rate of **50%** for out-of-school suspensions.
- **Tardy** – students are tardy if they are not in class when the bell rings. Students who miss 10 minutes or more of class will be considered absent and not tardy.

The following types of absence codes are used:

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

Parent/Guardian Notification of Attendance Problem (per semester)

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

Tournament attendance:

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

1. The student must have a note from the parent at least 2 days before the day of the absence.
2. The student must stay at the event during school hours.
3. The student cannot be on the D and F list for that week.

If the student does not meet these criteria, their absence will count towards their

allowable ten absence total.

GRADING AND REPORTING PUPIL PROGRESS

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

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

BHS GPA SCALE

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

PUPIL LOAD

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

HONOR ROLL

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

AIDE QUALIFICATIONS

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

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

DISCIPLINE

1. A strong and fair discipline system helps to insure safety and order in the learning environment. It can also help to insure that no one will be denied his/her education because of the actions of others in the classroom or school. A

discipline system should also be at the heart of our desire to teach students the difference between right and wrong and that they are responsible for their actions and the consequences of those actions. The staff and administration at Broad- water High School will work together to achieve these ends.

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

DUE PROCESS

In serious disciplinary matters; i.e. those that might result in expulsion or long-term suspension, students have a right to due process. As a rule, then, the more serious the alleged offense, the more thorough and careful our procedures must be. Due process is a legal term that implies procedural fairness. We therefore will:

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

APPEAL

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

remembered by all, though, **that each case must be judged on its own merit.**

CLASSROOM/SCHOOL DISCIPLINE

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

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

DISCIPLINE GRID LEVEL I

OFFENSE/# OF OCCURRENCES	1	2	3	4	5	6	7	8	9	10
Point Assessment	10	10	10	10	10	10	10	10	10	10
Disruptive Behavior	1/2 hour detention	One hour detention	One day in-school suspension	Two days in-school suspension	Three days in-school suspension	One day out of school suspension	Two days out of school suspension	Three days out of school suspension	Four days out of school suspension	Recommended Expulsion
Inappropriate Dress/Parking/Display of Affection										
Disrespect of Staff/Environment										
Damage to School/<\$50 Restitution Required										
Rude, Inappropriate Language										
Left Class without Permission										
Inappropriate Materials										
Skipped Detention										
Minor Technology Violation										

DISCIPLINE GRID LEVEL II

OFFENSE/# OF OCCURRENCES	1	2	3	4	5	6	7
Point Assessment	15	15	15	15	15	15	15
Truant	One day in-school suspension	Two days in-school suspension	Three days in-school suspension	One day out of school	Two days out of school	Three days out of school	Recommended Expulsion
Cheating							
Damage to School Property more than \$50							
Possession of Fireworks/Endangerment							
Driving Violations							
Left School without Permission							
Harassment/Intimidation							
Disruption of Assembly							

DISCIPLINE GRID LEVEL III

OFFENSE/# OF OCCURRENCES	1	2	3	4	5
Point Assessment	20	20	20	20	20
Fighting	Two days in-school suspension	One day out of school suspension	Three days out of school suspension	Five days out of school suspension	Recommended Expulsion
*** Tobacco/Possession or Use					
Gross Misbehavior					
Flagrant, Vulgar or Deliberate Actions					
Theft/Vandalism of less than \$50/Restitution Required					
Verbal Assault/Insubordination/Retaliation					
Gross Disrespect of Faculty or Staff					
Major Technology Violations					

*****First offense points will be cut in half if student completes the school tobacco cessation training.**

DISCIPLINE GRID LEVEL IV

OFFENSE/# OF OCCURRENCES	1	2
Point Assessment	50	50
Indecent Exposure	Five days out of school suspension	Recommended Expulsion
Open and Persistent Defiance		
Theft/Vandalism up to \$300/Restitution Required		
Written, Verbal or Physical Threatening Behavior		
Use of Possession of Alcohol during School or Activities	5 Day I.S.S.	

DISCIPLINE GRID LEVEL V

OFFENSE/# OF OCCURRENCES	1
Point Assessment	100
Possession or Use of Firearms, Dangerous Weapons or Explosives	Recommended Expulsion
Theft/Vandalism over \$300/Restitution Required	
*Possession or Use of Illicit or Illegal Drugs or Paraphernalia	
Physical Assault on Fellow Students, Faculty or Staff	

** Possession and/or use of illicit or illegal drugs or paraphernalia can result in any penalty up to and including expulsion*

PROCEDURE FOR EXPULSION

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

DETENTION

1. Detention may be assigned to students for violation of classroom and/or school rules.
2. Detention will be scheduled by the principal.
3. Detention will be served on the next scheduled detention day assigned unless

other arrangements are made with the teacher or office. Bus students may not be kept after school the day of the infraction unless the parent/guardian has been contacted to arrange for a ride.

4. Failure to serve the detention will be reported to the office and the student will be on the appropriate level of the discipline grid.
5. **Detention has priority over extracurricular activities.**

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

GUIDELINES FOR IN-SCHOOL SUSPENSION

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

RECORD OF DISCIPLINARY ACTION

To assure that students do not become habitual offenders and/or consistent disruptions in the classroom/school environment all disciplinary action that is reported to the office will be recorded and tracked with the following system. All students will be subject to the consequences as outlined in this policy. For each disciplinary action the student will be assigned points from the discipline grid.

1. If a student reaches sixty (60) points, the parents/guardians will be notified in writing. At one hundred (100) points the student will face an expulsion hearing with the School Board. The principal may use discretion with Level I offenses when dealing with students who attain seventy (70) or more points.
2. Discipline points are cumulative and will carry over at a rate of one half (1/2) the total from one year to the next. Students entering Broadwater High School from out of the district may have their discipline records considered and will be placed at the appropriate level. Students re-entering Broadwater High School from an expulsion will be placed at the twenty (20) point level.
3. Any student who is not referred to the office for disciplinary action for one quarter will have ten (10) points deducted from his/her record. Students will not accumulate negative points.

GENERAL CONDUCT GUIDELINES/RULES

Respect for staff: It is expected that all students show respect for all school staff.

Failure to show proper respect for staff and/or to obey their reasonable directives will result in being sent to the office immediately.

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

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

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

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

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

Beverages/food/gum: Beverages are not allowed in classrooms or hallways during the school day, **with the exception of water in sealed bottles.** Individual teachers will decide whether gum, candy, etc. will be allowed in individual classrooms. Lunches are to be eaten in the lunchroom or concession area of the high school. Food is not allowed in the carpeted hallways of the school. Students are expected to keep litter and trash out of the halls.

Personal Displays of Affection (PDA): Students are reminded that the school is a formal setting, where the work of learning occurs. For this reason, the same physically affectionate and sexual behaviors which would be deemed inappropriate in a place of business will not be acceptable on the school campus, bus, or at school activities. Faculty will address conduct of this nature and students will be held accountable for their actions in accordance with school discipline policies.

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

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

ACTIVITIES

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

1. **PRINCIPAL APPROVAL:** All school sponsored activities must be approved by the principal. The teacher/coach must notify all staff members a week in advance with a participant list. Students are to make up work in advance whenever possible. The privilege to attend current and upcoming BHS activities is up to the discretion of the high school principal.
2. **DANCE RULES**
 - a. Appropriate faculty advisors must be present.
 - b. Only Broadwater High School students will be allowed at a dance except for Prom.
 - c. All dances will require the supervision of at least two (2) male and two (2) female chaperones.
 - d. The organization sponsoring the dance is responsible for cleanup.
 - e. If a student leaves the dance, he/she will not be allowed to return.
 - f. All school rules will be enforced.
 - g. Hours for dances are 9 p.m. to midnight for all dances.
 - h. All dancing at school sponsored dances will be done in a face to face manner. Inappropriate dancing will not be allowed; therefore, chaperones will be asking anyone who is dancing inappropriately to leave.
3. **PROM RULES:** in addition to the rules listed above:
 - a. All guests must be registered and approved by the principal and hand in an Out of District Guest Form.
 - b. No junior high students will be allowed to attend the prom.
 - c. Formal wear is mandatory for attendance.
 - d. Guests must be an enrolled high school student or a BHS graduate under 21 years of age.
4. **STUDENT RESPONSIBILITIES WHILE ON ACTIVITY TRIPS**
 - a. The student should be at the school at least 15 minutes before the bus is ready to depart.
 - b. Students are under the full authority of the chaperone and bus driver from the time they are picked up until they return home. Students may be assigned seats on the bus.
 - c. When arriving at the destination, the student will conduct himself/herself in such a manner that we can all be proud to say we are from Broadwater High

School. Once the bus unloads, the student is to enter the building and remain there until the activity is over, unless given permission to do differently.

- d. Students are to ride to all away events with the team on the team bus. Students are to return to the school on the team bus under the supervision of the coach unless they have been released to their parent/guardian or have secured administrative approval to go with someone else in advance. Such approval will be given for unusual and special circumstances only. If approval is given, a parent/guardian must come to school and sign a release form. The same restrictions apply to any student who signs up to ride an activity bus. Violation of this rule can result in the student losing the privilege to ride on further activity trips for the remainder of the year.

WEAPONS

Refer to Board Policy 3311

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

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

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

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

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to

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

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

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

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b)) This policy does not apply to law enforcement officers acting in his or her official capacity. (45-8-361 (3a))

GRADUATION REQUIREMENTS

Policy 2410P & 2168

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



<u>SUBJECT</u>	<u>REQUIRED CREDITS</u>
English	4
US History	1
Government	.5
Other Senior Social Studies Requirement	.5
World History	1
Mathematics	2

Physical Science	1
Biology	1
Computer Tech*	1
Vocational Arts	1
Fine Arts	1
Speech	.5
PE/Health*	1.5
Electives	6.5
Senior Basic Requirement	.5
TOTAL (minimum)	23

** This credit must be earned over a two-year time span - ½ credit per semester.*

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

HOMEWORK

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

time and encouragement for the student to get his/her homework done. If the student experiences continued difficulty in getting homework done on his/her own, let the counselor know.

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

LOCKERS

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

HIGH SCHOOL LIBRARY POLICY

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

TARDY STUDENTS

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

CELL PHONES/ELECTRONIC DEVICES

1. No student will be called to the office from class for telephone messages except in the case of emergencies. Messages will be taken and delivered to students. Students are allowed to use the phone in the office for emergencies.
2. **Upon entering classrooms, labs, etc., students will silence their phones and leave them in a designated area in the room. Cell phones, etc. are not allowed to be used in the classrooms, labs, or during scheduled class time, except with the permission of the classroom teacher. No cell phone use permitted during Bulldog Time.**
3. Cell phones can be used during lunch time and passing time providing the student is following district rules regarding appropriate technology use.

Consequences for misuse of cell phones, etc.:

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

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

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

DRESS CODE

1. Personal appearance is primarily the responsibility of the parent/guardian and the student. The mode of dress for Broadwater High School students shall be based off safety, sanitation, modesty, and good taste.
2. The administration reserves the right to define what is excessive or in bad taste and to require the student to correct the problem.
3. Regulations:
 - a. Hair-any style is permitted as long as it is kept neat, clean and controlled. Where the activity due to safety, health, and performance could require special consideration, the supervisor may require a more rigid standard. Facial hair is permitted if it is kept clean and neatly trimmed.
 - b. Shirts, blouses or dresses must have **wide shoulder straps that cover undergarments** and must have closed armholes. No bare midriffs will be allowed. Altered t-shirts and gym clothes must cover entire torso.
 - c. Sexually explicit or suggestive shirts, shirts advertising alcohol or tobacco products or drug use and shirts that are degrading or offensive to others, or are in poor taste, will not be allowed.
 - d. **During the regular school day, no hats or bandanas will be worn in the building from entry to 3:30 dismissal. Students are required to remove their hats upon entry into the building.**
 - e. Shorts and skirts must be mid-thigh. **Spandex, leggings, yoga pants, or "bike" shorts should be covered both front and back by a mid-thigh length covering.**
 - f. Sunglasses are not allowed to be worn during school.
 - g. Pants must be worn no lower than waist level.
 - h. Spiked accessories, or those utilizing heavy chains, will not be permitted in the building.
 - i. No under-garments may be exposed.

- j. The above guidelines apply to clothing seen through transparent material.
- k. Pajama pants and slippers are not allowed.

VISITORS & STUDENT GUESTS

Visitors are welcome and are expected to report to the office upon entering the school. Unauthorized visitors may be considered as trespassers and subject to law enforcement intervention.

ENROLLMENT REQUIREMENTS

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

FIRE/EARTHQUAKE REGULATIONS

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

FIRE

1. During fire drills, students are to remain quiet, walk briskly, and keep to the side of the corridor.
2. The student seated nearest the classroom door should hold it open until the last person has vacated the room and then close the door as he/she leaves.
3. Students sitting next to windows should see that they are closed.
4. All students who leave the building will be directed to move away from the building at a safe distance.
5. Teachers will keep their classes together outside the building.
6. The building should not be re-entered until the all-clear signal is given.
7. Be familiar with the evacuation map in each of your rooms.

EARTHQUAKES

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

STUDENT SERVICES

1. **Resource Room** - The Broadwater High School resource room serves students who have special learning needs. In order to be eligible for the services offered in the re- source room, the student must have been referred by the parent/guardian, teacher, counselor, or principal for testing. If qualified and it is the opinion of a child study team, the student will be admitted to the program.

An individual education plan (IEP) is developed for each student which helps the student learn at this level and rate. Periodic reviews of the student's progress will help insure the awareness of progress and will allow for revision.

2. **Title I** - Our Title I program is designed to meet the needs of students who have not reached the level of performance in reading they should have attained. It is the objective of the program to have each identified students increase his/her skills to grade level. Our instructional techniques include teaching students on a one-to-one basis, small groups, and teaching students on their instructional level.
3. **Insurance** - In the fall, information will be sent home to provide parents/guardians with an opportunity to purchase low cost accident insurance for everyday coverage for the student. This insurance is being offered by an insurance company independent of the school. This is not school sponsored insurance. Contact the high school office for further information
4. **Guidance services** - Broadwater High School provides a counselor to assist students with problems, either personal or school related. All staff members will provide assistance to students as well if needed. The purpose of the guidance program is to help students make a satisfactory adjustment to school, obtain information regarding advanced training, to evaluate their own abilities and talents and to help the student plan for the future.

TRANSPORTATION

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

ACTIVITIES/ATHLETIC ELIGIBILITY RULES

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

STUDENT RECORDS

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

ACCESSING PARENT PORTAL/GRADES ONLINE

- Access school website at www.townsend.k12.mt.us or download the Infinite Campus Parent app.

- Contact school personnel to set up a parent or student account.

BHS CLUBS

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

Culture Club: The Spanish Culture Club promotes the interest and study of Spanish language and culture. Major activities include dining experience, guest speakers, foreign language days, and travel.

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

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

FFA: Future Farmers of America is a co-curricular youth leadership activity offered to students, in conjunction with the Ag. Ed curriculum. They participate in various activities throughout the year on local, state, and national levels.

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

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

Townsend Youth Council: The Townsend Youth Council was developed in cooperation with our social services committee to address youth needs in Broadwater County. The group's purpose is to develop and provide activities for youth in Townsend and to promote cooperation between youth and our community.

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

RENAISSANCE PROGRAM

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

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

RENAISSANCE CARD PROGRAMS

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

Summit Card (Gold)

4.0 GPA or 1.0 increase in GPA

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

Vista Card (Silver)

3.6 to 3.9 GPA or .75 increase in GPA

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

Mid-Way Card (Blue)

3.0 to 3.59 GPA or .5 increase in GPA

Homework Pass ● 2 Quiz Retakes

Base Camp Card (White)

No Grade below "C"

Homework Pass ● Quiz Retake

TITLE IX AND GRIEVANCE PROCEDURE

1. No student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in admission to, any phase of the instruction program or activity on the basis of race, color, religion, national origin, sex, handicap, marital or parental status. Inquiries concerning Title IX, or Section 504 in the case of a handicapping condition, may be referred to the high school principal, Title IX

Coordinator, or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC. Title IX complaint forms are available in the office.

2. Grievance procedures-A Title IX Grievance Procedure has been developed and accepted as the standard procedure for all student and/or public complaints. The following grievance procedure should be used by those persons who feel they have a grievance.

LEVEL 1 - If one has a grievance, the first step is to try to resolve it in an informal manner by talking or communicating with the responsible person about the grievance.

LEVEL 2 - If the informal approach does not resolve the complaint, then a written statement should be submitted, by the grievant, to the Title IX coordinator within 10 school days of the event giving rise to the grievance, and to the person who may have caused the grievance. The written statement should explain who was grieved; in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the grievant/complainant; and as much background information as possible.

The coordinator shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the coordinator will be sent to all concerned parties within 15 school days after receipt of the written grievance.

LEVEL 3 - If the grievance is not resolved at Level 2, either party may submit a written appeal to the Superintendent within 10 school days of receiving the report from the coordinator. The superintendent will be charged with the fair and impartial investigation and hearing of the grievance. The basic principles of due process will be adhered to during the hearing, including the rights of confrontation, cross examination and the presentation of witnesses necessary to develop facts pertinent to the grievance. The hearing shall be held within 10 days of receipt of request. Within 15 school days of the request for the hearing, the superintendent will present his/her findings to all parties. After reviewing the superintendent's findings and recommendations, the grievant must respond within 10 school days.

LEVEL 4 - If the decision reached by the superintendent is not satisfactory to the grievant/complainant, the grievant/complainant may file the grievance with the Broadwater High School Board of Trustees. The appropriate forms can be obtained from the Title IX coordinator. The board will hear the matter at their next regular meeting. A decision shall be made and reported in writing to all parties within 30 days of said meeting.

LEVEL 5 - Either **party** may appeal the decision of the school board by filing a Notice of Appeal with the county superintendent within 30 working days after the final decision of the board pursuant to the Rules of School Controversy (ARM 10.6.103).

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

ATHLETIC EQUITY POLICY

1. Uniform, accessories, equipment, and supplies-The district has a rotation schedule for uniform selection and replacement that is gender neutral. The same is true for purchasing and use of all needed supplies, accessories, and equipment.
2. Assistance from booster organizations-The district encourages support from booster clubs and similar groups of fans/students on a gender neutral basis. The district will not accept assistance from any group that does not comply with this expectation.
3. Lodging accommodations and meals-The district will provide overnight accommodations irrespective of gender based upon a set criterion including length of time traveled, miles traveled, and the number of games played. Such accommodations will be equal in size and quality. Meals will be provided either gender when time and distance warrant. The meal allowance will be the same for all teams.
4. Travel-The type of conveyance used in travel will be determined by the following criteria irrespective of gender:
 - a. Miles to be traveled
 - b. Number of athletes
 - c. Length of trip
 - d. Time of year and road conditions
 - e. Types of transportation available.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

1. In accordance with federal law, our facilities have been inspected for asbestos-containing materials by Envirocheck, Inc., a certified asbestos inspection consulting firm. The inspection results were evaluated and a management plan for asbestos was developed by a certified management planner at Envirocheck. In addition, Montana Schools Unemployment Insurance Program (MTSBA) conducted the mandatory three year re-inspection in 2011.
2. We have copies of the management plan and the follow-up inspection report in our administrative office and our maintenance office. You are welcome to re-view the plan at your convenience.
3. Risk of exposure to asbestos is virtually non-existent for students and staff at Townsend Schools. What small amounts of asbestos that were found have been

removed or shielded in accordance with federal regulations. The district will continue to comply with all relevant EPA and OSHA regulation in this area and will be closely monitoring all asbestos activities.

4. If you have any questions concerning asbestos, please contact the superintendent.

HARASSMENT

Refer to Board Policy 3225/3226

The Board believes that all employees and students are entitled to work and study in school-related environments that are free of harassment. Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment of employees and students will not be tolerated in the school district. This harassment may include, but not be limited to, physical actions, comments, jokes, stories, pictures, or objects that are offensive, tend to alarm, threaten, annoy, abuse or demean.

School district includes school district facilities, school district premises and non-school property if the employee or student is at any school sponsored, school approved, or school related activity or function, such as field trip or athletic events where students are under the control of the school district or where the employee is engaged in school business. Employees whose behavior is found to be in violation of this policy will be subject to an investigation procedure which may result in discipline, up to and including discharge or other appropriate actions. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board up to and including expulsion from school.

SEXUAL HARASSMENT

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of school-related activity; or
 - b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile or offensive environment.
2. Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display in the work

place or school areas (including student lockers) of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees, prospective employees, or students.

3. It is possible for sexual harassment to occur at various levels: co-worker to co-worker, supervisor to employee, employee to student, student to student, or nonemployee to employee or student. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

COMPLAINT PROCESS

1. In the event that anyone believes that he/she is being or has been harassed, he/she should bring the matter to the attention of the applicable designated administrator as indicated below:
 - a. **Classified Personnel** - Report Incidents to the Superintendent
 - b. **Certified Personnel** - Report Incidents to the Building Principal
 - c. **Students** - Report Incidents to the Building Principal If the building principal is the alleged harasser or a witness to the incident, the superintendent shall assume the role of investigator. If the superintendent is the alleged harasser or a witness to the incident, one of the building principals will assume the role of investigator and will report directly to the board.
2. Upon listening to the facts and allegations, the designated administrator will advise the person bringing the complaint on how to attempt to resolve the matter directly and informally, or to present the complaint in writing with supporting detail. The administrator will then proceed to investigate the matter and will attempt to resolve it in an expeditious manner. The administrator will notify the superintendent as soon as possible after a complaint has been made. Upon completion of the initial investigation, a thorough report on the incident shall be given to the superintendent who shall complete such further investigation as is necessary and take such final action as deemed appropriate.
3. If for any reason, the complainant is not satisfied with administration's response, he/she may file an appeal with the board.
4. Information regarding and investigation harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.
5. No one shall retaliate against and employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

AWARENESS EDUCATION

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

EQUAL OPPORTUNITY

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

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT **TOWNSEND SCHOOL DISTRICT #1**

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

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

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

Parents and guardians have a responsibility to read this policy and convey its meaning and standards to their children when they are using media and technology sources during the school day.

DO:

Use district and school technologies for educational pursuits. Practice Internet safety.

Immediately back out of any questionable site and tell the classroom supervisor. Cite your digital sources correctly.

Respect and take care of equipment.

Ask for help with equipment and report any problems. Only print what is necessary or assigned.

DO NOT:

Eat or drink at any school computer.

Share passwords

Share or reveal your name, personal information, or phone numbers of yourself or others on the Internet.

Access or download any illegal, abusive, obscene, harassing materials or confidential information.

Cyber-bully (Willful harm inflicted through the medium of electronic text or images. Examples include but are not limited to: sending threatening emails, posting derogatory or personal comments and/or photos or videos about someone on the web site, sending harassing text messages, physically threatening, intimidating or impersonating someone and/or spreading rumors about someone)

Access or alter other people's files

Violate copyright laws.

UNLESS YOU HAVE A TEACHER'S APPROVAL OR SUPERVISION, DO NOT:

Connect personal electronic devices to the BHS Staff network. Download or install software.

Access or use any out of district email, messaging services or online accounts. Access or use any online social networking sites, blogs etc.

Access, download or play games.

Change any computer setting or alter hardware and/or cables.

Create or manage a personal web page on school computers including any social network sites. Download music, programs or access streaming video or audio.

The above lists do not cover every possible situation. If you have any questions, please ask your teacher.

It is understood that a guardian signature is not required for this procedure to be effective. Computer access has become an integral part of the curriculum, and the inability to use this resource may impact your student's educational opportunities. Written notice must be sent by parent/guardian to school principal if you do NOT want your student to have access to district computers. If we receive written notice within 10 days of receiving this Agreement, we will consider that as an "opt-in" and will allow your student to have computer access.

Students will be held liable for violations of this agreement. It is understood that the Townsend School District's computer systems and technology resources are intended for educational purposes. The Townsend School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in an appropriate manner. Townsend School District makes no guarantee

that the functions or the services provided by or through the district system will be error-free or without defect.

The Townsend School District will not be held responsible for materials acquired on the network. The district will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

BYOD- Bring your Own Device

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

GUIDELINES

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

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

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

Broadwater High School's Code of Conduct

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

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



Student Handbook/Code of Conduct Sign Off

Name: _____

Grade: _____

I have read the information in the 2020/2021 Broadwater High School Student Handbook & Code of Conduct. I understand there have been various changes to this year's handbook and I agree to abide by the rules and regulations that are included in this handbook and in the Code of Conduct. I also understand that changes may be made as the School Board Policy changes throughout the school year and I will abide by those changes in Board Policy.

Please sign this form and return to your English teacher as soon as possible. This form will be kept in the office for the remainder of the school year.

Student's Signature: _____

Parent/Guardian Signature: _____

Date: _____



TOWNSEND K-12 SCHOOL DISTRICT #1

STUDENTS

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**:

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

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

- Institutions of Higher Education, †Potential Employers,
- Armed Forces Recruiters, †Other

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: _____

**Broadwater High School thanks the following
sponsors for their support of our Student Planner**

OPPORTUNITY BANK 416 Broadway Street • 266-3137	GRAYMONT WESTERN US INC. 400 Indian Creek Rd. • 266-5221
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KDGZ 98.3 FM

441-3482

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New members are welcomed!
Call 461-7348!

IMPORTANT DATES

AUGUST

14 Fall Sports' Practices Begin
24-25 Teacher In-Service, Orientation, Meetings
26 First Day of School

SEPTEMBER

7 Labor Day – No School
25 1st Quarter Mid-Term
29 Parent-Teacher Conferences

OCTOBER

14 Early Release 1:30 PM
15-16 MEA-MFT – No School
30 End of 1st Quarter

NOVEMBER

25 Early Release 1:30PM
26-27 Thanksgiving Vacation

DECEMBER

4 2nd Quarter Mid-Term
23-1 Winter Break – No School

JANUARY

4 School Resumes
15 End of 2nd Quarter/Semester 1
18 Teacher In-service-No School

FEBRUARY

15 President's Day – No School
19 3rd Quarter Mid-Term
23 Parent-Teacher Conferences

MARCH

12 No School
19 End of 3rd Quarter

APRIL

1 Early Release 1:30 PM
2-5 Spring Break
23 4th Quarter Mid-Term

MAY

23 Graduation
28 Last Day of School – Early Release @ 12 Noon