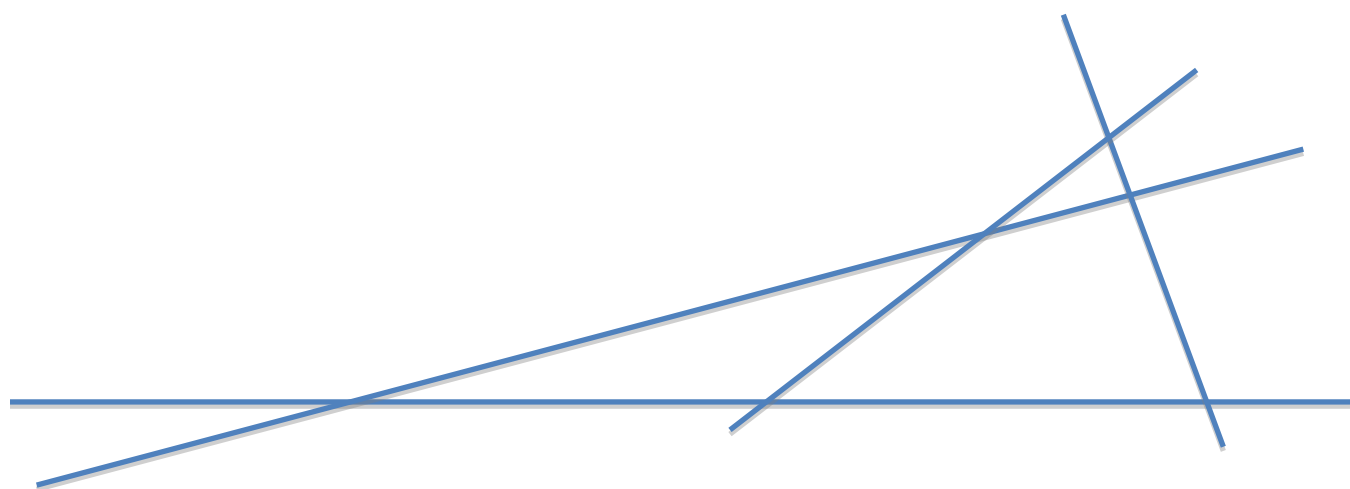


# Missoula County Public Schools

## District

### STUDENT HANDBOOK



*2021 – 2022*

# CONTENTS

TO STUDENTS AND PARENTS: .....	4
SUPERINTENDENT’S MESSAGE .....	4
BOARD OF TRUSTEES 2021-2022 .....	4
NOTICE OF NON-DISCRIMINATION .....	4
ACADEMICS, ACTIVITIES, AND ATTENDANCE .....	5
BELL SCHEDULES .....	10
BULLYING/HARASSMENT/INTIMIDATION/HAZING .....	10
CELL PHONES .....	11
COMMUNICABLE DISEASES .....	11
COMPLAINTS BY STUDENTS AND PARENTS .....	12
COMPUTER RESOURCES .....	12
CONDUCT .....	12
CORPORAL PUNISHMENT .....	15
COUNSELING .....	15
DISCIPLINE AND DUE PROCESS .....	17
DISTRIBUTION OF MATERIAL .....	19
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS .....	20
FEES .....	20
FOOD SERVICES .....	21
FUNDRAISING .....	21
GRADING GUIDELINES .....	21
GRADUATION .....	21
HOMELESS STUDENTS .....	22
HOMEWORK .....	23

IMMUNIZATION .....	23
LAW ENFORCEMENT AND LIBRARY .....	24
LINK CREW, MEDICINE AT SCHOOL AND MISSING WORK DEADLINES.....	26
OFFICE HOURS, PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS .....	27
PROTECTION OF STUDENT RIGHTS .....	29
RELEASE OF STUDENTS FROM SCHOOL.....	30
RELIGIOUS PRACTICES .....	30
SAFETY .....	30
SEARCHES AND SEIZURES.....	32
SEXUAL HARASSMENT, STAFF AVAILABILITY AND STUDENT COMMONS.....	33
STUDENTS IN FOSTER CARE .....	34
STUDENT GOVERNMENT .....	37
STUDENT RECORDS AND STUDENT SERVICES.....	37
TEXTBOOKS.....	41
TRANSPORTATION AND UNSCHEDULED PERIODS .....	41
VIDEOTAPING OF STUDENTS .....	42
VISITORS.....	42

## **TO STUDENTS AND PARENTS:**

The Missoula County Public Schools District Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

## **SUPERINTENDENT’S MESSAGE**

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

*Robert Watson, Superintendent*

## **BOARD OF TRUSTEES 2021-2022**

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

## **NOTICE OF NON-DISCRIMINATION**

The Missoula County Public Schools District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

David Rott

## **ACADEMICS**

Each student who attends Hellgate High School must have a minimum of 5 classes and be enrolled in the core classes needed to meet MCPS graduation requirements. Different educational opportunities may be available on a case by case basis and must be coordinated with counselors and administration.

### **Grading Periods:**

#### **Semester 1**

Progress 1 Oct 12  
Progress 2 Nov 9  
Progress 3 Dec 14  
Semester Jan 21

#### **Semester 2**

Progress 1 March 15  
Progress 2 April 12  
Progress 3 May 10  
Semester June 10

### **Missing Work Deadlines:**

August/September work must be in by October 11th  
October work must be in by November 8th.  
November work must be in by December 13th.  
December work must be in by January 10th.  
January work must be in by the end of the semester- January 21st.  
February work must be in by March 14th.  
March work must be in by April 11th.  
April work must be in by May 9th.  
May/June work must be in by the end of the semester- June 10th.

### **Schedule Change/Staff Change**

1. Students wishing to change classes in their schedule must first fill out the online schedule change request form. Adjustments will be made based on requests and availability. Please know that these options may be limited by existing size, placement in the schedule, overloads, and other constraints.
2. As a general rule, HHS does not accommodate teacher/staff changes. Students who feel they need to change teachers must follow a defined process that allows all parties to work through concerns. This process is defined below:
  - Outline concerns in a written document that can be shared with teacher
  - Contact teacher to outline concerns and allow time for corrections
  - Meet with teacher and administrator to create a written plan
  - Create written plan time to follow process and track data
  - Reevaluate

### **Extended semester:**

Students with extenuating circumstances which prevent them from finishing the semester at the time grades are posted must complete the Semester Grading Deadline Adjustment Form. This form must be signed by the student, parent, teacher, and administrator in order for an adjustment to be granted.

## ACTIVITIES AND ATHLETICS

### Activities Director's Message

At Hellgate High School we are excited to offer a variety clubs, activities and athletics teams that allow our students to compete and connect. A solid high school is built on the foundation of strong Academic, Activities and Athletics programs. We recognize the value and importance of balance in these three areas. We encourage all of our students to find ways to connect with our school community outside of the classroom. A list of our Activities and Athletics programs is below. Talk with an Administrator about starting a new club!

We are excited for another great year supporting our Knights! Let's make it a great year!

Sincerely,  
Hellgate Administrative Team

Hellgate High School Athletics, Activities and Clubs		
Activities and Clubs	Sponsor	Email
Academic World Quest	Brendan Work	bawork@mcpsmt.org
Art Club	Kasey Arceniega	karceniega@mcpsmt.org
Badminton Club	John Ledyard	ledyardjt@msn.com
Band	Leon Slater	lslater@mcpsmt.org
BPA	Beth Huguet	bhuguet@mcpsmt.org
Choir	Ellen McKenzie	emmckenzie@mcpsmt.org
Curling	Charlene Young	cyoung@mcpsmt.org
Drama (Thespians)	Laramie Dean Carlsen	ldcarlsen@mcpsmt.org
Flagship (various clubs and activities)	Azra Hammond	hhsflagship@mcpsmt.org
German NHS	Lisa Moser	elmoser@mcpsmt.org
GSA	Christine Hiller-Claridge	<a href="mailto:cmhiller-claridge@mcpsmt.org">cmhiller-claridge@mcpsmt.org</a>
Hellgate United	Rachel Lunde	rlunde@mcpsmt.org
HOSA	Paul Capp, Ellen Parchen	pcapp@mcpsmt.org, emparchen@mcpsmt.org
Indigenous Student Union	Juliana Arechaga	jarechaga@mcpsmt.org
Journalism (Lance)	Jill Derryberry	jderryberry@mcpsmt.org

Key Club	Charlene Young	cyoung@mcpsmt.org
Latin Club	Debbie Hendricks	dahendricks@mcpsmt.org
Link Crew	Chris Woldstad, Laurie Zinke	cwoldstad@mcpsmt.org, lezinke@mcpsmt.org
Math Club	Nick Grener	njgrener@mcpsmt.org
Model United Nations (MUN)	Jeff Waniata, Courtney Christopher	jbwaniata@mcpsmt.org, clchristopher@mcpsmt.org
Mountain Biking Club	Caroline Lurgio	cclurgio@mcpsmt.org
National Honor Society (NHS)	Jeff Waniata, Courtney Christopher	jbwaniata@mcpsmt.org, clchristopher@mcpsmt.org
POC Student Alliance	Lindsay Thompson	lmthompson@mcpsmt.org
Poetry Out Loud	Lew Procacci	lprocacci@mcpsmt.org
Prom Coordinator	Heather Cheney, Britt Hanford	hlcheney@mcpsmt.org
Robotics	Dave Hamilton	dhamilton@mcpsmt.org
Save Our Snow	Eric Ojala	etojala@mcpsmt.org
SAVE/Recycling	Katie Wyskiver, Brian Connelly	kmwyskiver@mcpsmt.org, bsconnelly@mcpsmt.org
Speech and Debate	Connie Moothart	cmoothart@mcpsmt.org
Spirit (Cheer)	Caroline McCormick	hellgateknightcheer@gmail.com
Spirit (Dance)	Annika Charlson	hellgatedanceteam@gmail.com
Stickstunde	Lisa Moser	elmoser@mcpsmt.org
Student Government	Melissa Henthorn	mhenthorn@mcpsmt.org
Swing Dance Club	Heather Cheney	hlcheney@mcpsmt.org
Troubadour	Lew Procacci	lprocacci@mcpsmt.org
Upward Bound	TBD	TBD
<b>Athletics</b>	<b>Coach</b>	<b>Email</b>
<b>Fall</b>		
Boys Soccer	Jay Anderson	jjanderson@mcpsmt.org
Girls Soccer	Natalie Hiller-Claridge	firstpointgk@gmail.com
Volleyball	Brittany Tilleman	brittany.tilleman16@gmail.com
Football	Mick Morris	mmorris@mcpsmt.org
Golf	Rob Henthorn	rhenthorn@mcpsmt.org

Cross Country	Anders Brooker	anders@runnersedgemt.com
<b>Winter</b>		
Boys Basketball	Jeff Hays	jbhays@mcpsmt.org
Girls Basketball	Rob Henthorn	rhenthorn@mcpsmt.org
Swimming	Brady Baughman	bbaughman@mcpsmt.org
Wrestling	John Smith	jkmsmth@aol.com
<b>Spring</b>		
Softball	TBD	TBD
Tennis	Brian Hanford	oscarhanford@hotmail.com
Track and Field	Jeff Dohn	jdohn@mcpsmt.org

### Activities Eligibility

MHSA - Montana High School Association

- A student must have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester. (*Translation: A student must have passed 4 classes in the last previous semester*)

At Hellgate High School, we monitor the academic progress of our students participating in Activities and Athletics. Any student failing a course is placed on an Academic Improvement Plan (next page). Failure to comply with the Academic Improvement Plan will result in the student becoming ineligible for Association Contests. Students on Academic Improvement Plans are reviewed weekly. If at any point a student is not passing 4 classes, the student will become ineligible for Association Contests, effective immediately.

### ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.



- The principal or designee will attempt to contact a student’s parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student’s absence if no excuse has been offered.

When a student is absent from school, the parent/guardian must call the school any time after 7:30 a.m. to notify the school of the absence. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth student assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

### **Types of absences**

Parents can expect phone calls for every absence. The school is keeping track of attendance as “Absence” in order to inform families of missed time in class and that make-up work is necessary. Parents call in for a variety of reasons and those calls will be noted for the teachers, but the grade book will reflect an “A- Absence”. Students are responsible for communicating with teachers about missed work and ensuring that the work is turned in according to the teachers’ classroom policies.

Progressive discipline will follow for Truancy. Attendance letters will be sent home after 5, 10, and 15 days of absence. Students are expected to keep up with their academics and if they are not, they will be in danger of losing credit and being dropped from the classes.

Office Hours is an opportunity every Thursday for students to meet with teachers and get instruction/work that they missed when they are absent. We encourage all students to utilize this time wisely.

### **Tardiness**

On-time behavior is expected. If a student is late for class they will be considered “Tardy”. Progressive discipline will be applied to students who are Tardy on a regular basis. This will include communication with families, detention, In-School Intervention, and regular conferencing with the student. If a student is more than 15 minutes late they will be considered Absent.

- Tardies 1-2: Warning to student
- Tardie 3: Contact Home
- Tardies 4-5: Assign Detention for the following day (room 268) email Hellgate Discipline
- Tardie 6+: Office Referral

Once a student has gone through the entire process they start over.

### **Human Sexuality Instruction Absence**

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

### **BELL SCHEDULES**

Monday, Tuesday, Friday		
1st	8:55-9:45	50 mins
2nd	9:50-10:40	50 mins
3rd	10:45-11:35	50 mins
4th	11:40-12:30	50 mins
Lunch	12:30-1:15	45 mins
5th	1:15-2:05	50 mins
6th	2:10-3:00	50 mins
7th	3:05-3:55	50 mins
Wednesday		
1st	8:55-10:25	90 mins
3rd	10:30-12:00	90 mins
Lunch	12:00-12:50	50 mins
5th	12:50-2:20	90 mins
7th	2:25-3:55	90 mins
Thursday		
Advisory	9:40-10:25	45 mins
2nd	10:30-12:00	90 mins
Lunch	12:00-12:50	50 mins
4th	12:50-2:20	90 mins
6th	2:25-3:55	90 mins

## **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

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

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

## **CELL PHONES**

The possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of District employees is a privilege.

Each teacher will post their classroom Cell Phone Policy.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cell phones, pagers, or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

## **COMMUNICABLE DISEASES**

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

These diseases include, but are not limited to:

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

## COMPLAINTS BY STUDENTS AND PARENTS

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

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

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints.

**Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website**

**<https://www.mcpsmt.org/cms/lib/MT01001940/Centricity/Domain/3223/Title%20IX%20Grievance%20Procedures.pdf> or any District or school office or by contacting the Title IX Coordinator.**

**Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website <https://www.mcpsmt.org/Page/1> or any District or school office or by contacting Russ Lodge.**

## COMPUTER RESOURCES

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students must sign the *Authorization for Electronic Access Agreement* prior to being authorized to use the District's computer resources. See Appendices B (K-6) and C (7-12) for the forms.

## CONDUCT

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

Demonstrate courtesy — even when others do not.

Behave in a responsible manner and exercise self-discipline.

Attend all classes, regularly and on time.

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

Meet District or building standards of grooming and dress.

Obey all building and classroom rules.

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

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

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

### **Applicability of School Rules and Discipline**

To achieve the best possible learning environment for all our students, the Missoula County Public Schools District's rules and discipline will apply:

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

### **Violation of Student Code of Conduct**

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including marijuana, look-alike drugs, and drug paraphernalia.

- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

**Gun-Free Schools/Firearms**

In accordance with the Gun Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident.

### **CORPORAL PUNISHMENT**

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

### **COUNSELING**

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should fill out the Student Services Request Form online.

Katie Boynton:	A-E
Ben Martin:	F-K
Morgan Troutt:	L-Q
Jessica Buboltz:	R-Z

Administrator Split:

Nick Laatsch:	A-K
Susie Bageant:	L-Z

### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

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

### **Blue Cards**

Blue cards are a tool students can use as a temporary break due to a mental health need. Students are able to disengage from the whole class for up to 5 minutes and come back to the lesson. After that 5 minutes outside of the classroom, students who need a longer break/different services need to check into the Student Service Center for up to one class period.

The intent of this process is to recognize that, at times, students deal with mental health/life circumstances that impede his/her ability to remain in class. Teachers may ask students if they need a blue card in certain circumstances. A student using a blue card must report directly to the Student Services Center. The teacher will email Hellgate Cares to alert the office that the student is coming. The blue card is designed as a temporary tool that allows students an opportunity to “reset” and return to class. It is not an opportunity to leave class indefinitely or to go anywhere other than the Student Services Center. Students who do not follow the process may have blue card privileges revoked or be subject to progressive school discipline.

Teachers will provide students opportunities to decompress and be away from the whole class before sending students to the Student Services Center. The goal is to allow students an opportunity to regulate their emotions without losing valuable instructional time.

**Blue Cards are** to be used to help students get the resources they need, provide time to process feelings and emotions, and have them to reflect on their circumstances productively. A student using a Blue Card is expected to return to class as soon as they are able and they are responsible for all missed work.

**Blue Cards are NOT** a physical card but HHS building language to help support student needs. They are not to be used to avoid classes, teachers, or assignments. They are not to be used for extended time out of class, those times can be arranged with Student Support Services. They are not to be used to be on the phone or in the hallways, all students must report to the Student Services Window as soon as possible for attendance purposes or they will be considered Truant.

**Practice:** Blue cards can be requested by students or offered by staff. If a student requests a blue card, staff should provide a safe space in the classroom. If that is not sufficient teacher will send the student to the Student Services Center. Blue cards should be used as a social/emotional “break” not as a disciplinary tool or a hall pass.

**Indicators:** Student is visibly upset, seems agitated, and/or social/emotional needs cannot be met in the classroom. And always, blue cards should be utilized if a student asks.

**Procedure:**

1. Student requests the blue card from the teacher
2. Student takes 5 minutes in hallway or back of classroom, teacher will check with student and see if they can get back to class.
3. If student needs to leave, teacher emails Hellgate Cares as student leaves the room for The Student Services Center.
4. Student walks to Student Services Center (SSC) and checks in with the ISI coordinator.
5. ISI coordinator emails Hellgate Cares and classroom teacher when student arrives



6. Student is given a Blue Card Think sheet to complete independently to decipher if other resources are needed before returning to class
7. Goal is for student to return to class (at 10 min and 20 min) before the end of the period
8. Student will check in with teacher and be responsible for work missed

### **Personal Counseling**

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should fill out the Student Services Request Form online.

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

### **DISCIPLINE AND DUE PROCESS**

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

#### **Suspension**

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

#### **Expulsion**

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description

of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

### **Students With Disabilities**

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

### **Hellgate High School Discipline**

Hellgate has an amazing culture of diversity and student responsibility. This culture is embodied with our Montana Behavioral Initiative (MBI) process. MBI is the technique of teaching and reinforcing positive schoolwide expectations. We embrace the following tenets of MBI: Be Safe, Be Respectful, Be Responsible, Be A Graduate, Be a KNIGHT.

Progressive discipline is a tool our building staff uses for students in violation of school/classroom rules. If students choose not to follow the rules there will be progressive discipline applied by teachers and administrators as necessary. The goal of all discipline is to provide a safe and conducive learning environment for all while teaching good citizenship.

Discipline can include teacher assigned consequences, warnings, parent contact, detention, In-School Intervention, Out of School Suspension, up to Expulsion.

- **Detention-** Students are assigned a detention with a written notice. The student is expected to arrive in the detention room (268) within 10 minutes of the start of lunch. They can bring food, but must stay in the detention room for entirety of their lunch period. Failure to serve detention will result in progressive discipline.
- **In- School Intervention-** Full days or specific periods where a student is assigned to be in a monitored room other than the regular classroom to work quietly and without the social interaction with their peers. The student is expected to report to the ISI room at the beginning of the school day or the specific period to which they are assigned. Teachers will send work to the ISI room for the student to complete and the student is responsible for turning the work into the teachers the next day.
- **Out of School Suspension-** Student is assigned 5 days of OSS at the time of the infraction. Parents will be contacted and the student will be asked to leave campus. Parents can schedule a re-entry meeting with the appropriate Administrator to discuss early re-entry. Students are responsible for getting their missed work from the teachers upon their return.
- **Expulsion-** Recommendations for expulsion, permanent removal from Hellgate High School, will be made to the School Board, who will then make the final decision about student placement.

#### **Dress Code-**

The District's dress code is established to maintain a safe, welcome and inclusive learning environment.

1. Footwear must be worn at all times.

2. Masks must be worn indoors until otherwise directed by the School Board.
3. Clothing shall not contain wording or graphics that advertise or promote drugs, alcohol, tobacco or other illegal activities, are sexually explicit, or that contain obscenity or profanity.
4. Wearing of items that have been associated with gang activity (regardless of color) will not be tolerated.

### **Fighting-**

Any altercation (verbal or physical) between students will be considered fighting and disciplined as such. Students participating through encouragement, social media, and filming will also be disciplined for the fight.

### **Assault-**

Acts of aggression that are not reciprocated will be reported to the Police, citations given, and discipline up to expulsion will be applied. This can be applied to unauthorized filming and posting of other students.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

All school publications are under the supervision of a teacher, sponsor, and the principal and are part of the curriculum. School officials have the discretion to edit or delete material which is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the building Principal or Superintendent.

### **Non-School Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not contain material that is obscene, libelous, invasive of the privacy of others, substantially disruptive to the proper and orderly operation and discipline of the school or school activities, or which advocates conduct inconsistent with the shared values of civilized social order are not permitted. Outside groups, including governmental agencies, parent and student organizations not sponsored by the school, and community organizations are permitted to display their materials on a centrally-located bulletin board and/or table available for the displaying of these materials.

Any student who posts material without prior approval will be subject to disciplinary action. Prior approval must be obtained before displaying these materials. Materials should be submitted to an Administrator at least one week prior to the requested distribution.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

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

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Missoula County Public Schools District subject to the student's eligibility as set out in the Student Activities Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal.

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.

- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

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

## **FOOD SERVICES**

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See the main office to apply.

## **FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Activities Office at least 14 days before the event.

Except as approved by the Principal, Judson Miller, fundraising by non-school groups is not permitted on school property.

## **GRADING**

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator.

## **GRADUATION**

### **Activities**

Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony. Graduation activities will include:

Participating in Commencement

Some graduating students may be invited to participate in graduation exercises according to academic class standing or class officer status. Students invited to participate in graduation exercise may decline. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony.

### **Requirements for a Diploma**

Missoula County Public Schools requires that students entering the District earn a minimum of 24 credits to graduate.

- 4 credits of English language arts
- 3 credits of mathematics
- 2.5 credits of social studies (includes one year of American History, one year of US Govt., and one semester of social science elective)
- 2 credits of science (includes one year of earth & space or integrated 9th and 10th grade science and one year of biological science)
- 2 credits of health enhancement
- 1 credit of arts (music, drama or visual art)
- 1 credit of career and technical education
- 8.5 credits of elective coursework

A student with disabilities eligible under the Individuals with Disabilities Education Act may satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP may serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a recommendations may be made to approve a minor deviation from the graduation requirements.

A student who has an experienced educational disruption will be entitled to graduate with a diploma if the student has met the minimum credit requirements established by the Board of Public Education. The District may distinguish the diploma in a reasonable manner from other diplomas issued. The Board of Trustees may enroll a student who is not yet 19 years and was awarded a diploma due to educational disruption and who seeks access to reasonable curriculum designed to advance postsecondary success.

### **HOMELESS STUDENTS**

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

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

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

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

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

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

## **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized form signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records.

## **LAW ENFORCEMENT**

### **Questioning of Students**

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school or the principal requests that the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

### **Students Taken into Custody**



State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Service of Process**

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

### **LIBRARY**

Hellgate Library Services are available Monday-Friday 8:00-4:30 school days. Whether students are at school in-person or working remotely, the library provides resources and assistance with school work. Students may use the library on remote days to study and access technology to access Google Classroom, print, and use high-end software for classes. You can email requests to [jburckhard@mcpsmt.org](mailto:jburckhard@mcpsmt.org) or [slgant@mcpsmt.org](mailto:slgant@mcpsmt.org) or call the library at 406-728-2400 ext. 6039.

Teachers can call or email to reserve the main library, Knight Hall, and library computer lab. Learn more about what's possible for your group lectures and presentations at [HHS Library Spaces](#). For more information and links to free materials, visit the Hellgate Library [Website](#).

- Research Center
  - Learn a new skill, collaborate with Teacher Librarians Julie Burckhard and Shaun Gant. [Library Guides and Tutorials](#).
  - Direct Instruction for all subject areas
    - KnightQuest One-search all print and digital resources online
    - Databases

- Citations and Academic Honesty
  - Google Suite apps
  - Sora Digital Ebooks and Audiobooks
  - Book Talks and Book selections for classrooms
  - Avoiding plagiarism, correctly citing sources with MLA formatting, TurnItIn, and quick links to citation generators. Resource links like Purdue Owl at [Academic Honesty and Citing Sources](#).
- Academic and free reading database subscriptions
    - Ebsco, Gale, and Infobase Classroom Video on Demand databases for all curricula
    - MCPS collection of Ebooks and audiobooks available via Sora to all high school students and staff.
    - NYTimes and Missoulian online
    - Flipster Digital Magazine subscriptions
    - Drop-in Laptop lab
    - Computer lab for classroom reservations
    - Special online collections of HHS yearbooks (1908-present), Troubadour literary journals, and Hellgate Lance Newspapers (1980-2010)
- Lending Library
    - Five books can be checked out for a month
    - Reminder emails for overdue books
    - Selection of new fiction, non-fiction, research and poetry books 3-4 times/year
    - Interlibrary loan from MCPS schools and University of Montana
  - Technology support
    - Student and Faculty chromebook checkouts
    - Shared color and black and white printers
    - Hardware troubleshooting
    - Click here to read about circulating equipment, Chromebooks and other [Library Technology](#) information.

Library Expectations during periods of COVID restrictions: [Library Services & Policies](#)

## **LINK CREW**

Link Crew is an opportunity for upper classman to support and mentor incoming Freshman. The students apply to be part of Link Crew and serve to welcome and train Freshman. They also work with the Freshman throughout the year to ensure a positive transition to High School for all students. Link Crew students provide direction and assistance on Freshman Only day as well as support during Office Hours regularly throughout the year.

## **MEDICINE AT SCHOOL**

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

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

## **MISSING WORK DEADLINES**

Students will be expected to use Office Hours wisely and ensure that all missing work is turned in by the second Monday of each month in order to receive credit. This will ensure that students are keeping up with the material in a sequential order as well as giving them a chance to meet with teachers as necessary when they have been absent. The following will be the deadlines for missing work:

- August/September work must be in by October 11th
- October work must be in by November 8th.
- November work must be in by December 13th.
- December work must be in by January 10th.
- January work must be in by the end of the semester- January 21st.
- February work must be in by March 14th.
- March work must be in by April 11th.
- April work must be in by May 9th.
- May/June work must be in by the end of the semester- June 10th.

## **OFFICE HOURS**

Hellgate High School uses a lot of data to make decisions regarding programming. In reviewing our data, we found that student absences have a direct correlation to both grades and classroom engagement. We also found that this impacted all students. We have a number of students who are involved in a variety of athletic and extracurricular activities that take them out of one or more class periods every week. This is compounded when students are sick, on vacation, injured, or out for a host of other reasons. We found that it is very difficult for our students to get makeup work and meet with teachers in a timely way to ensure they do not fall further behind. Based on all of this information, HHS has created a program called “Office Hours”.

Every Thursday HHS will run an “Office Hours” schedule that carves out 45 minutes before 2<sup>nd</sup> period to work with a teacher, in the library, or on work of their choosing. This may include makeup homework, extra help, makeup tests/quizzes, enhancement, labs, PE makeup, library, or other academic related engagement.

- All freshman and selected sophomores will be assigned to a specific classroom and attendance will be mandatory. They will be able to get a pass to visit other teachers to seek help/makeup work. Attendance will be taken for all students.
- All 10<sup>th</sup>-12<sup>th</sup> grade students will have the responsibility to meet with/engage with the teacher, class, or academic program that will best suit his/her need
- Students are expected to be academically engaged with any number of programs, staff, or work they need to be most successful in the HHS building

Our students continually prove to us they have the ability to model good behavior and self-advocacy skills. We want to support the efforts our student body puts into academic work and monitoring his/her grades. This time in the school provides a uniform opportunity to engage with the enhancement, makeup, or intervention that best fits an immediate need. Please help support this program by:

- Asking your student to print out grades from Infinite Campus on Wednesday night
- Create a plan for the time on Thursday
- Talking with them about the best way to use the time
- Checking up with them at the end of the day to ensure the plan was followed or best used
- Communicating with our staff members about what may work best

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

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the student’s Administrator.
- Become familiar with all of the child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.

- Monitor the child’s academic progress and contact teachers as needed. Parents have the right to review their child’s education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406-728-2402) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

## **PROTECTION OF STUDENT RIGHTS**

### **Surveys**

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

### **Instructional Materials**

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

### **Collection of Personal Information from Students for Marketing**

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

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

- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student’s family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of students or the student’s parent/guardian.
- Income, except when the information will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher’s permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student’s parent. When in doubt as to custodial rights, the District will rely on the most recent information available in the student’s records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

### **RELIGIOUS PRACTICES**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum.

### **SAFETY**

#### **Accident Prevention**

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

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

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

### **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Emergency School-Closing Information**

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

### **Personal Protective Equipment**

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

## **SEARCHES AND SEIZURES**

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones or other electronic communication devices, or vehicles parked on District property.

### **Students and their Personal Effects**

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

### **Vehicles Parked on School Property**

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on District property shall sign the authorization form contained in Appendix D. Students who park on District property without signing the authorization form may be subject to discipline.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia



or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

### **School Property**

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

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

### **SEXUAL HARASSMENT**

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

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

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

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

Complaints may be submitted via the District's Title IX Grievance Procedure.

## **STAFF AVAILABILITY**

The building hours are 8:00am- 4:00pm. During these times certain staff members will be available to assist with any needs that may arise. Staff are assigned to specific schedules so appointments should be made in advance in order to meet with teachers, counselors, and administrators.

### **Communicating with Staff**

- Email is the easiest way to communicate with staff, you can find email addresses on the website or through Infinite Campus.
- If you need help sending an email or with electronic communication please call the main office. 406-728-2402
- Expect to hear back from staff within 48 hours. If you do not receive communication within 2 school days, please contact an administrator.
  - Judson Miller: Math, English, Industrial Arts, Dean, Assistant Principals and Fine Arts
  - Susan Bageant: Special Education, PE/Health, Business, Culinary, Foreign Language, Counselors: Buboltz and Troutt, 504s and IEPs. Students with last names starting L-Z.
  - Nick Laatsch: Social Studies, Science, Athletics, Activities, Counselors: Boynton and Martin 504s and IEPs. Students with last names starting A-K.

## **STAR TEST**

Freshman are given the STAR tests as points of data in order to help with appropriate class placement. STAR 360 features two computer-adaptive assessments- STAR Reading, and STAR Math-designed to measure students' overall achievement in reading, and math. Computer-adaptive tests continually adjust the difficulty of your test by choosing each test question based on responses to previous questions. This saves testing time and spares the frustration of items that are too difficult and the boredom of items that are too easy.

The STAR 360 assessments are often used to screen students for their reading and math achievement levels. In addition, STAR 360 can help teachers determine appropriate instructional levels and skills that are ready to learn.

## **STUDENT COMMONS**

The Knight Hall/Cafeteria/Library will be considered the Student Commons Area. Students will be expected to be in the Commons Area during lunch and Office Hours, marked by yellow lines on the floor, unless they are in a classroom with a pass to work with a teacher or off campus during lunch. The lower gym will also be available during lunch.

## **STUDENT LEARNING TARGETS**

**PLC Question #1 - What do we expect students to learn?**

Identifying student learning targets is the first step in answering the first PLC question. Students learning targets are action statements that explain what students are expected to learn in a lesson, unit or throughout the course of the semester or school- year.

Criterion 1-8			
Criterion 1: Centering instruction on high expectations for student achievement.			
<b>Component 1.1: Providing Clear Learning Goals and Scales (Rubrics)</b>			
<i>The teacher communicates high expectations for learning by developing, aligning, and communicating clear daily learning targets and/ or longer-term learning goals (grade-level standards) with rubrics for the goals.</i>			
Possible Teacher Evidence		Possible Student Evidence	
<ul style="list-style-type: none"> <li>Has a learning target/goal posted so that all students can see it</li> <li>Ensures that the learning target/goal is a clear statement of knowledge or skill as opposed to an activity or assignment</li> <li>Makes reference to the learning target/goal throughout the lesson</li> <li>Has a scale or rubric that relates to the learning goal posted so that all students can see it</li> <li>Makes reference to the scale or rubric throughout the lesson</li> </ul>		<ul style="list-style-type: none"> <li>Can explain the learning target for that day's lesson</li> <li>Can explain the relationship of the daily target to the long-term learning goal (grade-level standard)</li> <li>Can explain how their current activities relate to the learning target/goal</li> <li>Can explain the meaning of the levels of performance articulated in the scale or rubric</li> <li>Can explain how they will achieve the learning target/ goal</li> </ul>	
<b>Unsatisfactory – 1</b>	<b>Basic – 2</b>	<b>Proficient – 3</b>	<b>Distinguished – 4</b>
When the strategy is called for the teacher does not use it or the teacher uses the strategy incorrectly or with parts missing.	The teacher provides a stated learning target (daily) and/ or learning goal (longer term) but the learning goal is not accompanied by a scale or rubric that describes levels of performance.	The teacher provides a clearly stated learning target (daily) and/ or learning goal (longer term). The learning goal is accompanied by a scale or rubric that describes levels of performance.  Additionally, the teacher monitors students' understanding of the learning target/goal and the levels of performance.	The teacher adapts or creates new strategies to meet the specific needs of students for whom the typical application of strategies does not produce the desired effect.
<b>Component 1.2: Celebrating Success</b>			
<i>The teacher celebrates student success relative to the learning targets and/ or the learning goals.</i>			
Possible Teacher Evidence		Possible Student Evidence	
<ul style="list-style-type: none"> <li>Acknowledges students who have achieved a certain score on the scale or rubric</li> <li>Acknowledges students who have made gains in their knowledge and skill relative to the learning goal</li> <li>Acknowledges and celebrates the final status and progress of the entire class</li> <li>Uses a variety of ways to celebrate success (Show of hands, Certification of success, Parent notification, Round of applause)</li> </ul>		<ul style="list-style-type: none"> <li>Shows signs of pride regarding their accomplishments in the class</li> <li>Say they want to continue to make progress</li> <li>Show enthusiasm when receiving team points</li> </ul>	
<b>Unsatisfactory – 1</b>	<b>Basic – 2</b>	<b>Proficient – 3</b>	<b>Distinguished – 4</b>
When the strategy is called for the teacher does not use it or the teacher uses the	The teacher provides students with recognition of their current status but not their knowledge gain relative to the learning goal.	The teacher provides students with recognition of their current status and their knowledge gain relative to the learning goal and monitors the extent to which students are motivated to enhance their status.	The teacher adapts or creates new strategies to meet the specific needs

strategy incorrectly or with parts missing.			of students for whom the typical application of strategies does not produce the desired effect.
---	--	--	---

<http://www.k12.wa.us/TPEP>

## Classroom Assessment Strategies

### PLC Question #2 - How will we know they are learning?

Monitoring and reporting on student progress is a key element for students, parents and teachers when evaluating a student’s understanding of learning targets. The following are examples of classroom assessment strategies that you can use in your classroom with your students. They include examples of formative and summative assessments, in addition to formal and informal assessments.

- Unit/weekly quizzes/tests
- Pre and post tests
- Rubrics
- Checklists
- Student reflections/journals

Here are links to everyday assessment strategies you can implement right away.

- [Kagan Strategies](#)
- [20 Simple Assessment Strategies You Can Use Every Day](#)

## STUDENTS IN FOSTER CARE

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

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

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

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

## **STUDENT GOVERNMENT**

Student representatives from each grade level will work with elected students to create a Student Government. This government will work with the administration in order to promote school spirit, service, and student success. The Student Government will meet weekly during lunches and will host different student centered activities throughout the school year. Members of Student Government who successfully complete the core requirements of the program are eligible for 0.5 Elective Credit.

## **STUDENT RECORDS**

### **Access by Parents and Student**

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with Family Educational Rights and Privacy Act.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be

granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

### **Access by Other Individuals and Entities**

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.

- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

### **Challenging Content of Records**

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course or references to expulsion and out-of-school suspensions through this process.

### **Directory Information**

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

### **Maintenance of Records**

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently

leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

### **Rights Under FERPA**

Specific parental and eligible student rights are Appendix A in this Handbook.

### **Privacy Matters – Photographs and Social Media**

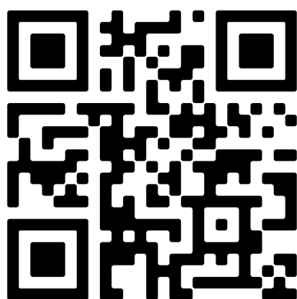
Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child's photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

## **STUDENT SERVICES**

Hellgate High School has put a lot of time into creating an improved student services model. This year we are starting with all of our student services in one area of the building in an effort to provide better care, faster communication, and less confusion within the building. You will find:

- Principal
- Assistant Principal
- Dean
- Advanced Programs Coordinator
- Social Worker
- Nurse
- Psychologist
- Counselling Team
- Attendance
- In school Intervention/Restorative Justice Coordinator

All in the same area of the building. All of these positions are located on the second floor to the left (south) of the Upper Gym. In an effort to best serve everyone we have also streamlined our request process and now you can use this Google Form to set up a meeting with any of the Student Services listed above.



<https://forms.gle/qmNDn2cLV75sHbca9>



## **TEXTBOOKS**

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

## **TRANSPORTATION**

### **School Sponsored**

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

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living 2 or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Beach Transportation.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished and bus-riding privileges may be suspended.

## **UNSCHEDULED PERIODS**

Students may apply for up to two release periods (Study Hall or Campus Release) and/or be assigned a Guided Study Hall. Students must be enrolled in 5 academic periods per day. The following are the criteria:

### **Guided Study Hall**

- Students with lower than a 2.0 GPA in the previous semester.
- Students who have been removed from a class due to attendance.
- Specific daily expectations for check-in.
- Teachers to help assist with missing or incomplete work.
- In a classroom.

### **Regular Study Hall**

- Students with a 2.0 GPA or higher in the previous semester.
- Students must check-in for attendance.
- Students may use library, computer lab, and get help from teachers who supervise.
- In the Commons.

### **Campus Release**

- Juniors or Seniors with a 2.5 or higher GPA on track for graduation.
- Must be approved by an Administrator.
- Students must be between the yellow lines or off campus.

## **VIDEOTAPING OF STUDENTS**

The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

## **VISITORS**

The District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.



## Receipt of Handbook and Acknowledgement of Rights

I have received a copy of the Hellgate High School Student Handbook for 2021-2022 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I so choose, I will make that designation in writing to my child's principal by October 1 of this school year.

---

Name of Student

---

Signature of Student

---

Signature of Parent

---

Date

## Appendix A – FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

The District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his

consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **APPENDIX B - K-4 AUTHORIZATION FOR ELECTRONIC ACCESS**

*Parents and Students:*

Please read together and after signing, return this document to the school.

### **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I promise never to use any form of electronic communication<sup>1</sup> I to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

### **Use of New Web Tools**

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the use of new web tools.

---

<sup>1</sup> "Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, pager, iPod, or other mp3 or audio-video players and cameras.

I will sign my name to show I understand and will follow the rules.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_



## APPENDIX C - 5-12 AUTHORIZATION FOR ELECTRONIC ACCESS

*Parents and Students:*

Please read together and after signing, return this document to the school.

### **Statement of Purpose:**

The District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in District schools:

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not damage, change, tamper or interfere with the hardware, software, settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass in or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or District policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication<sup>2</sup> to harass, intimidate or bully anyone while at school.
10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

---

<sup>2</sup> "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.

## Use of New Web Tools

As part of 21<sup>st</sup> century learning, teachers and students may be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that can help someone locate or contact me in person. I will not post identifying photos or videos, unless authorized by my instructor.
2. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to use web-based tools.

I will sign my name to show I understand and will follow the rules.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**APPENDIX D – HIGH SCHOOL STUDENT AUTHORIZATION TO PARK ON DISTRICT PROPERTY**

*Parents and Students:*

Please read together and after signing, return this document to the school.

By exercising the privilege of parking on District property, including school parking lots, I acknowledge that I do not have any expectation of privacy in the odors emanating from my vehicle which may alert a human or a canine to the presence of alcohol, illegal drugs, drug paraphernalia or weapons. I acknowledge that I have received notice from the District that it may use trained dogs to sweep for the presence of alcohol, illegal drugs, drug paraphernalia or weapons.

By exercising the privilege of parking on District property, including school parking lots, I consent to the District’s unannounced deployment of trained dogs around my vehicle while parked on District property, including school parking lots.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_ Date Signed \_\_\_\_\_

*For students under the age of 18:*

I have read this Agreement and have discussed it with my child:

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_