

# Missoula County Public Schools

## School District

### HELLGATE HIGH SCHOOL



#### STUDENT HANDBOOK



*2018-2019*



Forward Thinking. High Achieving.



Be Safe.  
Be Respectful.  
Be Responsible.  
Be a Graduate.  
Be a KNIGHT!

Hellgate High School Main Office  
900 SW Higgins Avenue  
Missoula, MT 59801  
(406)728-2402 Fax (406)728-2496  
Attendance Hot Line (406)728-2444

PLEASE EMAIL WHEN POSSIBLE

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.....Ext. 6033  
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.....Ext. 6062

Hellgate Website – [www.mcpsmt.org/hellgate](http://www.mcpsmt.org/hellgate)



Follow us on Facebook (Hellgate High School)  
<https://www.facebook.com/Hellgate.High.School>



Follow us on Twitter (@HellgateHigh)

# Hellgate High School Mission Statement



Hellgate High School is a safe and welcome learning environment for all.



**Knight Pride- Protect the Castle!**

**Fight Song**



WE ARE THE KNIGHTS OF HELLGATE HIGH  
WE ARE LOYAL, STRONG AND BOLD

OUR HONOR STEMS FROM THE KNIGHTS, BRAVE AND TRUE,  
THE GLORY OF THE SCARLET AND GOLD

OUR GOALS ARE SET FOR VICTORY IN EVERYTHING WE DO  
COURAGE IS THE SYMBOL OF THE LOYALTY THAT WE GIVE  
THE GLORY OF THE SCARLET AND GOLD

H-E-L-L-G-A-T-E K-N-I-G-H-T-S  
HELLGATE KNIGHTS

FIGHT ON YOU KNIGHTS AND GO ONWARD TO VICTORY  
AND WIN FOR THE SCARLET AND GOLD

CARRY YOUR COLORS HIGH LIKE CHARGES IN THE SKY  
AND CAPTURE THE FLAG OF YOUR FOE

HELLGATE KNIGHTS ARE AFTER FAME,  
FORGE AHEAD AND WIN THE GAME

FIGHT ON YOU KNIGHTS AND GO ONWARD TO VICTORY  
AND WIN FOR THE SCARLET AND GOLD

**KNIGHTS...**



- ... seek nothing before honor.**
- ... injure no one.**
- ... value healthy minds and bodies.**
- ... defend the rights of all.**
- ... never break faith.**
- ... grant hospitality to all.**
- ... tell the truth always.**
- ... seek after wonders.**

## **MBI- Montana Behavioral Initiative**

A building wide set of behavioral norms that focus on positive reinforcement, shared values, and a collaborative approach. The expectations are for students, staff and the community in order to provide the best inclusive environment for learning.



**Be Safe,**  
**Be Respectful,**  
**Be Responsible,**  
**Be a Graduate,**  
**Be a KNIGHT!**

### **Students will:**

- Follow school, classroom, and bus rules
- Show respect for fellow students, teachers, and school property
- Attend school regularly and arrive to all classes on time
- Complete homework assignments on time and to the best of their ability
- Ask for help when needed and utilize Office Hours productively
- Come to school prepared with homework and supplies
- Believe that they can and will learn
- Always try their best in work and behavior.

### **Parents/Guardians will:**

- Provide a home environment that encourages students to learn
- Support the school and encourage students to be respectful of teachers and fellow students
- Ensure that the students attend school regularly and on time
- Communicate regularly with students' teachers
- Encourage students to complete and turn in homework on time
- Talk to students about school activities
- Let students know that graduation matters as well as their success in the future

### **Teachers will:**

- Provide a positive, safe and supportive learning environment
- Show respect to each student and their family
- Come to class prepared to teach with meaningful activities
- Maintain open lines of communication with students and their families
- Adapt instruction to meet the individual needs of all learners
- Regularly update grades in order to keep everyone informed of the students' progress

# **Hellgate Handbook 2018-2019**

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## 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. Can't find what you are looking for? Talk with Mr. Laatsch about starting a new club!

Excited for another great year supporting our Knights! Let's make it a great year!

Sincerely,

Nick Laatsch  
Assistant Principal/Activities Director, Hellgate High School

Hellgate High School Athletics, Activities and Clubs		
Activities and Clubs	Sponsor	Email
Academic World Quest	Brendan Work	bawork@mcps.k12.mt.us
Art Club		
Band	Leon Slater	lslater@mcps.k12.mt.us
BPA	Beth Huguet	bhuguet@mcps.k12.mt.us
Choir	Ellen McKenzie	emmckenzie@mcps.k12.mt.us
Curling	Charlene Young	cyoung@mcps.k12.mt.us
Drama (Thespians)	Laramie Dean Carlsen	ldcarlsen@mcps.k12.mt.us
Flagship (various clubs and activities)	Emily Sandersfeld	hhsflagship@mcps.k12.mt.us
German NHS	Lisa Moser	elmoser@mcps.k12.mt.us
GSA	Jill Derryberry	jderryberry@mcps.k12.mt.us
Hellgate United	Rachel Lunde	rlunde@mcps.k12.mt.us
HOSA	Paul Capp, Ellen Parchen	pcapp@mcps.k12.mt.us, emparchen@mcps.k12.mt.us
Journalism (Lance)	Jill Derryberry	jderryberry@mcps.k12.mt.us
Key Club	Charlene Young	cyoung@mcps.k12.mt.us
Latin Club	Debbie Hendricks	dahendricks@mcps.k12.mt.us
Math Club	Nick Grener	njgrener@mcps.k12.mt.us
Model United Nations (MUN)	Jeff Waniata, Courtney Christopher	jbwaniata@mcps.k12.mt.us, clchristopher@mcps.k12.mt.us
National Honor Society (NHS)	Jeff Waniata, Courtney Christopher	jbwaniata@mcps.k12.mt.us, clchristopher@mcps.k12.mt.us

Poetry Out Loud	Shaun Gant	slgant@mcps.k12.mt.us
Prom Coordinator	Heather Cheney, Britt Hanford	hlcheney@mcps.k12.mt.us
Robotics	Dave Hamilton	dhamilton@mcps.k12.mt.us
SAVE/Recycling	Katie Wyskiver, Brian Connelly	kmwyskiver@mcps.k12.mt.us, bsconnelly@mcps.k12.mt.us
Speech and Debate	Kari Shelkey	kari.shelkey@gmail.com
Spirit	Caroline Arsenault (Cheer), (Dance)	hellgateknightcheer@gmail.com
Stickstunde	Lisa Moser	elmoser@mcps.k12.mt.us
Student Government	Melissa Henthorn	mhenthorn@mcps.k12.mt.us
Troubadour	Lew Procacci	lprocacci@mcps.k12.mt.us
Upward Bound		

<b>Athletics</b>	<b>Coach</b>	<b>Email</b>
<b>Fall</b>		
Boys Soccer	Jay Anderson	jjanderson@mcps.k12.mt.us
Girls Soccer	Ian Marshall	ian@5valleyscrossfit.com
Volleyball	Matty Hancock	mattyhancock@gmail.com
Football	Mick Morris	mmorris@mcps.k12.mt.us
Golf	Rob Henthorn	rhenthorn@mcps.k12.mt.us
Cross Country	Anders Brooker	anders@runnersedgemt.com
<b>Winter</b>		
Boys Basketball	Jeff Hays	jbhays@mcps.k12.mt.us
Girls Basketball	Rob Henthorn	rhenthorn@mcps.k12.mt.us
Swimming	Helen Houlihan	mhhoulihan7946@gmail.com
Wrestling	Jason Ferree	jf11975@icloud.com
<b>Spring</b>		
Softball	Brad Shaffer	bradhkfastball@yahoo.com
Tennis	Brian Hanford	oscarhanford@hotmail.com
Track and Field	Jeff Dohn	jdohn@mcps.k12.mt.us



## **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.



# Academic Improvement Plan



Student Name: \_\_\_\_\_

Form Due: \_\_\_\_\_

You are currently failing one or more classes at Hellgate High School and in danger of being ineligible for competition in MHSA events. You must meet with your teacher(s) and develop an Academic Improvement Plan. Complete this form and return it to the Athletics Office by the end of school on Monday. Students who do not complete and return this form will be ineligible from competition in MHSA events for one week beginning the following Tuesday. Eligibility will be reviewed on a weekly basis.

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

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

-----**Teachers and Coaches**-----

*I have met with this student and we have developed an Academic Improvement Plan. This student is making the necessary progress in class in accordance to our plan.*

Yes \_\_\_\_\_ No \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Class: \_\_\_\_\_

*I have met with this student and we have developed an Academic Improvement Plan. This student is making the necessary progress in class in accordance to our plan.*

Yes \_\_\_\_\_ No \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Class: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Activity/Sport: \_\_\_\_\_

## **Attendance**

Regular and on-time attendance in school is of utmost importance for the students' success.

The following are the attendance codes that we will be using this school year:

- A- Absent (whether families call in or not)
- B- School related (including activities and athletics)
- E- Counselor/ CSCT/ Psychologist/ Social Worker/ Flagship
- J- Legal
- M- Medical (requires doctor's note)
- Q- Pre-Arranged Absence (communicated with every teacher prior to being gone)
- !- Bereavement

Parents can expect phone calls for every "A" 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 Wednesday 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.

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 10 minutes late they will be considered Absent.

## 5 Day Letter Example

### HELLGATE HIGH SCHOOL

900 South Higgins Avenue  
Missoula, MT 59801  
Telephone: 406-728-2402 Fax: 406-728-2496  
Web: [www.mcpsmt.org](http://www.mcpsmt.org)



**Be Safe.**  
**Be Respectful.**  
**Be Responsible.**  
**Be a Graduate.**  
**Be a KNIGHT!**

Judson Miller, Principal  
Susan Bageant, Assistant Principal  
Nicholas Laatsch, Assistant Principal  
Hallie Koppang, Dean of Students  
Mick Morris, Dean of Students

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Dear Parent/Guardian,

You are receiving this letter because your student has the equivalent of 5 or more days of absences (whether excused or not) from school or a class.

Your help in communicating with the teachers and ensuring that your student has made up any and all missed work will be very important. Office Hours will be a great time for them to meet with teachers and get assistance they need. Office Hours is a period on every Wednesday from 12:39pm to 1:21pm where students have the opportunity to meet with any teacher they choose and make up work, quizzes, and re-teaching. It is always best for students to pre-arrange this time with their teachers.

If continued absences occur, you will receive phone calls from the auto-dialer, and you will continue to get progressive notices at 10 and 15 days of absence. At both 10 and 15 days of absence, administrative action will be taken. If there is information that you would like us to know please feel free to communicate with the school, email is always best.

Sincerely,

Nick Laatsch/ Assistant Principal  
[nalaatsch@mcps.k12.mt.us](mailto:nalaatsch@mcps.k12.mt.us)  
Sophomores (2021) and Seniors (2019)

Susan Bageant/ Assistant Principal  
[sbageant@mcps.k12.mt.us](mailto:sbageant@mcps.k12.mt.us)  
Freshman (2022) and Juniors (2020)

Hallie Koppang/ Dean of Students  
[hjkoppang@mcps.k12.mt.us](mailto:hjkoppang@mcps.k12.mt.us)

Mick Morris/ Dean of Students  
[mmorris@mcps.k12.mt.us](mailto:mmorris@mcps.k12.mt.us)

## 10 Day Letter and Attendance Contract Example

### HELLGATE HIGH SCHOOL

900 South Higgins Avenue  
Missoula, MT 59801  
Telephone: 406-728-2402 Fax: 406-728-2496  
Web: www.mcpsmt.org



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Judson Miller, Principal  
Susan Bageant, Assistant Principal  
Nicholas Laatsch, Assistant Principal  
Hallie Koppang, Dean of Students  
Mick Morris, Dean of Students

Re: **(student name)**

Parent/guardian:

The purpose of this letter is to communicate to you concern for the amount of instructional time your student has missed this school year. Absences are at times necessary, we know this but want students to be successful.

It is imperative that your student is communicating regularly with their teachers and keeping themselves in good standing academically even when they cannot or choose not to be in class. We know that students are missing classes for a variety of reasons but want to ensure that we are all working together to provide the best academic opportunities and that includes regular attendance.

We ask that you and your student complete the attached Student Attendance Contract to acknowledge missed instructional time (excluding school related absences), whether excused or unexcused, and the need to complete all missed work. **Please return signed contract to the Attendance Office.** Office Hours is a great time for students to meet with teachers and ask questions about any and all missed instruction.

We will be working with your student to create a plan for them to be successful and limit the number of absences moving forward so that no further action needs to be taken. Continued absences, without successful make-up work, will result in a 15 day letter and being dropped from the course with an "F". If you have questions please email or contact (406) 728-2402 as soon as possible so that we can discuss your student's attendance and collaboratively develop a successful plan to remedy attendance problems.

It is important to us to foster a strong partnership between school and home to help students be successful. We are hopeful we can continue to work together to resolve this issue.

Sincerely,

Nick Laatsch/ Assistant Principal

[nalaatsch@mcps.k12.mt.us](mailto:nalaatsch@mcps.k12.mt.us)

Sophomores (2021) and Seniors (2019)

Susan Bageant/ Assistant Principal

[sbageant@mcps.k12.mt.us](mailto:sbageant@mcps.k12.mt.us)

Freshman (2022) and Juniors (2020)

Hallie Koppang/ Dean of Students

[hjkoppang@mcps.k12.mt.us](mailto:hjkoppang@mcps.k12.mt.us)

Mick Morris/ Dean of Students

[mmorris@mcps.k12.mt.us](mailto:mmorris@mcps.k12.mt.us)



# Hellgate High School

## Attendance Contract



Student's Full Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

I sign this agreement, knowing that further absences may result in disciplinary action which may include loss of credit.

I agree to abide by the directions of the school as outlined below:

1. Attend school regularly and on time each day.
2. Abide by school rules and regulations.
3. Follow the directions of my teachers and the school staff.
4. Complete my class assignments.
5. Utilize Office Hours to make up work that is missing or incomplete.

**IMPORTANT NOTE: If you are dropped from a class due to attendance you may be delaying your graduation. Required courses can be made up but may not be available in time for original graduation dates.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Tardy Progressive Discipline

1 <sup>st</sup> - 3 <sup>rd</sup> Offenses	4 <sup>th</sup> - 5 <sup>th</sup> Offenses	6 <sup>th</sup> - + Offenses
*Warning	*Lunch Detention assigned by teacher *Parent Contact by teacher (Progressive discipline applies for missed detention)	*Administrative Conference *Progressive Discipline

### Attendance Progressive Discipline

5 <sup>th</sup> Absence	10 <sup>th</sup> Absence	15 <sup>th</sup> Absence
*Attendance Letter Sent	*Attendance Letter Sent *Attendance Contract Signed *Attendance Contract Returned	*Possible loss of credit *Possible delayed graduation

## 15 Day Letter Example

### HELLGATE HIGH SCHOOL

900 South Higgins Avenue  
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Telephone: 406-728-2402 Fax: 406-728-2496  
Web: [www.mcpsmt.org](http://www.mcpsmt.org)



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Nicholas Laatsch, Assistant Principal  
Hallie Koppang, Dean of Students  
Mick Morris, Dean of Students

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Parent/Guardian of, [Student Name]

The purpose of this letter is to once again communicate concern for the amount of instructional time your student has missed this school year, whether excused or unexcused. As stated in the Student Attendance Contract, if your student continued to miss class without completing the missing work and communicating effectively with the teachers, resulting in a failing grade, the student would be dropped from the course and possibly delay graduation.

It is most important to a student's education to be in regular class attendance. Frequent absences disrupt the student's educational process and acquisition and demonstration of learning outcomes.

If the student has not done their due diligence to keep up in their classes, they will be dropped and receive a grade of "F" on their transcript. There is an appeal process in order for the student to be reinstated but that will require a meeting with you, the student and an administrator. Please email the appropriate administrator to set up a meeting.

It is important to us to foster a strong partnership between school and home to help students be successful. We are hopeful we can continue to work together to resolve this issue.

Sincerely,

Nick Laatsch/ Assistant Principal  
[nalaatsch@mcps.k12.mt.us](mailto:nalaatsch@mcps.k12.mt.us)  
Sophomores (2021) and Seniors (2019)

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Mick Morris/ Dean of Students  
[mmorris@mcps.k12.mt.us](mailto:mmorris@mcps.k12.mt.us)

## Blue Cards

Blue cards are a tool students can use as a temporary break due to a mental health need. Blue cards work in two different ways, the first, students are able to disengage from the whole class for up to 5 minutes and come back to the lesson. Secondly, 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 ISI (In school Intervention room). The teacher will alert the office/counseling team as a form of support. 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 ISI room. 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 ISI. 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** 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 counselors, administration, or CSCT. They are not to be used to be on the phone or in the hallways, all students must report to the ISI room 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 and a list of decompression techniques. If that is not sufficient teacher will give student a blue card and send the student to the In-School Intervention room (ISI). 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 given if a student asks.

### Procedure:

1. Student requests the blue card from the teacher
2. Student reviews 3 techniques on back of blue card to implement in hallway or back of classroom, student will be checked back in with by teacher within 5 minutes.
3. If student needs to leave, teacher emails Hellgate Cares as student leaves the room for ISI
4. Student walks to In-School Intervention (ISI) room and checks in with the ISI coordinator
5. ISI coordinator emails Hellgate Cares and classroom teacher when student arrives
6. Student sets a timer for ten minutes to re-regulate and practice techniques on blue card
7. Student either returns to class at end of ten minutes with a short exit ticket or moves on to 8



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

## CSCT

Comprehensive School and Community Treatment (CSCT) is a combined effort of MCPS and Western Montana Mental Health Center that provides emotional and behavioral support to students at school. CSCT staff help students with various issues that can affect their ability to be successful in school as well as other areas of life. This is a limited, voluntary service, please ask administration or a counselor for more information.

## Discipline

Hellgate has an amazing culture of diversity and student responsibility. This culture is embodied with our school wide MBI process. 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 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 further consequences.
- **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 students is responsible for turning the work into the teachers the next day.
- **Out of School Suspension-** Student is assigned OSS at the time of the infraction. Parents will be contacted and the student will be asked to leave campus. Students coming on campus during the time of their suspension will be Trespassing and will be cited, this includes all after school activities. 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 teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

1. Shoes must be worn at all times.
2. Underwear must be covered and excessive skin will not be shown during normal activities such as walking, sitting, and going up or down stairs.
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. **Clothing and other personal items, including but not limited to hats, backpacks, and bags, shall not contain wording or graphics that will disrupt the educational environment.**
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 video-taping 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.

## **Classroom Managed vs. Office Managed Behaviors**

### Classroom Managed

- Classroom Disruption (minor)
- Disrespect (minor)
- Dress Code
- Failure to serve detention
- Inappropriate language (general)
- Insubordination (minor)
- Tardies (1<sup>st</sup>- 5<sup>th</sup>)
- Unprepared for class

### Office Managed

- Academic Dishonesty
- Chronic Behavior Problems (After teachers' Progressive Discipline has been exhausted)
- Classroom/School Disruption (major)
- Dishonesty/Forgery
- Dress Code
- Drugs/Alcohol/Controlled Substances
- Gambling
- Harassment
- Inappropriate language toward staff
- Insubordination (major)
- Tardies (6 +)
- Tobacco
- Vandalism
- Weapons

## Enrollment Process

Students must provide all required documentation before they are allowed to sit in a class. Transcripts are critical in order to place students in classes correctly. Students will be enrolled, test for placement where applicable, meet with their counselor to create a schedule and begin attending as soon as possible. Students who were withdrawn for attendance must make an appointment to meet with an Assistant Principal before re-entering school.

Please note that the following items MUST be submitted and reviewed *BEFORE* your student may be enrolled. Incomplete information may result in delays.

### **Please provide:**

- Proof of Residency (lease agreement/utility bill only)
- Transcript/Last report card
- Complete and up to date immunizations (Montana State Requirements)
- Birth Certificate
- List of suspensions and expulsions
- Last school year's attendance

### **Forms to fill out (included in enrollment package):**

- Enrollment Form
- Title VI Ed 506 Form
- Student Health Form
- Guidance on Race/Ethnicity Form
- Home Language Survey
- Free/Reduced Meal Application
- MESA Entry Form

### **If applicable:**

- Request for Out of Area
- FIT Form
- Copy of Current IEP: Does student have IEP: Yes\_\_\_\_ No\_\_\_\_
- Copy of Evaluation Report
- Copy of 504 Plan: Does student have 504 Plan: Yes\_\_\_\_ No\_\_\_\_
- Legal Documentation – Parental rights, Parenting plan, Ward of the state, etc.
- Group Home – Name of facility, address, contacts and phone numbers, transportation information to and from school.

If you have any questions, please contact our main office at 406-728-2402. Thank you and we look forward to enrolling your student at Hellgate High School.

## Grading Periods

Semester 1, Progress 1: October 4<sup>th</sup>, 2018  
Semester 1, Progress 2: November 8<sup>th</sup>, 2018  
Semester 1, Progress 3: December 7<sup>th</sup>, 2018  
Semester 1                      January 25<sup>th</sup>, 2019

Semester 2, Progress 1: March 7<sup>th</sup>, 2019  
Semester 2, Progress 2: April 5<sup>th</sup>, 2019  
Semester 2, Progress 3: May 10<sup>th</sup>, 2019  
Semester 2                      June 13<sup>th</sup>, 2019

## 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.

## 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 Wednesday HHS will run an “Office Hours” schedule that carves out 45 minutes between 5<sup>th</sup> and 6<sup>th</sup> periods to work with a teacher, in the library, or on work of his/her choosing. This may include makeup homework, extra help, makeup tests/quizzes, enhancement, labs, PE makeup, library, or other academic related engagement.

- All freshman will be assigned to a teacher and attendance will be mandatory. They will be able to get a pass to visit other teachers to seek help/makeup work. If a Freshman is able to keep 7 classes at a “C” or above in addition to fewer than 10 absences at the end of the semester, attendance will no longer be mandatory.
- All 10<sup>th</sup>-12<sup>th</sup> grade students will have the self-directed responsibility to meet with/engage with the teacher, class, or academic program that will best suit his/her need
- Campus will be closed during this time, but students may seek out and work 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 “Q” on Tuesday night
- Create a plan for the time on Wednesday
- Using “Green Forms” (passes designed to help students plan for success/monitor time)
- 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

## **Missing Work Deadlines**

Students will be expected to use Office Hours wisely and ensure that all missing work is turned in by the first Wednesday 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 4<sup>th</sup>.

October work must be in by November 8<sup>th</sup>.

November work must be in by December 6<sup>th</sup>.

December work must be in by January 10<sup>th</sup>.

January work must be in by the end of the semester- January 25<sup>th</sup>.

February work must be in by March 7<sup>th</sup>.

March work must be in by April 4<sup>th</sup>.

April work must be in by May 2<sup>nd</sup>.

May work must be in by June 6<sup>th</sup>.

## **Schedule Change Process**

Students wishing to change classes in their schedule must first fill out a schedule change request form and turn it in to the Counselors’ Office. The counselors will call students down to discuss possible changes. Teacher changes are not permitted. Students who feel they need to change teachers must follow the process of: working with the teacher, meeting with the teacher and parent, and meeting with the parent and administration before any requests will be considered. There must be enough time and communication to provide the opportunity for positive outcomes. Our goal is to teach students tolerance, problem solving, and social responsibility as well as the content of their classes. Schedule change requests must be submitted within the first week of the semester. Any changes must be made within the first two weeks of the semester in order for the student to receive credit for the new courses.

## **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 new 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 but no food will be allowed in the gym.

## **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.

## Student Learning Targets

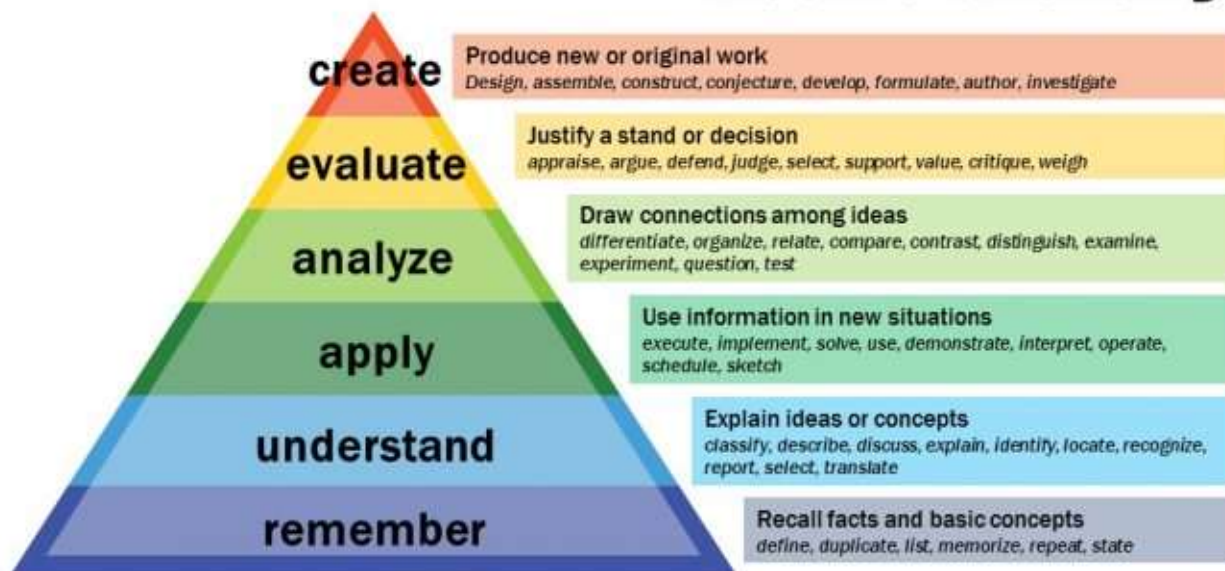
### PLC Question #1 - What do we expect students to learn?

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. Write student learning targets using the “Students will be able to” or SWBAT format.

For example: “**Students will be able to (SWBAT) compare and contrast ...**”.

In this example, “compare and contrast” is the desired action of the students. Keep in mind the different levels of Bloom’s Taxonomy as you identify learning targets for your students. Learning targets that require students to perform actions at the upper levels of Bloom’s will result in deeper levels of learning. See the diagram below for a list of action words at the different level of Bloom’s.

## Bloom’s Taxonomy



## **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](#)

## **Visitors**

All visitors must enter through the new main entrance and check in with the office. Visitors will not be permitted to go to classrooms during school hours without 24 notice and approval. Visitors will be expected to wear a "Visitor Pass" while they are in the building for safety and identification.