

# HIGHWOOD PUBLIC SCHOOLS

*A Tradition of Excellence!*

## 2024-2025

### K-12 STUDENT HANDBOOK

**DISTRICT WEBSITE:** [www.highwood.k12.mt.us](http://www.highwood.k12.mt.us)

406-733-2081

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#### HIGHWOOD SCHOOL MISSION STATEMENT

*It is the mission of the Highwood Public Schools to provide educational excellence that meets the individual learning needs of every student with the expectation that all students will reach their highest potential with the skills and knowledge to become successful, productive citizens in a changing society.*

### Highwood Students are Highwood ***STRONG!***

The friends you make at Highwood School, your manner of conducting yourself, and your **ATTITUDE** will affect your life more than you realize. **STRONG** students give their attention to punctuality, attendance, orderliness, and a considerate and courteous manner, knowing it will be to their advantage now and in the future. It is the expectation of the staff and administration of Highwood School that **STRONG** students behave with dignity and with regard to the rights of others. Remember, your school record is permanent and will be kept on file for the rest of your life. Make sure it is a **STRONG** and positive reflection of the time you spend at Highwood School.

● Be Responsible ● Be Wise ●

● Be Respectful and Kind ● Be Safe ●

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# INTRODUCTORY INFORMATION

## WELCOME

The administration and staff welcome you to Highwood Public School and a new school year. We hold high expectations for success and achievement for all our students.

As a member of Highwood Public School, you will be part of an exciting process. It will be expected that you work and live within the guidelines outlined in this handbook. As you have rights, you also have responsibilities. Your rights will be protected and respected. You, in turn, must respect the rights of others and meet the responsibilities that are placed in front of you.

We are very proud of our school, students, and community. Your years at Highwood School will be challenging, exciting, and rewarding. Work hard, strive for excellence, enjoy your education, and finish **STRONG** at Highwood School.

## PURPOSE OF THE HANDBOOK

This Highwood School K-12 handbook has been prepared to help acquaint students and parents with the rules and guidelines that are necessary for our school to operate and function smoothly. The handbook is organized alphabetically by topic. Throughout the handbook, the term "parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. It is the responsibility of parents and students to understand the contents of this handbook.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents [through newsletters and other communications]. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed. Highwood Public School District's policies can be found on the district website at: [www.highwood.k12.mt.us](http://www.highwood.k12.mt.us).

## SCHOOL CONTACT INFORMATION

Highwood School  
Phone # 406-733-2081  
Fax # 406-733-2671  
[www.highwood.k12.mt.us](http://www.highwood.k12.mt.us)

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[bbowman@highwood.k12.mt.us](mailto:bbowman@highwood.k12.mt.us)

**Cecilia Cruz-Clark, Secretary**  
[secretary@highwood.k12.mt.us](mailto:secretary@highwood.k12.mt.us)

**La Rae Roberts, Business Manager**  
[hwdclerk@highwood.k12.mt.us](mailto:hwdclerk@highwood.k12.mt.us)

# Elementary School Bell Schedule

## Grades K1-5

	Mon. – Thurs.	Friday	Late Start	Fri. Late
<b>School Begins</b>	<b>8:15</b>	<b>8:15</b>	<b>9:15</b>	<b>9:15</b>
Recess (K-5)	10:00 – 10:15	10:00 – 10:15	None	None
4-5 Lunch	11:25 – 11:55	12:00 – 12:30	11:45 – 12:15	11:02 – 11:32
K-1 Lunch	11:30 – 12:00	12:05 – 12:35	11:50 – 12:20	11:07 – 11:37
2-3 Lunch	11:33 – 12:03	12:08 – 12:38	11:53 – 12:23	11:10 – 11:40
Lunch Recess (K-3)	12:00-12:15	11:35 – 12:50	12:20 – 12:35	11:40 – 11:55
Recess (K-5)	2:15 – 2:30	None	2:15 – 2:30	None
<b>Dismiss</b>	<b>3:23</b>	<b>2:15</b>	<b>3:23</b>	<b>2:15</b>



# High School and Middle School Bell Schedule

## Monday – Thursday

Period 1	8:15 - 9:12
Period 2	9:15 - 10:09
Period 3	10:12 - 11:06
Period 4	11:09 - 12:03
LUNCH	12:03 - 12:33
Period 5	12:35 - 1:29
Period 6	1:32 - 2:26
Period 7	2:29 - 3:23

## Friday

Period 1	8:15 - 9:00
Period 2	9:03 - 9:48
Period 3	9:51 - 10:36
Period 4	10:39 - 11:24
LUNCH	11:24 - 11:54
Period 5	11:54 - 12:39
Period 6	12:42 - 1:27
Period 7	1:30 - 2:15

## Late Start

Period 1	9:15 - 10:01
Period 2	10:04 - 10:50
Period 3	10:53 - 11:39
Period 4	11:42 - 12:28
LUNCH	12:28 - 12:58
Period 5	12:58 - 1:44
Period 6	1:47 - 2:33
Period 7	2:36 - 3:23

## Friday Late Start

Period 1	9:15 - 9:52
Period 2	9:55 - 10:32
Period 3	10:35 - 11:12
Period 4	11:15 - 11:52
LUNCH	11:52 - 12:22
Period 5	12:22 - 12:59
Period 6	1:02 - 1:39
Period 7	1:42 - 2:15

## **EQUAL EDUCATION/NONDISCRIMINATION**

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

## **RELEASE OF DIRECTORY INFORMATION**

Regarding student records, federal law requires that 'directory information' on a child be released by the District to anyone who requests it unless a parent/guardian objects in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to the students. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. (See Policy 3600P, 3600F1, and 3600F2)

Parents/guardians choosing to limit the release of directory information should complete the Student Directory Information Notification and return it to the school.

## **RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS**

The Family Educational Rights and Privacy Act (**FERPA**) affords parents/guardians and students over eighteen (18) years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers **FERPA** is:

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

# **POLICIES AND PROCEDURES**

## **AFTER SCHOOL HOURS/NON-SCHOOL DAYS**

Because of liability and the concern for student safety at all times, students are not to remain in the building after school hours or use the gym or weight room at night and on weekends unless they are under the **DIRECT** supervision of a teacher or an adult community member. Students who wish to study together after school may do so in the lunchroom after obtaining permission from the principal or the superintendent. Students may wish to stay after school when evening activities are scheduled. Those desiring to eat a meal brought from home may do so in the lunchroom area. Students are responsible for cleaning up after themselves and behaving in an orderly fashion.

## **ASSEMBLIES**

Assemblies are an important part of the school program. All students are required to attend school assemblies that are held during the day unless specifically excused by the administration. Students are expected to be respectful and courteous during assembly presentations.

## **ATTENDANCE POLICY (ABSENCES AND TARDIES)**

The Highwood School Board of Trustees, together with the Highwood School staff, believe that participation is an integral part of the learning experience. It is their expectation that all students attend school regularly. Regular attendance is a requirement for receiving credit in classes at the high school level.

### **ABSENCES**

Absence without parental consent or knowledge (truancy) is an illegal act under Montana Law. State law requires that 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. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and 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. **(See Policy 3122 and 3123)**

Knowing and abiding by the regulations and procedures governing attendance is a student/parent responsibility. When a student is absent, it is important for parents or guardians to notify the school office of the absence by the start of the school day. If a student is absent without the school's knowledge, the school will follow up with a phone call to the parent or guardian.

### **ABSENTEE PROCEDURES**

**When a student is absent, it is important for parents to notify the school office of the absence by the start of the school day.** If a student is absent without the school's knowledge, the school will follow up with a phone call to the parent or guardian.

Advance notification is necessary if a student needs to leave school during the school day. Parents and students are encouraged to make appointments during times that they are least distracting to their academic schedules. Please call or email the school secretary if a student is going to be absent.

Students who know they are going to be absent should let the school office and teachers know of the upcoming absence in advance. Students are encouraged to complete assignments before they leave. Students are responsible for completing the work they miss when they are absent. **It is the student's responsibility to secure the assignments from teachers prior to a planned absence or immediately following an unplanned absence.** Students will have the same number of days as they are absent to make up the work they missed. Full credit will be given for make-up work handed in on time.

In order to participate in any activity or athletic event, students must be in attendance by the beginning of fifth period on the day of the activity or on Friday for Saturday events unless the absence has been approved by the administration. Coaches/directors may also require a specific number of practices each week in order to compete in interscholastic competition.

**Please read and understand the following information regarding student absences:**

1. Absences fall into two categories: **SCHOOL-RELATED** and **NON SCHOOL-RELATED** (*illness, appointments, vacations, etc.*).
2. If a student reaches ten **NON SCHOOL-RELATED** absences in one semester, his or her semester grade will drop two percentage points out of the maximum 100 with each subsequent absence. (For example, if a student has a 94 at the end of the semester, the grade will drop to 92 with eleven absences, 90 with twelve absences. If a student has a 71 at the end of the semester, the grade will drop to a 69 with eleven absences, 67 with twelve absences, etc.)
3. Parents will be notified when a student reaches five **\*NON SCHOOL-RELATED** absences in any class during a semester.
4. Parents are encouraged to monitor the number of absences their children have through the Infinite Campus Parent Portal.

**TARDIES**

**A little late is too late.** Arriving at school on time sets a positive tone for the school day. It is an expectation of the school staff and administration that students report to school on time to all classes. Learning the responsibility of getting to class on time is a part of Highwood School's standard of excellence which prepares students for both academic and career success. Students who arrive late will be marked tardy in Infinite Campus.

**ELEMENTARY STUDENTS**

When an elementary student reaches five tardies, a meeting with parents will be scheduled to discuss solutions to the tardiness.

**MIDDLE/HIGH SCHOOL STUDENTS**

**Tardy Consequences (per period):**

- |                                       |                                                                                                                |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1 – 3                                 | Teacher assigned consequences                                                                                  |
| 4                                     | Teacher contacts parents <b>AND</b> 7:00 A.M. administrative detention                                         |
| 5 or more <b>OR</b><br>(7 cumulative) | One hour <b>Campus Service</b> for each tardy. Name goes on the <b>*No-Go List</b> until service is completed. |
| 10 cumulative                         | Administrative contact with parent, <b>*No-Go List</b> for the remainder of the semester                       |

**\*No-Go List: no extra-curricular participation in contests or events or open campus at lunch**  
***In addition, students with three tardies to fifth (5<sup>th</sup>) period classes lose the privilege of open campus for an entire semester – a period of ninety days.***



## **AUTOMOBILES AND PARKING LOT**

Safety of students is a top priority. Students who do not drive in a safe and prudent manner will lose their driving privilege. **All cars must be parked in the student parking lot.** At the conclusion of the school day, **drivers must exit east** (opposite the direction buses are parked) and proceed at least one block before turning north. Please follow the speed limit law of 15 miles per hour! Remember, **traffic is not allowed to pass a bus with red lights flashing.**

## **ACADEMIC LETTER**

Highwood High School recognizes exceptional academic achievement by awarding Academic Letters to students who meet the following criteria:

- Minimum 3.75 GPA (grade point average)
- Three consecutive semesters
- Must be taking a \*Rigorous Core College Preparatory Program:
  - Math (4 years)
  - English (4 years)
  - Lab Science (3 years)
  - Social Studies (3 years)
  - College Prep Electives (3 years) which include world language, computer science, visual and performing arts, and career/technical education units that meet the Office of Public Instruction guidelines.

## **ALLERGY AGREEMENT**

The District endeavors to provide a safe environment for the education of all our students. Out of respect and consideration for the ever-growing number of children with peanut/tree nut allergies, the following policy is meant to minimize the risk of a life-threatening reaction for those with peanut/tree nut allergies that may be brought on by that of peanut dust/tree nut dust becoming airborne or by cross-contamination from peanut/tree nut proteins inadvertently being ingested by an individual with a peanut/tree nut allergy.

### **Food Service Program**

Highwood Public Schools breakfast and lunch programs are peanut/tree nut free. This means that the school food service program serves food that does not contain peanuts/tree nuts, nor that is made in a facility or on shared equipment with peanuts/tree nuts. The school food service program will not allow peanuts/tree nuts and/or products made with peanuts/tree nuts in the kitchen. The District recognizes that cold lunches brought to school may contain items made from peanut/tree nut products. The District will implement procedures to help children with peanut/tree nut allergies avoid unsafe exposure. We respectfully request that parents/individuals help minimize the risk to these students by avoiding peanut/tree nut products and/or products made with peanuts or tree nuts within cold lunches brought into the school.

### **Classrooms**

The District prohibits providing classroom treats to share that contain peanut/tree nut products and/or products made with peanuts/tree nuts. A list of acceptable treats for classrooms is held at the office and in the student handbook or website and updated at least annually. When treats are provided in the classroom, the provider must choose from the Highwood School Acceptable Treat list. The school will not allow peanuts/tree nuts and/or products made with peanuts/tree nuts in the classrooms.

### **BOR Kitchen/Baseball Hut**

Highwood Public Schools BOR kitchen and baseball hut will not allow the sale or distribution of products that contain peanut/tree nuts. However, products with potential cross contamination and products that are processed on shared equipment with peanuts/tree nuts will be allowed in these facilities.

### **Public Usage**

Community organizations/events utilizing the districts' facilities must adhere to the school's allergy policy for that location. Any outside party utilizing school facilities must clean all surfaces with soap and water after use.

### **Buses**

District policy disallows food of any type to be opened or consumed on any Highwood Public School Bus Routes. Due to heightened allergy risks in the confined space of buses, any food opened or consumed on Highwood Public School activity/athletic buses must not contain peanuts/tree nuts nor that is made in a facility or on shared equipment with peanuts/tree nuts. To ensure students have consumables that will not put other students at risk, the District will endeavor to oversee the provision of approved foods.

## **BIRTHDAY AND CELEBRATION SNACKS AND TREATS**

The following rules are in place for birthday or party treats provided in the classroom:

1. Snacks and treats must be from the Highwood Public Schools Acceptable Treat List included in the Appendix.
2. Parents must notify the teacher two days in advance that a treat will be served.
3. Treats that are not on the approved safe snack list will not be served and will be sent home.

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

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Bullying means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (cyberbullying) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

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. (See **Policy 3226**)

## **BUS GUIDELINES**

Drivers are expected to maintain a regular schedule and are unable to do so if they must wait for students at the stop. The superintendent has instructed the drivers not to wait. Please have your child at the bus stop at the stated time. It will be assumed that students who are not at the bus



stop at the stated time are absent and will not be in school. In addition, it is important that students board the bus immediately after school is dismissed. **It's important that when students board the bus after school, they stay on the bus.**

Situations can occur while riding the bus. Because the health and safety of our students is paramount, we are asking parents to be sure that their child is clothed appropriately for any emergency situation that may occur on a bus route. The safe transportation to school is by far one of the most critical activities of the Highwood Public Schools. Our drivers take this responsibility very seriously and want to ensure that all students arrive at school and back home as safely as possible. As a result, it is imperative that their attention is not unnecessarily diverted from the task of driving. Therefore, the following student rules will apply:

- Students will follow the directives of the bus driver at all times.
- The noise level will be kept at a minimum on the bus.
- Students will remain seated at all times.
- Students will face forward and keep their feet under the seat in front of them.
- Students will keep hands and arms in the bus.
- Students will keep hands to themselves and respect the space of others.
- Inappropriate language will not be tolerated.
- Students will enter and leave the bus in a courteous and orderly fashion.
- Students will help keep the bus clean.
- Food is strictly **PROHIBITED** on school buses.

Bus drivers will notify the superintendent of students violating bus rules. The superintendent/principal will conference with the students and inform the parents/guardians when bus violations occur. **The superintendent/principal may remove students from the bus for a designated period of time for repeated behavior infractions.**

The bus driver will perform emergency and evacuation drills during the school year. Students will be provided with instructions prior to any scheduled drills.

## **CAFETERIA SERVICES (SCHOOL NUTRITION PROGRAM)**

The District participates in the National School Lunch Program and offers students nutritionally balanced breakfast and lunch daily. To clarify, the District breakfast and lunch programs are nut free programs, but the Highwood School building is not a nut free zone.

Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the school secretary or superintendent to apply.

Lunch prices are as follows:

- |                     |         |
|---------------------|---------|
| o Breakfast         | \$2.00  |
| o Grades Kinder 1-5 | \$2.55  |
| o Grades 6-12 Lunch | \$2.75  |
| o Extra Milk        | \$ 0.35 |
- o Extra milks and juices are NOT included in the free and reduced meal plans.

## **CHEATING**

Cheating is unacceptable in school. Students caught cheating will suffer severe consequences. We define cheating as follows:

- Getting or giving answers on tests or other school work
- Using unauthorized notes
- Representing someone else's schoolwork as your own
- Plagiarism

## **ROLE OF ARTIFICIAL INTELLIGENCE (AI) IN LEARNING**

Highwood School acknowledges the increasing presence of AI technology and its potential impact on academic integrity. AI has emerged as a key tool in the realm of education, supporting students in various ways, such as homework assistance, problem-solving, language learning, helping understand complex topics, and so forth. However with its growing role in education, we must address how AI interacts with Highwood School's policies on academic integrity. The use of AI tools, such as generative AI or AI-assisted writing, must be used responsibly and ethically. The following guidelines apply:

- Any misuse or manipulation of AI tools to deceive or generate fraudulent information is considered academic dishonesty. The misuse of AI such as using it to cheat on tests, plagiarize work, or misrepresent one's understanding will be treated as a violation of Highwood School's Cheating policy. Consequences will be dealt with as listed under Cheating in the K-12 Student Handbook.
- The use of generative AI tools, including AI-assisted writing, to produce content without proper citations or acknowledgement is considered plagiarism and constitutes academic dishonesty.
- Students must ensure that any AI-generated content is appropriately attributed to its sources, including the AI tool used and the original data sources.
- AI tools should be used as aids for learning, research, or creativity, as well as to help you understand complex topics. While AI can be very helpful, it's not infallible and shouldn't be relied upon for accuracy. Always cross-verify your information and don't hesitate to ask your teachers if you're unsure about a topic.
- Teachers will provide clear instructions on when and how AI tools can be used ethically, and students should follow those guidelines.

It is the responsibility of both educators and students to engage in open discussions about the ethical use of AI technology and to promote a culture of academic integrity. Students are encouraged to seek clarification from their teachers if they have any questions regarding the appropriate use of AI tools.

The consequences for cheating are as follows:

**FIRST OFFENSE** - Zero points will be awarded for the assignment or test.

**SECOND OFFENSE** - An F will be awarded for the unit in which the cheating took place.

**THIRD OFFENSE** - An F will be awarded in the class for the grading period in which the cheating took place.

## COMMUNICABLE DISEASES / CONDITIONS

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 superintendent so that other students who may have been exposed to the disease can be alerted. (See Policy 3417) These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles),
Campylobacteriosis	Influenza	including congenital
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Coronavirus	Meningitis	Shigellosis
Diphtheria	Mumps	Streptococcal disease, invasive
Gastroenteritis	Pinkeye	Tuberculosis
Giardiasis	Ringworm of the scalp	Whooping Cough (Pertussis)
Hansen's disease		

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

1. Isolate the student immediately from other students or staff;
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student; and
3. Consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with **Policy 2050**. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, need to know of the affected student's condition. All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to: (a) Arrival to the facility and after breaks (b) Before and after preparing, eating,

or handling food or drinks (c) Before and after administering medication or screening temperature (d) After coming in contact with bodily fluid (e) After recess (f) After handling garbage (g) After assisting students with handwashing (h) After use of the restroom Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks. (See **Policy 3417**)

## **COMPLAINTS BY STUDENTS / PARENTS**

Student or parent complaints or concerns can usually be addressed 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. (See **Policy 1700**)

In general, parents or students with concerns should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the superintendent/principal. 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. The superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available on the website and in the superintendent's office.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff. (See **Policies 3612 and 3612P**)

## **CONDUCT/BEHAVIOR GUIDELINES**

It is the faculty and administration's firm conviction that learning must take place in a safe and orderly environment that encourages positive and appropriate student behavior. Highwood School maintains the following four universal behavior standards for all students: be respectful and kind, be responsible, be safe, and be wise. In addition to the four universal standards, there are nine additional behavioral expectations for students:

- |                                   |                              |
|-----------------------------------|------------------------------|
| Be Prepared                       | Think First                  |
| Follow Instructions               | Think of Others and Property |
| Own Your Actions                  | Use Appropriate Voice        |
| Listen                            | Resist Peer Pressure         |
| Accept Criticism and Consequences |                              |

More specifically, 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, always exercising 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.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of **Policy 3311**.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in **Policy 3311**.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, 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. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
  - Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under **Policy 3225 or 3226** or participated in an investigation into alleged misconduct under **Policy 3225 or 3226**.
  - Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.

- 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.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when 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.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

### **Disciplinary Measures**

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

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

### **Non-Disciplinary Measures**

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

### **Delegation of Authority**

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or inschool suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.



## 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

### 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 nine through twelve 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. (See **Graduation Requirements on page 23**)

Students who are interested in attending a college, university, or trade 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 admission to state colleges and universities, financial aid, housing, and scholarships.

### PERSONAL COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact a teacher or the superintendent/principal. **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.

## DISTANCE LEARNING

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) and other remote delivery systems may fulfill the needs of eligible students. Students interested in enrolling in online courses must have the authorization of the Principal or the Superintendent.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that **is required for graduation** as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship. The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required

In addition to the MTDA, students may enroll in online classes through the North Dakota Center for Distance Education. In the case of the North Dakota Center for Distance Education, tuition and/or fees, if any, will be paid by the student, with the district reimbursing expenses after proof of a passing grade of C or better.

## **DISTRIBUTION OF MATERIAL**

### **SCHOOL MATERIALS**

School publications distributed to students include the weekly bulletin and monthly newsletters. School publications are under the supervision of a teacher, sponsor, and the principal.

### **NON-SCHOOL MATERIALS**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the superintendent/principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

## **DRESS CODE AND GROOMING**

Students will be expected to dress and groom in a neat, clean and modest manner in order to maintain a school environment in which everyone can learn without distraction or disruption. Highwood Public Schools is a professional environment and should be regarded as such. The following standards, as set forth by the School Board and administration, are to be followed by all students and enforced by all school personnel. These standards apply during the instructional day (8:00 A.M. –3:23 P.M.) or at school related activities that take place inside the school or gymnasium. and all school-related activities, extracurricular and co-curricular activities, and field trips when the student is a participant i.e. concerts, sporting events, field trips, graduation etc. If the student's dress or grooming disrupts the educational process or violates the provisions of this policy, the administrator shall request the student to make appropriate corrections.

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (See **Policy 3224**). Any dress or appearance that causes a disruption of the educational process or presents a health or safety concern for any individual shall not be permitted. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

### **Dress Code Guidelines:**

- Students **MUST** wear a shirt, bottoms, or dress and shoes.
- No bare feet – shoes, flip-flops, or sandals are required. Slippers may not be worn in place of shoes.
- Any clothing with obscene language; symbols, pictures of suggestive matter, including references to alcohol, drugs, tobacco, or sex is prohibited.
- Hats (including hoods) are not to be worn indoors on school days upon entering the building or at school related activities that take place inside the school or gymnasium. Sunglasses are prohibited, unless permitted for religious, medical, or other reasons approved by the school administration.

- Tank tops must have at least a two finger or 1" finger of the student width strap at its narrowest point unless covered by another garment and must at all times cover undergarments; arm holes cannot reveal either chest or back.
- No backless or see through apparel.
- No halter-tops
- Necklines should not extend below one hand's width (of the student) from the lowest part of your clavicle/collar bone.
- Shirts must extend past the waistband of the pants/shorts or skirts to a sufficient length so that no part of a student's stomach or back shows when their arms are raised horizontally.
- Shorts, skirts, skorts, and dresses must be hemmed and reach mid-thigh regardless of layering underneath.
- Tights/leggings/spandex must be covered with a long shirt/skirt/dress to mid-thigh length.
- Undergarments must be covered at all times, even while in the sitting position.
- Boxers and undergarments shall not be visible at any time, nor seen through holes or tears.
- Clothing should be worn in such a way that the wearer's genitals, buttocks, nipples, navel/midriff, and undergarments are covered with opaque material at all times.
- Apparel and jewelry that displays messages or illustrations of a profane or questionable nature, including advertisements for any kind of drugs, alcohol, tobacco, or illegal substances including mushrooms.
- Spirit Week and Halloween activities allow for students to wear themed hats or dress code acceptable clothing that is a part of their themed outfit. No full-face paint/masks, threatening or distasteful costumes, and disruptive hair, make-up or jewelry are permitted.
- Formalwear is considered appropriate for Prom. Discretion is advised in choosing age appropriate attire and administration reserves the right to disallow explicit attire.

#### CONSEQUENCES:

Failure to comply with any of these standards will result in being sent home to change clothing or being provided a t-shirt by the school as a cover. Final discretion as to whether a student's appearance or dress complies within the boundaries of the dress code rests with the administration.

- 1st Offense: Change of clothes and a warning.
- 2nd Offense: Change of clothes and parental contact made.
- 3rd Offense: 30-minute detention either before or after school.

#### DRIVER EDUCATION

Driver Education is typically offered in the spring of the school year for eligible students. Driver Education takes place outside of the regular school day.

#### DRUG FREE SCHOOL

Illegal use, possession, or distribution of controlled substances (illegal drugs, tobacco, alcohol, etc.) is prohibited on school premises *at any time*.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons other than Firearms” section in **Policy 3311**.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in **Policy 3311**.

## **DUAL ENROLLMENT**

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students.

Highwood Public Schools has entered into a partnership with Great Falls College-MSU. Juniors and seniors are eligible under the following conditions:

- The student must have authorization from the superintendent and;
- The student must complete and submit all appropriate paperwork for the program and;
- The student must satisfy all prerequisites listed in the catalog for the individual course they wish to take, including any entrance exams.
- The student is responsible for the cost of the college credit, but college credits taken through dual credit classes are earned at a greatly reduced rate – much cheaper than credits earned on the college campus. (The first two classes are free!)

Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

## **EIGHTH GRADE PROMOTION REQUIREMENTS**

Promotion from middle school shall be contingent upon completion of the curriculum in grades 1-8 and upon recommendation of the eighth grade teachers, the superintendent/principal.

## **ELECTRONIC DEVICES/CELL PHONES**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of the superintendent/principal, teachers, or activity supervisor is a privilege which will be permitted only

under the circumstances described herein. The superintendent/principal, teacher, or activity supervisor may grant permission for individual students to use and/ or possess cellular phones, if, in the sole discretion of the superintendent/principal, teacher, or activity supervisor, such use is necessary to the safety and/or welfare of the student.

**Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends.** Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Violations will be handled based on offenses listed:

- 1<sup>st</sup> Offense: Device confiscated, parent notified, and device reissued to student at the end of the day with the student's signature.
- 2<sup>nd</sup> Offense: Device confiscated, parent notified, and parent must pick up device at the end of the day with a parent's signature.
- 3<sup>rd</sup> Offense: Device confiscated, parent notified, and parent must pick up device at the end of the day with a parent's signature. Student prohibited from possessing the device on campus for seven days.
- 4<sup>th</sup> Offense: Device confiscated, parent notified, and parent must pick up device at the end of the day with a parent's signature. Student prohibited from possessing the device on campus for thirty days.

IPOD AND MP3 player use is not allowed in the school.

At no time will any student operate a cell phone or other electronic device with video capabilities (iPod (w/camera), iPad, etc.) in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Educators or coaches will monitor locker rooms during and after events, practices or class to ensure compliance with this prohibition. Failure to honor this prohibition will result in immediate discipline up to and including suspension or removal from extra- curricular activities or expulsion from school.

During trips away from the school district for educational, activity or athletic purposes, the coach, advisor or educator in charge of the trip will collect all cellular phones, pagers, and other electronic signaling devices when students exit the bus. Students may possess their device during the trip while on the bus or in a school vehicle, but must turn in the device when exiting the vehicle. Devices will not be allowed in hotel rooms during overnight travel (coaches will maintain possession of the devices). The coach, advisor or educator will secure collected devices in a locked compartment or case on the bus. Devices will be returned to the students after the activity when the final destination is the return trip home. Accessing music on cellular phones, pagers, and other electronic signaling devices is not a sufficient reason for a student to maintain possession during the trip. Students may not access music/books/magazines/pictures/videos with explicit lyrics on any device, and to do so would be a violation of this policy.

## **EMERGENCY DRILLS**

Emergency drills (evacuation, lockdown, earthquake, etc.) at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, staff and students obey orders promptly. Classroom teachers will give students instructions based on the type of emergency. (See Policy 8301)

## **EMERGENCY SCHOOL CLOSURE INFORMATION**

Emergency closing notification will be communicated to parents/guardians through the Infinite Campus Messenger system. Emergency messages will go to the emails, home phone numbers, and cell phone numbers of all parents and guardians. Text messages to cell phones will be included in Messenger communications.

## **EQUIPMENT AND FACILITIES**

Reasonable and proper care of equipment and facilities is expected from all students. Equipment that is checked out to students (including, but not limited to textbooks, Chromebooks, and calculators) is the sole responsibility of the students. Students are responsible to care for the equipment and return at the end of the activity. Fines will be assessed to students responsible for lost equipment, damaged equipment, or careless damage to the facilities.

## **EXTRACURRICULAR BUS TRIPS**

Students who attend school sponsored activities or functions via bus are considered to be representing the school. No student shall use tobacco, drugs or alcoholic beverages on a bus trip of any kind. Students will be clean, well kept, and dressed according to dress code. Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The superintendent/principal, however, may make an exception if the parent requests 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.

Travel buses are a privilege and have been acquired for the comfort of students on field trips, sports trips, and other extracurricular activities. The following rules will strictly be enforced on extracurricular bus trips:

1. Food is not permitted on the buses.
2. Water is the only beverage allowed on bus trips.
3. Students are responsible for picking up garbage on the bus at the conclusion of a trip.
4. DVDs must be pre-approved for viewing by the sponsor or coach.

## **EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITY RULES FOR MIDDLE AND HIGH SCHOOL STUDENTS**

**CO-CURRICULAR ACTIVITIES DEFINED:** Credit bearing courses that involve activities both inside and outside the classroom setting. (Music, Yearbook, Field Trips, etc.)

**EXTRA CURRICULAR ACTIVITIES DEFINED:** Those activities beyond the immediate scope of graded requirements: (Interscholastic Athletics, Pep Band, Student Council, etc.)

**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.

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities)
- An Activities Permission Form to participate (signed by the parent)
- An Extracurricular and Co-Curricular Student Participation Contract (signed by the student and parent)
- A Student-Athlete and Parent Concussion Statement (signed by the student and parent)

### **ELIGIBILITY**

In order to participate in extra-curricular activities, students must meet the following academic and physical standards:

1. Students are required to pass a physical examination before participating in any athletic activities.
2. Students are expected to attend all practices as designated by the coaches.
3. Students must earn a composite 2.0 GPA (4.0 scale) during the previous quarter.
4. Students must earn passing grades in all classes. (Students earning a quarter grade of an F will not be eligible to participate in any extra-curricular activities.) This rule will not be applied to the freshmen until the end of the first semester of their freshman year.
5. Students with five tardies in one class or seven cumulative tardies are not eligible to participate in extra-curricular contests or activities until they satisfy their Campus Service requirement.

**Students ruled ineligible at the end of the nine weeks grading period will be placed on probation during which time they will be allowed to practice at the coach's discretion but not travel with the team or participate in competition.** A review of ineligible students will occur again at mid-term (4 1/2 weeks) and if grades are up to standards, eligibility will be reinstated. A GPA is calculated from all grades issued by instructors in those classes for which a grade is registered.

### **ELIGIBILITY EXCEPTIONS**

- Students moving into the District will be allowed to participate during their first quarter if they are eligible according to MHSA standards. Students not meeting MHSA standards will be ineligible for MHSA sanctioned activities. These standards do not apply for students who are assigned to activities as part of a Special Education - Individual Education Plan within the area of their handicapping condition.
- Students will be ineligible to participate in interscholastic athletics if their nineteenth birthday occurs prior to August 31st.

### **EXTRA AND CO-CURRICULAR ACTIVITY RULES**

Highwood High School and Middle School students who participate in any school activities, (Examples: interscholastic athletics, pep band, student council, speech and drama) as athletes, club members, or managers, and any high school or middle school students who represent the school in activities outside the school are subject to the following rules throughout the school calendar year.

When violations occur and penalties are exacted, the penalties will apply to **ALL** of the student's activities covered by these rules.

### **RULE #1**

Participants will not associate with, use, possess, buy/sell or give away tobacco, alcohol, marijuana or any other substance defined by law as an illegal drug.

(Definitions)

Use: the consumption of illegal drugs, alcohol, or tobacco.

Possession: to possess, or to be in possession of, illegal drugs, alcohol, or tobacco.

Association: to be a willful companion in the use or possession of illicit drugs or alcohol.)

### **CONSEQUENCES**

#### **First Offense\***

1. Students found in violation of Rule #1 will be prohibited from participation in all extra/co-curricular activities for 30 school days from the date of the hearing regarding the rule infraction.
2. In lieu of the 30 school day suspension, the superintendent may extend the option to participate in an appropriate chemical awareness experience.
3. Upon acceptance of the option, the superintendent shall waive the 30 school day suspension and impose a 10 school day suspension from extra/co-curricular activities from the date of the hearing regarding the rule infraction.
4. Students who do not successfully complete the chemical awareness experience would cause the enforcement of the 30 school day suspension from all extra/co-curricular activities.

\* Students who do not violate the extra-curricular activity rules for one calendar year after the first offense will have the first offense removed from their extra-curricular records. Any subsequent offense will be considered a level one offense.

#### **Second Offense:**

1. Students found in violation of Rule #1 will be suspended from all extra/co-curricular activities for one calendar year.
2. In lieu of the one calendar year suspension, the superintendent may extend the option the option to the student to participate in an appropriate chemical awareness experience.
3. Upon acceptance of the option, the superintendent shall waive the one calendar year suspension and impose a 30 school day suspension from all extra/co-curricular activities from the date of the hearing regarding the rule infraction.
4. Students who do not successfully complete the chemical awareness experience would cause the enforcement of the one calendar year suspension from all extra/co-curricular activities



from the date of the hearing regarding the rule infraction.

### **Third Offense:**

1. Students found in violation of Rule #1 will be suspended from all extra/co-curricular activities for one calendar year.

### **RULE #2**

Participants must be in attendance by the beginning of 5<sup>th</sup> period on the day of an activity to participate in that activity. This includes being in attendance by the beginning of 5<sup>th</sup> period on Friday for a Saturday activity. If a student must be absent for a special circumstance (i.e. doctor's appointment), the activities director and superintendent must be informed before leaving.

### **CONSEQUENCES**

1. The student will not participate in the next game or travel with the activity group.

### **RULE #3**

Participants will not violate any school rules resulting in any type of school suspension.

### **CONSEQUENCES**

#### **First Offense**

1. The student will not participate in activities for the length of the school suspension. This means no practice, traveling, or participation of any kind.

#### **Second Offense**

1. The second violation of rule #3 will bring suspension from all activities for 30 days.

### **RULE # 4**

Athletic rules are in effect from the first practice day of the season until the season is concluded. The season concludes at the end of the regular scheduled season or tournament play. At tournaments, the rules apply until the tournament is over.

### **RULE #5**

Coaches, directors, and sponsors may add additional participant rules for their activity. All additional rules must be approved by the activities director and the administration and must be communicated clearly with participants and their parents.

## **FAMILY NIGHT**

Wednesday night has been approved by the Board of Trustees as *Family Night* for Highwood School. All high school practices and sponsored activities must end by 6:00 P.M. All middle school practices and sponsored activities must end by 4:45 P.M. on Wednesday night.

## **FIREARMS AND WEAPONS**

It is the policy of the Highwood School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than one year. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and **Policy 3311**.

For the purposes of the firearms, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

### **POSSESSION OF WEAPONS AND OTHER FIREARMS**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. (See **Policy 3311**)

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes with the permission of the superintendent/principal. Except as approved by the superintendent/principal, fund-raising by non-school groups is not permitted on school property. (See **Policy 3530**)

## **GRADING SYSTEM AND PROGRESS REPORTS**

The school year is divided into four nine-week grading periods. Report cards are issued at the conclusion of each grading period. If a student's academic progress does not meet a teacher's expectations, parents will be notified. Parents are welcome to contact teachers at any time with questions regarding student grades, expectations, and performance.

Parents and guardians are encouraged to use the Infinite Campus Parent Portal to check their children's grades and/or missing assignments. The school secretaries can assist parents with creating their accounts. Instructions will be distributed to parents new to the District.

Students who receive an incomplete grade must make up required work within a specified period (usually 10 school days), or the grade will revert to an F. The following numerical values are used in computing grade point averages: **A: 4.00 B: 3.00 C: 2.00 D: 1.00 F: 0**

## GRADUATION REQUIREMENTS

Students who have attended Highwood High School at least one semester and completed all the requirements for graduation may participate in the graduation exercises and receive their diplomas. Students who transfer to Highwood lacking the required credits/classes will be provided the opportunity to retrieve classes through Highwood School or distance learning.

**Credit:** In grades 9-12, a unit of credit (one credit) is awarded for the successful completion of the work in any class meeting one full period per school day for the entire year.

**Required Courses:** Courses that must be completed before graduation.

**Elective Courses:** Courses that are offered but not required for graduation.

**Study Hall:** Students are only allowed to take one study hall per day.

**Credit Load:** Students at Highwood High School are required to take classes each semester to fill six periods per day. They must complete the entire semester of a class to gain credit. Classes may not be dropped after the first ten days of the semester without permission of parents, teachers, the counselor, and the superintendent.

**Minimum Number of Credits Required for Graduation:** 21

### HIGHWOOD HIGH SCHOOL GRADUATION REQUIREMENTS

English	4 Credits	Other Social Studies	1 Credit
Math	2 Credits	P.E./Health	2 Credits
Science	2 Credits	Fine Arts	1 Credit
U.S. History	1 Credit	(Art or Music)	
U.S. Government	1 Credit	Vocation/Technical Edu.	1 Credit
Financial Literacy/Economics	1 Credit	(Shop, Business)	

### ADDING OR DROPPING CLASSES

Student schedules are developed in cooperation with the student, his/her parents, and the counselor. Students are encouraged to select courses that are challenging and that will further one's career outlook. Students wishing to change their schedules should:

- Confer with respective teachers regarding the advisability of changing coursework.
- Consult with the counselor as to the validity of the change regarding graduation requirements.
- Obtain a drop/add form from the counselor that must be signed by each teacher affected, the student, the student's parent or guardian, the counselor, and the superintendent.
- Make the schedule change no later than the tenth day of the semester.

### REQUIREMENTS FOR ENTERING THE MONTANA UNIVERSITY SYSTEM

In order to receive full admission to a four-year university in the MUS, entering traditional students are required to meet the following standards:

- 1) 2.5 cumulative GPA, or
- 2) A minimum score of 1540 on the SAT combined critical reading, math and writing, or
- 3) A minimum score of 22 on the ACT composite
- 4) Rank in the upper half of the school's graduating class

Complete either the Regent's College Preparatory Program or Rigorous Core Preparatory Program

Students must demonstrate math proficiency via one of the following methods:

- 1) Earn a minimum ACT math score of 22
- 2) Earn a minimum SAT math score of 520
- 3) Earn a minimum score of 3 on the Advanced Placement calculus exam
- 4) Complete the Rigorous Core College Preparatory Program

Students must demonstrate writing proficiency via one of the following methods:

- 1) Earn a minimum ACT writing/English score of 18
- 2) Earn a minimum SAT writing/English score of 440
- 3) Earn a minimum score of 7 on the ACT/SAT writing essays
- 4) Earn a minimum score of 3.5 on the MUS writing assessment (MUSWA)
- 5) Earn a minimum score of 3 on the AP English or literature exam

For the purposes of college entrance, the following curriculum is considered to be \*Rigorous Core College Preparatory Program:

Math (4 years)  
English (4 years)  
Lab Science (3 years)  
Social Studies (3 years)  
College Prep Electives (3 years) which include world language, computer science, visual and performing arts, and career/technical education units that meet the Office of Public Instruction guidelines.

*\*High school students who successfully complete the Rigorous Core are eligible for the MUS Honor Scholarship.*

For the purposes of college entrance, the following curriculum is considered to be Regents' College Preparatory Program:

Math (3 years)  
English (4 years)  
Lab Science (2 years)  
Social Studies (3 years)  
College Prep Electives (2 years) which include world language, computer science, visual and performing arts, and career/technical education units that meet the Office of Public Instruction guidelines.

## **HEAD LICE**

In the interest of the health and welfare of students enrolled in Highwood Schools, no student will be permitted to attend classes with the general population if they are infested with head lice. The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and eggs. A child may return to school after being successfully treated so that **NO NITS** or live lice are present.

## **HEALTH SERVICES**

Students becoming ill during the school day must report to the office. If a student needs to go home, the office will inform the parent and the student will be released from school. Students should not leave without first being released by the office. Working parents are urged to provide the school secretary with someone in the community who may be called in an emergency. Such cooperation will prevent a child from spending the day in the first aid room.

Hearing and vision screenings will be conducted during the year. Should you require any further assistance during the year, the Chouteau County Health Nurse serves our needs upon request.

## **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 and should be an application or adaptation of a classroom experience.

### **HOMEWORK POLICY AND ELIGIBILITY IN ACTIVITIES (MIDDLE AND HIGH SCHOOL)**

1. Students have until the end of the final school day of the week, or the time in which students depart for an activity, whichever comes first, to have all work completed for the week. A student who does not have class work finished and turned in will lose extra-curricular eligibility for the following week.
2. On Monday, a list of ineligible students will be compiled and distributed to the superintendent, athletic director, respective coaches, and secretary. In addition, students and their parents will be informed of their ineligibility for the week.
3. Ineligible students are expected to turn in the late work and **continue to practice** with the team or club. They may attend games (with the team) that they are ineligible to participate in if the work is completed by the next game, but they may not miss school to do so.
4. To regain eligibility, students must have all work completed – late and current – by the end of the final day of the week or the time in which students depart for an activity, whichever comes first. If all work is completed and turned in, the students will be eligible for full participation.
5. The homework policy carries over from one quarter to another during the school year.

### **HONOR ROLL (MIDDLE AND HIGH SCHOOL STUDENTS ONLY)**

Honor Roll is calculated for each nine-week period. All courses with letter grades are included in a student's GPA (grade point average) which determines eligibility for the Honor Roll. Criteria for the Honor Roll is as follows:

- Honor Roll: GPA of 3.0 – 3.49
- High Honor Roll: GPA of 3.5 – 4.0

### **IMMUNIZATION (See Policy 3413)**

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 and tetanus. Haemophilus influenza type B is required for students under age five (5).

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 statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. (See Policy 3413)

## **LAW ENFORCEMENT**

### **QUESTIONING OF STUDENTS**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **STUDENTS TAKEN INTO CUSTODY**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the superintendent/principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The superintendent/principal will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the superintendent/principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. (See Policy 4410 and 4411)

## **LEAVING THE SCHOOL CAMPUS**

Students are not allowed to leave the school campus during the course of the school day without permission from the administration.

## **LOCKERS**

Every middle school and high school student is assigned **ONE** locker. Students are expected to keep their assigned lockers neat and orderly. Pictures or stickers should not be placed on the outside of the lockers with the exception of spirit related signs created by the school. Any pictures, literature, or stickers of questionable nature will be removed. Lockers are the property of the Highwood Public School.

## **MEDICATION AT SCHOOL**

A student who takes prescription medicine or non-prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the school office. The superintendent/principal may authorize the secretary to assist with self-administration of the medication 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, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. (See Policies 3416, 3416F, 3416F1)

## **MOUNTAINEER PRIDE DAY**

Every Friday is Mountaineer Pride Day. Students and staff are encouraged to show their school pride by wearing **STRONG** shirts, blue and gold, Mountaineer or Rival clothing on Friday. Those dressed for Mountaineer Pride Day in their **STRONG** shirts will be eligible for the weekly Mountaineer Pride drawing.

## **NEW CLUBS**

The District recognizes that student clubs are a helpful resource for schools and supports their formation. The Superintendent or designee is delegated the authority to approve or deny club applications. The Administration shall approve and recognize curricular student clubs or organizations in a manner consistent with any administrative procedure. Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club shall be designated as noncurricular student groups. Students are permitted to informally gather at the school in accordance with **Policy 3233**.

## **OPEN CAMPUS RULES (HIGH SCHOOL STUDENTS ONLY)**

1. Students wishing to order food from the bar for lunch must order ahead of time. Students will not be permitted to place orders during class time.
2. Students must order take-out from the bar.

3. The number of seatbelts in a vehicle will determine the number of students that can ride together in the vehicle.
4. Students can lose the privilege of driving during open campus if their driving is inappropriate.
5. Students should return to school on time. Students will be allowed two tardies fifth period. A third tardy will result in the loss of the open campus privilege for ninety days (one semester).
6. Any illegal behavior or behavior that violates training rules during open campus will result in the loss of the open campus privilege.

## **PARENT/TEACHER CONFERENCES**

Keeping parents informed of their children's progress and needs is a priority at Highwood School. Parent/Teacher Conferences are scheduled in November and January and are open to all parents. In addition, parents are welcome to schedule conferences with teachers at any time during the school year.

## **SCHEDULING CONFERENCES/MEETINGS WITH TEACHERS**

Teachers are happy to meet with parents regarding their child's progress. Parents who wish to meet with teachers should contact teachers ahead of time to schedule a meeting time that is agreeable to both parties.

## **PLAYGROUND RULES**

In order for recess time to be safe and enjoyable for everyone, students are expected to abide by the following rules:

- Be respectful.
- Be responsible.
- Be safe.

Consequences for unacceptable behavior on the playground are the following:

- First offense – ***WALK WITH***
- Second offense – ***TIME OUT ON THE WALL***
- Third offense – ***MEET WITH THE SUPERINTENDENT***

## **PRAYER**

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. 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.

## **PROMOTION AND RETENTION**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance. Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of alternatives. The final decision for promotion or retention is left to the discretion of the parents, teacher, and superintendent/principal of the school. (See Policy 2421)



## **PROTECTION OF STUDENT RIGHTS (See Policy 2132 and 3200)**

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

### **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.

### **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.

If injured while at school or at a school sponsored activity, students should contact a teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained at the school office. **(Form 3431F)** Students **MUST** tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor **PRIOR** to seeking a physician's care is very important. The insurance carrier for Highwood School **WILL NOT** process any paperwork without first having an accident report on file.

#### **ACCIDENT INSURANCE**

The school district does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the office for additional information. This insurance covers while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

## 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.

## SCHOOL DANCES

All school-sponsored dances must be organized through the administration. All dances must be approved two weeks in advance of the date of the dance. Students wishing to bring guests to dances who are not enrolled in Highwood School must complete a Guest Permission Slip and return it to the office at least one day before the dance. Students who leave during a dance will not be allowed to return.

## SCHOOL SONG

Highwood High School hats off to thee  
To your colors true we will ever be  
Firm and strong united are we  
Highwood High School rah, rah  
Rah, rah, rah, rah  
Three cheers for Highwood High  
H-I-G-H-W-O-O-D  
Highwood, Highwood, rah, rah rah

Highwood High School hats off to thee  
To your colors true we will ever be  
Firm and strong united are we  
Highwood High School rah, rah,  
Rah, rah, rah, rah  
Three cheers for Highwood High!

## SCHOOL SPIRIT/SPORTSMANSHIP

Highwood School has high expectations in the area of school spirit. Help us keep the tradition alive. School spirit falls into three categories:

- Courtesy** - towards teachers and coaches, students, athletic officials
- Pride** - in our endeavors and accomplishments
- Sportsmanship** - ability to win and lose gracefully



Highwood School expects exemplary behavior by competitors and spectators at school events. To achieve this goal, both are expected follow the guidelines set forth by the Montana High School Association regarding sportsmanship and behavior at school events. **BE LOUD – BE PROUD – BE POSITIVE!**

## SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## STUDENT DESKS AND LOCKERS

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and

contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Whether or not students are present, searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Searches may also be conducted at random, in accordance with law and District policy. (See **Policy 3231.**) Parents or guardians will be notified if any prohibited items are found in a student's desk or locker.

### **VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

### **DRUG DETECTION DOGS**

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs. Highwood School contracts with Montana Interquest Detection Canines to conduct periodic inspections of the school campus. Inspections are carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks, and any other articles on school property are subject to inspection. All inspections will be conducted within the scope of law.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation.

(See **Policy 2162, 2162P**)

### **SEMESTER TESTS**

Semester tests are used to inform students, parents, and teachers of the student's level of achievement in all areas of the curriculum. The tests also provide teachers with an analysis of their instructional effectiveness.

Semester tests for high school and middle school students will be administered over two consecutive days during the last week of the semester.

## SEXUAL HARASSMENT/SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or superintendent, who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District 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 District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation in accordance with **Policy 3225 and 3225P**. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the complainant, the complainant may appeal in accordance with **Policy 3225P**. For more information about the District's complaint procedure, see **Policy 3225, 3225P, 3225F**.

## **SHOOTING MACHINE**

Students are required to have permission and **DIRECT** supervision to use the basketball shooting machine in the gymnasium. Permission will be granted to use the shooting machine only when an adult is present in the gym to supervise the students for the entire time. In other words, students **CANNOT** use the shooting machine if there is not an adult present in the gym who has agreed to supervise.

## **SPECIAL EDUCATION**

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. (See Policy 2161 and 2161P)

Parents who feel their child may qualify for Special Education services should contact the building principal or classroom teacher to initiate an evaluation.

## **STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home. Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted. Students who are detained after school are not to be left unsupervised during their detention.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. 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 principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. 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 or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to 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 the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

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.

Certain officials from various governmental agencies may have limited access to the records. 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 to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release 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 through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a minimal cost. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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. Should circumstances change, the parent can contact the

principal to indicate his or her desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

### **SPECIAL EDUCATION RECORDS**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **STUDY HALL**

Study hall is a class period set aside for students to study, prepare, and complete classwork assigned in their respective classes. All students are required to bring work to do during this time. **Doing nothing during study hall is NOT an option.** Students are allowed to take one study hall per day.

### **SUBSTITUTE TEACHERS**

Highwood School is fortunate to have capable people to help us whenever our regular teachers are ill or not in the classroom. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate to all substitute teachers.

### **TECHNOLOGY VISION STATEMENT-ELEMENTARY**

Highwood Public School's technology vision aligns with the overall mission of Highwood School; to provide educational excellence that meets the individual learning needs of every student with the expectation that all students will reach their highest potential with the skills and knowledge to become successful, productive citizens in a changing society. As a public school Highwood Elementary embraces the responsible and safe use of technology in teaching and learning. Taking into consideration the Montana Content Standards for Technology Integration for K-12, studies regarding best practices, the Highwood School Board's policy #3612, and the needs of our students, we have created this vision statement to outline our intent for the use of technology in the elementary grades. Technology shall be implemented to enhance, improve, engage and stimulate the learning environment for all students to advance their educational experience and skills in order to prepare them to live and work in a global community. Therefore, the challenge of educators is to equip students with knowledge, skills, and values that will enable them to live effectively, productively, and enjoyably in our continuously changing world.

In preparing students for success in a technology driven world, teachers will strive to:

1. Provide age appropriate lessons in computer skills such as, but not limited to, typing, research, internet safety, collaboration, and communication.

2. Differentiate lessons to meet the needs of learners at all levels.
  - a. Provide advanced practice in core subject skills.
  - b. Provide support for continued and deepening understanding of skills.
  - c. Teachers will develop and share authentic and engaging activities that require students to hone problem-solving skills.
3. Use technology for educational purposes only and to supplement and aid, not replace, in-person instruction from the classroom teacher.
  - a. In classrooms, teachers will be competent and knowledgeable about the range of technology tools that can assist them in making effective choices in designing learning experiences.
4. Gauge and monitor students' individual levels of achievement, using a variety of assessment data to help make decisions, programs, and support for student learning.
  - a. Assessment data may include formative and summative assessments, written or oral exams, as well as data collected via online platforms.

We at Highwood School recognize the importance of family support and participation as a part of their student's learning team. If you have any questions, comments, or concerns regarding the use of technology in your student's classroom, please reach out to your classroom teacher.

## TELEPHONE USAGE

A telephone is available near the office for student and public use. All student calls must be made on this phone but only after obtaining permission from office personnel. Calling times are limited to before school, during lunch or study hall, and after school. Messages from parents can be delivered to students during the school day when necessary, but parents should make every attempt to make arrangements with children before school.



## VALEDICTORIAN/SALUTATORIAN/HONORS

Students who have attended Highwood High School a minimum of their junior and senior years and who have successfully completed the **Rigorous Core College Preparatory Program** with a minimum 3.4 cumulative GPA will be the first students eligible to be named valedictorian and salutatorian. The highest GPA will be valedictorian(s) and second highest will be salutatorian(s).

Next eligible will be those students who complete the Rigorous Core with a minimum 3.0 GPA. The highest GPA will be valedictorian(s) and second highest will be salutatorian(s).

If no one in the senior class completes the Rigorous Core with a minimum 3.0 GPA, no valedictorian or salutatorian will be named that year.

Students graduating with a 3.5 GPA are designated as earning honors at graduation. Students graduating with a 3.75 GPA are designated as earning high honors at graduation. Honors designations are calculated using the cumulative GPA through the 7th semester. Since grades are not finalized for



the seniors' 8th semester until after commencement ceremonies, 8th semester GPA is not considered for honors designation.

## **VIDEO RECORDING OF STUDENTS**

The District may use surveillance cameras with no audio 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. Surveillance 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.

## **VISITORS**

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the school office where they will sign in and receive a visitor badge. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and as long as the duration and frequency of the visits does not interfere with the delivery of instruction or disrupt the normal school environment.

## **WEBSITE**

The web address (URL) for the Highwood School website is [www.highwood.k12.mt.us](http://www.highwood.k12.mt.us). Please utilize the District website to access the most up-to-date information.

**RECEIPT OF K-12 STUDENT HANDBOOK  
2024-2025**

*I have received a copy of the Highwood Student Handbook for 2024-2025. I understand that the handbook contains information that my child and I will 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.*

Name of Student (Printed) \_\_\_\_\_

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

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

**Please Sign and Return to the School Office.**

Highwood Public Schools Acceptable Treat List

Updated August 2024

\*Regardless of being on this list, read every label, every time as ingredient labels change frequently.

\* Nut free needs to be BOTH Peanut & Tree Nut free, some labels are only one or the other.

Acceptable Nut Free Granola Bars:

Nature's Bakery, multiple flavors:



Made Good Granola Bars:



Enjoy Life, multiple flavors:



Newtons Fig Bars



Little Bites Muffins



Red Plate Foods (Free of all allergens)



Ice Cream:

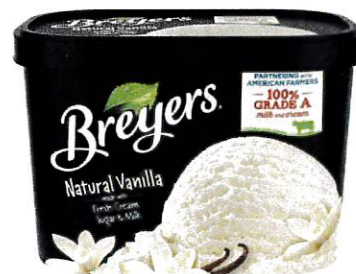
Oat-Ly! – Multiple Flavors

(Dairy and Nut Free)



Breyers Natural Vanilla

(Only Natural Vanilla is Nut Free)



Cookies/Cupcakes

Lofthouse Cookies multiple flavors and styles:



Granny B's Bakery Fresh Cookies



Bakery Bling Designer Cookies



Two-bite original cupcakes: Multiple flavors



Two- bite cinnamon rolls:



Superior on Main Cookies: Multiple Flavors



Enjoy Life Cookies, multiple flavors:

\*Also has gluten free options



Popsicles:

Monster Cherry Pops, multiple flavors    Outshine Fruit Bars

Crayola Popsicle Scribblers



Candy:

Charleston Chew



Sugar Babies



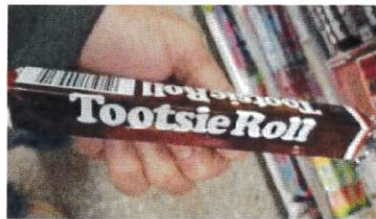
Junior Mints



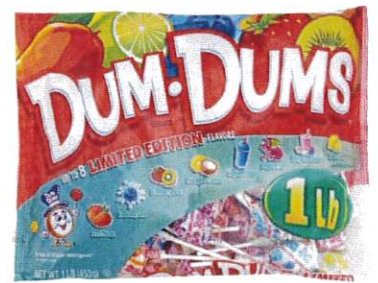
Junior Caramels



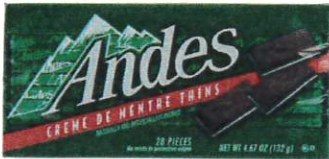
Tootsie Rolls



Dum-Dums



Andes Mints



Airheads & Airhead Bites:



Airhead Xtremes Bites:



Blow Pops



Dots



Tootsie roll pops



Crackers/Chips/Snacks:

Goldfish crackers:



Cheeze-It



Unfrosted Animal Crackers



Nilla Wafers



Snyder's Pretzels (multiple flavors)



Boom Chicka Pop (Multiple Flavors)



Lays Potato Chips



Fritos



Dole Fruit Cups



Mott's Fruit Snacks:



Annie's Snacks:



Drinks:

Honest Kids



Caprisun



Gatorade



Minute Made



Hi-C



Fresca



Pepsi Products



Coke Products





**UNCUT Whole Fruit:**

Uncut Bananas



Mini Oranges



Whole Uncut Apples



Common Safe Symbols:



**\*When relying on these symbols you must still read the ingredient label AND verify that it is produced in BOTH Peanut and Tree Nut Free facilities. It is common to be safe from one or the other and not both and then a known allergen may be present.**

