



HOT SPRINGS SCHOOL DISTRICT #14-J
2024-2025 K-12 STUDENT HANDBOOK

MISSION STATEMENT

THE HOT SPRINGS SCHOOL COMMUNITY IS COMMITTED TO CREATING A POSITIVE AND SAFE LEARNING ENVIRONMENT. THROUGH COLLABORATION WITH PARENTS, STAFF, AND STUDENTS WE STRIVE TO ENSURE SUCCESS FOR OUR FUTURE LEADERS.

HELPING EVERYONE ACHIEVE TOGETHER

TO STUDENTS AND PARENTS:

The Hot Springs School District #14-J Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. The Student Handbook is designed to be in harmony with Board policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

SUPERINTENDENT’S MESSAGE

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

Gerald Chouinard, Superintendent

BOARD OF TRUSTEES 2023-2024

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

Frederick A. DePoe Jr, Board Chairman	PO Box 615, Hot Springs, MT 59845
Julie White, Vice-Chairman	PO Box 245, Hot Springs, MT 59845
Lynette Ek	249 Far West Rd, Hot Springs, MT 59845
Amanda DePoe	PO Box 822, Hot Springs, MT 59845
Jennifer Christensen	PO Box 707, Hot Springs, MT 59845

NOTICE OF NON-DISCRIMINATION

The Hot Springs School District does not discriminate based on race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The district is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The district also provides equal access to

the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Gerald Chouinard, Superintendent

301 Broadway

PO Box 1005

Hot Springs, MT 59845

Telephone No. (406)741-3285

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

2024-2025

HOT SPRINGS SCHOOL CALENDAR

8/16 Fall Sports 8/19 - 8/24 PIR Days 8/26 1st Day of School	AUGUST 2024 <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	FEBRUARY 2025 <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		2/25 3rd Midterm							
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REQUIRED EVENTS: FALL P/T CONFERENCES, CHRISTMAS CONCERT, SPRING P/T CONFERENCES, GRADUATION

3 STUDENT HANDBOOK

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. The district permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent’s request.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her

sixteenth birthday is required to attend each school day.

- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. Our District's expectation is high attendance rates. If a student has 10 absences in a semester, a required meeting with student and parent will be scheduled with superintendent to adopt a truancy plan.
- The superintendent or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day to inform him or her of the student's absence if no excuse has been offered. See Policy 3120, 3122.

When a student is absent from school, the parent/guardian must call the school (406)741-2962 EXT. 1, any time after 7:30 a.m. to notify the school of the absence or at least 30 minutes before the start of the student's school day if enrolled on a part-time basis. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional in-depth student assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. The basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected. The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary. Parents are encouraged to schedule appointments after school, during early release days, and calendar days when students are not in attendance to avoid excessive student absence. Please refer to the school calendar for this purpose.

TYPES OF ABSENCES

A. Excused Absence (EA):

EA as authorized by parent/guardian:

1. Illness
2. Bereavement
3. Parent Request due to instruction regarding human sexuality
4. Parent Excuse from instruction/assemblies/events that offend the parent's beliefs or

practices

5. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available prior to requesting an admit slip.

6. College Visits: During a student's junior and senior year of high school, he/she may take up to three days of school to visit a college, university, or other post-secondary institution. If the student pre-plans this visit and clears it with the high school counselor, these three days of a campus visit may be counted as school related absences. Special circumstances require permission from the high school administration. Students granted this privilege must bring validating information from the school(s) visited to the office after their visit to have school related status for the days missed.

7. Special circumstances may be taken up with the superintendent.

B. Unexcused (UA):

UA is an absence for some other reason than specified in the Activities, Pre-planned Absence or Excused Absence sections or an absence for which the student did not receive prior approval from the building administrator. An unexcused absence is considered avoidable by the school, even though it may be approved by the parent, or an absence that hasn't been properly cleared through the attendance office:

1. Truancy/Skipping – absence without prior authorization by parent/guardian and/or by the school.
2. Failure to sign out of the building during the school day.
3. Leaving school without prior notification to the attendance secretary by a parent, guardian, or administrator.
4. Failure of parent/guardian to clear an absence by phone or note.

5 STUDENT HANDBOOK

C. Pre-Arranged Absence:

A pre-arranged absence such as a vacation, non-school district sponsored events, etc. The pre-arranged absence form is the proper way for students to miss school for any reason other than those listed as excused. The pre-arranged absence allows the student to get assignments in advance. A pre-arranged absence form can be obtained from the office or website by presenting a note from the parent/guardian. Prearranged absence forms must be received two days prior to the absence.

D. Attendance Intervention:

Students can accumulate 10 absences in any given class each semester. This includes excused and unexcused, but does not include sanctioned school activities, field trips, and suspensions or mandatory dismissals. If a student accumulates more than 10 absences in a class per semester, the student will be considered chronically absent. The Attendance Intervention

Committee may intervene on behalf of the student and may contact the student's parent/guardian to address the chronic absenteeism and create an attendance intervention plan.

E. Homework Make-up Procedure for Absences:

1-day absence - 1 day make up time

For example, if a student misses class on Monday, the work assigned will be due on Wednesday.

2 days absence - 3 days make up time

More than 2 days absence - 1 week make up time

Teachers may set definite due dates for long term assignments and projects. Long-term assignments due during an absence must be turned in on the day the student returns to school. Tests and some lab/class work may need to be made up within a more limited time frame. Parents are encouraged to notify the office for pre-planned absences or to request homework for absences. It is the student's responsibility to make up all work missed due to an absence.

Makeup work can be obtained by:

- Visiting the teacher before or after school
- Checking the teacher's website page
- Emailing the teacher
- Consulting with classmates
- Google Classroom

Students over 18:

School Board Policy Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3122P and will be reported on the report card. Policy 3130

Truancy- Board Policy 3123

For this policy "truant" or "truancy" means the persistent non-attendance without excuse, as defined by this policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103. "Habitual truancy" means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

Tardiness

Being on time is an important life lesson we are trying to teach at HSHS. If a student had their third

tardy during a semester, they will be written up and have a lunch detention for every 3 tardies during the semester. If tardies become habitual, the intervention team will create an attendance plan to help the student be more successful.

A tardy is defined as being late to school or class after the official start time (if the bell has rung, you are TARDY).

- For every 3 tardies, a student will be given a lunch detention.
- Students with 3 tardies in one week will not be allowed to participate in extracurricular activities/after school programs the following week.
- Students with more than 5 tardies, will lose their privilege of open campus during lunch time for the school year.
- An excused tardy can only be permitted by the superintendent.
- An excused tardy will only be given for special circumstance or emergency.

Human Sexuality Instruction Absence:

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

AWARDS AND HONORS

High School Honor Roll:

1. The honor roll for the high school is divided into four sections:
 - 4.0 Superintendent's List
 - 3.6 - 3.99 High Honor Roll
 - 3.25 - 3.59 Honor Roll
2. No student will be on the honor roll that has earned a "D" or "F" or has an unsatisfactory conduct report.
3. The student must be enrolled in four or more academic subjects. The semester grade will be used to determine the honor roll for each semester.
4. The following will be used to determine the grade point average:
 - A = 4 points
 - B = 3 points
 - C = 2 points
 - D = 1 point
 - F = 0 points

National Honor Society:

Contact Jason Colyer, NHS Advisor

jcolyer@hotspringspride.com

(406)741-2962 ext. 189

Scholarships:

Contact Michele Bangen, District Administrative Assistant/Registrar

mbangen@hotspringspride.com

(406)741-4153

BELL SCHEDULES

HOT SPRINGS SCHOOL DISTRICT

Regular Bell Schedule

JR/HIGH

7:45AM Teachers in Classrooms
 8:00-8:50AM 1st Period
 8:50-9:15AM Advisory/Breakfast
 9:15-10:05AM 2nd Period
 10:10-11:00AM 3rd Period
 11:05-11:55AM 4th Period
 11:55-12:25PM LUNCH
 12:25-1:15PM 5th Period
 1:20-2:10PM 6th Period
 2:15-3:05PM 7th Period
 3:10-4:00PM 8th Period

LUNCH

SAVAGE HEAT GRILL

11:15AM Kindergarten
 11:20AM 1st Grade
 11:25AM 2nd Grade
 11:30AM 3rd Grade
 11:35AM 4th Grade
 11:40AM 5th Grade
 11:55AM JH/High School

ELEMENTARY

7:45AM Teachers in Classroom
 7:50-8:05AM Breakfast
 9:00-9:50AM 3rd Grade SPECIALS
 9:55-10:05AM K-5 Recess
 10:10-11:00AM 2nd Grade SPECIALS
 11:15-11:55AM LUNCH
 11:55-12:25PM K-5 RECESS
 12:25-1:15PM 1st Grade SPECIALS
 1:20-2:10PM Kindergarten SPECIALS
 2:15-2:30PM K-3 RECESS
 2:15-3:05PM 4th Grade SPECIALS
 3:10-4:00PM 5th Grade SPECIALS

RECESS DUTY

K-5 AM Recess

Mr. Nitcy
 Mrs. Colyer
 Mrs. Hunter

LUNCH RECESS

Jim Lawson
 Angie Viegut
 Ruth Bartholmew
 Emilie Charlo

K-3 PM Recess

Mrs. Silva
 Ms. Paro
 Mr. Stevens



HOT SPRINGS SCHOOL DISTRICT

AM ASSEMBLY Bell SCHEDULE BUSES ARRIVING AT 7:50AM

JR/HIGH

7:45AM	Teachers in Classrooms
8:00-8:43AM	1st Period
8:43-9:04AM	Advisory/Breakfast
9:04-9:47AM	2nd Period
9:50-10:50AM	ASSEMBLY
10:53-11:35AM	3rd Period
11:40-12:23PM	4th Period
12:23-12:53PM	LUNCH
12:53-1:35PM	5th Period
1:40-2:24PM	6th Period
2:29-3:12PM	7th Period
3:17-4:00PM	8th Period

ELEMENTARY

7:45AM	Teachers in Classroom
7:50-8:05AM	Breakfast
8:43-9:26AM	3rd Grade SPECIALS
9:30-9:40AM	K-5 Recess
9:50-10:50AM	ASSEMBLY
10:53-11:35AM	2nd Grade SPECIALS
11:40-12:23PM	LUNCH
12:23-12:53PM	K-5 RECESS
12:53-1:35PM	1st Grade SPECIALS
1:40-2:24PM	Kindergarten SPECIALS
2:30-2:45PM	K-3 RECESS
2:29-3:12PM	4th Grade SPECIALS
3:17-4:00PM	5th Grade SPECIALS

LUNCH

SAVAGE HEAT GRILL

11:40AM	Kindergarten
11:45AM	1st Grade
11:50AM	2nd Grade
11:55AM	3rd Grade
12:00PM	4th Grade
12:05PM	5th Grade
12:23PM	JH/High School

RECESS DUTY

K-5 AM Recess

Mr. Nitcy
Mrs. Colyer
Mrs. Hunter

LUNCH RECESS

Jim Lawson
Angie Viegut
Ruth Bartholmew
Emilie Charlo

K-3 PM Recess

Mrs. Silva
Ms. Paro
Mr. Stevens



HOT SPRINGS SCHOOL DISTRICT

PM ASSEMBLY Bell SCHEDULE

BUSES ARRIVING AT 7:50AM

JR/HIGH

7:45AM	Teachers in Classrooms
8:00-8:43AM	1st Period
8:43-9:04AM	Advisory/Breakfast
9:04-9:47AM	2nd Period
9:52-10:35AM	3rd Period
10:40-11:23AM	4th Period
11:28-12:11PM	5th Period
12:11-12:41PM	LUNCH
12:41-1:24PM	6th Period
1:27-2:27PM	ASSEMBLY
2:30-3:13PM	7th Period
3:17-4:00PM	8th Period

ELEMENTARY

7:45AM	Teachers in Classroom
7:50-8:05AM	Breakfast
8:43-9:26AM	3rd Grade SPECIALS
9:30-9:40AM	K-5 Recess
9:40-10:23AM	2nd Grade SPECIALS
10:27-11:20AM	Kindergarten SPECIALS
11:30-12:11PM	LUNCH
12:11-12:41PM	K-5 RECESS
12:41-1:24PM	1st Grade SPECIALS
1:27-2:27PM	ASSEMBLY
2:30-2:45PM	K-3 RECESS
2:30-3:12PM	4th Grade SPECIALS
3:17-4:00PM	5th Grade SPECIALS

LUNCH

SAVAGE HEAT GRILL

11:30AM	Kindergarten
11:35AM	1st Grade
11:40AM	2nd Grade
11:45AM	3rd Grade
11:50AM	4th Grade
11:55AM	5th Grade
12:11PM	JH/High School

RECESS DUTY

K-5 AM Recess

Mr. Nitcy
Mrs. Colyer
Mrs. Hunter

LUNCH RECESS

Jim Lawson
Angie Viegut
Ruth Bartholmew
Emilie Charlo

K-3 PM Recess

Mrs. Silva
Ms. Paro
Mr. Stevens



HOT SPRINGS SCHOOL DISTRICT

10AM Late Start Bell Schedule

NO BREAKFAST OR K-5 AM RECESS

BUSES WILL RUN 2 HOURS LATE ARRIVING AT 9:50AM

JR/HIGH

9:45AM	Teachers in Classrooms
10:00-10:38AM	1st Period
10:43-11:20AM	2nd Period
11:25-12:02PM	3rd Period
12:02-12:32PM	LUNCH
12:32-1:10PM	4th Period
1:15-1:53PM	5th Period
1:58-2:35PM	6th Period
2:40-3:17PM	7th Period
3:22-4:00PM	8th Period

LUNCH

SAVAGE HEAT GRILL

11:20AM	Kindergarten
11:35AM	1st Grade
11:40AM	2nd Grade
11:45AM	3rd Grade
11:50AM	4th Grade
11:55AM	5th Grade
12:11PM	JH/High School

ELEMENTARY

9:45AM	Teachers in Classroom
10:43-11:20AM	3rd Grade SPECIALS
11:20-12:02PM	LUNCH
12:02-12:32PM	K-5 RECESS
12:32-1:10PM	2nd Grade SPECIALS
1:15-1:53PM	1st Grade SPECIALS
1:58-2:35PM	Kindergarten SPECIALS
2:40-2:55PM	K-3 RECESS
2:40-3:17PM	4th Grade SPECIALS
3:22-4:00PM	5th Grade SPECIALS

RECESS DUTY

LUNCH RECESS

Jim Lawson
Angie Viegut
Ruth Bartholmew
Emilie Charlo

K-3 PM Recess

Mrs. Silva
Ms. Paro
Mr. Stevens



HOT SPRINGS SCHOOL DISTRICT

NOON EARLY RELEASE Schedule

NO SPECIALS

BUSES ARRIVING AT 7:50AM

BUSES LEAVING AT 12:05PM

JR/HIGH

7:45AM	Teachers in Classrooms
8:00-8:21AM	1st Period
8:21-8:38AM	Advisory/Breakfast
8:38-8:59AM	2nd Period
9:04-9:25AM	3rd Period
9:29-9:50AM	4th Period
9:54-10:15AM	5th Period
10:19-10:40AM	6th Period
10:44-11:05AM	7th Period
11:09-11:40AM	8th Period
11:40-12:00PM	LUNCH

LUNCH SAVAGE HEAT GRILL

11:00AM	Kindergarten
11:05AM	1st Grade
11:10AM	2nd Grade
11:15AM	3rd Grade
11:20AM	4th Grade
11:25AM	5th Grade
11:40AM	JH/High School

ELEMENTARY

7:45AM	Teachers in Classroom
7:50-8:05AM	Breakfast
9:30-9:40AM	K-5 RECESS
11:00-11:40AM	LUNCH
11:40-12:00PM	K-5 RECESS

RECESS DUTY

K-5 AM Recess

Mr. Nitcy
Mrs. Colyer
Mrs. Hunter

LUNCH RECESS

Jim Lawson
Angie Viegut
Ruth Bartholmew
Emilie Charlo



BULLYING/HARASSMENT/INTIMIDATION/HAZING

or the defense of another in response to a physical attack.

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.

For additional information, please see Policy 3225.

CELL PHONES

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

JR/High School

High School students (Grades 6-12) may use their cell phones before school, at lunch, and after school (between classes in the hallways is NOT permitted). Failure to comply with these expectations will result in confiscation of the cell phone and may result in parents needing to pick up the cell phone from the office.

- 1st Offense: Phone confiscated; student may pick up after school
- 2nd Offense: Phone confiscated; parent must pick up from the school
- 3rd Offense: Phone confiscated; student will not be allowed to have a cell phone on school premises during the school day.

Elementary School

Elementary students (Grades K-5) are NOT allowed cell phones at any time during school hours. The parent will be notified to pick up the child's phone in the office.

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

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

CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or

otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the superintendent must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

COMMUNICABLE DISEASES

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

These diseases include, but are not limited to:

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

COMPLAINTS BY STUDENTS AND PARENTS

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the district has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sexual harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

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

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal's and Superintendent's offices.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sex discrimination. A copy of the Title IX Grievance Procedures can be obtained on the district's website hssdmt.org or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the district's website [Hot Springs School District \(hssdmt.org\)](http://HotSpringsSchoolDistrict(hssdmt.org)) or any District or school office or by contacting the superintendent.

Gerald Chouinard, Superintendent
301 Broadway
PO Box 1005
Hot Springs, MT 59845
(406)741-3285

COMPUTER RESOURCES

Computer resources, including the district's electronic networks, are an integral part of the district's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the district's electronic networks or the district's computers. General rules for behavior and communications apply when using the district's computer resources. Students must sign the *Authorization for Electronic Access* Agreement prior to being authorized to use the district's computer resources. See Appendices B (K-5) and C (6-12) for the forms. For additional information, see Policy 2168, 3612.

CONDUCT

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

Demonstrate courtesy — even when others do not.

Behave in a responsible manner and exercise self-discipline.

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Attend all classes, regularly and on time.

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

Meet District or building standards of grooming and dress.

Obey all building and classroom rules.

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

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

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

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Hot Springs School District's rules and discipline will apply:

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

Violation of Student Code of Conduct

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

- Using, possessing, distributing, purchasing, or selling tobacco, vapor products, or marijuana products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation; marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping);
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. ▪ Using, possessing, distributing, purchasing, or selling marijuana (including medical marijuana).

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- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct except when physical force is determined to be

reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.

- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment (including sexual harassment), or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

Gun-Free Schools/Firearms

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

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a

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summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

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

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

Addendum 3-Plagiarism

PLAGIARISM

Plagiarism in a school context is the act of presenting someone else's work, ideas, or words as your own without proper acknowledgment or citation. It can include copying from another student, using information from books, websites, or other sources without giving credit, or submitting work that is not original. Plagiarism undermines academic integrity and honesty, which are foundational values in education.

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

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 the registrar or superintendent to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. (See **Graduation Requirements** on pages 22-25)

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

Personal Counseling

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

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.

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

Hot Springs School District is an MTSS program. MTSS is a proactive approach in creating behavioral supports and social culture that establishes social, emotional and academic success for all students. Hot Springs MTSS is a framework many schools use to provide targeted support to struggling students. The goal of MTSS is to intervene early so students can catch up with their peers. It screens all students and aims to address academic and behavior challenges. It is used with all students across all environments in school (classroom, lunchroom, restroom, playground, gymnasium, parking lots, buses and hallways) to help create a safe and effective learning environment. Here at Hot Springs, we are committed to teach, reinforce, and acknowledge appropriate student behaviors. At all times, staff and students are expected to:

“BE RESPECTFUL, BE RESPONSIBLE and BE SAFE.”

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

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

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

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

DISCIPLINE AND DUE PROCESS

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

Suspension

A superintendent or appointed designee has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard if notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent

to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

The superintendent has the authority to extend a suspension for an additional ten (10) school days.

Prior to extending the suspension beyond the original length not to exceed ten days, the superintendent must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

Expulsion

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

Students With Disabilities

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

School Materials

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

Non-School Materials

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

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

DRESS AND GROOMING

Personal appearance and dress during regular classroom and school attendance will be left to the

good taste and discretion of the individual student and his/her parent(s) or guardian(s). The administration and board of trustees reserve the right to determine the appropriateness of the appearance and dress. The guidelines of being safe, responsible, and respectful are to be followed.

1. No hoods are to be worn in the school building. Hats are acceptable to be worn in the hallways but are not allowed in the cafeteria. Hats can be worn in the classroom if the teacher allows them to be worn in their classroom.
2. Clothing displaying offensive material, profanity, material of a sexual nature or advertising alcohol, drugs or tobacco will not be allowed
3. Classroom and daily dress code expectations will be that, of semi-professional ware. Physical Education class requires athletic wear, clean shoes, and showers may be required. Shop requirements will be considered for safety purposes while using power tools, etc. Athletic coaches or event sponsors may require higher standards for game day attire.

DUAL CREDIT COURSES / COLLEGE COURSEWORK

- Students who take a dual credit class taught by HSHS faculty typically earn 1 high school credit for that school year and college credit as deemed by the college. One dual credit course will equal one full unit of credit.

1 semester of college dual credit course = 1 credit on transcript

1 semester of high school course = 0.5 credit on transcript

- Students who take a dual credit college course online will receive 1 high school credit unless prior approval is granted through the submission of a formal request to the registrar and approval by the ISAP Committee. All students taking dual credit college courses will be allowed to take in-person courses at the college campus. Transportation to classes on the college campus will be the responsibility of the parent/guardian. All students taking online dual credit courses will have allotted time given within their schedule and will be required to be on the school campus.

- College credit only courses may be added to the transcript with prior approval. It is the responsibility of the student to provide the proper documentation to the registrar.

- Dual credit courses taught by HSHS teachers will be on the high school transcript.

- If a student takes a college course online or off campus, it is the responsibility of the student to provide the proper documentation to the registrar for the class to be added to the HSHS transcript.

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

The Hot Springs School District offers the following school curricular and co-curricular clubs:

Student Council, Yearbook, National Honor Society, JMG, FFA, FCCLA, 21st Century After School Program

The Hot Springs School District offers the following extracurricular activities:

Football, JH Football, Volleyball, JH Volleyball, Boys and Girls Basketball, JH Boys and Girls Basketball, Boys and Girls Wrestling, Boys and Girls Track, JH Boys and Girls Track

Please refer to the **Student Activity Handbook**. Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity (Appendix E). Parents also have the right to withdraw their child from any club or extracurricular activity.

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

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Hot Springs School District subject to the student's eligibility as set out in **the Student Activities Handbook**. All nonpublic or home school students must be registered with the Sanders County Superintendent of Schools. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

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- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities becomes the property of the student. ▪

Fees for lost, damaged, or overdue library books.

- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.

- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the superintendent or athletic director.

Addendum 6-Activity Fee

ACTIVITY FEE

All students participating in athletics will be required to pay an annual fee of \$75.00. Students may purchase a game pass for \$30.00 for K-5 and \$40.00 for 6-12.

FOOD SERVICES

The district participates in the National School Lunch and Breakfast Program and offers students nutritionally balanced and appealing meals daily. Currently Hot Springs School District is a CEP School which provides free breakfast/lunch for K-12 students.

Please refer to Policies 2510 and 8205 for additional information regarding the district's wellness program and its meal charging policy.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Activities Director at least 14 days before the event. Applications must be approved by signature from the following: the superintendent, activities director, and student activity accounts personnel.

Except as approved by the superintendent and/or activities director, fundraising by non-school groups is not permitted on school property. Please refer to Policy 4210 for additional information.

GRADE CLASSIFICATION

Please see policy 2015 for further information.

GRADING GUIDELINES

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving

the student, teacher, and administrator. All grades for the prior week will be updated by Sunday at midnight. Grades will comply with the following:

K-8 GRADES (STANDARDS-BASED GRADING)

Standards-based grading (SBG) is an educational approach that focuses on assessing students mastery of specific learning standards or objectives. SBG aims to provide a clearer picture of what students know and can do regarding specific skills and content areas. Here are the key components of SBG:

Clear Learning Objectives: Standards are clearly defined, outlining what students need to know and be able to do at each grade level or course.

Focused Assessments: Assessments are designed to measure students' proficiency in each standard. These assessments can include tests, projects, presentations, and other forms of evaluation.

Proficiency Levels: Instead of traditional letter grades, SBG uses proficiency levels to indicate how well students have mastered the standards. Hot Springs Elementary School uses the following identified grading levels to measure degrees of student academic performance:

- 0: Absent:** Not present for instruction.
- 1: Below:** I don't understand this.
- 2: Developing:** I am starting to understand.
- 3: Proficient:** I can do this independently.
- 4: Exceeds:** I can teach this.

The overall goal of standards-based grading is to create a more transparent, equitable, and meaningful assessment system that accurately reflects students' learning and supports their academic development.

HIGH SCHOOL (TRADITIONAL GRADING)

Grades will comply with the following:

- 90-100 A**
- 80-89 B**
- 70-79 C**
- 60-69 D**
- 0-59 F**

Grades are determined by rounding percentages to the nearest whole number. Pluses and minuses do not affect GPA and do not appear on official transcripts. A+ or A- is factored into the GPA as an A.

Report Cards, Progress Reports, and Conferences:

Only the compiled semester grade will be recorded on the permanent transcript. Digital reports of absences and student grades, assignments, and performance in each class or subject are available to

parents via Infinite Campus.

- **Mid-Term progress reports** will be available on Infinite Campus. Hard copies are available upon request. No late assignments will be accepted after the Mid-Term deadline or per special arrangements determined by a teacher. Semester grades will be based on a running average of semester assignments, including the semester assessments
- **Incompletes** - A student will have five days from the end of each semester to make up any incomplete work still outstanding due to extraordinary circumstances. This five-day period DOES NOT apply to work that is expected to be made up after normal absences. After this five-day period, all incomplete grades become the grade earned with missing work counting as a zero.
- **Permanent Record (transcript)** - This card is a record of your high school life. It includes your grades in each course, co-curricular activities in which you participate, attendance information and your standardized test scores. These records are available through Parchment and can be requested using the link on the school website to the college you may wish to attend after graduation, and for examination by prospective employers. Build a good record at Florence-Carlton High School.
- **Withdrawal from School:** If you are withdrawing from the Hot Springs School District, begin by seeing your superintendent. Parent or guardian permission is required before the office can begin the withdrawal process. You are not officially out of school until your checkout slip shows that you have returned all your books and have taken care of all other obligations, including returning schoolbooks, cleaning out your locker, paying any fines, etc.

GRADUATION

Activities

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

To participate in graduation exercises, a student must meet the graduation requirements of the Hot Springs School District and the state of Montana and have fulfilled all obligations to the school district. Participation in graduation activities is reserved for those members of the senior class who have completed state and District requirements for graduation before the ceremony. Students who have not met the requirements for graduation and therefore will not participate in the graduation ceremony will be notified two weeks before graduation.

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

Senior Pictures:

Seniors must make their own arrangements for senior pictures. Parents are encouraged to make these appointments during non-school hours.

Requirements for a Diploma

Traditional Diploma Requirements = 22.5 Credits

1 Credit = 1 Full Year

English 4 Credits

Math 2/3 Credits

Science 2/3 Credits (Biology/Geology required)

Social Studies 3 Credits (World History, US History, US Government required) JMG 1 Credit

(Personal Finance requirement)

Health/PE 9 0.5 Credit (Freshman Year)

Health/PE 10 0.5 Credit (Sophomore Year)

Computer Applications 9 0.5 Credit (Freshman Year)

Computer Applications 10 0.5 Credit (Sophomore Year)

Vo-Ed/Fine Arts 2 Credits (One credit of each required)

Electives 5.5 Credits

TOTAL 22.5 Credits

****NOTE: Either 2 credits of math and three credits of science or 3 credits of math and two credits of science comprise the graduation requirements****

Traditional Course of Study			
Freshman	Sophomore	Junior	Senior
English 9	English 9	English 11	English 12
Health/PE 9 (1 st Semester)	Health/PE 10 (2 nd Semester)	US History	Government
World History	Biology	Math or Science	JMG (Personal Finance)
Computer Apps 9 (2 nd Semester)	Computer Apps 10 (1 st Semester)	5 Electives (Vo-Ed/Fine Arts)	5 Electives (VoEd/Fine Arts)
Math	Math		
Biology	4 Electives (Vo-Ed/Fine Arts)		
3 Electives (VoEd/Fine Arts)			

Honors Diploma Requirements = 24.5 Credits

1 Credit = 1 Full Year

English 4 Credits

Math 4 Credits

Science 4 Credits (Biology/Geology required)

Social Studies 3 Credits (World History, US History, US Government required) JMG 1 Credit

(Personal Finance requirement)

Health/PE 9 0.5 Credit (Freshman Year)

Health/PE 10 0.5 Credit (Sophomore Year)
 Computer Applications 9 0.5 Credit (Freshman Year)
 Computer Applications 10 0.5 Credit (Sophomore Year)
 Vo-Ed/Fine Arts 2 Credits (One credit of each required)
 Foreign Language or
 Adv. Computer Science 1 Credit
 Electives 3.5 Credits
 TOTAL 24.5 Credits

****NOTE: A student graduating with HONORS, must have cumulative GPA of 3.0 with a maximum of four (4) semester C's, NO D's and NO F's****

Honors Course of Study			
Freshman	Sophomore	Junior	Senior
English 9	English 9	English 11	English 12
Health/PE 9 1 st Semester)	Health/PE 10 (2 nd Semester)	US History	Government
World History	Geology	Math	JMG (Personal Finance)
Computer Apps 9 (2 nd Semester)	Computer Apps 10 (1 st Semester)	Science	Math
Math	Math	4 Electives (Vo-Ed/Fine Arts, Foreign Language or Adv Computer Science)	Science
Biology	4 Electives (Vo-Ed/Fine Art, Foreign Language or Adv Computer Science)		4 Electives (Vo-Ed/Fine Arts, Foreign Language or Computer Science)
3 Electives (VoEd/Fine Arts, Foreign Language or Adv Computer Science)			

Addendum 4-Work Study Program

WORK STUDY PROGRAM

The work study program is one in which a student is released from school to gain actual work experience in local business. One of the main objectives of the work study program will be to teach good work habits (human relations, punctuality, responsibility, and dependability) through actual work experience.

The program will be for Juniors and Seniors and approved for individual students by the administration. A

Senior may have up to four (4) periods per day for work study and a business may not have more than two work study students at a time.

In order to be eligible for work-study, a student must meet with the works study coordinator and the registrar to and set a plan for graduation that ensures that all credit requirements for graduation will be met. That plan must be signed by the parent, student, employer, and work study coordinator. Grades will be checked quarterly. **Each employer will provide the school with a copy of the students' time sheets initialed by the employer.**

Addendum 7-Jobs For Montana's Graduates (JMG)

JOBS FOR MONTANA GRADUATES (JMG)

Jobs For Montana's Graduates (JMG) is a model/class that enhances students' exposure to career exploration, employability skills, and business/employer connection for graduation credit.

JMG students are prepared to be Job-Ready and linked to the Workforce, or College/Credential pathway, within one year of graduation.

JMG students are empowered through Project Based Learning (PBL) to develop how their class works and tailor their experience based on their goals or objectives.

JMG is offered to seniors only, and serves for our personal finance credit required for graduation.

Addendum 5-Student Aids

STUDENT AIDES

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

Valedictorian/Salutatorian:

- The senior(s) with the highest overall grade point average (to three decimal places) will be the Valedictorian. The senior(s) with the second highest overall grade point average (to three decimal places) will be the Salutatorian.
- Each honoree must qualify for high honors. If a tie exists, the competing students will be declared Co-Valedictorians. To be eligible for Valedictorian and Salutatorian, transfer students must complete their entire senior year and 2 additional semesters at Hot Springs High School. For the consideration of valedictorian and salutatorian transfer students' cumulative GPA will be calculated as unweighted. **(Class of 2025, Class of 2026, Class of 2027-See Addendum 1)**
- These honors are generally known at the 7th semester; however, students who drop out of a high honors course during the second semester of their senior year will not be eligible.

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

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

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

Addendum 1-Grandfather Clause-for Class of 2025, 2026, 2027. Weighted AP courses and Non-weighted dual credit courses.

Hot Springs High School offers several AP credit courses which are open to all students. These courses are weighted at 1.25 on the 4.0 GPA scale. One dual credit course will equal one full unit of credit.

Addendum 2-Montana Digital Academy (MTDA)

MONTANA DIGITAL ACADEMY/EDGENUITY

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

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

Students wishing to take an MTDA or Edgenuity course must have administration approval and a valid educational plan in place. Contact the superintendent or registrar to develop an educational plan and to schedule an MTDA or Edgenuity course.

HOMELESS STUDENTS

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

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

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

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

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

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

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and

abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

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

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those

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vaccinations required by law, the district will not discriminate against a student by denying or withholding educational opportunities based upon the student's vaccination status.

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110.

LAW ENFORCEMENT

Questioning of Students

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

- The superintendent shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the superintendent, the superintendent shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the superintendent has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the superintendent may, absent a court order or warrant, deny the request for an immediate interview of a student.

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- The superintendent will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- If a parent cannot be present or cannot be reached, the superintendent will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

Students Taken into Custody

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

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

Service of Process

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

administration offices.

MEDICINE AT SCHOOL

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

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

For additional information, please see Policy 3416.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the superintendent.
- Become familiar with all of the child's school activities and with the academic programs and courses of study, including special programs, offered in the district. Discuss with the superintendent any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including discussing homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or superintendent, please call the school office (406)-741-2962 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

- Become a school volunteer. For further information, contact Carmen Jackson or Michele Bangen.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of

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Trustees. Contact information for administrators and trustees is available on the district's website [Hot Springs School District \(hssdmt.org\)](http://HotSpringsSchoolDistrict.org).

- Contact the superintendent to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include Hot Springs Elementary Parent/Teacher Organization.

PROTECTION OF STUDENT RIGHTS

Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

Surveys

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

Instructional Materials

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

Collection of Personal Information from Students for Marketing

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

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

- Political affiliations.
- Mental and psychological problems

- Illegal, antisocial, self-incriminating, and demeaning behavior.

- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers. ▪
Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information is used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parents that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The superintendent or designee will decide whether the student should be sent home and will notify the student's parents. When in doubt as to custodial rights, the district will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency justifies a waiver.

RELIGIOUS PRACTICES

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

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Reports of absences and student grades or performance in each class or subject are issued to parents on the Infinite Campus Portal or can be by mail per parent request. Report cards are issued to

parents through the Infinite Campus Portal and mailed. For questions regarding the Infinite Campus Portal notify Michele Bangen (406)741-4153.

The district may require that report cards and unsatisfactory progress reports be signed by the parent and returned to the school within 5 days.

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 superintendent, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus. ▪

Know emergency evacuation routes and signals.

- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information

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

Drills: Fire, Tornado, and Other Emergencies

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

Emergency School-Closing Information

The district may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be broadcast on through the Infinite Campus messaging system by 6:15AM. See Policy 2221 for more information.

Personal Protective Equipment

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

SEARCHES AND SEIZURES

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

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

Students and their Personal Effects

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

Vehicles Parked on School Property

Parking on District property is a privilege for all students. Students may not use, transport, carry, or

possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the district utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. Any student seeking to park on District property shall sign the authorization form contained in Appendix D. Students who park on District property without signing the authorization form may be subject to discipline.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the district is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

School Property

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

Seizure of Property

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

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

SEX-BASED HARASSMENT

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

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

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

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

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3210 and 3225 or additional information regarding the district's prohibition against discrimination and harassment.

STUDENTS IN FOSTER CARE

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

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

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

The district will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The district will also collaborate with

the child welfare agency regarding the provision of transportation to the selected school for the student.

STUDENT RECORDS

Access by Parents and Student

A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The district maintains two

sets of records: a permanent record and a cumulative record.

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

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

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

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the district, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

See Policy 3600 for more information.

Access by Other Individuals and Entities

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

- The district may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The district may grant access to or release information from student records without parental

consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

- The district will grant access to or release information from any student record as specifically required by federal or state statute.
- The district may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are able to deal with the emergency.
- The district may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The district will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The district may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The district may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and

the subpoena orders that its contents, existence, or the information sought not be disclosed, the district will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

Challenging Content of Records

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

Directory Information

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

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the district. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the district. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the district, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

Rights Under FERPA

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

Privacy Matters – Photographs and Social Media

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

STUDENT SCHEDULES

Class Policies & Schedule Changes:

1. Students in grades 9-12 will take a full schedule (8 classes) each semester.
2. Students who do not earn the credits necessary for graduation will not participate in the

graduation ceremony.

3. Students transferring in from other schools as a junior or senior and who cannot meet our graduation requirements can graduate based upon their previous school's graduation requirements.
4. Schedule changes will be held at a minimum. To maintain proper schedule balance and to avoid excessive class sizes, requests for schedule changes cannot always be honored. Drop / Add: At the beginning of each semester, a period of 2 days will be given for students to make changes in their schedules by filling out a Drop/Add form. Any changes made to a schedule after this can only be made with administrative approval. Schedules will be considered final for the semester five school days after the semester starts.
5. Non-traditional course of study requires submission of a formal request to the superintendent and approval by the High School ISAP Committee

SUMMER SCHOOL (EDGENUITY)

Edgenuity offers students the opportunity to take courses we do not offer at our school and/or the opportunity to make up a course that has been failed. There are two types of Edgenuity classes:

1. Original Credit: Students may sign up to take an online course through Edgenuity. These courses follow the Edgenuity Academic Calendar. Students have an online teacher, due dates and assignments throughout the semester. Students do not receive quarter grades, but rather, have one continuous grade finishing at the end of the semester.
2. Credit Recovery: If a student has failed a required class, he/she may sign up to take a Credit Recovery course through Edgenuity. Credit Recovery courses are self-paced and have only one due date at the end of the semester. All work must be completed by the due date or students will not receive a "recommendation for credit" from Edgenuity. Partially completed courses will not receive

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credit. Students who take a credit recovery course and do not complete the course successfully will receive an F on their transcript.

3. HSHS will utilize Edgenuity for our summer school program.

TEXTBOOKS

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

TRANSPORTATION

School Sponsored

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

designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living 3 or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Uffda Montana Transport, LLC (406)370-4774.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. ALL students on a bus route will review and sign the 2024-2025 Bus Behavior Contract and **return to the office by September 3, 2024.**

Students must:

- Always follow the bus driver's directions.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home. ▪

Keep feet, books, band instrument cases, and other objects out of the aisle. ▪ Not deface the bus or its equipment.

- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

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

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

VIDEOTAPING OF STUDENTS

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

Video recordings from security and surveillance cameras may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The district will seek consent before recording students individually in the classroom. A consent form seeking permission to record during extracurricular activities for coaching or instruction is included in Appendix E.

VISITORS

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

Appendix A – FERPA RIGHTS

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The superintendent will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write to the school superintendent; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The district classifies the following as Directory Information: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the district's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of the complete FERPA Policy adopted by the district may be obtained from the Superintendent's Office or from the Principal's Office of each school within the district.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

APPENDIX B - K-4 AUTHORIZATION FOR ELECTRONIC

ACCESS *Parents and Students:*

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

Statement of Purpose:

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

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

Terms of Agreement

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

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise to use the computer and the Internet for schoolwork only. I will use only the programs and websites that my teacher has approved.
3. I promise to print only when my teacher tells me to print.
4. I promise to use my own file or my own folder on the student server.
5. I will not view, send or display inappropriate or illegal messages or pictures.
6. I promise never to use any form of electronic communication¹ I to harass, frighten or bully anyone while at school.
7. I promise to tell a staff member if I read or see something on the computer that is inappropriate.
8. I promise to obey copyright laws.
9. I understand that if I break any of my promises, I might lose my computer privileges.

Use of New Web Tools

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

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

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

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____

Grade ____ Date Signed _____

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____

APPENDIX C - 5-12 AUTHORIZATION FOR ELECTRONIC ACCESS

Parents and Students:

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

Statement of Purpose:

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

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

Terms of Agreement

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

1. I will not damage, change, tamper or interfere with the hardware, software, settings or the network in any way.
2. I will obey copyright laws. I will cite sources.
3. I will not seek, view, send or display offensive, inappropriate, or illegal messages or media.
4. I will keep my passwords private.
5. I will not waste limited resources, such as disk or server space, bandwidth or printing capacity.
6. I will not trespass on or harm another student's folders, work or files.
7. I will use my personal email account or any personal electronic device in accordance with school rules and or District policy.
8. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
9. I will not use any form of electronic communication² to harass, intimidate or bully anyone while at school.
10. I am prepared to be held accountable for my actions and for any loss of privileges if these rules are violated.

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

Use of New Web Tools

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

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

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

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____

Grade ____ Date Signed _____

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____

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

Parents and Students:

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

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

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

Student Name (print) _____

Student Signature _____

Grade ____ Date Signed _____

For students under the age of 18:

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____

APPENDIX E –AUTHORIZATION TO PARTICIPATE AND RECORD

The district offers student clubs and extracurricular activities, events, and programs to the student, including, but not limited to, curricular and co-curricular programs and clubs, sporting events, athletics, band, cheerleading as identified in the Student Handbook, and transportation and lodging to, from, and associated with these activities (collectively “Clubs and Activities”).

Parental permission is required for the student to participate in a Club or Activity. By signing this form, you give permission for your child to participate in the Club(s) and Activity(ies) identified by you and:

1. Represent the Student is fully capable of participating in the Club/Activity or Clubs/Activities and agree to disclose all known limitations to the district, including, but not limited to; medical conditions, physical limitations, and any other limitation known to the Student or the Parents.
2. Understand and acknowledge that the student may not be skilled in one or all the Clubs and Activities.
3. Understand and acknowledge that the student is subject to all eligibility requirements adopted by the district for participation as well as any governing agency, including but not limited to the Montana High School Association.
4. Understand and acknowledge that engaging in any Activity may require a degree of skill and knowledge which the student may not possess.
5. Understand and acknowledge that the Club or Activity in which the student seeks to participate may require an audition or try-out to determine if the student has the required skills/abilities to participate and that the student may be “cut” from the Club or Activity through the audition/try-out process.
6. Understand and acknowledge that the district has informed us that certain risks are inherent in some Clubs and Activities and cannot be eliminated without destroying the unique character of the Club and/or Activity. These risks may include, but are not limited to; the inherent dangers related to sports, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others;
7. Understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death.
8. Understand and acknowledge that engaging in any Activity may require a participant to listen to any instructions, warnings, or risk assessments of the district, to ask for instruction or clarification whenever needed, and to follow instructions; and
9. Understand and acknowledge that the district may remove the Student from Activities for any breach of safety policies, or any conduct that the district deems unsafe.
10. You further acknowledge and consent to the student being recorded by audio or video means by a school employee/representative/coach/advisor during participation in a Club or Activity for purposes of coaching or instruction.

The Student and Parents hereby consent to the student participating in the Club(s) and Activit(ies) identified in spite of, and with full knowledge of, risks which may be associated with that Activity.

By signing this Agreement, the Student and Parents acknowledge they have carefully read and understand its contents.

NAME OF PARENT OR GUARDIAN PARENT OR GUARDIAN SIGNATURE DATE **Please Check ALL boxes for activities you will be in for the entire school year.**

Fall Sports: Winter Sports Spring Sports Club/Activities Football Boys Basketball Track JMG FCCLA
 Volleyball Girls Basketball JH Track FFA NHS JH Football Boys Wrestling Softball Yearbook Pep
Club JH Volleyball Girls Wrestling Student Council JH Boys Basketball JH Girls Basketball 21st Century After
School Native American Club **Please return this form to: Brady Ovitt by September 3, 2024. Signed permission must
be provided before a student can participate in a Club or Activity.**

Receipt of Handbook and Acknowledgement of Rights

I have received a copy of the Hot Springs School District #14-J Student Handbook for 2024-2025 school year. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

I further acknowledge that I have been provided the opportunity to opt out (or limited opt-out) of the release of directory information about my child. If I choose, I will make that designation in writing to my child's superintendent by October 1, 2024, of this school year.

Name of Student

Signature of Student

Signature of Parent

Date

Addendum 1-Grandfather Clause-for Class of 2025, 2026, 2027. Weighted AP and Non-weighted dual credit courses.

Hot Springs High School offers several AP and dual credit courses which are open to all students. These courses are weighted at 1.25 on the 4.0 GPA scale. One dual credit course will equal one full unit of credit.

Addendum 2-Montana Digital Academy (MTDA)

MONTANA DIGITAL ACADEMY/EDGENUITY

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

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

Students wishing to take an MTDA or Edgenuity course must have administration approval and a valid educational plan in place. Contact the superintendent or registrar to develop an educational plan and to schedule an MTDA or Edgenuity course.

Addendum 3-Plagiarism

PLAGIARISM

Plagiarism in a school context is the act of presenting someone else's work, ideas, or words as your own without proper acknowledgment or citation. It can include copying from another student, using information from books, websites, or other sources without giving credit, or submitting work that is not original. Plagiarism undermines academic integrity and honesty, which are foundational values in education.

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

Addendum 4-Work Study Program

WORK STUDY PROGRAM

The work study program is one in which a student is released from school to gain actual work experience in local business. One of the main objectives of the work study program will be to teach good work habits (human relations, punctuality, responsibility, and dependability) through actual work experience.

The program will be for Juniors and Seniors and approved for individual students by the administration. A Senior may have up to four (4) periods per day for work study and a business may not have more than two work study students at a time.

In order to be eligible for work-study, a student must meet with the works study coordinator and the registrar to and set a plan for graduation that ensures that all credit requirements for graduation will be met. That plan must be signed by the parent, student, employer, and work study coordinator. Grades will be checked quarterly. **Each employer will provide the school with a copy of the students' time sheets initialed by the employer.**

Addendum 5-Student Aids

STUDENT AIDES

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

Addendum 6-Activity Fee

ACTIVITY FEE

All students participating in athletics will be required to pay an annual fee of \$75.00. Students may purchase a game pass for \$30.00 for K-5 and \$40.00 for 6-12.

Addendum 7-Jobs For Montana's Graduates (JMG)

JOBS FOR MONTANA GRADUATES (JMG)

Jobs For Montana's Graduates (JMG) is a model/class that enhances students' exposure to career exploration, employability skills, and business/employer connection for graduation credit.

JMG students are prepared to be Job-Ready and linked to the Workforce, or College/Credential pathway, within one year of graduation.

JMG students are empowered through Project Based Learning (PBL) to develop how their class works and tailor their experience based on their goals or objectives.

JMG is offered to seniors only, and serves for our personal finance credit required for graduation.