Project for Alternative Learning

**2018-2019**



Welcome to PAL, Project for Alternative Learning. Attending PAL means that you are committed to your future. Please take time to review this handbook and learn about your school. I want you to know we are excited to have you here. Good luck, work hard and make yourself proud. Realize that you…

Own Your Abilities

Own Your Success

Own Your Future

# Administration

**Dr. Wynn R. Randall**, Principal

**Greg Upham**, Assistant Superintendent

**Jack Copps**, Superintendent

# Faculty and Staff

**Kathy Collins**, Mathematics

**Renee Driessen,** English, Sociology

**Tim Garrett**, Resource, Social Studies, PE, Health

**Sarah Alling**, English, Fine Arts, Title

**Chris Johnson**, Custodian

**Deb Sargent,** Nurse

**Sara Berg,** Counselor

**Craig Struble,** Counselor

**Emily Petersen**, Science

**Marie Rauch**, Business Education

**Jeri Rittel**, Art

**Ryan Cooney,** Social Studies

**Heather Thompson**, Para Educator

**Trish Thompson**, Secretary

# eNET

**Charles McGurn,** Lead Teacher

**Kelly Watne,** Para Educator

PAL Number: (406) 324-1630

Fax: (406) 324-1631

**HELENA PUBLIC SCHOOL VISION**

Helena Public Schools foster dynamic educational experiences that prepare all students for life.

**MISSION STATEMENT**

The mission of the Helena Public Schools is to challenge and empower each student to maximize individual potential and become a competent, productive, responsible, caring citizen.

This mission will be supported through the wise use of resources to meet students’ needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process.

# DISTRICT GOALS

**Curriculum / Learning** – Provide relevant, integrated and meaningful learning experiences for students that will prepare them for life.

**Staff Support and Relationships** – Enhance the learning opportunities for students by providing professional development for all employees and encouraging innovative instructional practices.

**Environment** – All schools and work sites will be safe and foster positive and productive environments for students and staff.

**Technology** – Implement technology in the Helena Schools to enrich student learning and deliver more efficient administrative services.

**Community Partnerships** – Encourage excellence in our schools by maintaining a positive and productive relationship with parents, employers, community members and members of the higher education community.

**Fiscal Planning** – A budget development process is established so the allocation of resources has the greatest positive impact on the performance of students and staff.

**PAL VISION**

PAL is a learning community whose members are encouraged to maximize their potential as well rounded, responsible, productive citizens. PAL sets in motion a guided process that invigorates and inspires all learners.

**PAL MISSION**

The mission of PAL is to facilitate academic growth through career exploration and cross- curricular activities within a diverse learning community.

**Student Statement of Philosophy – TARPIT**

**Tolerance-Acceptance-Respect-Pride-Individuality-Trust**

This is our school, a place of knowledge, tolerance, respect and understanding. We welcome the people who want to be here and we invite them to share in our unique

learning community. We are unique individuals and allow individuals to be unique. We work together not only to listen, but to hear what each other has to say and to respect and learn from our differences.



#  DAILY SCHEDULE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **(2:30 Release)** | **Tuesday**  **(3:15 Release)** | **Wednesday**  **(2:45 Release)** | **Thursday**  **(3:15 Release)** | **Friday**  **(3:15 Release)** |
| 8:25 – 9:15 | 8:25 – 9:15 | 8:25 – 9:15 | 8:25 – 9:15 | 8:25 – 9:15 |
| 9:15 – 9:30 | 9:15 - 9:30 | 9:15 - 9:30 | 9:15 - 9:30 | 9:15 - 9:30 |
| 9:30 - 10:30 | 9:30 - 10:30 | 9:30 - 10:30 | 9:30 - 10:30 | 9:30 - 10:30 |
| 10:30 - 11:30 | 10:30 - 11:30 | 10:30 - 11:30 | 10:30 - 11:30 | 10:30 - 11:30 |
| 11:30- 12:05 | 11:30 - 12:05 | 11:30 - 12:05 | 11:30 - 12:05 | 11:30 - 12:05 |

**1st**

**Advisor**

**Snack Shack**

**2nd**

**3rd**

**Lunch**

**4th** 12:05 - 12:55 12:05 - 1:05 12:05 - 12:55 12:05 - 1:05 12:05 - 1:05

**5th** 12:55 - 1:45 1:05 - 2:10 12:55 – 1:50 1:05 - 2:10 1:05 - 2:10

**6th** 1:45 - 2:30 2:10 - 3:15 1:50 – 2:45 2:10 - 3:15 2:10 - 3:15

**Basic School Rules for Success at PAL:**

* Be Prompt
* Be Positive
* Be Polite
* Be Prepared
* Be Productive

#  COMMUNICATION WITH FAMILIES

Communication between the home and school is an essential part of any school program.

You are encouraged to contact your student’s teacher, principal or any specialist if you have questions, concerns, or compliments about your child’s progress in school. There are a number of ways for parents to receive information about their child’s progress at school:

•**Information Nights** are set aside 2X during each application period for students and parents to learn about PAL and what’s offered in terms of alternative education. CHS and HHS counselors or PAL can provide current Info Night dates.

**•Report Cards** are issued via e-mail following each three-week block. These report cards record academic progress in each area of their classes for that block. In addition, parents can access their student’s grades and attendance through PowerSchool— parents will receive a letter explaining how PowerSchool information can be accessed.

**•PAL Review Days** provide opportunities for students and teachers to share information with parents about their student’s progress in school. The student/parent/teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled the last week of each semester. Additional conferences may be held at the request of the parent or teacher any time during the year.

**•School District Web Site** at [http://www.helenaschools.org](http://www.helenaschools.org/) provides general information about the District and its programs as well as current news items. PAL can be accessed at [**http://www.helenaschools.org/PAL**](http://www.helenaschools.org/PAL)

**•Superintendent’s Advisory Council** meets monthly at the May Butler Center. Membership is comprised of a parent representative from each school. If you are interested in participating please notify the administrator.

**•A District Calendar**, published each year, is made available by the “Helena Independent Record” in August. They are also available at the school’s main office and the May Butler Center.

**•Emergency Notification System**

The Helena School District utilizes a notification system that will communicate with parents by voice and email when their student is absent and unexcused. The system will send automated messages to parent contact numbers and email addresses requesting parents to immediately contact the school to verify an absent child’s absence. The system will also send general and emergency notifications. Please be sure to notify the office of any phone number or email changes.

Parents and students can access student grades, assignments and attendance information at any time through the online PowerSchool portals. A username, password and directions will be provided to parents with students enrolled in grades 4-12. Parents should not share their password with their student. Students will receive their own username and password.

The Federal Communications Commission requires the Helena School District to allow you to opt out of receiving outreach messages to you via our automated system, *School Messenger*. Outreach messages can include information about schedule changes, school events, parent reminders, cancelled activities, and other non-emergency messages.

The District wants to keep you informed in multiple ways. Our system allows us to send messages to you through different mediums – phone calls, texts, emails – regarding important school information. If you do not want to receive non-emergency messages from *School Messenger* please **copy** and complete the form below and return it to your school office. You will still continue to receive emergency calls even if you do not consent. You can also revoke your consent to receive messages from our system at any time by contacting your child’s school office.

**Automated System Notifications Opt Out Form**

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

**Student’s School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent / Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please print)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I do not give the District and my child’s school consent to send me automated outreach messages through the District’s notification system.**

**I understand emergency messages are excluded from this opt out request.**

**Please copy this form, complete it, and return it to your child’s school if you do NOT wish to receive automated information messages.**

**=========================================================**

#  ACADEMICS

**PAL (Project for Alternative Learning)** is a high school program designed for students identified as being “at-risk “of **not** completing high school. To be considered for enrollment, students must be currently enrolled in Capital or Helena High School and are required to attend an information meeting at PAL to hear an overview of the program. Following the information meeting, if the student and his/her parent/guardian wish to proceed with the process, they may request an application through their high school counselor. The selection committee meets once per quarter and/or more often as needed to review and prioritize applications for student entry into PAL.

**School Accreditation:** PAL is an accredited program held accountable to the standards, policies and procedures as adopted by the Helena School District #1 Board of Trustees.

**Acceptance:** Acceptance into PAL is a privilege reserved for those students sincerely wanting to earn a high school diploma. The classes are unique in that the majority of instruction is delivered using a “hands-on” approach. Individual learning styles are taken into account and accommodations are made as appropriate. We know learning can be difficult sometimes and it can be hard work. However, we **expect** each student to work at learning and to be a full participant while they are students here. We believe all students are capable of learning.

The school year is divided into twelve blocks allowing students to change classes every three weeks. Homework is usually not assigned at PAL; therefore, it is our expectation that students will be **present** each day and participate in their classes.

**Grading System:** School progress is evaluated at the end of every block to provide each student access to direct feedback on their school performance. Each student maintains a tracker containing all of their report cards, transcripts and goal sheets to assist them with monitoring and staying on track with their personalized learning plan (PLP) and graduation plan. If a student is struggling in school, this regular system of feedback allows them to remedy and/or develop strategies to strengthen their performance.

**Class Enrollment:** All students must be enrolled in six credit-bearing classes each block. All exceptions need approval from the building administration.

**Grading Key**:

1. Superior - exceptional achievement
2. Above average work
3. Average
4. Below average, barely passing

F Failure - no credit earned - included in the GPA

\*F Failure – loss of credit due to excessive absences

I Incomplete - not included in the GPA (**Note**: Students have until the end of the next block to submit make-up work. The administrator in

consultation with the teacher has the authority to grant exceptions)

P Pass; not included in the GPA

W/F Withdrawal Failing - no credit - included in GPA

W/M Withdrawal for medical reasons - no credit - not included in GPA

NC No credit earned - included in GPA

**Grade Point Average**: To compute grade point averages (GPA) numerical values are assigned to letter grades:

|  |  |  |
| --- | --- | --- |
| A=4 |  | I=0 |
| B=3 |  | W/F=0 |
| C=2 |  | W/M=0 |
| D=1 |  | NG=0 |
| F=0 |  | P=0 |

**Honor Roll**: An academic average of 3.25 places a student onto the honor roll. The honor roll is announced every block and is reported to the Independent Record at the end of each semester.

**PAL Probation:**

***Academic Probation***

If a student fails to earn credit in five (5) of his/her classes for two blocks in a row, the advisor will request a PAL probation meeting with the student, parent/guardian and/or appropriate staff to come up with a plan to assist the student with improving his/her achievement outcomes. The student may be put on contract to have the privilege to continue attending PAL.

***Behavioral Probation***

If a student receives two or more discipline referrals two blocks in a row, the advisor will request a behavioral probation meeting with the student, parent/guardian and/or appropriate staff to come up with a plan to assist the student in improving his/her behavior. A contract may be used for the student to continue attending PAL.

If a student fails to meet the expectations set forth at the probation meeting, student will be required to attend an options meeting to explore other educational opportunities.

**Graduation Requirements 2018-2019:** 210 academic credits or 21 Carnegie units are required for graduation. The requirements are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English | 40 Credits |  | Health | 5 Credits |
| Math | 20 Credits |  | Fine Arts | 10 Credits |
| Science | 20 Credits |  | P.E. | 15 Credits |
| World Cultures | 10 Credits |  | Vocational | 10 Credits |
| American History | 10 Credits |  | Electives | 60 Credits |
| American Gov’t | 10 Credits |  |  |  |

**Graduation Requirements 2020 and beyond:** 230 academic credits or 23 Carnegie units are required for graduation. The requirements are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English | 40 Credits |  | Health | 5 Credits |
| Math | 30 Credits |  | Fine Arts | 10 Credits |
| Science | 20 Credits |  | P.E. | 15 Credits |
| World Cultures | 10 Credits |  | Vocational | 10 Credits |
| American History | 10 Credits |  | Electives | 70 Credits |
| American Gov’t | 10 Credits |  |  |  |

**Graduation:** If a student is on track for graduation at the end of the first semester of the student’s senior year and is registered at that time for sufficient credits to complete the requirements for graduation, the student may finalize plans for participation in commencement exercises at PAL and at their home high school.

Graduation is a formal event conducted at the end of each semester to recognize and honor our graduates. All credits must be completed in order to participate in the PAL graduation ceremony.

A student who does not qualify due to lack of effort, attendance or because of unacceptable behavior will not be allowed to participate in the graduation ceremony.

**Online Course Guidelines**

The total number of courses accepted is five courses for a maximum of 2.5 credits. A student must receive permission from the principal, his/her counselor and parents before online courses can be taken for credit toward graduation.

* A student is allowed to take a maximum of two (2) courses per semester during the junior or senior year, provided the student will then be on track for graduation.
* The courses must be taken in the following sequence:

Junior Year = 1 course (1)

Senior Year = Max of two (2) courses. Semester choice up to student.

* Students cannot use online courses in order to graduate early, ahead of their class.
* All distance, online and technology delivered learning programs must be taught by a licensed and endorsed Montana educator in the area of instruction taught (A.R.M. 10.55.907)
* For more information on the Montana Digital Academy visit http:www.montanadigitalacademy.org/faq

**Summer Make-Up School:** Available to all students who have failed a semester core class required for graduation. Students are not eligible if they have missed more than twenty hours/semester of class instruction and/or if they have withdrawn from the class.

Each summer school class is equivalent to a half (.50) credit.

**Career Center:** Each home high school has a career center to assist students with educational and vocational/career plans. Please contact each high school to find out their hours of operation.

**Attendance:** Students at PAL are expected to demonstrate personal accountability at all times by attending classes and being full participants**. An 86% attendance is required at PAL.** It is the policy of Helena School District #1 that regular school attendance is essential for all students and that schools will work cooperatively with students and parents toward that end. Helena School District #1 attendance policies are developed in accordance with Montana state attendance laws. The building administrator will make the determination in all cases involving implementation and interpretation of the policy.

**Calling in an Absence Procedure:** The parents/guardians are required to contact the school and report every absence. The number to call at PAL is **324-1630**. Absences may be excused by telephone or by note within 24 hours of the absence.

**Leaving School During the Day:** Students leaving school after they have attended part of the day must sign out through the office before leaving, and the absence must be verified by a parent or guardian. A student who leaves without signing out of the office will not be allowed to return for the remainder of the day.

**Coming and going throughout the school day without a valid excuse is not permitted at PAL and this includes trips to vehicles. Students who violate will be considered unexcused.**

**Absences**: All absences fall into one of two categories:

1. **Excused Absence**: An excused absence is any absence authorized by a parent or guardian. To be excused, the absence must be communicated to the school’s office (324-1630) within 24 hours of the absence.

1. **Unexcused Absence**: An unexcused absence is any absence which:
   1. is not authorized by a parent or legal guardian
   2. is not communicated to the school within 24 hours of the absence
   3. is the result of leaving school without prior notification to the office by the student, parent, guardian or administrator
   4. is the result of a student being detained by legal authorities for legal action
   5. is the result of an out of school suspension (with no make up)
   6. is the result of leaving a classroom without the teacher’s permission.

**NOTE: Missed work due to an unexcused absence may be made up, but credit may not be earned.**

1. **Class Period Absence**: A class period absence is defined as:
   1. not being present in class, or
   2. having been present at the beginning of a period, but leaving before the end of the period, leaving class without the teacher’s permission, or before being excused by the teacher; or
   3. tardy in excess of five (5) minutes.

Three absences in a class per block will result in loss of credit for that class. If any of the first two absences are for medical reasons, those absences are not sufficient reason to justify a non-medical absence beyond the second absence. The building administrator has the authority to grant extensions beyond the two absences when the reasons for the 3rd and beyond in a block are documented by a medical note or reflect extraordinary circumstances. School-related absences do not count toward the two absences.

If the student has a **third absence, the student must remain in the class and continue to be productive, but he/she will not receive credit for that class**. Failure to stay in school will affect whether or not a student will be allowed to remain in the program.

**Parent Notification of Absences:** Parents are notified via telephone of all absences. On the second unexcused absence the student will not be re-admitted until a parent conference has been held. On the third unexcused absence the student will lose credit in all classes.

**Medical Absences:** A medical absence request will only be considered after a student has exhausted his/her two excused absences per block**.** A medical absence is any absence that is medically related. The request for medical absence must be in writing and include a doctor’s note verifying the absence.

**Extenuating Absence:** An extenuating absence is an absence that causes a student to miss school due to extenuating circumstances. Funerals of family members and family emergencies are examples. An absence will be recorded as extenuating when the office has received a written request or call from the student’s parent/guardian for each absence. Each request is subject to administrative approval. Approved extenuating absences do not count toward a student’s absences.

**Excessive Absences:** Exceeding the allowable absences each block will result in a PAL probation meeting to discuss educational options and the most appropriate placement for the student.

**Withdrawal from School:** Before a student is able to withdraw from school he/she must inform the school in writing and parent approval must be received in writing before the procedure is completed.

**Eighteen Year Old Students:** All policies and procedures apply to 18 year old students. When an eighteen year old student is not living at home under the general supervision of his/her parent/legal guardian, special arrangements must be made with the building administrator for the student to excuse him or herself. The administrator may require documentation by parent/guardian.

#  GENERAL INFORMATION

**Visitors: All visitors are required to check in at the front office.** Students are not allowed to have visitors at school, at a field trip site, or loitering in the school parking lot. Students loitering on school property will be asked to leave the premises.

**School Environment:**  The P in TARPIT (Statement of Philosophy) stands for “pride” and one way to demonstrate our pride is to keep our school a pleasant environment. Please help to keep our school a pleasant place by taking care of your own personal belongings. For your convenience cubbies are available in your advisor’s classroom.

**Breakfast:** Breakfast is offered daily from 8:00 – 8:25 a.m. at a cost of $1.35.

Free/reduced breakfast price is $.30

**School Lunch and Breakfast Prices:**

The school breakfast and lunch prices for the 2014-2015 school year are as follows:

* Student Breakfast (9-12) - Student - $1.35
* Adult Breakfast - $2.00 per breakfast
* Student Lunch (9-12) - $2.70 per lunch
* Adult Lunch - $3.30 per lunch
* Milk - $.50 per half pint.

**Snack Shack**: Snack Shack is open daily from 9:15 – 9:30 a.m. to take a nutrition break.

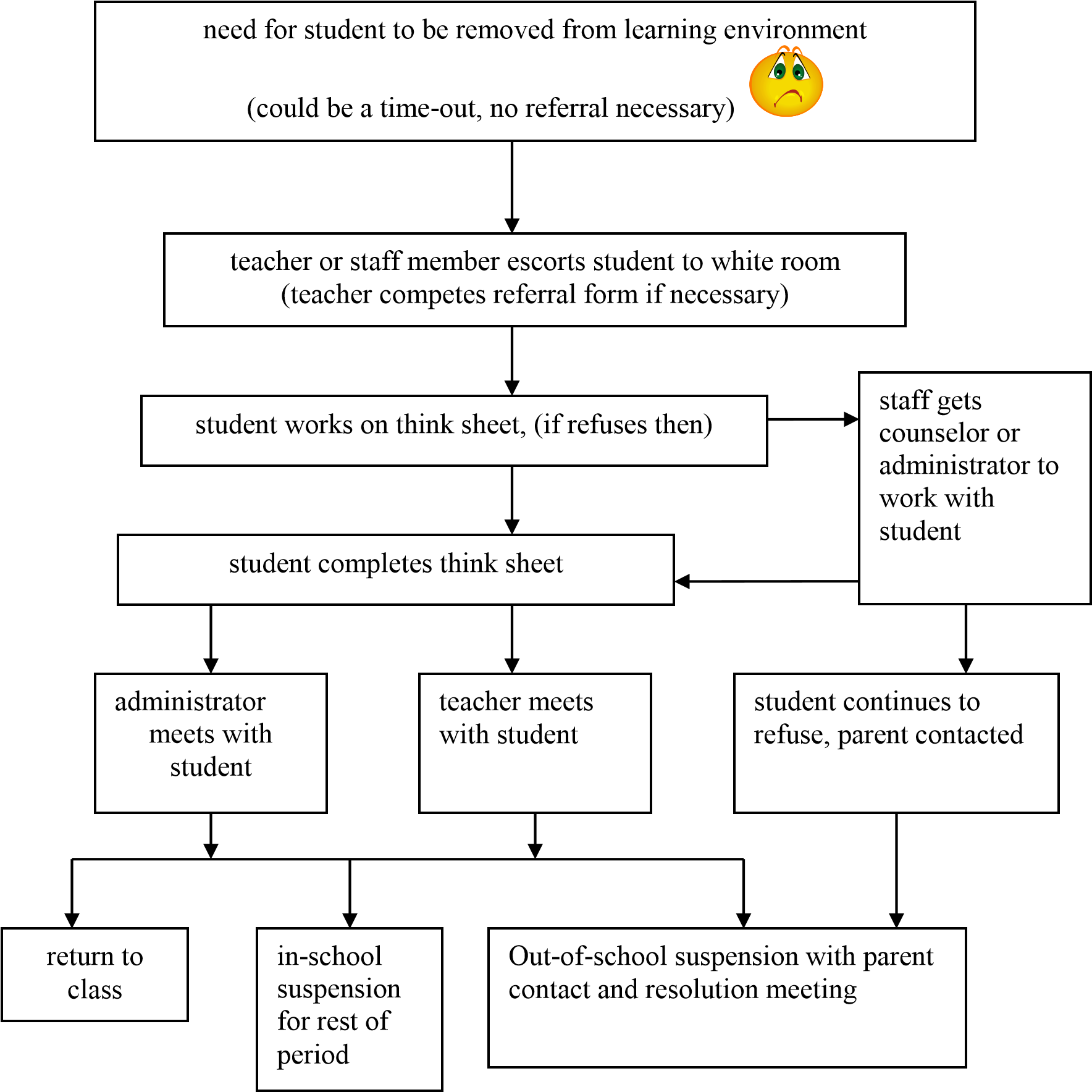
**Cafeteria:** The school cafeteria is maintained to provide a nutritious lunch and breakfast at a reasonable price or students may bring their own lunch. Students can either put money on their school account or pay cash each day. The cafeteria is open daily from 11:30 am to 12:05 p.m.

**Fund Raising Projects:** All activities for the express purpose of raising money must be approved by the building administrator. Community businesses and others may not be solicited for funds except after the approval by the building administrator. Students shall not use school hours for promotion of activities not related to academic work.

**Displays and Building Decor:** Posters and decorations displayed in the school must be approved by the administrator.

**Fire/Emergency/Security Drills:** Regularly scheduled drills are held throughout the school year. Each student should feel responsible for knowing what to do at all times in the event of an emergency. Early in the first week of school each teacher will give drill information and instruction to their students. Exit maps are hung near exit doors in each room.

**Student Behavior Process:**



**Advisors:** Each student is assigned an advisor to assist with planning their PLP. In addition, this is a person you can turn to for support if you are experiencing difficulty of a more personal nature. Always remember the staff is here to assist each student and each other to help ensure a positive educational experience.

**Advisor Period:** Advisor period is scheduled daily from 8:25 – 9:15 a.m. The advisor period provides an opportunity to check-in with your peers and advisor for support and assistance, improve literacy skills, check in with administrator, work on problem solving and goal development, and/or participate in school wide meetings.

**Telephones:** Aphone for student use is located at the office counter. It is available to use before school, at noon or after school. Students are not excused from class to make personal phone calls. The school phone is for business purposes only (e.g., school job sites). Office staff will not be interrupting class time to deliver messages unless there is an emergency.

**Cell Phones:** Students are not to use cell phones in the building. First offense: warning and phone returned to student. Second offense: warning and phone returned to parent/guardian. Third offense: student will be required to turn in his/her phone to the office before being allowed entrance into school.

**Other Electronic Devices:** Students are **not** allowed to use personal electronic devices in public areas or during class time unless they have teacher permission (NOTE: Electronic devices include i-pods, Nintendo, Playstation and other similar devices). Students who do use electronic devices during class time without permission will have the device turned into the administrator. First offense: warning and device returned to student. Second Offense: warning and device returned to parent/guardian. Third offense: student will be required to turn in his/her device to the office before being allowed entrance into school.

**Personal Appearance/Dress Code:**

**At PAL, the guidelines on student grooming complement workplace and professional standard; we view PAL as a working environment. These basic guidelines will help to minimize distractions in the classroom, creating an environment conducive to learning.**

* Students are to avoid styles of dress and grooming which distract attention from the orderly pursuit of knowledge, disrupt the educational process, or constitute a threat to the health or safety of others.
* Students shall not wear caps or other headgear including hoods, bandanas, scarves, sunglasses, headphones, earphones, sweat bands, or skull caps in the school building before, during, or after school hours. (As an accommodation under IDEA, a 504 Plan and/or at the discretion of the classroom teacher a student may be allowed to wear headphones or earphones during class.)
* Students shall keep hair, beards and mustaches neatly groomed and clean.
* Students may not wear clothing that is either revealing or provocative. This includes pants with buttocks or underwear showing, bare midriffs, cropped tops, backless shirts or dresses, shirts without sides, and dresses or tops intended as undergarments. The length of dresses, skirts and shorts can be no shorter than “fingertip length” with arms in normal position, and tops must have at least a three-inch strap. No tank tops.
* Students shall not wear clothing or jewelry that could cause personal harm to the student or another, is obscene, distracting or may cause disruption to the educational environment. This includes attire that may be considered a weapon, such as a chain belt, or other similar attire.
* Students shall not wear clothing or jewelry that advertises tobacco, alcohol, drugs, or other harmful substances. Tattoos may not have printed statements or pictures that are vulgar or obscene or relate to the use of drugs, alcohol, tobacco products, sex or that promote hate or violence.
* Students shall not wear clothing which is adorned with sexually suggestive slogans, profanity, vulgar or obscene displays, or which may be offensive to another’s religion, race or national origin.
* All students need to wear shoes or sandals. House slippers or any footwear deemed unsanitary or hazardous may not be worn.
* All gang-identifying clothing is prohibited.

**Note**: The administrator has the discretion to determine the appropriateness of attire and grooming.

**Consequences for violating the personal appearance code**: Violations to the dress code will result in the student being assigned to in-school suspension for the remainder of the day or until a parent brings an acceptable change of clothing, or the student may leave school, with parent’s permission, to acquire appropriate attire. Repeated violations of the dress code may result in an out of school suspension and/or a meeting with the student and parent/s to determine other educational options.

#  Helena School District #1 2017-2018 Student Technology Use Agreement For Students in Grades 6-12

Students are expected to work and communicate successfully in digital environments using the variety of collaboration tools commonly found in the work place and post-secondary settings. This requires students to have access to online resources available through the internet and to use collaborative communication tools such as email. The District provides internet access for use by students as well as student email accounts. If you do not want your student to have access to the internet and to be assigned a district student email account, please provide your student’s school principal with a written request to opt out.

Helena Public Schools uses voice, data, and video electronic communication systems, including but not limited to: devices, networks, servers, and hosted services, that allow educational opportunities for students and staff to communicate, collaborate, learn, and publish information. These system resources must be used to support education and/or research, and all student use must adhere to the educational goals and objectives of the District. Communications using the District systems are not private. Systems support and maintenance may require review and inspection of network activity, to include but not limited to student files and email.

21st Century Learning Skills require that students collaborate, think critically, communicate, create and innovate. There are many technology tools that support the development of 21st century skills (e.g. blogs, wikis, social networking sites, etc.). The District supports the use of these tools to enhance and enrich the learning and teaching environment. However, these tools must be used in support of education and not interfere with other student use of the systems.

**Internet Filtering Statement:**

To comply with the Children’s Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Use Agreement.

**Appropriate Use of the Internet, systems, and technology equipment:**

Students are responsible for appropriate behavior when using District technology systems and work areas. The lists below do not cover every possible situation. If you have any question about appropriate behavior, ask your teacher, librarian, or technology teacher.

**Do:**

* Use the District and school technology to advance your education.
* Avoid or use extreme caution when giving out personal information on the Internet, such as full name, address, telephone numbers, etc.
* Take care of the equipment and leave it in condition for the next student.
* Follow the instructions of teachers, librarians, technology teachers, and computer lab assistants.
* Ask for help with or report equipment or software problems.
* Conserve technology resources. Only print what is necessary or assigned.
* Immediately report any inappropriate or questionable communications such as email, websites, etc. to your teacher, librarian, or the technology coordinator.
* Log off when you are finished.
* Cite your digital sources correctly.
* Return all borrowed technology equipment promptly and in the same condition as you received it.

**Do not**:

* Eat or drink at any school computer.
* Share passwords.
* Access, distribute, download, or store any illegal, pornographic, abusive, obscene, or harassing materials on any District system.
* Cyber-bully (Cyber-bullying is the willful harm inflicted through the medium of electronic text or images. Examples include but are not limited to: sending threatening emails, posting derogatory or personal comments and/or photos or video about someone on a web site, sending harassing text messages, physically threatening or intimidating someone and/or spreading rumors about someone.) (See Board Policy: 4.22 Harassment, Intimidation, and Bullying Prevention Policy)
* Access, delete, or alter other student, faculty, staff files.
* Use your access to District systems, Internet, email or other communication systems for inappropriate activity.
* Change or modify District equipment or systems including but not limited to: downloading and/or installing software, shareware, or freeware, changing computer settings, altering hardware and/or cables, create or distribute malicious software.
* Excessively consume limited hard drive space, network space, or bandwidth.
* Violate copyright laws.
* Attempt to gain unauthorized or illegal access to district technology resources.
* Connect personal devices to any network other than the guest wireless as outlined below.
* Use the District systems to gamble.

Unless you have your teacher’s approval and supervision do not:

* Create or manage personal web pages on District owned devices.
* Access streaming video or audio.
* Participate in any online for-profit activities.

**Open or Guest Wireless Access**

Helena Public Schools provides wireless “internet only” network access available to students, staff and guests who wish to use their personal devices while in District owned facilities. The following will apply:

* All Helena Public Schools policies concerning legal and acceptable use of District systems, devices, and the Internet apply, as well as any other applicable Helena Public Schools appropriate conduct policies.
* Wireless access is available within District owned facilities
* The guest wireless network is a public network and as such there should not be expectation of privacy or secure communications.
* Guest wireless is provided as a best effort service and there are no guarantees of service.
* Users are responsible for maintaining up-to-date antivirus software, firewalls, etc. on their personal devices.
* Only those District systems that are publicly accessible via the Internet will be accessible from the guest wireless network.
* Helena Public Schools technical staff will not provide technical support for users’ personal devices on the wireless network.

**Consequences for disregarding the rules of this Technology Use Agreement:**

Depending upon the age of the student and the severity and frequency of the misuse or abuse, one or more of the following consequences may occur:

* A warning, followed by re-clarification of the rules
* Notification of parents and administrators by phone, personal conference, or discipline referral
* For Internet misuse/abuse, loss of Internet access privileges for not less than 45 school days
* For technology equipment misuse/abuse, loss of access to district technology resources
* For technology equipment misuse/abuse, development of a plan for restitution
* Referral to proper authorities for disciplinary and/or legal action.

Note: Students who have lost District system or Internet privileges may not use personal device in lieu of district devices.

"The District/School may choose to refer severe infractions to the proper authorities for prosecution as per MCA 45-6-311, “Unlawful use of a computer”.

**45-6-311. Unlawful use of a computer**.

1) A person commits the offense of unlawful use of a computer if the person knowingly or purposely:

(a) obtains the use of any computer, computer system, or computer network without consent of the owner;

(b) alters or destroys or causes another to alter or destroy a computer program or computer software without consent of the owner; or

(c) obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the computer, computer system, computer network, or part thereof or from any other person.

(2) A person convicted of the offense of unlawful use of a computer involving property not exceeding $1,000 in value shall be fined not to exceed $1,000 or be imprisoned in the county jail for a term not to exceed 6 months, or both. A person convicted of the offense of unlawful use of a computer involving property exceeding $1,000 in value shall be fined not more than 2 1/2 times the value of the property used, altered, destroyed, or obtained or be imprisoned in the state prison for a term not to exceed 10 years, or both.

**History:**

En. Sec. 3, Ch. 485, L. 1981; amd. Sec. 4, Ch. 581, L. 1983; amd. Sec. 5, Ch. 616, L. 1993; amd. Sec. 7, Ch. 397, L. 1999.

**Conclusion:**

Helena School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. The Helena School District makes no guarantee that the functions or the services provided by, or through the District systems will be error-free or without defect.

Updates to this agreement will be posted on the School and District web pages and in the student handbook.

Students will be held liable for violations of this agreement. It is understood that the District’s systems and technology resources are intended for educational purposes. It is further understood that while the District employs an Internet filtering system, it is impossible for the school to restrict access to all controversial materials. The District will not be held responsible for materials acquired on the network. The District will not be responsible for any damage a user may suffer including, but not limited to, loss of data, or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the systems. (Revised: May 2010)

* **Annual Asbestos Notification**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. All Helena School District buildings constructed before the late 1970s contain some level of asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.   
  
In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Helena Public School Districthas conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted during August 2017 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and recertified.

The law further requires an asbestos management plan to be in place by July 1989. Helena Public School District has developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.  
  
Since the Fall of 2016 asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Helena High School, C. R. Anderson Middle School and Hawthorne Elementary School. During the next year, we plan to asbestos related activities across the District.

It is the intention of Helena Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the Facility Director’s office at 1200 Sanders Street during regular business hours. The District Director of Support Services is the District’s designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to the Director of Support Services at 324.2003.

# TRANSPORTATION

**Transportation:** Students who drive to school are asked to park in the lot north and south of the school. Erratic driving in the school parking lot or exiting the driveway leaving school is not permitted. Anyone in violation of not driving in a careful and prudent manner will be subject to disciplinary action.

**Minimum Corrective Action**: Teacher-student-parent conference.

**Maximum Corrective Action:** Police notification/expulsion from program.

#  BUS SERVICES

Helena Public Schools has elected to provide student transportation services as allowed by the Montana Codes Annotated (MCA 20-10-121). The District's Transportation Department strives to provide safe, reliable and professional transportation services to its students. The primary mode of transportation offered is on school busses that are operated by First Student, a private vendor under a contract managed by the District's Transportation Department. This section of the Student Handbook is designed to provide an overview and reference information for the bus services offered. For information regarding bus behavior conduct guidelines and consequences please refer to the section of the handbook entitled “Student Responsibility and Codes of Conduct – Section 9.0”. Do not hesitate to contact the District's Transportation Department if you have questions or require additional information.

The Transportation Department contact information is:

Transportation Department/Helena Public Schools

3020 Big Sky Loop Helena, Montana 59601

Phone: 324-2100/Fax: 324-2101

Email: [transportation@helenaschools.org](mailto:transportation@helenaschools.org)

Web Site: <http://helenaschools.org/>

**Busing Eligibility**

A student is eligible for district-provided transportation if she/he:

1. Resides in an attendance area and the student’s residence is greater than 3 miles from the school for high school students or outside the established walk zone for K-8 students as defined for each individual schools attendance area. Bussing eligibility walk zone information may be reviewed on the district’s website (<http://helenaschools.org/>) within the Transportation page.
2. Attends a Montessori Program and lives beyond the K-8 walk zone.

* Montessori transportation boundaries are divided into an east and west boundary. West side Montessori program (@ Broadwater Elementary) students are eligible for transportation to the west side Montessori program if they are from the following schools; Kessler, Hawthorne, Broadwater, Four Georgians, Jim Darcy, Rossiter. East side Montessori program (@ Smith Elementary, Central Elementary) students are eligible for transportation to the east side Montessori program if they are from the following schools; Jefferson, Central, Bryant, Smith, Warren. Families that cross over Montessori boundaries become parent choice and are not eligible for transportation services.

1. Has an Individual Education Plan (IEP – Special Needs) that includes transportation as a related service in the IEP.
2. Is covered by District-to-District tuition per agreement in place with Trinity.

A student is ineligible for district-provided transportation is she/he\*:

1. Lives less than 3 miles from the school of attendance for high school students or within a K-8 walk zone.
2. Resides in a District that does not have an applicable transportation agreement with the Helena Public Schools.
3. Resides beyond his/her school’s attendance boundary as the result of a Parent Choice Boundary Exception, regardless of mileage to the school of attendance.
4. Has been temporarily placed in a District program less than 15 days.
5. Loses riding privileges for discipline reasons.

As defined by MCA 20-10-101(5) 2015:

"Transportation" means:   
     (a) a district's conveyance of a pupil by a school bus between the pupil's legal residence or an officially designated bus stop and the school designated by the trustees for the pupil's attendance; or   
     (b) "individual transportation" by which a district is relieved of actually conveying a pupil. Individual transportation may include paying the parent or guardian for conveying the pupil, reimbursing the parent or guardian for the pupil's board and room, or providing supervised correspondence study or supervised home study.

**Inclement Weather and Bus Delays or Cancellations**

If there are inclement weather delays or canceled bus routes, information will be announced on the following radio stations:

**\*KMTX-950 \*KBLL-1240**

or check the District website at: <http://helenaschools.org> for weather alert and bus delay/cancellation information.

**Bus Registration**

Bus registration should be completed online each school year. Students are not rolled over from one year to the next. The form is available online at <http://helenaschools.org/> under the Transportation page and can be completed anytime during the school year. High School students who reside under the 3 mile limit and Elementary/Middle School students residing within the walk zones prepared for each K-5 and Middle School may register to ride; however eligibility is determined upon the availability of an established bus route and bus capacity Bussing for students that do not live within the designated transportation areas shall be provided on a first come - first served basis and are only granted on a case by case basis. Please call the Transportation Department for more information.

Bus registration cards are strongly recommended for parents with children in kindergarten or first grade. The time/location for kindergarten and first grade student bus pass pictures will be posted yearly in all elementary newsletters, registration cards and on the website.

**GuestPass**

Students who are not registered riders may ride a bus with a registered bus student as a guest. Students will need to get a two (2) day pass from the school of their attendance. Students must have a note from a guardian that states who they will be riding with, the bus number and the location of the bus stop. The note must be verified by the school and signed off by the principal or designated school official. Students who do not follow the guest pass procedures will not be allowed to ride the school bus.

**Bus Routes, Stops and Schedules**

The bus stops are created with safety taking precedence over convenience. Bus routes are developed with safety and efficiency as top priorities. Roads must be publicly owned and maintained for busses to traverse them. The district recognizes the travel time on buses extends the day for students. The district strives to minimize the time students must ride the bus. Transfer buses are used to minimize ride times for students given the geographic locations and numbers of school sites the district operates. Bus routes, stops and schedules are approved by the Lewis and Clark County Transportation Committee in June of each year.

Students are expected to be at the bus stops 5 minutes prior to the scheduled time of arrival. Buses can arrive up to 2 minutes prior to their scheduled-pickup time. If the bus does not arrive as scheduled (up to 15 minutes late), please call the First Student dispatcher at 227-7400. Afternoon routes may arrive early at their designated stop due to a wide range of circumstances; Monday early outs, lack of student loads, district early releases, etc. The individual students, and their parents, are responsible for the student’s behavior and conduct until the student has boarded or departed the bus.

**Required Parent Pickup Program**

Parents of kindergarten and first grade students are required by the Helena Public Schools Transportation Department to meet the bus in the morning and afternoons. The program was created to ensure the safe delivery of our most vulnerable student population. A parent or a designated individual is required to escort all kindergarten and first grade students’ home. An example of a designated individual would be a grandparent, an older brother or sister, a neighbor, etc. If the individual is someone other than a parent, the parent is required to send in written notification designating who will be escorting their child home. This can be done via fax, email, handwritten note, etc. Kindergarten and first grade students who are not met at their bus stop will be delivered back to the nearest school site SACC program. Parents will be contacted for pickup locations. The school district does provide an opt out letter for the program, but strongly recommends against the use of it. The escort permission form is available online at <http://helenaschools.org/> under the Transportation page, or it can be submitted manually via fax, email or regular mail.

**Transportation of School Related and Non-School Related Items**

Contraband, weapons, flammable liquids, animals or other dangerous, objectionable or non-school related items shall not be transported on a school bus. School related items transported on the bus shall be small enough to be transported on the students lap, adjacent seat or under the seat of the bus. School related items that would block exit isles or extend above the back of the seat will not be transported on the school bus. If you are unsure if an item is allowed, please contact the Transportation Department **prior to the day your child plans on transporting the material or object.**

**Bus Seatbelt Procedures**

It is the goal of the Helena Public Schools Transportation Dept. to provide the safest student transportation system available. The District requires that all students riding the school district buses comply with state law regarding the use of seatbelts**. Students 6 years old or younger that are less than 60 pounds are required to utilize child seats and wear 4 point safety harnesses.** Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion. Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seatbelts fastened. Students refusing to use seatbelts in a legal and safe manner will be subject to school district disciplinary actions. Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.

**Helena Public Schools Transportation Video And Audio**

All buses are equipped with audio and video capabilities. The school district will only retain approximately 12 days audio and video storage history. The Helena School District does not guarantee the working operation of the surveillance system and therefore cannot guarantee the storage of up to 12 days of surveillance storage. Individuals who would like to view information pertaining to their child should make an appointment with the School District Transportation Department. Copies of bus video will not be released except under the request of court ordered subpoena.

**Transportation Questions**

Parents having any questions or requiring additional information are encouraged to contact the Helena School District Transportation Department at 324-2100.

# Bus Behavior Conduct Guidelines & Consequences

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.

The district has a video that explains transportation safe riding practices that may be viewed on the Helena School District Transportation website or will be made available upon request.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading or unloading areas. The bus and the bus stop are extensions of the school day. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior according to established district policies, rules and standards. A student’s eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student’s bus riding privileges is not considered an exclusion, expulsion or suspension from school, however unacceptable conduct on the school bus may result in suspension or expulsion from school. It shall be the responsibility of the parent or guardian to transport students to and from school when bus riding privileges are revoked. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. (\*Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation).

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on school district busses even if they are still being allowed to attend school.

**A student shall not:**

**10.1** Eat drink or litter on the bus

**10.2** Leave the seat or stand while the bus is in motion.

**10.3** Use profanity, verbal abuse, harassment, obscene gestures or have possession of unacceptable material

**10.4** Provide false identification

**10.5** Ride an unassigned bus or use an unassigned bus stop.

**10.6** Open windows past the safety line.

**10.7** Attempt to ride a bus during a bus suspension.

**10.8** Be disobedient or disrespectful to the driver.

**10.9** Hang out the windows.

**10.10** Throw any object.

**10.11** Hold onto or attempting to hold onto any portion of the exterior of the bus

**10.12** Enter or leave the bus through emergency door/tampering with bus equipment unless authorized.

**10.13** Be involved in any activity that distracts the driver from safely driving the bus.

**10.14** Refuse to wear a seatbelt.

**Corrective Disciplinary Action**

**Minimum Corrective Action**: Driver identifies the unacceptable behavior and informs the student of the intent to complete a conduct report if the behavior continues.

**Maximum Corrective Action:** Unlimited transportation services suspension, school suspension, expulsion, and/or police notification.

**Bus Severe Clause: Busing Behavior Severe Clause**

If a student performs an act that severely and immediately jeopardizes the safety of students, the district may suspend the student from riding the bus. The district will attempt to notify the parent(s) or guardian of this action by telephone as soon as possible after the route is completed. A written incident report will be prepared and sent to the parent(s) or guardian. Riding privileges will not be reinstated until after a conference is held with the Transportation Specialist, principal, student and parent(s) or guardian. Law Enforcement may be notified in the event that criminal activity has transpired or assistance is required by the driver or district. Behavior deemed severe may result in suspension or expulsion from school.

**When less than sixty (60) school days are left in the academic year, the remainder of the suspension shall be served in the next school year.**

**Bus Re-Entry Program**

The bus re-entry program is designed to assist students that are having disciplinary issues on the bus understand the adverse effect that their actions have on the safe transportation of students. It also provides an opportunity for parents to be involved with their child in an evening class centered on safe school bus transportation and code of conduct expectations.

Students that have their bus riding privileges suspended must attend the class generally during the month student is suspended. Classes are only held once a month. Failure to attend means students bus privileges may be suspended until a class is met.

For questions regarding the class please contact the Helena Public Schools Transportation office at 324-2100.

**Complaint Procedure:**

Persons wishing to file a complaint should follow the process described in the Uniform Complaint Policy section of this handbook.

**What Should the Parent Know?**

1. Familiarize yourself with the Helena Public Schools Transportation rules of conduct.
2. If your child moves during the school year, contact the Helena Public Schools, Dept. of Transportation.
3. Familiarize yourself with your child’s bus schedule (students should be at the pickup point before the bus is scheduled to arrive).
4. Remind your child that they may only ride their assigned bus, and only get on and off this bus at their assigned stop, unless you have provided a written request and arranged for the change with this office ahead of time.
5. Can my child ride the bus? Yes, if: 1) Your child is eligible by virtue of residing within their school’s attendance boundary, and more than three miles from that school; 2) Your child resides within their school’s three-mile limit but you pay the required fee for bus service, when available, and the bus has seating available; 3) Transportation is required due to a handicap.
6. Buses shall not pass by their designated stop earlier than the scheduled pick-up time.
7. Buses are equipped with video and audio recording equipment
8. If the bus does not arrive as scheduled, please call the bus contractor’s (Treasure State Transit) dispatcher at 442-2288. \*or call the Helena Public Schools Transportation Department at 324-2100.

**Vehicle Registration:** All students are required to register their vehicles at the front office. Please have proof of valid driver’s license and current vehicle registration. All unregistered vehicles will be subject to towing with all towing charges to be paid by the student and/or registered owner.

**STW (School to Work) Transportation**: Students may drive personal cars to school and use them for transportation to STW job sites under the following conditions:

* 1. They are licensed and insured (with licenses and proof of insurance filed at the school; and,
  2. Parents have permitted this privilege by signing the transportation agreement.

**Travel and Field Trips:** Students are subject to the full direction and authority of staff while involved in a school sponsored activity. All school regulations concerning student behavior are in effect during school trips. All students must ride school transportation to and from all school sponsored events.

**Travel Out-Of-State or Out-of-Country:**

The building principal in consultation with the Superintendent must approve any out-ofstate or out-of-country travel.

Students who participate in school-sponsored out-of-state or out-of-country travel must have parental / legal guardian permission and provide in writing acknowledgement of the following:

1. ***Nature of trip***. A description of and acknowledgment/consent by parents and students regarding the nature of the trip and general travel plans, i.e., a brief factual account of the planned trip.
2. ***Inherent risks****.* Acknowledgment/Consent by parents and students that there are inherent risks in traveling to such a location.
3. ***Conduct rules****.* Acknowledgment/Consent by parents and students of the rules that will apply on this trip. You need to identify the rules that will apply on the trip, (i.e., if school rules will apply, that should be stated). Any additional rules should be noted.
4. ***Needed Accommodations****.* A parent or student must identify any needed accommodations before embarking.
5. ***Medical/Health Insurance***. Students must have their own medical/health insurance. Parents must provide documentation of medical/health insurance before the trip.
6. ***Trip Insurance****.* Parents / guardians must secure “trip insurance” for international travel and in some cases out-of-state travel if it is not included as part of the total cost of the trip. If trip insurance is not purchased and a student purchases a ticket but does not travel, refunds or credits for unused airline tickets will be based on what the airline allows.
7. ***Medical Procedures***. The student and parent should authorize the school chaperones to arrange for and, if necessary, to consent to treatment or medical procedures for the student at the parents’ expense. (Release form provided.)
8. ***Student Responsibility****.* Students and parents should acknowledge in writing the student’s responsibility for his/her own actions. Consequences for not following rules (e.g. leaving the group without permission) should be clearly outlined. (Release form will be provided.).
9. ***Release and Indemnification****.* The parent and student must release the school district and its agents from all actions not the result of fraud, willful injury or willful or negligent violation of law by an employee. This the standard set by state law.

#  STUDENT RECORDS AND STUDENT INFORMATION

**Family Educational Rights and Privacy Act (FERPA) & Student Records**The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day. Helena High School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask HelenaHigh School to amend a record should write the school principal clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.

1. The right to provide written consent before the school discloses personally identifiable information (PII) from 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 school as an ad­ministrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, audi­tor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 discloses education records without consent to officials of another 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.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Helena High School 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

Listed below are disclosures that elementary and secondary schools may make without consent:

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

* To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
* To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
* To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
* In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
* To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
* To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
* To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
* To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
* To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
* To caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student. 20 U.S.C. § 1232g(b)(1)(L).
* To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
* Information the school has designated as “directory information” under §99.37. (§99.31(a)(11)

# Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Helena Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Helena Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Helena Public Schools to include this type of information from your child’s education records in certain school publications. Examples include:

* A playbill, showing your student’s role in a drama production;
* The annual yearbook;
* Honor roll or other recognition lists;
* Student directories;
* Graduation programs; and
* Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [[1]](#footnote-1)

If you do not want the Helena Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the third Friday in November. Helena Public Schools have designated the following information as directory information:

* Student’s name • Address
* Telephone listing • Electronic mail address
* Photograph • Date of birth
* Dates of attendance • Grade level
* Participation in officially recognized activities and sports

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

* *Consent* *before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–*

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

* *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

* *Inspect*, *upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Helena Public Schoolshave developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Helena High School will directly notify parents via the District web site of these policies at least annually at the start of each school year and after any substantive changes. Helena High School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Helena High School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

* Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
* Administration of any protected information survey not funded in whole or in part by ED.
* Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

**See: Board Policy 2020 Student and Family Privacy Rights**

**Military Recruiter Opt-Out Notification**

Helena Public Schools

Military Recruiter Opt-Out Notification

2017-2018 School Year

Federal law requires the school district to provide military recruiters, upon request, with the name, address and telephone number of each secondary school student unless the student or student’s parent has advised the district that this information is not to be disclosed.

In order to have your student’s directory information withheld, please note the following:

* A request to withhold directory information must be in writing. You may use the form provided or appropriate forms from other sources. A request may also be hand-written.
* This request will apply only to the release of directory information to military recruiters or other recruiters. Requests to suppress directory information used for other purposes (such as student publications, colleges and universities, class rings, and yearbooks) are not covered by this notification. Such requests must be filed directly with the school
* Requests for suppression of directory information will be maintained until notification requesting a change is received.
* Parents and students may sign this form. The parent signature must be on request for students who are under the age of 18. For students who are 18 years of age or older, the student must sign the request.
* Written requests to withhold directory information should be submitted by **November 17, 2017.**
* Requests should be sent directly to Mr. Brett Zanto, Helena High School Principal, Mr. Steve Thennis, Helena High School Principal, Dr.Wynn Randall, PAL Principal or Mr. Jack Copps Superintendent of Schools.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and

10 U.S.C. § 503(c).

***No Release of Information to Recruiters Form***

Opt-Out Notification Form

Military &/or Other Recruiters

2017-2018 School Year

**Must be returned by: November 17, 2017**

I hereby request that Helena School District No.1 not release the name, address and telephone number of the student listed below to (check applicable):

\_\_\_ Military Recruiters, Military Schools or the Armed Forces

\_\_\_ All other recruiters to include education and/or employment recruiters

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Not required if student is 18 years of age)

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Required if student is 18 years of age or older)

*For School Administration:*

*Date Received: Received by:*

*Date Noted in Student Management System:*

*Legal Counsel has approved this form as to legal form and content. Date: 10.2005*

**This form is available online at:**

<http://helenaschools.org/resources/parents/forms/>

Reference: 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L> 107-107), the legislation that provides funding for the Nation’s armed forces.

#  HARRASSMENT, INTIMIDATION, AND BULLYING PREVENTION POLICY

The policy of the Board of Trustees of the Helena Public Schools is to provide students with a school environment free from harassment, intimidation and bullying. The Helena Public Schools will not tolerate harassment, intimidation or bullying in any form at school, school-related events (including off campus events), and school sponsored activities, school buses or any event related to school business. Inciting, aiding, encouraging, coercing or directing others to commit acts of harassment, intimidation or bullying is prohibited under this policy.

Intimidation, bullying and harassment include:

1. any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, sexual identity, culture, social origin or condition, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic; and

1. acts that a reasonable person knew or should have known, under the circumstance, the gesture or written or physical act
   1. will have the effect of harming a student or damaging the student’s property; or
   2. will place a student in reasonable fear of harm to the student’s person or damage to the student’s property; or
   3. has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

#  NON-DISCRIMINATION NOTICE

The Helena School District #1 strives to comply with all federal and state rules and regulations. The Helena Public Schools do not discriminate on the basis of race, color, national origin, gender or disability. This hold true for all students who are interested in participating in education programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA coordinators.

|  |  |  |
| --- | --- | --- |
| Capital High School: |  |  |
| Brett Zanto, Principal |  | Walt Chancy, Kathy Kidder |
| Title IX Coordinator |  | Section 504/ ADA Coordinator |
| 100 Valley Drive |  | 100 Valley Drive |
| Helena, MT 59601 |  | Helena, MT 59601 |
| 406-324-2500 |  | 406-324-2500 |

|  |  |  |
| --- | --- | --- |
| Helena High School: |  |  |
| Steve Thennis, Principal |  | Willie Schlepp |
| Title IX Coordinator |  | Section 504 / ADA Coordinators |
| 1300 Billings Avenue |  | 1300 Billings Avenue |
| Helena, MT 59601 |  | Helena, MT 59601 |
| 406-324-2200 |  | 406-324-2200 |

Project for Alternative Learning (PAL):

Dr. Wynn R. Randall, Principal

Section 504/ ADA Coordinator

Sara Berg & Jeri Rittel

Title IX Coordinator

815 Front Street

Helena, MT 59601

406-324-1630

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



#  RIGHT TO TITLE IX, SECTION 504, AMERICANS WITH DISABILITIES ACT

Helena School District No. 1 affirms that all employees, students, parents, and legal guardians shall have an equal opportunity to participate in, and accrue the benefits of all educational programs or activities provided by the District. This policy demonstrates the District's compliance with Title IX of the Educational Amendments (20 U.S.C.A.), Section 504 of the Vocational Rehabilitation Act (29 U.S.C.A.), the Americans with Disabilities Act (42 U.S.C.A the Montana Human Rights Act of 1974 (as amended), the Montana Governmental Code of Fair Practices Act of 1975 any other federal or state civil rights laws, rules, or regulations.

Helena School District No. 1 has appointed an officer to assist any employee, student, parent, or legal guardian with a Title IX/Section 504/ADA concern. Inquiries concerning Title IX/Section 504, ADA may be referred to the Central Administration Office, 55 South Rodney Street, Helena, Montana, 59601, or may be made by calling 1-406-324-2012.

Procedures have been established for addressing any questions or concerns and for resolving any conflicts relating to Title IX/Section 504/ADA that may be raised by an employee, student, parent, or legal guardian in Helena School District No. 1. A copy of those procedures may be obtained from building principals or the Central Administration Office.

**Title IX of the Educational Amendments of 1972 (Discrimination Based on Gender):** A person may utilize the Helena Public Schools Complaint Procedure for Title IX complaints, including complaints of sexual harassment.

The person should report the matter promptly to their teacher, counselor, or building Principal who is not involved in the alleged discriminatory practice.

The person may also forward a written request for a review of the allegations and direct the request to the Helena Public Schools Title IX Coordinator. The written request shall specifically state the nature of the alleged Title IX violation and shall be signed and dated. Following receipt of the written request, the Coordinator shall investigate the complaint and shall inform the person in writing of the Coordinator's decision and whether any action will be taken to resolve the issue. The Coordinator shall outline the reasons for the decision.

School District No. 1 has appointed an officer to assist any employee, student, parent or legal guardian with a Title IX concern. Inquiries concerning Title IX may be referred to the Central Administration Office, 55 South Rodney Street, Helena, Montana 59601, or may be made by calling 1-406-324-2012.

Procedures have been established for addressing any questions or concerns and for resolving any conflicts relating to Title IX that may be raised by an employee, student, parent or legal guardian in

School District No. 1. A copy of those procedures may be obtained from building Principals or the Central Administration Office. **See: Board Policy 3000 – Equal Educational Opportunities**

**Title IX:**

A student has the right to attend and participate in school activities in an environment free from sexual harassment. The District does not tolerate sexual harassment in any form.

I. Sexual harassment -shall mean: gender discrimination within the meaning of

Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act;

1. unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature; or when conduct of a sexual nature creates an intimidating, hostile, or offensive school environment including sexually oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, is directed toward a student based on the student's gender; or
2. conduct of a sexual nature that is prohibited according to Montana law.

A student shall not be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, benefits or privileges of the District educational program or activity, because of race; creed; religion; gender; marital status; color, age; physical or mental handicap or disability; or national origin unless based upon lawful grounds, including adopted policies of the Helena School Board of Trustees.

A student may not be denied participation in District education programs or any sponsored activity except for such reasons as are provided in the adopted policies of this District; student code, federal, state and county associations or governmental entities; or organizations that sponsor activities, such as the Montana High School Association.

II. Definition:

*Person* - is any student, parent, legal guardian or person with parental authority.

**Section 504 and the Americans with Disabilities Act (ADA):**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District has established and implemented a system of procedural safeguards. Safeguards include a students’ identification, evaluation, and educational placement.

This system includes notice, an opportunity for the student’s parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent or legal guardian, and a review process.

School District No. 1 has appointed an officer to assist any employee, student, parent, or legal guardian with a Section 504/ADA concern. Inquiries concerning Section 504/ADA may be referred to the Central Administration Office, 55 South Rodney Street, Helena, Montana, 59601, or may be made by calling 1-406-324-2010.

Procedures have been established for addressing any questions or concerns and for resolving any conflicts relating to Title IX/Section 504/ ADA that may be raised by an employee, student, parent, or legal guardian in School District No. 1. A copy of those procedures may be obtained from building Principals or the Central Administration Office***.***

**Board Policy 2050 – Section 504 of the Rehabilitation Act of 1972 (Section 504)**

**Weapons in the School:**

*Gun Free Schools*

The Board is obligated to expel any student who uses, possesses, controls, or transfers a firearm, for a definite period of time of at least one (1) calendar year, except that the Board may permit the Superintendent to modify the disciplinary action. The Board hereby authorizes the Superintendent to modify the disciplinary action on a case-by-case basis.

*Possession of a Weapon in a School Building*

The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a school building, except as provided below. For the purposes of this section only,

1. “School Building” means all buildings owned or leased by the District that are used for instruction or for student activities;
2. "Weapon" means any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, ~~or~~ brass or other metal knuckles, or any other article or instrument possessed with the purpose to commit a criminal offense.

The Board may grant persons advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

#  LAW ENFORCEMENT ROLES AND SCHOOL SEARCHES

For the safety and supervision of students in the absence of parents, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as School District property.  Such authorization includes, but is not limited to, the use of canines for searches of school property, personal property and motor vehicles.

The District has a responsibility for the health and safety of its students during the school day, at all extra-curricular activities and events, and all activities conducted on school premises. Use or possession of drugs, alcohol, tobacco and tobacco innovations, controlled substances, medications (including over-the-counter medications without permission), any other illegal drug, and/or drug paraphernalia on school property pose a serious risk to health and safety to students, employees and visitors. Possession and use of weapons on school grounds poses an additional risk to the health and safety of students, employees and visitors.

To protect students, employees, and visitors from these risks, 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.

Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to mitigate or eliminate risks to and disruption of a safe and healthy educational environment. In keeping with these goals, the Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain health, safety, and security in the schools.

*Students and Their Personal Effects*

School authorities may search a student, the student’s property, or District property under the student’s control, when there is reasonable suspicion that the search will produce evidence the student has violated or is violating either the law, Board policy, administrative regulation or the District's student conduct rules. Contractors may be employed by the District to handle trained dogs to assist in this search. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, vehicles parked on school property, cellular phones or other electronic communication devices.

Immediately following a search, a written report shall be made by the school authority who conducted the search. The report shall be submitted to the Principal and forwarded to the Superintendent. The parent of the student shall be notified of the search as soon as possible.

*Vehicles Parked on School Property*

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student’s vehicle will be searched, and the student expressly consents to such a search by parking on District property. Notice provisions for students will be contained in the student handbook annually.

In addition, by exercising the privilege of parking in the school parking lots, the student acknowledges that the student does not have any expectation of privacy in the odors emanating from the student’s vehicle which may alert a human or a canine to the presence of alcohol, illegal drugs, drug paraphernalia or weapons. By exercising the privilege of parking in the school parking lot, the student consents to having the vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

*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. 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.

*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.

**See**: **Board Policy 3040 – Searches and Seizures**.

**Reasonable Suspicion**

Shall mean that there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or rule of the District. Reasonable suspicion requires that independent facts exist and are articulated. Reasonable suspicion may be formed by considering factors which may include the following:

1. Eye witness observation by school personnel; and/or
2. Information received from a reliable source; and/or
3. Suspicious behavior by the student coupled with the student’s past history and school record.

**Personal, Locker, Canine-Assisted, and Automobile Search Procedures**

A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal, unauthorized or contraband (stolen) items in violation of school rules or local, state or federal law.

**Locker Searches**

Student lockers/cubbies, contents and secured personal property may be searched without prior notice given to the student when the school authority has reasonable suspicion that the locker/cubby contains illegal, unauthorized or contraband items or in case of an emergency requiring immediate access to the locker/cubby or other secured personal property. Searches shall, whenever possible be conducted in the presence of an adult witness and the given student. School lockers are temporarily assigned to students. Lockers/cubbies remain the property of the School District at all times. The District has a reasonable and valid interest in insuring that lockers are properly maintained for safety and health reasons.

**Canine Assisted Searches**

Trained canines accompanied by a trained handler may be used to assist the administration in a general search of the school or school grounds for the purpose of discovering illegal drugs or paraphernalia. No specific searches of students will be conducted by these means. General searches may take place in common areas as well as classrooms. Students will exit the classroom prior to any canine assisted search.

**Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not a right. The interior of any automobile brought on school property by a student may be searched and items seized by a school building principal or designee if there is reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

**Passive Alcohol Screening**

If there is reasonable suspicion to believe a student has been using alcohol during the school day a passive alcohol screening will be administered.

**Video Monitoring**

Video monitoring will be used to assist in ensuring that behavior on school property is consistent with the established safety and conduct rules, policies and procedures.  If unacceptable behavior is observed and/or reported, timely and appropriate corrective action will occur.

The video monitoring of school buildings and grounds will not include audio recordings unless specific notice is given as required by law.   **Board Policy 3097 – Use of Video Monitoring Cameras.**

#  STUDENT EXPRESSION

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs; cause substantial disorder or invasion of the rights of others; or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school.

The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the District.

**Student Assemblies:**

Students have the right to participate in school-sponsored assemblies. Continuation of student assemblies is contingent upon the ability of students to conduct themselves properly at all times.

During a school assembly students shall:

1. Remain quiet and attentive during the entire program;
2. Be courteous regardless of the program;
3. Remain in their places until they have been dismissed by school authority;
4. Refrain from whistling, talking or other acts of discourtesy.

**Student Bulletin Announcements:**

Students have the right to place announcements in the daily bulletin. Students desiring to place an announcement shall retain a form for the announcement and receive prior authorization from the school building administration.

**Student Meetings:**

The District provides a **limited open forum** as defined by the federal Equal Access Act. Limited open forum allows one or more non-curriculum-related student groups to meet on school premises during the non-instructional time of the school day.

**Non-instructional time** shall mean time set aside by the school one half hour before actual classroom instruction begins, one half hour after actual classroom instruction ends, or during the student lunch period.

Any student desiring to initiate a student meeting on non-instructional time shall notify the school building Principal in writing of their desire to meet, reason of the meeting, number of participants and expected meeting time. The principal shall provide students such necessary requirements as to comply with the provisions of the policies of the District. Student(s) may conduct a meeting on school premises during non-instructional time within the limited open forum on the basis of religious, political, philosophical, or other content.

A student may conduct such a meeting provided:

1. The meeting is voluntary and student initiated;
2. The meeting does not materially or substantially interfere with the orderly conduct of educational activities within the school;
3. There is no school sponsorship of meetings;
4. The meetings take place during non-instructional time; and
5. Visitors do not direct, conduct, control or regularly attend the activities of the student group.

**Visitor**s - shall mean individuals who are not employees, school personnel or students of Helena School District No. 1.

Non-curriculum student groups shall be limited to one visitor at the initial organizational meeting, at a time set by the school building Principal. Visitors desiring to attend the initial meeting must receive written permission by the school building Principal prior to attending any student initiated meeting.

**The District reserves the right and responsibility to:**

1. Maintain order and discipline on school premises for limited open forum activities, 2. Protect the well being of students, District personnel and property, and

3. Assure voluntary attendance of students at all meetings.

**Note:** Board policy regulates facility use during times when school is not in session. (Board Policy: Rentals and Use of School Facilities) Such facility use shall require the completion of a facility use contract with the principal of the facility. Contracts are available through the office of the building principal or the District business office, 55 South Rodney.

**Student Publications:**

Prior to distribution in school or on school premises, a copy of all school sponsored and non-school sponsored student publications shall be provided to the school building principal or designee. The principal or designee may prohibit distribution of publications that are lewd, obscene, inflammatory or vulgar. Distribution of publications may also be prohibited if such publication shall substantially or materially disrupt the education process of other students or school activities.

Student publications which are submitted to the principal and not otherwise prohibited from distribution may be distributed in school or on school premises except:

1. in a hallway, doorway, or other area where such distribution shall interfere with the physical movement of students or other persons; or
2. in a classroom, unless the student has received specific permission from the teacher.

**Student Produced Media:**

Students who produce media for a class and/or school related or school sponsored event may not use vulgar, offensive, defaming, lewd or indecent speech or visual forms. Student produced media may be reviewed by the class instructor or event sponsor and the instructor or sponsor reserves the right to prohibit broadcast or distribution in any form. Violation of these rules shall subject the student to disciplinary action.

#  ADMINISTERING OF MEDICATION

**Medication Policy**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being.  When a student's licensed health care provider and parents believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication.

The Board will permit administration of medication to students in schools.  A school may administer medication to any student in the school or may delegate this task pursuant to Montana law.

In special cases the school nurse, doctor, and parents may agree on a plan for administration of medication during school hours.  The physician shall then be requested by the parents to prescribe duplicate bottles of said medication if it is necessary that it be taken during school hours.  One bottle will be kept at school under the care of school authorities.  Both bottles shall contain the name and telephone number of the pharmacy, the pupil’s identification number, the name of the prescribing physician, and the dosage of the drug to the given.      **See:  Board Policy 3070 – Administration of Medication**

E**mergency Administration of Medication**

A school nurse or designee may administer emergency medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student’s licensed health care provider.

**Administration of Medication**

Prior to any medication being given at school the following conditions must be met:

1. Prescription Medication

* All medications must come in the original container and must include: the student’s name, medication name, route, dose, time and name of prescribing health care provider.
* A completed “Authorization for Medication to be Given at School” form for all prescription medications must be signed or verbally authorized by the parent or guardian.
* A signed order from a health care provider with prescriptive authority or the original pharmacy container is required.

1. Over the Counter Medications

* Pre K-8th grade students: A licensed health care provider must provide a written order for administration of said over the counter medication and written or verbal authorization from the parent must be on file. The medication must be in the original container.
* 9th grade – 12th grade students: Parents who want the school to manage over the counter medication for their high school student must complete a written authorization form.
* 9th – 12th grade students may keep a small quantity of non-prescribed, parent recommended medication with them and may self-administer, according to package directions on a short term basis.
* Parents may be contacted by the School Nurse if concerns arise over health issues, need for medication, or inappropriate use.

**Self-Administration and Possession of Asthma, Severe Allergy, or Anaphylaxis Medication**

Students with asthma, severe allergies or anaphylaxis may possess and self-administer emergency medication; epinephrine auto-injector, oral antihistamine, or asthma inhaler during the school day, during field trips, during school-sponsored events, or while on a school bus as prescribed by a licensed health care provider.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or a guardian and in accordance with documents provided by the student's health care provider, medication for asthma, severe allergy, or anaphylaxis medication may be kept by the pupil and backup medication may be kept at a  student’s school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Parents must notify the school if their student will be self-medicating and acknowledge and agree to the liability provisions in M.C.A. 20-5-420, for the self-administration of medication; (The form may be obtained from the district website http://helenaschools.org/departments/health-services/ or the school nurse.

**Allergies**

The Helena School District makes every effort to decrease exposure to allergens, however we encourage parents of children with life threatening allergies to contact the School Nurse prior to the beginning of the school year to work together to develop an Allergy Action Plan.

**Head Lice**

Head lice are wingless insects about the size of a sesame seed. They cannot fly, jump or swim. They are passed from person to person from direct head to head contact or, **very rarely**, by “hitching a ride” on a comb, brush or hat. While they are an anxiety-producing nuisance they do not carry disease. **Students with head lice or nits (louse eggs) will not be excluded from school as unnecessary absences directly affect school performance and a child’s opportunity to learn.**

If a parent or staff member believes a student has lice, s/he can contact the school nurse who will arrange a time to assess the student privately. If live lice or nits are found, the student will return to class and the student’s parents will be contacted with information about effective treatment options. The student may remain at school until the end of the day.

Classroom wide screenings will not be done as studies indicate that it does not decrease the incidence of head lice, is disruptive to the learning process, and a violation of privacy and confidentiality of the student and his/her family.

The Helena School District School nurses educate students regarding lice and how to avoid transmission by decreasing head to head contact and not sharing hats, combs, brushes or hair accessories. Parents can help by routinely inspecting their child’s for lice. If you are unsure of this process, how to identify a louse, or how to treat an infestation please contact your School Nurse.

For a step-by-step guide for managing head lice at home, refer to:

https://identify.us.com/idmybug/head-lice/head-lice-documents/lice-mgmnt-chart-home.pdf

**Health Screenings**

Hearing - Audiometric screening includes students in Grades K, 1, and 9. Students in other grades may be screened upon referral or if they have a monitor status. The regional Audiologist will consult with the School Nurses regarding referrals and further management.

**Vision** – Students in grades K, 1, 3, 5, 8, and new students without screening documentation, students who are referred, and students who are monitored.

**Scoliosis** – Student in grades 5, 7, 8 and new or monitored students in grades 6. Scoliosis is a side to side curvature of the spine. This often may be detected during a child’s growth spurt.

**Oral Health** – Students in grades 1 and 3 are screened by local dentists who volunteer to provide a visual inspection. The School Nurse coordinates the program in each elementary school.

*\*\*Methods for screening may include checklists, observations, and formal instruments as indicated\*\**

*\*\*Parents are notified of any unusual performance or failed screening. Students may be referred for further evaluation by a health care provider.\*\**

#  STUDENT CODE OF CONDUCT

Students are expected to conduct themselves within the bounds set by the Board, the administrative regulations set forth by the Superintendent and rules established by school staff. Consideration for the rights and well-being of others, cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior.

The primary responsibility for student discipline within the school rests with the Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher.

Disciplinary action may be taken against any student in violation of the Student Code of Conduct. Disciplinary action may range from conferring with a teacher to expulsion from school. Continued infractions will have a cumulative effect in terms of disciplinary action.

Student Codes of Conduct apply students in all school based settings including but not limited to; regular school, school activities, school clubs and organizations, etc.

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 products;  Using, possessing, distributing, purchasing, or selling alcoholic beverages.
* Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, prescription drugs, and drug paraphernalia.
* Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapon in a School Building” section of this policy.
* Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
* Disobeying directives from staff or disobeying rules governing student conduct.
* Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
* Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
* Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
* Unexcused absenteeism.
* Misconduct of any sort on any means of District transportation.
* Hazing, harassment, intimidation, or bullying, 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.

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

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

The Student Conduct Codes have been developed so that students, parents, teachers and administrators will understand that firm, fair and consistent discipline policies are maintained with the intent to:

* Ensure a stable learning environment that encourages academic excellence.
* Ensure that rules are equitable and just while complying with state and federal law.  Ensure that as student’s progress in school and advance in age and maturity, they will assume greater responsibility and accountability for their decisions.
* Encourage students, parents, teachers, administrators and community members to work together in an atmosphere of respect, cooperation and courtesy to ensure effective educational programs.

Students must recognize responsibilities and abide by the rules and policies of the Helena Public Schools and federal and state law. See ***Board Policy 3050 – Student Discipline***.

**Consideration of Extenuating Circumstances:**

School authority shall consider extenuating circumstances prior to dispensing disciplinary action.

Extenuating circumstances include, but are not limited to:

1. Seriousness of the offense.
2. Program placement.
3. Attitude and age of the student.
4. Pattern of conduct.
5. Degree of cooperation.
6. Other educational relevant circumstance.

**Corrective Actions – Definitions:**

The following definitions shall apply to the Code of Conduct:

**Detention:**

Shall mean a student is required to attend school in a predetermined location for at least 30 minutes. Student must serve detention as assigned by the teacher or administrator. Generally, a student will be given twenty-four (24) hours notice prior to serving detention.

**Disciplinary Reassignment:**

Shall mean disciplinary action that may include transfer of the student to another room, program or alternative placement for a specific time.

**Corrective Disciplinary Action:**

Shall mean school authority must administer the defined disciplinary action, provided in the student code, as a result of the violation(s) of the student code(s).

**Minimum Corrective Action:**

Shall mean the school authority must administer at least the specified corrective action provided for each code violation.

**Maximum Corrective Action:**

Shall mean the school authority may not exceed the degree of disciplinary action provided for the specific code violation. School authority may administer such corrective disciplinary action between the minimum and maximum after consideration of mitigating and aggravating circumstances provided. The degree of the severity (from the least to the most severe) of corrective disciplinary action is described as follows:

* Warning
* Teacher-Student conference
* Detention
* School Community-Service or Monetary fine
* Administrator-teacher-parent-student conference
* Reassignment
* In-school suspension (including loss of privilege to participate in extracurricular and cocurricular activities)
* Out-of-school suspension (including loss of privilege to participate in extracurricular and cocurricular activities and district sponsored transportation)
* Police notification/criminal process referral
* Expulsion
* Reimbursement / Restitution

**Expulsion :**

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board may expel a student from school.

All privileges to participate in any co-curricular or extracurricular activity in the Helena Public Schools are revoked when expulsion is directed by the Board of Trustees. ***(Board Policy 3055 – Student Due Process Rights).***

**Out-of-School Suspension :**

The term of an out-of-school suspension may vary depending upon the circumstances. A student may be suspended our-of-school for an initial term not to exceed ten (10) school days. Upon a finding by an administrator, after an informal hearing with the student, that the immediate return to school would be detrimental to the health, welfare or safety of others, or would be disruptive of the educational process, a student may be suspended out-of-school for an additional term not to exceed ten (10) school days.

**Make-up Work during Out-of- School Suspension or Expulsion:**

Whether a student is allowed make-up work during a suspension or expulsion will be determined by the building administration.

#  STUDENT REGULATIONS CONCERNING USE/POSSESSION OF TOBACCO PRODUCTS

The Board of Trustees of the Helena Public Schools is committed to providing a clean, healthy and safe school environment for students, employees and the general public. Use of tobacco in any form is considered detrimental to the health of non-users as well as users of tobacco. The use of tobacco is inconsistent with the Helena Public Schools health education programs.

The Helena Public Schools are "tobacco free." The use of tobacco will be prohibited from all school buildings and school sponsored events. (**Board Policy 3150 - Tobacco Free Schools, Rev. 09.9.2014**)

Students shall not use or possess any tobacco or tobacco-like products while on school property, while going or coming to school, during the lunch period whether on or off the campus and during or when coming to or from a school sponsored activity. Montana law further prohibits the use or possession of tobacco products by any person under the age of 18. (45-5-637, MCA).

**Corrective Disciplinary Action:**

**First Violation** – Student will participate in three counseling sessions with the Project Success Counselor. Notification from the Project Success Counselor, indicating that the required sessions have been completed, is required.

**Second & Subsequent Violations** – Up to three (3) days ISS (In School Suspension)

As set forth above, school officials may administer the level of disciplinary consequences deemed appropriate in light of any mitigating and/or aggravating circumstances, and may pursue a recommendation for extended suspension in connection with a first offense or any subsequent offense. Under any and all circumstances, the administration retains the option of recommending to the Superintendent the removal of the student from the school setting.

#  STUDENT HEALTH REGULATIONS ON ALCOHOL/DRUG USE, ABUSE AND DEPENDENCY  IN SCHOOL DURING THE SCHOOL DAY OR OUT OF SCHOOL DUING A SCHOOL ACTIVITY

Helena School District No. 1 is committed to providing and maintaining a safe, healthy and productive learning environment for all students. The Board recognizes that unlawful alcohol or other drug possession and use can create serious health problems for students and that unlawful alcohol or other drug possession and use can create safety issues for all students.

When school personnel become aware of situations involving student use or possession of unlawful alcohol or other drugs, a reasonable effort will be made by school administrators to intervene with the appropriate parties. Further, recognizing that alcohol or other drug dependency is a treatable illness; the Board encourages and supports collaborative efforts among appropriate agencies, community groups, the School District and families that assist in preventing student chemical use and abuse by providing procedures for education and intervention.

**Board** **Policy 3050** - **Student Discipline**

**Jurisdiction:**

Grounds for disciplinary action apply whenever a student’s conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

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

**Student Behavior:**

Student behavior is always expected to be appropriate.

Guidelines of student behavior concerning the Alcohol/Drug Policy include the following expectations. 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 products;  Using, possessing, distributing, purchasing, or selling alcoholic beverages.
* Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, prescription drugs, and drug paraphernalia.

**Definitions:**

Unlawful drugs and controlled substances are those defined as illegal under the laws of the United States, the state of Montana and/or the city of Helena Ordinances. Illegal activities will be reported to the police and/or applicable authority when any of the above activities occur on school property, while in attendance at school or school activities, while coming to or going from school or a school activity, or during the lunch period whether on or off campus. Helena School District #1 response to these infractions may be independent of or in conjunction with police action, and will result in disciplinary consequences as outlined more fully below.

**Corrective Disciplinary Action:**

**First Violation:**

1. Ten-day out-of-school suspension (unexcused) OR
2. Three-day out-of-school suspension (unexcused) plus attend mandatory sessions with the Project Success Counselor. Failure to comply with these criteria will result in the exercising of the balance of Option 1.
3. The choice of either Option 1 or 2 will constitute one single incident of unexcused absence for attendance purposes.
4. Unserved suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students.

**Second and Subsequent Violations:**

1) Second and subsequent violations by the same student may result in any one or a combination of the following:

1. Minimum ten-day out-of-school suspension (unexcused) OR
2. Five day out-of-school suspension (unexcused) if the student completes a chemical dependency assessment with a certified chemical dependency counselor at parent expense and follows all recommendations of the assessment.
3. For purposes of Option (B) above, the student must provide both (1) written confirmation of the appointment for the chemical dependency assessment prior to reentering school and (2) written authorization for HPS to provide information to and receive information from the dependency counselor prior to the student re-entering school.

**Minimum Corrective Action:**

Confiscation of contraband, notification of parents and law enforcement and suspension.

**Maximum Corrective Action:**

Confiscation of contraband, notification of parents and law enforcement and recommendation for expulsion.

As set forth above, school officials may administer the level of disciplinary consequences deemed appropriate in light of any mitigating and/or aggravating circumstances, and may pursue a recommendation for expulsion in connection with a first offense or any subsequent offense. Under

any and all circumstances, the administration retains the option of recommending to the Superintendent the removal of the student from the school setting.

Violations of this rule will be cumulative during attendance at Helena schools from grades 9-12. A breathalyzer may be used at the discretion of a building administrator when it is necessary to ascertain whether a student has violated this rule with respect to alcohol use.

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|  **EXTRA / CO-CURRICULAR ACTIVITIES PROCEDURE**  **REGARDING ALCOHOL, TOBACCO & OTHER DRUG USE / POSSESSION & GENERAL CODE OF CONDUCT** |

Helena School District No. 1 Administrative Regulations Regarding Alcohol, Tobacco and Other Drug Use by Students in Extra/Co- Curricular Activities

Students participating in school-sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

The administration shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law.

**Board Policy 3066– Obligation of Students Participating in Activities**

An appeal process will be available to all students under the District’s “Uniform Grievance Policy”.

**Board Policy 1085 – Uniform Grievance Procedure**

Helena School District No. 1 recognizes the use of alcohol, tobacco, other drugs and drug paraphernalia as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. Coaches and advisors of activities have a unique opportunity to observe, confront and assist young people. Helena School District No. 1 will make available at parent’s expense education and awareness training in chemical and tobacco use issues for students who are in violation of its chemical and tobacco use regulations. The importance of the parent/guardian as the primary role model in the education and guidance of their children concerning alcohol, tobacco and other drugs is recognized and emphasized by Helena School District personnel.

In addition, schools are an integral part of the community and must confirm and support existing state and local laws that prohibit the use of alcohol, tobacco, other drugs and drug paraphernalia by youth. Federal law requires schools to have consistent alcohol, tobacco and other drug policies that give a strong no-use message to all youth.

Students who participate in extra/co-curricular activities must be willing to make the commitment to adhere to the regulations that govern these activities.

Therefore, middle school and high school students who participate in District extra/co-curricular activities are subject to all District no-use regulations, conditions and consequences.

**Regulations - During the school year and the season of practice, play or rehearsal a student shall not:**

1. Use, possess, buy, sell, or distribute alcohol, tobacco, unlawful drugs, controlled substances, hallucinogens, inhalants or drug paraphernalia. (It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor that is being used in the prescribed manner).
2. Students participating in school-sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens. The administration shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law.

An appeal process will be available to all students under the District’s “Uniform Grievance Policy”.

**Board Policy 1085 – Uniform Grievance Procedure**.

**Duration:**

Except where otherwise stated*,* these regulations are in effect from the date of the first practice for fall activities, through the academic school year and include any school-sponsored activity that extends beyond the academic school year. Violations will be cumulative from the first day of the activity involvement throughout the student's participation as a freshman, sophomore, junior and senior until graduation from Helena School District No.1. A student’s suspension from an extra curricular activity may also adversely affect other areas upon return. Upon return from any suspension, the coach or sponsor will determine varsity letter, playing time, starting position, performance role; and offices held in groups.

All unserved suspensions occurring at the end of the school year will be served the following school year commencing on the first day of the MHSA fall season.

**Disciplinary Procedures; Investigation and Appeal:**

Any determination that a violation of these regulations has occurred will be made only after a meeting is held with the student and he or she is presented with the information indicating that a violation has occurred. The student must be afforded the opportunity to provide information in response. If a determination is made following that meeting that a violation has occurred, the student will be notified of that determination and of the consequences of that determination. Any determination that results in consequences being administered as per these regulations will be provided to the affected student in writing.

If a student disagrees with a determination made by the building administration under these regulations, the student may seek review of that decision by the District Activities Director, and may secure further review of the determination by the District Superintendent and Board of Trustees according to the procedure outlined in the Uniform Complaint Policy.

**First Violation:** The student will be:

* required to register for and complete a district-approved education course at his/her parent’s expense; and
* temporarily suspended from competing or performing in extra/co-curricular activities for a period of thirty-four [34] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to twenty (20) calendar days.
* Suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the education component outlined above; (2) continue to attend and participate in activity practices during the temporary period of suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling all of the requirements set forth above.

**Second Violation:** The student will be:

* required to register for and complete a district-approved chemical assessment program at his/her parent’s expense; and
* temporarily suspended from competing or performing in extra/co-curricular activities for a period of sixty [60] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to fifty (50) calendar days.
* Suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the assessment component outlined above; (2) continue to attend and participate in activity practices during the period of temporary suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling the requirements set forth above.

**Third Violation:**

The student will be deemed ineligible for participation in activities for a period of one calendar year. The student may, however, submit a petition to the District Superintendent no sooner than ninety (90) days after the incident requesting that he or she to be allowed to re-enroll in activities. Such a request must be accompanied by (1) a post-incident chemical dependency evaluation conducted by a licensed chemical dependency counselor and (2) a demonstration that all recommendations made in the assessment are being or have been satisfactorily met. The District Superintendent has the discretion to grant or deny the request based on his/her consideration of the relevant circumstances. The Superintendent’s decision may be appealed to the Board of Trustees as outlined in the Uniform Complaint Procedure.

**Extra / Co-Curricular Activities – All Levels:**

Basketball, Softball, Soccer, Cross Country, Swimming, Tennis, Track, Football,

Volleyball, Golf, Wrestling, +Student Government, +DECA, +VICA, +Plymouth Troubleshooters, +Skills USA, +Speech, +Annual, +Newspaper, +BPA, +\*Band, +\*Chorus, +\*Orchestra, +\*Drama, +Cheerleading, and +Drill Team.

+Because these are yearlong programs the suspension will coincide with the MHSA Fall, Winter Spring calendar.

\*All performances outside of the school day are affected. For the purpose of these regulations a student who misses one or more grade-related music event or performance will have the opportunity to make up the portion of the grade which is related to the events or performances.

Calendar days begin on the first day of fall practice and end the last day of school.

The activity seasons are outlined below:

* Fall - Start of Football practice to State Volleyball Championship
* Winter -Start of Wrestling practice to State Basketball Championship
* Spring - Start of Spring Sports Practice to last day of school for students

**-BE SMART-FOLLOWING THE LAW KEEPS YOU OUT OF TROUBLE-**

#  COURSE /ACTIVITY FEES

**Course Fees:**

A student may be charged a fee for:

1. the actual cost of breakage or damage to an item;

2. consumable supplies;

3. maintenance and repair of equipment utilized in the classes and/or courses offered for graduation credit including but not limited to career and technical education and fine arts classes; or

4. field trips or facility rentals associated with classroom or school activities either within or out of the district boundaries.

If a student is to be charged a fee, both the student and parent shall be notified regarding the amount of the fee or charge, or the nature of the damage, how restitution may be paid, and how an appeal may be instituted. The District may charge reasonable copy costs associated with student requests for post secondary applications and other discretionary activities.

A student may be charged reasonable tuition for activities not offered for graduation credit or for repeat courses offered for credit. These include adult education courses, drivers’ education, athletics, intramural sports, student extracurricular activities, and under three-mile transportation charges.

All District-sponsored student programs that are offered outside of the regular school day are required to prepare an annual pricing plan and must generate revenue at least equal to the cost of the program unless the Board agrees to supplement the program with other funds.

District students who apply and are approved for either free or reduced lunches may request a waiver of applicable tuition/fees. A current school lunch application must be on file with the appropriate school in order for this waiver to be granted. Absent extenuating circumstances, only one waiver will be granted per student for drivers’ education.

Unless otherwise required by law, all student charges, fines, and fees collected under any part of this section shall be deposited with the District Business Office.

**See: Board Policy 3075 – Student Charges, Fines and Fees**

#  GRIEVANCE PROCEDURE

**Uniform Grievance Procedure:**

Students, parents, employees, or community members may [file a complaint](http://www.helena.k12.mt.us/district/boardoft/boardpol/chapter1/119busin/index.dhtm) in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a [complaint](http://www.helena.k12.mt.us/district/boardoft/boardpol/chapter1/119busin/index.dhtm) is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

**Filing a Complaint:**

The Complainant may file a complaint with any District Administrator, Principal or Supervisor. If a Complainant is not sure of the appropriate person with whom to file a complaint, he/she may ask for assistance from the Superintendent in identifying the appropriate Administrator, Principal or Supervisor. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

**Investigation:**

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will initiate an investigation into the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Administrator, Principal or Supervisor shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Administrator, Principal or the Supervisor, the Superintendent shall address the complaint in writing. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

**Decision and Appeal:**

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the investigator’s determination regarding the complaint. If the Complainant is not satisfied with the determination of the investigator, the Complainant may appeal the decision to the Superintendent, or the Board if appealing a decision regarding the Superintendent, by making a written request to the Superintendent or Board Chair.

The Superintendent shall review the determination of the investigator and respond to the Complainant within 7 calendar days. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information. This meeting shall not be a de novo hearing, but a review of the written decision in the matter. Within 7 calendar days, the Complainant shall be informed of the Board’s decision by mail. The Complainant may appeal the Board’s decision to the Lewis and Clark County Superintendent as provided by law.

**See: Board Policy 1085 - Uniform Grievance Procedure**

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|  | ***End Semester 1 Schedule:*** |
| 1/16/2018 | Classes period 1-3 in morning Pal Reviews 1:00-7:00 PM |
| 1/17/2018 | Classes period 4-6 in morning Pal Reviews 1:00-7:00 PM |
| 1/18/2018 | Orientation Presentations; Early release 12:05 |
| 1/22/2018 | New Student Orientation; Late Start (9:30 AM) Academy, Seniors |
| 1/24/2018 | Senior Presentations @ PAL |
| 1/26/2018 | **Winter Graduation 1:00 PM @ PAL** |
|  |  |
|  | ***End Semester 2 Schedule:*** |
| 5/30/2018 | Senior Presentations @ PAL |
| 6/1/2018 | **Graduation 1:30 PM @ Myrna Loy** |
| 6/4/2018 | Period 1-3 morning Early Release 12:05; Pal Reviews 1:00-7:00 PM |
| 6/5/2018 | Period 4-6 morning Early Release 12:05; Pal Reviews 1:00-7:00 PM |
| 6/6/2018 | Activities & Barbecue Early Release 12:05; Pal Reviews 1:00-7:00 PM |

**Thanks for reviewing the handbook and we look forward to working with you.**



1. [↑](#footnote-ref-1)