

# **Hillcrest Elementary School**

# **Student and Family Handbook**

**2025-2026**



**#choochoo**

[www.harlowton.k12.mt.us](http://www.harlowton.k12.mt.us)

	S	M	T	W	TH	F	S
August						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
September	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
October	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
November	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
December	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
January	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
March	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
April	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
May	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
		31					

updated: 3/19/25

# Harlowton Public Schools

2025-2026

## August

- 14-15 P.I.R. Day
- 18 Quarter 1 Begins

## September

- 1 No School - Labor Day
- 19 Midterm

## October

- 15 End of Quarter 1
- 16-17 P.I.R. Days
- 20 Quarter 2 Begins

## November

- 14 Parent/Teacher Conferences: 8:30-3:00
- 20 Midterm
- 27-28 No School-Thanksgiving Break

## December

- 23 End of Quarter 2/Semester 1
- 23 Students 8:00-Noon/P.I.R. Noon-4:00

## January

- 5 P.I.R. Day
- 6 Quarter 3 Begins

## February

- 5 Midterm

## March

- 12 End of Quarter 3
- 16 Quarter 4 Begins

## April

- 3-6 No School-Easter Break
- 16 Midterm

## May

- 22-25 No School
- 24 Class of 2026 Graduation Ceremony
- 28 End of Quarter 4/Semester 2
- 28 Students 8:00-Noon/P.I.R. Day Noon-4:00

*Home of the Engineers!*



No School	P.I.R. No Students
Quarter Ends	Year Begins

## *SCHOOL CALENDAR 2025-2026*

### **August**

Aug 11-13      Registration Days  
Aug 13          Parent/Athlete Meeting: 6:00 HHS Gym  
Aug 15          Open House Both Schools 4:30-6:00 Kiwanis BBQ  
Aug 15          JH Parent Meeting: 5:30 Library  
Aug 15          First Day of Fall Sports Practice  
Aug 14-15      PIR Days - No School  
Aug 18          School Starts, JH Fall Practice Begins

### **September**

Sept 1          No School - Labor Day  
Sept 9          Hillcrest Picture Day  
Sept 10         HHS Picture Day  
Sept 18-19     Homecoming Week  
Sept 19          Midterm

### **October**

Oct 15          End of 1<sup>st</sup> Quarter  
Oct 16-17      P.I.R. Days  
Oct 20          Quarter 2 Begins

### **November**

Nov 14         Parent/Teacher Conferences: 8:30-3:00  
Nov 20          Midterm  
Nov 27-28      No School - Thanksgiving Vacation

### **December**

Dec 23         End of Quarter 2/Semester 1  
Dec 23         Students 8:00-Noon/P.I.R Noon-4:00  
Dec 24-31      No School - Christmas Vacation

### **January**

Jan 1          No School - Christmas Vacation  
Jan 5          P.I.R. Day - No School  
Jan 6          Quarter 3 Begins

### **February**

Feb 5          Midterm

### **March**

Mar 12         End of 3<sup>rd</sup> Quarter  
Mar 16         Quarter 4 Begins

**April**

April 3-6 No School - Easter Break  
Apr 16 Midterm

**May**

May 22-25 No School  
May 24 Class of 2026 Graduation Ceremony  
May 26-27 Final Exams  
May 28 End of Quarter 4/Semester 2  
May 28 Students 8:00-Noon/P.I.R Noon-4:00

Dear Parents/Guardians and Students,

Welcome to the 2025–2026 school year at Hillcrest Elementary School! We're thrilled to begin another exciting year of learning, growth, and connection with our students and families. Whether you're joining us for the first time or returning for another year, we're glad you're part of the Hillcrest community. Together, we'll make this a year filled with meaningful experiences and opportunities for every child to succeed.

At Hillcrest, we prioritize educational growth and strong partnerships with families. We believe that when schools and families work together, students are better equipped to strive for success academically and personally. Our goal is to help every child grow, learn, and thrive at Hillcrest.

This handbook presents the Board of Trustees guidelines for the students of Harlowton School District #16. Reading the handbook ensures that both students and families are aware of the expectations, policies, and routines that help create a safe and productive school environment. Your support in reviewing this information helps reinforce consistency and shared understanding between home and school.

Throughout the year, we encourage you to stay informed by regularly checking our school website and other communication platforms used by our administration and teachers. These resources will keep you updated on important announcements, including lunch menus, schedule changes, and other current happenings.

Thank you for your time and support. We are grateful for your partnership and look forward to a wonderful 2025–2026 school year!

Warm regards,

Bailey Snelling  
Principal  
Hillcrest Elementary School

# Table of Contents

Hillcrest Staff .....	1
Welcome .....	2
Daily Schedule .....	2
Responsibility & Life Skills at School.....	3
Enrollment and Registration .....	3
Non-Resident Enrollment Policy .....	3
Rights and Responsibilities.....	4
Chain-of-Command .....	6
Visitors on School Property .....	7
A Safe School Environment.....	7
Fire Drill/Emergency Procedures .....	8
Immunization Requirement/Insurance.....	8
Communicable Diseases/Conditions .....	8
Medication Policy .....	9
Over the Counter Cough Drops .....	9
Hearing Screening.....	10
Procedures in Case of Threats at School.....	10
Guidance and Counseling Services.....	10
Activity Fees/Tickets/Passes.....	11
Student Information Updates .....	11
School Breakfast & Lunch Program .....	12
Costs.....	12
Free and Reduced Price Lunches .....	12
Depositing Lunch Money .....	12
Lunch Program Policy .....	13
Food Allergies.....	13
Dress Code Regulations.....	13
Homework/Assignment Due Date Expectations ...	14
Progress Reports/Report Cards .....	14
Grading System.....	15
Tests .....	15
Services Available .....	15
Modified Curriculum/Grading Scale .....	15
Infinite Campus Accounts.....	15
Notification System .....	16
Awards .....	16
Medical Appointments.....	17
Attendance Policy and Procedures.....	17
Absence Verification Procedures.....	17
Tardy .....	18
Leaving School Grounds.....	18
Leaving School Early.....	18
Returning to School After an Absence .....	18

Medical Release to Return to Physical Activities..	18
Primary Students at Dismissal .....	18
Properly Checking out of School.....	19
Procedures Concerning Make-Up Work.....	19
General Discipline Expectations.....	20
Conduct ‘to’ and ‘from’ School.....	20
Student Self-Discipline .....	20
General Rules.....	21
After School Plans .....	21
Bus Transportation.....	21
Communication-Home and School.....	22
Crosswalk Safety .....	22
Lockdown & Reunification Point .....	22
Lost & Found .....	22
Movies.....	22
Parking and Student Loading Procedures .....	23
Birthdays and Deliveries.....	23
Personal Possessions.....	23
Sending Money to School.....	23
Telephone Use .....	23
School Telephone Use .....	24
Use of Proper Language .....	24
Out-of-School Conduct Expectations .....	24
Respect the rights and responsibilities of others....	25
The “Adult Rule” .....	26
Substitute Teachers .....	26
Bus Conduct.....	26
Search and Seizure –property or student .....	26
Anti-Bullying Policy.....	27
General Provisions.....	28
Threats of Violence.....	28
Possession of Weapons on School Grounds .....	28
Tobacco, Drugs, Alcohol on School Grounds .....	29
Disciplinary Violations/Consequence List .....	31
Discipline Grid.....	32
In-School Suspension Guidelines .....	34
Out-of-School Suspension Guidelines.....	34
Extra/Co-Curricular Attendance Requirements.....	35
Extra/Co-Curricular Eligibility Requirements.....	36
Activity Participation and Suspensions .....	37
Activity Participation and Court System .....	37
Travel Procedures .....	37
Student Behavior at Extracurricular Activities .....	37
Field Trips.....	37
Fund-Raising Policy-Go Fund Me.....	38
A.I. ....	38

Equal Education, Nondiscrimination, Sex Equity	.38
Notification of Rights Under FERPA	.....38
Transgender Policy Concerning Activities	.....40
Title IX Policy	.....40
Section 504 of the Rehabilitation Act of 1973	.....40
Civil Rights	.....41

## Hillcrest Staff

Mr. Chris Hess	Superintendent
Ms. Bailey Snelling	Principal K- 6
Mrs. Kay Hiner	K-6 Counselor
Ms. Lisa Webber	Secretary
Ms. Kyleen Crawford	Kindergarten Teacher
Mrs. Susan Stensaas	First Grade Teacher
Mrs. Melissa Tudor	Second Grade Teacher
Mrs. Paulina Greydanus	Third Grade Teacher
Mrs. Cierra Avila	Fourth Grade Teacher
Mrs. Kay Hiner	Fifth Grade Teacher:Reading, Math, Writing,
Mrs. Kay Bornong	P.E. K-6 Teacher; Grade 5 Teacher: Science, Social Studies, Spelling
Mrs. Darlene Bacon	Sixth Grade Math, Language Arts, Science, & Social Studies Teacher
Mrs. Stephanie Hess	Resource Teacher
Mr. Travis Hiner	Librarian
Mrs. Sharla Hatveldt	Music K-6 Teacher, Title I
Mrs. Gwen Begger	Title I, 1st Grade Aide
Mrs. LaDonna Burroughs	Library Aide, IT
Mrs. Christie Lewis	Resource Aide
Mrs. Shandy Morrison	Resource Aide
Mr. Jansen Kerry	Resource Aide
Mr. Dan Edwards	Resource Aide
Mrs. Blanche French	Resource Aide
Mrs. Sandy Woldstad.....	Title IX Coordinator

## Attendance Centers Staff

Mrs. Jade Mysse	Duncan Ranch Colony K-4 Teacher
Mrs. Tonya Briscoe	Duncan Ranch Colony 5-8 Teacher, 6-8 Volleyball Coach
Ms. Rachael Woodard	Duncan Ranch Colony Aide
Mrs. Jennifer Peters	Martinsdale Colony K-4 Teacher, Colony Special Education
Mrs. Amber Lewis	Martinsdale Colony 5-8 Teacher
Mrs. Caroline Durr	Springwater Ranch Colony K-3 Teacher
Mrs. Nancy Burreece	Springwater Ranch Colony 4-8 Teacher
Mrs. Jennifer Perkins	Springwater Ranch Colony Aide

## Maintenance Staff & Food Service Staff

Mr. Patrick McKay	Custodian
Mr. Charley Hensel	Maintenance
Mr. Doug Pierce	West Bus Driver
Mr. Patrick McKay	East Bus Driver
Mrs. Diana Todhunter	Asst. Cook
Mrs. Rita Pierce	Asst. Cook/Crossing Guard

## **Board of Trustees & Administration**

Jim Lane	Chair
Danika Klock	Vice-Chair
Joe Kleinsasser	Trustee
Spencer Cooney	Trustee
Shawn Peters	Trustee
Chris Hess	Superintendent of Schools
Andrea Keller	District Clerk
Kim Carey	JH/HS Principal
Bailey Snelling	Hillcrest Elementary Principal

## **Welcome to Harlowton Public Schools**

To you, the students and parents of Harlowton Public Schools, the faculty and staff extend a most sincere and hearty welcome! Our responsibility to you will be to provide opportunities for scholarship, service, leadership, and citizenship.

The friends you make at Harlowton Public Schools, your manner of conducting yourself, and your attitude will affect your life more than you will realize. A businesslike attention to such matters as punctuality, attendance, orderliness, and a considerate and courteous manner will bring a good record that is more to your advantage in the years to come, as well as during your school days. Most students realize that school exists for their benefit and most behave with dignity and with regard for the rights of others. Your public school record is a permanent record and will be on file for the rest of your life. Harlowton Schools will someday be called upon to recommend you for employment or additional schooling. Make sure your school record will be a positive reflection on you when that time comes!

## **Daily Schedule**

7:30-8:00	Breakfast served
7:45-8:00	4-6 P.E./Recess
8:00	Class Begins for K-6
10:00-10:15	K-3 Recess
11:10-11:40	K-2 Lunch
11:40-12:00	K-2 Recess
11:15-11:25	3-6 Recess
11:35-12:05	3-6 Lunch
1:45-2:00	K-3 Recess
2:00-2:15	4-6 Recess
3:10	K-3 Dismissal
3:40	4-6 Dismissal

## **Responsibility & Life Skills at School**

At our school, we believe that even the smallest jobs help build strong, responsible citizens! Students will have opportunities to take part in important classroom and school-wide tasks such as wiping down tables with safe, non-toxic materials, raising and lowering the American flag with care and respect, and helping keep shared spaces clean and organized. These simple but meaningful jobs help students learn valuable life skills like teamwork, responsibility, independence, and pride in their community. Every task, big or small, makes a difference!

## **Enrollment and Registration**

Registration by a custodial adult is required. All necessary information for enrollment will be provided by this adult. If the adult is someone other than the parent(s), they must provide proof of legal custody recognized by the State of Montana and Wheatland County.

Once the student has been accepted for enrollment, the following documents will be needed prior to official enrollment at Harlowton Public Schools:

Immunization Record, a school district may not enroll any person as a pupil unless, prior to enrollment, the person has been immunized against diphtheria, tetanus, poliomyelitis, rubella and measles (rubella) in the manner and with immunizing agents approved by the state health department; Copy of transcript, copy of latest report card, or recent withdrawal form from previous school.

It is customary at Harlowton Public Schools to give teachers a 24-hour notice of a new student arriving once the school year begins. As a result, more often than not, new students will start classes the next day after registration.

## **Non-Resident Enrollment Policy**

Harlowton School District #16 recognizes the educational needs of its resident students including the need for an orderly educational process, free from disruption, overcrowding, and any kind of violence or disruptive influences.

Except as otherwise required by Montana law, admission to the District as a nonresident student is a privilege.

As a result, Harlowton Public Schools will not admit out-of-district students under the following circumstances:

1. By doing so would require the hiring of additional staff.
2. When educational services not currently provided in the school would need to be added and/or would upset the strategic learning plan established by the Board of Trustees.
3. When doing so would cause overcrowding of existing classes.

4. The student is not in good standing as follows:
  - \* Student has not been expelled from any school district during their academic career.
  - \* Student has not been suspended from school in the past six semesters of school.
  - \* 90% attendance record in the previous school district
  - \* No major discipline referrals from the previous school district
5. The student must request permission to attend Harlowton Public Schools no later than September 15th for first semester and January 31st for second semester of each school year. Non-resident students will not be accepted after each of these deadlines for both first and second semester.

## **Rights and Responsibilities**

The Board of Education believes that Harlowton Public School students have certain rights, which should be recognized and respected. However, along with every right, there are certain responsibilities. Among these student rights and responsibilities are the following:

### **Every student has the right to:**

A free and appropriate education in the best possible environment.

Freedom of speech and of the press as long as the exercise of those rights is not disruptive.

A school environment free of discrimination on the basis of sex, race, color, religion, national origin, or disability.

Be informed of school rules and regulations.

### **The student shall:**

Know and adhere to rules and regulations established by the local board of education and implemented by school administrators and teachers.

Know and adhere to state and federal laws.

Respect the human dignity and worth of every other individual.

Refrain from libel, slanderous remarks and obscenity in verbal or written expression.

Study diligently and maintain the best possible level of academic achievement.

Be punctual and present in the regular school program.

Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.

Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.

Refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.

Respect the exercise of authority by school administrators, faculty, and staff in maintaining discipline in the school and at school sponsored activities.

Obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.

Carry only those materials on school property or at school-sponsored activities which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker and/or vehicle.

Everyone wants to be treated with dignity and respect. As a result, students will treat faculty with the utmost respect and teachers will do the same for students. In addition, all faculty members will be addressed as Mr., Mrs., Ms., or Miss, followed by their last name.

**The Parent/Guardian is responsible to:**

Establish and maintain, in the home, a positive attitude toward education.

Show an active interest in their child's schoolwork and progress through regular communication with the school.

Ensure their child attends school regularly and on time.

Report and explain to the school any absences or late arrivals.

Cooperate and assist school personnel in developing a plan when their child is involved in an attendance and/or disciplinary matter.

Become very familiar with this Parent/Student handbook, classrooms rules of individual teachers, and encourage and assist their child in adhering to the information provided in these documents.

Be available to talk with the school staff about class work, attendance, discipline, and other matters which may arise.

Attend scheduled Parent-Teacher conferences.

Attend your child's school activities.

**Administration, Faculty and Staff at Harlowton Public Schools shall:**

Insure the best possible educational experience for all children who attend our school.

Have the philosophy that, "Students Are the First Priority at Harlowton Public Schools."

Know and adhere to rules and regulations established by the local board of education to be implemented.

Know and adhere to state and federal laws.

Respect the human dignity and worth of every other individual.

Refrain from libel, slanderous remarks and obscenity in verbal or written expression.

Provide the best possible level of academic instruction possible.

Help maintain and improve the school environment.

Continue to make efforts to improve instruction through hard-work and dedication to the students who are served at Harlowton Public Schools.

Make extra efforts to keep the 'line of communication' open with both students and parents throughout the school year.

Establish and maintain, in the school setting, a positive attitude toward students and their education.

Be available to talk with students and parents about class work, attendance, discipline, and other matters which may arise in the instruction at Harlowton Public Schools.

**Chain-of-Command**

Communication is very important for all parties involved. If a problem arises during the school year, it is important that we start at the correct level to find an appropriate solution. We strongly encourage students and parents to follow this chain-of-command insuring the proper people are involved in an order that best serves Harlowton Public Schools and your child(ren). The following procedure should be followed:

**Step 1** - The complaint or challenge will be discussed between the student, his/her parents, if necessary, and the person involved (teacher, employee, etc.)

**Step 2** - Parents and student will be informed that their challenge or complaint can be taken to the Principal. The Principal will confirm or reject the original decision within five (5) school days from the date when the student and parents contacted the Principal. The Principal's decision will be communicated verbally and possibly, in writing.

**Step 3** - Parents and student will be informed that their challenge or complaint can be taken to the Superintendent. At this level the student and parents will be asked to put the complaint or challenge in writing. The high school Principal will also submit a written statement explaining the school's decision. The Superintendent will confirm or reject the Principal's decision within 10 school days from the time the Superintendent receives the written complaint and/or challenge from the student and/or parents. The Superintendent's decision will be communicated verbally and in writing.

**Step 4** - If the student and parents are not satisfied with the Superintendent's decision, an appeal can be made through the Board of Trustees. The Board will review the information on appeal and may in its discretion invite verbal communication from the parties involved in the appeal, subject to procedures established by the Board on a case-by-case basis. Appeals must be placed on the Board agenda at least 5 days before a regularly scheduled Board meeting.

### **Visitors on School Property**

We welcome visitors to our school. However, our school is a business that requires responsibilities of all employees to its students. In order to reduce potential problems, increase security and respect for schedules, staff responsibilities and student responsibilities, we request that all visitors check into the office upon entering the building. Failure to do so upon request may be referred to local law enforcement for trespassing charges. Parents, guardians, and grandparents are always welcome to visit our school.

At Hillcrest, only students and staff members are allowed on the playground during school hours. Visitors are welcome to stand on the sidewalk leading to the main entrance to visit with their child, but are asked to not go onto the playground to interact with their child or others.

Students at Harlowton Public Schools are not allowed to bring visitors to school.

### **A Safe School Environment**

As we begin a new school year, we continue to place renewed emphasis on keeping our schools safe and preventing violence. Recent events in our country have forced us to realize that violence can happen anywhere. Thus, we are asking your cooperation in helping enforce our new policies on violence. Our goal is to provide a comfortable, enjoyable learning environment at our school. We encourage you to be a positive part of this goal. The following are the policies

of Harlowton Public Schools that deal either directly or indirectly with violence. Please discuss these policies with your children and explain the importance of each policy.

### **Fire Drill Procedures/Emergency Procedures**

Fire Drills are required by State Law and exit routes are posted in each classroom. Drills will be held on a regular basis and are to be taken seriously. You are to exit the building quickly and in an orderly fashion. Your job is to know the exit route for each classroom. No pushing, running, or other boisterous behavior will be tolerated. Students are never to re-enter the building until the “all clear” signal is provided. A false alarm/pulling the fire alarm will be considered a serious offense and local law enforcement will be called.

In severe weather, school closure will be announced over local social media outlets including the Harlowton Public Schools page on FACEBOOK.

State law – MCA 20-1-402 requires there must be at least eight (8) disaster drills during the school year. In the event of an actual fire, evacuation is to begin immediately and the local fire department will be notified.

### **Immunization Requirements/Insurance**

Montana law requires all pupils to be immunized against diphtheria, pertussis, tetanus, polio, measles/mumps/rubella (MMR), and varicella (chickenpox) in order to attend school.

School District #16 provides LIMITED INSURANCE COVERAGE for all students through Gerber Life Insurance Company. Additional coverage is available for purchase at the parent’s expense.

### **Communicable Diseases/Conditions**

To protect children from contagious illness, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable disease should phone the Principal so that information can be noted.

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

1. Isolate the student immediately from other students and staff
2. Inform the parent or guardian as soon as possible about the illness and request that their child be picked up from school.

3. Consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

The School District reserves the right to temporarily exclude from onsite attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050.

### **Medication Policy**

If, under exceptional circumstances, a child is required to take oral medication during school hours and/or during school-sponsored activities, and the parents cannot be at the school and/or event to administer the medication, only the principal's designee will administer the medication in compliance with the regulations that follow:

- (a.) Requested for Administration of Medication signed by parent and physician will be required and will include:
  1. Child's name
  2. Name of medication
  3. Purpose of medication
  4. Time to be administered
  5. Dosage
  6. Possible side effects
  7. Termination date for administering the medication
- (b.) The school will:
  1. Inform appropriate school personnel of the medication
  2. Keep a record of the administration of medication
  3. Keep medication in a locked cabinet
  4. Return unused medication to the parent
- (c.) The parents of the child must assume responsibility for informing the school secretary of any change in the child's health or change in medication
- (d.) The school district retains the discretion to reject requests for administration of medicine.
- (e.) The principal shall see that specific procedures in compliance with this regulation are provided to parents upon request for administration of medication in the school.

Other oral medication, such as aspirin, will not be administered to children under any circumstances by school personnel.

### **Over the Counter Cough Drops**

A student may take cough drops at school if a note is provided to the teacher by the parent/guardian stating that they may be taken for a specified length of time. The teacher or the

secretary must store the cough drops during this time. The school cannot supply cough drops or any other OTC medications to any students.

### **Hearing Screening**

Hearing screening is conducted at your child's school and is mandated for students in Grades K, 1, and 9 or 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. The initial hearing screening consists of pure tones. It may also include immittance screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal. Your child will be referred for a hearing rescreen if he or she is absent, unable to complete the initial screening, or does not pass the initial screening. Hearing Conservation Program staff will conduct the hearing rescreen. In addition to the pure tone and immittance screening, they may also conduct otoacoustic emission screening. This is a measure of cochlear (inner ear) function that does not require the child to respond.

### **Procedures in Case of Threats at School**

In the event of a threat against our school district (bomb threat, etc.) the following procedures will be in place:

1. Students will remain in school – either locked down and/or continuing regular classes depending on the severity of the threat.
2. Local law enforcement will be called and will come to the school(s) to inspect the school building(s); with the possibility of visiting with the students about such threat in a general assembly in the gym.
3. Law enforcement will be in touch with the FBI to determine whether the threat was credible or unfounded. Depending on the decision, students will either continue school the remainder of the day or be dismissed.
4. An Infinite Campus message will be sent with explanation of the threat to all parents in grades K-12.

### **Guidance and Counseling Services**

The guidance department at Harlowton Public Schools is student-centered. The main function of the guidance counselor is to provide personal counseling and related guidance services such as helping each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

- \* helping the new student feel at home in our school, with new teachers and friends in a different setting;

- \* providing individual conferences whenever a student, a teacher, or the counselor deems it necessary;
- \* administering a testing program designed to help the student learn as much as possible about his/her capabilities;
- \* providing the opportunity to talk things over with any student, parent, or teacher.

## **Activity Fees/Tickets/Passes**

### **Activity Tickets – Participants in Extra-Curricular Activities**

All students grades 5-12 involved in school sponsored extra-curricular activities will pay a \$75 fee yearly for an activity ticket. There will be no charge for activity fees during the 2025-26 school year as there was in the past. This fee will cover participation in all activities along with admission to all home contests during the regular season. Students MUST have paid their yearly activity fee of \$75 before they can attend any practice sessions.

### **Activity Tickets – Non-Participants in Extra-Curricular Activities**

All students grades 1-12 not involved in school sponsored extra-curricular activities can pay a \$50 fee yearly for an activity ticket. This fee will cover admission to all home contests during the regular season. Individual prices per each home activity will be set at \$6.00/student. Depending on the amount of games attended, the activity ticket might be a better purchase.

### **Engineer Family Activity Pass**

Two adults and up to 3 school-age children/students not involved in school sponsored activities will cost \$250.00. If the family has any children in school sponsored activities, the family activity pass will be \$325.00. Each additional child is \$25.00.

This pass covers only the immediate family/household members, not extended family members.

### **Adult Booster Activity Pass**

\$65.00 under age 65. Cost for adults age 65 or older is \$50.00.

## **Student Information Updates**

Make sure that proper addresses, phone numbers, emergency contacts, etc. are up to date and correct when registering your child(ren) for school each school year. Also, changes of information should be reported to the office for updating purposes. You may call (406-632-4361) or email ([bailey.snelling@harlowton.k12.mt.us](mailto:bailey.snelling@harlowton.k12.mt.us)) any updated information to the school anytime.

## **School Breakfast & Lunch Program**

School breakfast and lunch programs are operated for the purpose of supplying meals to students within the framework of the National School Lunch Act as administered by the Office of Public Instruction, State of Montana.

The menu for each week is published in the Harlowton Times-Clarion, a monthly menu is sent home, and it is posted in the classrooms and on the entry bulletin board so that students will know in advance what lunch is to be. Students must take at least 3 items off the lunch line if they choose not to take the main course. Students are expected to demonstrate good manners in the lunchroom with no loud talking or yelling, throwing food, exchanging food, etc. Students who find it difficult to follow the lunchroom rules will be required to eat lunch away from others.

Parents may occasionally eat lunch with their children. The school must be notified by 8:45 a.m. and the parents will be asked to pay \$5.00. We invite you to come and share this time with your child. Guests are expected to follow all lunchroom rules and procedures and be role models for our students.

### **Costs**

The following are the present lunch charges – payable in advance - as established by the Board of Trustees:

1. Breakfast = \$2.50 (full pay), \$.30 (reduced pay)
2. Student Lunch = \$3.50 (full pay), \$.40 (reduced pay)
3. Adult Lunch = \$5.00

Students may purchase “seconds” a la carte for \$.75 or a second milk for \$1.00. Students are to eat their lunch in the lunch room unless special meetings have been scheduled during lunch hour.

### **Free and Reduced Price Lunches**

Applications for free and reduced price meals must be requested on the proper form and duly completed. Once that process has been submitted, the application will be either approved or denied according to the criteria established for free and reduced price meals.

### **Depositing Lunch Money**

Lunch money may be deposited in the main office. Students should not be in the “red” more than \$20 at any one time without completing the free and reduced price lunch forms. Any student who is behind more than \$50 on his/her lunch bill will need to pay in full or make arrangements with the administration. Refunds greater than \$5.00 will be issued only for graduating seniors and to students leaving Harlowton Schools.

### **Lunch Program Policy**

All students will be encouraged to complete “free and reduced” lunch forms at the beginning of each school year either online or manually. Once those forms are returned/submitted, one (1) reminder will be sent out in September to those who have completed forms in the past but have not returned those forms for the current school year. Families that qualify, but do not complete the “free and reduced” lunch forms will be subject to paying for meals as any other student.

If any student becomes deficient in the amount of \$50 on their lunch account during the course of the school year, a letter will be sent home indicating the negative balance with a request to pay up to date.

If any student becomes deficient in the amount of \$100 on their lunch account during the course of the school year, a certified letter will be sent home indicating the negative balance with a request to pay up to date. In addition, their child will receive an alternative lunch, which may consist of a sandwich, piece of fruit, and water rather than the prepared meal for the day until the balance has been paid.

If any student balance exceeds \$200 and has not been paid by the end of each semester, legal action will be taken through a collection agency to secure the funds.

### **Food Allergies**

The kitchen staff needs to know of any food allergies that a child might have. Special foods will not be available unless the student has documentation from their child’s physician or licensed medical provider supporting a diagnosis of the food allergy(ies). The document needs to identify the food and substitutions for that food. This is information that is needed on a yearly basis. Without the proper documentation, the kitchen staff will not be able to provide special dietary needs for your student.

### **Dress Code Regulations**

The following standards for dress will be enforced for all students:

**Attire:** Students shall be properly covered and not be a disruption to the educational environment. Clothing or jewelry will not be worn that are of poor taste such as alcohol, drugs, profanity, provoking statements, racial/discriminatory statements toward persons and/or religion, inappropriate political beliefs or sayings, and/or items of clothing that would cause personal harm to others. The final determination will be left up to the discretion of the administration.

**Shoes:** Students will wear shoes at all times. Slippers are not considered shoes.

**Headgear:** Caps, hats, hoodies, etc. will not be worn on the head by either boys or girls in the school building during school hours (7:30 am – 4:00 pm). This includes the lunch hour and passing periods as well.

**Physical Education/Activities:** Students participating in activities will conform to whatever dress standards provided by the coaches/sponsors/activities director.

**Backpacks:** Backpacks will not be allowed at desks but must be stored in student lockers.

**Other:** No chains or status bearing items are allowed, or other such items of clothing that are thought to be of poor taste such as, but not limited to, alcohol, drugs, profanity, or provoking sayings.

**Cold Weather:** During cold weather, students should bring shoes to change into when they wear boots to school. Students should wear some kind of boots when there is snow on the ground. Gloves and hats are also helpful during winter.

Students who are not meeting the standards for the Hillcrest dress code will be asked to change. Failure to do so and/or continual dress code violations will result in disciplinary action according to the Discipline Grid in this handbook.

### **Student Visitors**

Students may not bring visitors to our school under any circumstances. Visitors frequently cause disruptions in the education process. Exceptions may be allowed for special circumstances by the administration.

### **Homework/Assignment Due Date Expectations**

Students are expected to turn in all homework, assignments, papers, etc. in accordance with each teacher's deadlines. Homework assignments not turned in within five days after the due date will be graded as a zero (0).

### **Progress Reports/Report Cards**

Progress reports will be given to students at the close of each 4 ½ week period. Parents will receive a “reminder” through Infinite Campus about the progress reports.

## Grading System

Percent	Letter Grade	All subjects in K-2 use Satisfactory/Unsatisfactory		
100 – 94	A	Conduct Grades	Gr. K-6	S/U
93 – 90	A-	Penmanship	Gr. K-6	S/U
89 – 87	B+	Music	Gr. K-2	S/U
86 – 84	B		Gr. 3-4	Letter Grades
83 – 80	B-	Band	Gr. 5-6	Letter Grades
79 – 77	C+	P.E.	Gr. K-2	S/U
76 – 74	C		Gr. 3-6	Letter Grades
73 – 70	C-	Art	Gr. K-6	S/U
69 – 68	D+	Library Skills	Gr. K-2	S/U
67 – 66	D		Gr. 3-6	Letter Grades
65 – 64	D-	All Subjectives	Gr. K-6	S/U
63 – 0	F			

## Tests

The following tests will be administered each year.

- MAST: State mandated testing in Reading and Math grades 3-6;
- STAR for grades K-2: Reading and Math given three times each year, plus monitoring for students that require it;
- MontCAS in Science for Grade 5

## Services Available

Harlowton Schools will provide special education services to all students identified, as having such needs. These services include speech and all areas of special education. Title I services are available for students who qualify.

## Modified Curriculum/Grading Scale

A student on a modified curriculum or on a modified grading scale will have their grade marked as follows on the report card and permanent record to reflect the modification:

\*\* = Grades based on a modified curriculum

## - Grades based on a modified grading scale

## Infinite Campus Accounts

Parents/Guardians are strongly encouraged to create a Parent Portal on the school's Infinite Campus system. This Parent Portal will allow parents/guardians to monitor their:

- child's assignments;
- child's grades;

- child's lunch account;
- child's attendance.

## **Notification System**

Parents/Guardians are strongly encouraged to register for the school's Infinite Campus notification system. This notification system is the school's primary means of notifying families of changes to schedules, such as a game time changes, bus changes, and for emergency notifications, such as school being closed or dismissed early due to weather conditions. The notification system automatically sends phone messages and/or text messages to all users registered for the service.

## **Awards**

The following awards will be awarded during the school's Closing Ceremonies held on the final day of school each school year.

### **Academic Awards**

Certificates will be presented to each student in grades 3-6 who has earned an all A & B report card for the entire year.

Certificates will be presented to each student in grades 3-6 who has earned a Straight A report card for the entire year.

Certificates will be presented to each Sixth Grade student who has earned Straight A report cards for their entire Hillcrest career (grades 3-6).

Certificates for A & B report cards and for Straight A report cards will be presented to students earning them at the end of each quarter.

### **Attendance Awards**

Attendance awards will be given to students K-6 for exemplary attendance, perfect attendance and good attendance. Students will receive:

**Exemplary Attendance Award:** for being at school all day, every day;

**Perfect Attendance Award:** if they have not been absent or tardy for the entire school year;

**Good Attendance Award:** if they have not had over 3 days absent or times tardy (combined total) during the school year.

School activities will not count against any of these awards. Students transferring in will have their previous school's attendance taken into consideration for these awards. In all cases, the administration reserves the right to make any final determination regarding attendance awards.

Perfect attendance certificates will be presented at the end of each quarter to students who have earned them for the quarter.

### **Medical Appointments**

Parents are strongly encouraged to make medical appointments for students either after school hours or on those days when school is not in session.

If medical appointments must be made during school hours, the student must report to the office prior to leaving school. The school reserves the right to call any physician to verify any appointment.

If making appointments out of town, please make every effort to schedule the appointment either in the morning or the afternoon so students can attend a partial day of school; and please try not to miss the same periods each time you schedule an appointment.

### **Hillcrest Elementary School Attendance Policy and Procedures**

The maximum number of days a student may miss prior to violation of the State of Montana truancy laws during the course of two quarters is fifteen (15), excluding school activities and medically excused absences with physician verification in writing.

Attendance will be calculated on a day by day basis. Upon the sixteenth (60) absence during the course of a semester (20% of the semester) local law enforcement will be contacted expressing the school district's concern that the State of Montana truancy laws are being violated.

Law enforcement, in turn, will make a personal visit to the family home to express the importance of attending school on a consistent basis. In the event the attendance does not improve, referral to Child Protection Services will be made by both the school district and local law enforcement.

Parents who violate truancy laws can be exempt if the student receives a waiver for extenuating circumstances directly from the Superintendent of Schools.

### **Absence Verification Procedures**

Students who are absent from school must have their parents do one of the following:

1. Call the school office (632-4361) the day prior to the absence (if known) to verify the absence and state the possible return to school.
2. Call the school office (632-4361) the day of the absence to verify the absence and state the possible return to school. Please call as early as possible to minimize the amount of time that your child's whereabouts are unknown.
3. Send a note from the parent or call the school office (632-4361) the day after the absence.

**NOTE:** Because of the obvious safety and responsibility, any student forging a parent's name to an excuse note or using a fake phone call or any other misrepresentation to "excuse" an absence will receive in-school suspension for one (1) day.

### **Tardy**

Being in school and being at school on time is critical. Students who are late not only miss out on important directions and instruction, but they also interrupt the classroom when they arrive. Being punctual and responsible are important qualities for all students.

### **Leaving School Grounds**

Hillcrest Elementary is a closed campus. Students are not to leave school grounds for any reason during the school day without PRIOR parental permission arranged through the office. Students that leave without permission and do not sign out will be considered truant.

### **Leaving School Early**

Parents who are taking students out of school early must sign their child/children out on the "Student Check In/Out Sheet" at the main office.

### **Returning to School After an Absence**

After all absences, students must report to the main office with a note from their parent/guardian excusing their absence. These notes will be kept on file in the office.

### **Medical Release to Return to P.E./Recess Activities**

Students who have had a serious injury, have had surgery, or have been placed under a doctor's care for a medical condition are required to have a release from the medical provider before returning to regular P.E. and recess activities.

### **Primary Students at Dismissal**

Students in grades K-3 who live in town, are expected to leave at dismissal time and not to return that day. Under prearranged conditions and emergencies permission will be granted to have a child stay until an older sibling is dismissed or until they can be picked up. Students in grades

4-6 who live in town are also expected to leave the school grounds immediately after dismissal. Playing on the playground after school is not allowed as supervision is not available. Students waiting for bus routes or older siblings will stay in their classrooms until the 3:40 dismissal.

We ask that parents/guardians not let younger siblings play on the playground due to a lack of school supervision at this time. The playground is closed to public use until 4:30 p.m.

### **Properly Checking Out of School**

It is important that the Administration and office know when a student leaves school grounds because of legal ramifications. This includes all students, including those of legal age.

Students may leave the school premises only with the permission of the parent and Administration during regular school hours.

If it becomes necessary for a student to leave school, they must check out through the Office with WRITTEN or VERBAL parental permission before leaving the school grounds.

### **Procedures Concerning Make-Up Work**

Regular school attendance is an important part of a student's school experience. The make-up procedures are based on the premise that class time is of prime importance. After an absence, certain responsibilities exist.

The student shall contact the teacher the following day after an absence or absences to make arrangements to make up the work missed. Students have one (1) day to make up the work for each day missed unless special arrangements are made between the student and classroom teacher.

If a long-term assignment (term paper, book report, etc.) is due on the day a student returns from an absence, the assignment is due as scheduled unless the student has made prior arrangements with the teacher.

If a scheduled exam falls on the day a student returns from an absence and the material was presented while the student was present, the student will be expected to take the exam as scheduled, unless the student has made prior arrangements with the teacher.

If a student fails to meet the agreed schedule, the work will be graded accordingly. Any unexcused/suspended absences will result in no credit being allowed as explained in the Parent-Student Handbook.

## **General Discipline Expectations**

One of the most important lessons educational institutions teach is discipline. While it does not appear as a subject area in our curriculum, discipline underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and the proper consideration for other people.

The General Discipline Expectations serve as a foundation for the school discipline policy. The consequences are suggested guidelines; however, the Administration has the authority to use discretion and common sense as necessary to enforce the consequences for particular violations of school rules and policy. All students are expected to behave in a manner appropriate to a school age student. We all share a responsibility to keep Harlowton Public Schools a place in which we can share a great deal of pride. The faculty and staff of this school are here to help you. Treat everyone with respect, and you will be able to expect to be treated with equal respect. We want the campus to be a safe and orderly place for all of you to learn. Behavior, which detracts from this, will result in disciplinary action. The consequences can result in several actions ranging from a warning to detention or suspension, depending on the gravity of the offense.

Montana law provides in MCA 20-5-201 (1): A student “(a) shall comply with the policies of the trustees and the rules of the school that the pupil attends; (b) shall pursue the required course of instruction; (c) shall submit to the authority of the teachers, principal, and district superintendent of the district; and (d) is subject to the control and authority of the teachers, principal, and district superintendent while the pupil is in school or on school premises, on the way to and from school, or during intermission or recess.” The Board of Trustees grants authority to a teacher or principal or superintendent to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by the school district, on a school bus, on the way to or from school, or during intermission or recess,

### **Conduct ‘to’ and ‘from’ school**

The safety and welfare of students from the time they leave home until they return from school is of concern to the school. Circumstances that happen on the way to and from school may warrant school involvement and action if student conduct is detrimental to the welfare of the student, other students and/or the school.

### **Student Self-Discipline**

Each student should assume responsibilities by showing proper respect for fellow students and school personnel and by disciplining himself/herself to abide by school regulations concerning classroom, library, and hallway behavior. Students are responsible for their own conduct at all times, regardless of other student(s) involvement. This will assist in developing a school atmosphere that is conducive to study and learning, and also, help make our school the type we want it to be.

If each student will conduct himself/herself in such a manner that he/she fulfills the whole meaning of the terms "lady" and/or "gentleman," he/she will be an asset to our school, and to any organization to which he/she desires to belong and will be accepted and sought after by others.

It is the intent of the Administration to support teachers in the area of classroom behavior and student discipline. The school's approach to discipline is based on the belief that students must be responsible for all of their actions.

## **General Rules**

The school must have certain rules to ensure the safety of students, teachers, aides, the custodian, and visitors. At times, new rules must be made, or revised. If you have a question about one or more, please call the school for the rationale for each.

1. Students should arrive at school no earlier than 7:30 a.m. There is no playground supervision until that time. Breakfast is served from 7:30 – 8:00.
2. Students may enter the building at 7:30 only for breakfast or to attend the Title I homework study time from 7:30-8:00. Any exceptions to this would be only with special permission by a staff member.
3. Gum, candy, and drinks other than water are not allowed at school. If a child has candy for an after-school snack, they may keep it in their book bag, or give it to their teacher for safe keeping. If a child has candy at any other time or place, the teacher will take it, and it will not be returned. If candy is in a home lunch, then the student may eat it in the lunchroom during lunchtime. Students may bring pop to school as a part of their home lunch. Students are not allowed to bring pop or other beverages to drink with hot lunch.
4. Bikes are to be placed neatly in the racks provided. The school is not responsible for bikes left in the rack overnight.
5. Students shall follow school and playground rules as posted in the school and discussed in each classroom.

## **After School Plans**

The school will not release students to any individual other than their parents/guardians without notification from the parent/guardian. When someone other than the person who is usually responsible for picking up children after school, is to pick them up, please call the school or send a note with your child to the school so it is known you have granted permission for them to go with this person.

## **Bus Transportation**

Bus students in grades K-3 will be supervised in their classrooms or on the playground from the time they are dismissed, and the time buses run at 3:40.

Bus students are not allowed to leave the school grounds while waiting for the bus. When students ride the bus to school, but do not plan to ride it home, they must notify the driver and the office of their plans.

### **Communication — Home and School**

Open and frequent communication between the home and the school is one of the most important factors in minimizing concerns and preventing misunderstandings. The school encourages communication between students, parents, teachers and administration. Teachers may be contacted at the school between 7:30 and 4:00, Monday through Thursday. Parents are encouraged to use the school website or other forms of communication to stay up to date!

### **Crosswalk Safety**

Students who must cross the highway to get to school are highly encouraged to use the crosswalk at the flashing light. Vehicle drivers are not required to stop for students at other areas. Please educate your child, as the school does, about correct procedures for riding bikes, and for crossing the street with them. The school needs your help in educating and enforcing the safe riding and crosswalk rules. A crosswalk guard is on duty daily from 7:45 until 8:00 and from 3:10 until 4:00.

### **Lockdown & Reunification Point**

During a lockdown parents/guardians will not be allowed to enter the building or check their student(s) out so please stay clear of both school buildings and the surrounding area. At the conclusion of the lockdown, if an alternate reunification point is needed parents/guardians will be notified through our Infinite Campus call system of the location of the reunification point.

### **Lost & Found**

Students should take all found articles to the office. If you lose an article, you should report it to the office immediately. Items of value should be kept in the office and all articles brought from home to school should be marked with the owner's name. Check the "Lost & Found" rack in the hallway for items you have misplaced. School is not responsible for any student personal possession lost, damaged or stolen.

### **Movies**

Any movie to be shown in the classroom for academic or other purposes with other than a G rating must be approved by the administration. Any PG rated movie must have a parental consent letter before being shown. If the assigned movie is not watched as part of the assignment, additional or supplemental material will (or can be) assigned to take the place of the assigned film.

## **Parking and Student Loading Procedures**

So that the children do not have to cross the street, students at Hillcrest School will be loaded and unloaded into and from cars on the school side of the street. Always pull over to the curb to load and unload your children.

DO NOT stop in the street to drop your child off or pick your child up.

Please note that there are no-parking areas for buses, handicapped parking, and emergency vehicles. We ask that the bus parking area be observed and left available for its intended purpose during school hours: 7:00 a.m. – 4:30 p.m. The handicap and emergency parking areas are enforced at all times.

## **Birthdays and Deliveries**

Birthdays may be celebrated at school by bringing treats for classmates. Parents should contact the teacher and make prior arrangements if they would like to send treats, etc. We ask that no deliveries of any kind be sent to the school, this includes flower or balloon for birthdays and holidays.

## **Personal Possessions**

Each year we accumulate boxes of clothing made up of items found but which no one will claim. If parents mark all clothing children bring to school, items will be returned to the correct child. Any types of electronic equipment or toys on the school grounds are not allowed because the school cannot be responsible should they be harmed or claimed by someone else. Items brought to school for Show and Tell should be given to the teacher for safekeeping.

## **Sending Money to School**

At the times when parents send money to school to cover the cost of lunch, pictures, books, etc., it is suggested that the check or money be placed inside an envelope on which has been written the child's name and its purpose. Any money a child brings to school to be used after school should be given to the teacher for safekeeping until that time. The teacher and school are not responsible for money lost by a child.

## **Telephone Use**

### **Cellular Phones, Earbuds, and Other Electronic Signaling Devices**

Student possession and use of cellular phones, earbuds, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances

described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, classroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, ear buds, and other electronic signaling devices on campus before school begins and after school ends. These devices must be kept in backpacks in lockers and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will result in one hour detention and will be returned to the student after school. Repeated unauthorized use of such devices will result in further disciplinary action.

### **School Telephone Use**

Students will only be allowed to use the phone for emergencies and under special circumstances. Student phone calls will be made from the Main Office. Students will not be allowed to call home to have items brought to school that they forgot, nor to make after school plans.

### **Use of Proper Language**

The use of proper language at school will be a top priority at Harlowton Public Schools. All students will show proper respect for all individuals in our school by using proper language. Profanity will be disciplined according to the seriousness and frequency of the offense.

### **Out-of-School Conduct Expectations**

Any student enrolled at Harlowton Public Schools whose conduct outside of school time and away from school property has a negative impact on normal school system operations, as determined by the administration, shall be held accountable for such conduct.

Student accountability may include suspension, expulsion, removal from activities and/or offices held, or some other appropriate form of punishment available to the administration. Examples of such misconduct may include, but are not limited to harassment or vandalism directed against school staff, crimes directed at other students or staff, or other offenses deemed as appropriate to justify such school district responses.

Students wishing to attend out-of-town games as spectators may do so, remembering that they are representing the school and our community. Students must behave in an appropriate manner at all games or their attendance is not desired. All issues of student behavior must be followed or privileges (as a student) will be denied. The entire school and community are judged by the actions of students at these events. Students not riding the bus to games are the responsibility of their parents.

Any student who receives a citation for illegal alcohol, drug or tobacco possession and/or use while attending a school sponsored event - in or out of Harlowton - during the school year will be disciplined and not be allowed to attend any home, out-of-town, or tournament games in which Harlowton Schools is participating for a period designated by the Activities Department and the Administration. Violations occurring on the Harlowton Public Schools campus and/or facilities will also result in an in-school and/or out-of-school suspension.

### **Respect the rights and responsibilities of others**

Students have a right and a responsibility to learn. Teachers have a right and responsibility to teach. When students cause disruptions, they deprive others of their basic right to learn.

- a) Students must show respect for their teachers. Obscene language, threats, or insubordination are not acceptable behavior. Students who show disrespect for their teachers during or after school hours will be disciplined accordingly.
- b) Students must show respect for each other. Obscene language, threats, or harassment are not acceptable behavior.
- c) Students are expected to use appropriate language at all times.
- d) Students must not fight/scuffle.
- e) Students must not initiate a false alarm such as a fire alarm, bomb threat, misuse of 911, etc.
- f) Students must not vandalize school property.
- g) Students must obey all local, state and federal laws.
- h) Students must respect substitute teachers, as they have the same authority as regular teachers. Poor behavior on the part of students when a substitute teacher is employed will not be tolerated.
- i) Hazing or initiation of any kind will not be tolerated at Hillcrest and will be turned over to local authorities as well.
- j) Under no circumstances are students to throw projectiles (snowballs included) to or from school or during school hours at any time.

## **The “Adult Rule”**

Students are to obey any adult employed by the school. When an administrator, teacher, secretary, cook, custodian, or any other school employee asks you to do something or to stop doing something, you are to obey. Respect for authority includes following instructions to the best of your ability and as quickly as possible. When an adult is speaking to you, stop what you are doing and listen until the adult is finished. A general rule to follow is that the only time a student can refuse a directive from an adult employee of the school district is if the request is illegal or unsafe.

The refusal to comply with reasonable requests of school personnel (the “Adult” rule) is an act of insubordination and will not be tolerated. Acts of insubordination will be disciplined seriously in accordance with the frequency and severity of the offense. Failure to adhere with the “Adult Rule” will result in discipline not to exceed out-of-school suspension. Insubordination accompanied by profanity and/or profane gesture(s) will result in immediate out-of-school suspension.

## **Substitute Teachers**

Our school is very fortunate to have capable people to help us whenever regular teachers are absent. A substitute teacher is an important visitor, one whose impressions of our school will be carried into the community. Students are expected to accord substitute teachers a high degree of respect and cooperation.

## **Bus Conduct**

Proper student control on buses is essential for the safety and well-being of all bus riders. Unruly riders will not be tolerated and shall be dealt with in a manner that places some responsibility on the student and parents as well as the school. Parents and/or students are required to sign a form stating that they have read and understand the bus conduct agreement before they will be allowed to ride.

## **Search and Seizure – Property and or Student**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property (lockers are considered school property) and equipment, as well as of students and their personal effects.

School authorities may inspect and search property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. The Administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and

equipment for illegal drugs, weapons, or other illegal and dangerous substances or material, including searches conducted through the use of specially trained dogs.

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the School District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. If a search produces evidence that the student has violated or is violating the law or the School 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.

### **Anti-Bullying Policy**

Harlowton Public Schools supports a school climate conducive to teaching and learning that is free from harassment, intimidation or bullying, and from reprisal or retaliation against a victim, witness or person who reports information about an act of harassment, intimidation or bullying. The purpose of this policy is to create a climate in which all types of bullying are regarded as unacceptable.

#### **Definitions:**

“Harassment, intimidation or bullying” means any intentional gesture, an intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:

- a) Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage.
- b) Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. or
- c) Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.

“School” includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child;

“Retaliation” means any verbal or physical action taken against any person who reports or makes a complaint of harassment, intimidation or bullying, or who participates in an investigation of the same.

### **General Provisions**

A student who is found to engage in any of the conduct prohibited herein shall be subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities.

### **Threats of Violence**

1. No threats of violence will be tolerated. Students shall not make any threats, suggestions, or predictions of violence against any person or group of persons or to the school building - whether made orally, in writing, or via text messages or e-mail. No threat of violence will be considered a joke. Any bomb threat or threats of violence - whether or not made during school hours or on school grounds - shall result in immediate long-term suspension and/or expulsion.
2. The Administration shall report any threats of violence to the local law enforcement.
3. When a student is suspended from school for making threats, the student may not return to school until he/she has completed a psychiatric evaluation that states, specifically, that he/she is stabilized, not posing a threat to him/her and others at school.
4. The Administration may recommend expulsion of a student to the school board. If a student is expelled for making threats, the student may not return to school or be on school grounds at any time.
5. Students shall report any and all threats of violence, including jokes and threats of suicide, by informing the administration, faculty, staff or guidance counselors. This would include both threats to students and staff members.
6. The school district reserves the right to hold the student responsible for any costs and/or damages incurred by the district because of a threat.

### **Gun Free Schools/Possession of a Weapon on School Grounds**

The following terms are defined. School grounds is defined as all buildings owned or leased by a local school district that are used for instruction or for student activities, and/or any area around the school buildings within one-block in any direction (school zone). A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm on school grounds, or within a school bus, or at any school activity may be expelled for a definite period of time by the Board of Trustees. The Administration shall notify

the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

This policy includes firearms in vehicles as well. Firearms are not to be brought to school, to the school grounds, or in vehicles in or around the school parking areas, for any reason whatsoever, including during hunting season. Students involved in violation of the gun-free policy will be suspended from school until a hearing of the Board of Trustees can be scheduled. The minimum suspension will be ten (10) school days and may include discipline up to and including expulsion for one year.

"Weapon" shall be defined as any type of firearm, a knife with a blade four (4) or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles, or any object that would be considered a deadly weapon. A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon on school grounds, or within a school bus, or at any school activity may be expelled for a definite period of time by the Board of Trustees. The Administration shall notify the criminal justice or juvenile delinquency system of any student who brings a weapon to school. The Board of Trustees may grant persons and entities advance permission to possess, carry, or store a weapon on school grounds. All persons who wish to possess, carry or store a weapon in a school building and/or on school grounds shall present this request to the Administration for approval. It is solely within the Administration's discretion whether to allow a person to possess, carry, or store a weapon in a school building and/or on school grounds. This policy does not apply to law enforcement personnel.

Students involved in violation of the weapons policy will be suspended from school and face the possibility of a hearing of the Board of Trustees. The minimum suspension would be five (5) school days; unless the weapon meets the definition of a deadly weapon. In this case, discipline may include discipline up to and including expulsion for one year.

**NOTE** - Any student subject to an expulsion shall be entitled to a hearing before the Board of Trustees, in accordance with State Law. If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

## **Tobacco, Drugs, Alcohol on School Grounds**

Harlowton Public Schools supports the laws and ordinances concerning the control of tobacco, alcohol, other drugs and drug paraphernalia. Board policy "prohibits tobacco in any form in/on any school district building, property, or vehicle." This "ban" will be in effect 24 hours a day,

seven (7) days a week. All laws, ordinances and board policies will be followed by all students on school property, while on school functions and while under the supervision of school personnel. If school personnel suspect that a student is violating a law or ordinance concerning tobacco, alcohol, drugs or drug paraphernalia, the following procedures shall be followed:

If on school property, the administration at the location shall be notified, who shall notify the appropriate law enforcement agency – use or possession and/or students under age of 18 – tobacco / under age 21 - alcohol

If actions causing suspicion are not on school property, but while on a school function, the school personnel in charge of said function shall notify the local law enforcement agency with jurisdiction over the area of the suspected violation and cooperate with the local law enforcement agency. The parent or guardian of the suspected violator shall be notified. The parent or guardian notified shall be told the whereabouts of the suspected student and how the parent or guardian may contact the student and any law enforcement agency that may have custody of said student. Evidence of violation of the laws or ordinance concerning tobacco, alcohol, drugs or drug paraphernalia shall be presented to the student's Principal. If the Principal has evidence that could cause a reasonable prudent person to believe the student has violated the law or ordinance, dealing with tobacco, alcohol, drugs or drug paraphernalia while on school property or participating in a school-sponsored activity, the student shall be subject to discipline, which may include suspension or expulsion as stated in the Harlowton Schools Discipline Grid. Extracurricular activities may have guidelines that exceed the suspension. A student coming under consideration of this policy may be considered an at-risk student, and if so, should be considered using at risk student procedures.

## **DISCIPLINARY VIOLATIONS - CONSEQUENCE LIST**

**REPRIMAND** = Verbal warning to a student impressing the point the behavior is inappropriate.

**RECESS LEARNING REFLECTION TIME** = Students will stay in from recess and work on solving the issue that resulted in the action. (Drawing, writing, letter of apology, etc.)

**LUNCH DETENTION** = Students will be isolated at lunch time and lunch recess and work on solving the issue that resulted in the action. (Drawing, writing, letter of apology, etc.) Lunch will be brought to the student where the detention will be held.

**30 MINUTE AFTER SCHOOL** = Students will be required to stay after school for 30 minutes and work on solving the issue that resulted in the action. (Drawing, writing, letter of apology, etc.) A 24-hour notice will be given to the parents in order to make arrangements for pickup after the detention period ends. Parents may opt for after school detention to be served the same day as offense if it is more convenient for them.

**IN-SCHOOL SUSPENSION (ISS)** = a suspension whereas the student will stay in school in an isolated area to complete course work for the entire day, including lunch. Number of days will be determined by the Administration. Students will not be allowed back into regular classes until their ISS assignment has been completed.

**OUT OF SCHOOL SUSPENSION (OSS)** = a suspension, not to exceed five (5) days assigned by the Administration in accordance with the severity of the offense. Students will receive 'zeroes' in all classes during the day(s) of suspension. Assignments due on any suspension date that were long-term assignments will be accepted upon return from suspension.

**LONG TERM SUSPENSION (LTS)** = a suspension, from six (6) days, not to exceed ten (10) days, assigned by the Administration in with the severity of the offense. Students will receive 'zeroes' in all classes during the day(s) of suspension and may be recommended for an expulsion hearing in front of the Board of Trustees. Assignments due on any suspension date that were long-term assignments will be accepted upon return from suspension.

**EXPULSION HEARING** = an expulsion hearing to the Board of Trustees. The student will be recommended for expulsion from Harlowton Public Schools District #16 for either the remainder of the school year in progress or a period of one (1) calendar year, by the Administration. Students will receive 'no credit' for the days of suspension pending an expulsion hearing.

**SHERIFF INFORMED** = Local law enforcement will be contacted/informed of a violation of state law.

**IN ALL CASES, THE PRINCIPAL AND/OR SUPERINTENDENT RESERVE THE RIGHT TO IMPOSE MORE SEVERE DISCIPLINE IN CASES WHICH DEEM TO WARRANT IT, UP TO OUT-OF-SCHOOL SUSPENSION OR RECOMMENDATION FOR AN EXPULSION HEARING.**

## HILLCREST - DISCIPLINE GRID

### Violations of School Policy

Listed below are the probable consequences for violations of school policy. The administrator may **CHOOSE** from the options listed. The Administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed on this sheet. Where several options are listed, the Administration may **CHOOSE ANY OR ALL** of the items:

OFFENSES	First Referral to Principal	Second Referral to Principal	Repeated Referral to Principal
<b>CLASSROOM DISRUPTIONS:</b> Passing notes, throwing items, bringing toys to school.	K-6 - Recess Learning Reflection time.	K-3 - Recess Learning Reflection time.  4-6 - Lunch detention	K-3 - Lunch detention  4-6 - 30 minutes after school detention
<b>DISRESPECT:</b> Talking back to teacher, inappropriate Hand gestures/remarks, abusive language (not profanity), inappropriate comments to peers.	K-3 - Recess Learning Reflection time.  4-6 - Lunch detention	K-3 - Lunch detention  4-6 - 30 minute after school detention	K-3 - Lunch detention  4-6 - ISS
<b>DEFIANCE:</b> Not doing what told by an adult, refusing to do school work, lack of following directions, leaving classroom without permission.	K-3 - Recess Learning Reflection time.  4-6 - Lunch detention	K-3 - Lunch detention  4-6 - 30 minute after school detention	K-3 - Lunch detention  4-6 - ISS
<b>VIOLENCE ACTS:</b> Physical violence, biting, tripping, kicking, hitting, pushing, losing temper, use of 'weapon' (pencil, etc.)	K-3 - Lunch detention/ISS/OSS  4-6 - 30 minute after school detention/ISS/OSS/LTS	K-3 - Lunch detention/ISS/OSS  4-6 - 30 minute after school detention/ISS/OSS/LTS	K-3 - Lunch detention/ISS/OSS  4-6 - 30 minute after school detention/ISS/OSS/LTS
<b>INNAPPROPRIATE LANGUAGE:</b> Profanity (including hand gestures, inappropriate remarks.	K-3 - Recess Learning Reflection time/Lunch detention/ISS  4-6 - Lunch detention/30 minute after school detention/ISS	K-3 - Recess Learning Reflection time/Lunch detention/ISS/OSS  4-6 - Lunch detention/30 minute after school detention/ISS/OSS	K-3 - Recess Learning Reflection time/Lunch detention/ISS/OSS  4-6 - Lunch detention/30 minute after school detention/ISS/OSS
<b>SCUFFLING:</b> (pushing, shoving, no violent acts resulting in injury)	K-3 - Recess Learning Reflection time/Lunch detention/ISS  4-6 - Lunch detention/30 minute after school detention/ISS	K-3 - Recess Learning Reflection time/Lunch detention/ISS  4-6 - Lunch detention/30 minute after school detention/ISS	K-3 - Recess Learning Reflection time/Lunch detention/ISS/OSS  4-6 - Lunch detention/30 minute after school detention/ISS/OSS
<b>FIGHTING:</b> Violent acts resulting in injury)	K-6 - ISS/OSS/LTS	K-6 - ISS/OSS/LTS	K-6 - ISS/OSS/LTS
	K-3 - Lunch	K-3 - Lunch	K-3 - Lunch

<b>OFFENSES</b>	<b>First Referral to Principal</b>	<b>Second Referral to Principal</b>	<b>Repeated Referral to Principal</b>
<b>HAZING/BULLYING/HARASSMENT</b> (including that of a sexual nature)	detention/ISS/OSS  4-6 - 30 minute after school detention/ISS/OSS/LTS	detention/ISS/OSS  4-6 - 30 minute after school detention/ISS/OSS/LTS	detention/ISS/OSS  4-6 - 30 minute after school detention/ISS/OSS/LTS
<b>ELECTRONIC DEVICE:</b> Cell Phone/Smart watch/ear buds, etc.	K-6 - confiscation of phone for remainder of the day	K-6 - confiscation of phone for remainder of the day/lunch detention	K-6 - confiscation of phone for remainder of the day/ISS/parent picks up phone
<b>FALSE ALARMS:</b> Pulling of fire alarm, lying about a member of the staff/student	K-6 - ISS/OSS/Law Enforcement notified	K-6 - ISS/OSS/LTS/Law Enforcement notified	K-6 - ISS/OSS/LTS/Law Enforcement notified/Expulsion hearing-Board of Trustees
<b>DRESS CODE VIOLATIONS:</b>	K-6 - Reprimand, change of clothing	K-6 - Lunch detention, change of clothing	K-6 - Lunch detention/ISS, change of clothing
<b>INSUBORDINATION:</b> Failure to show for principal/teacher assigned consequences for violation of classroom rules	K-6 - Lunch detention, 30 minute after school detention/ISS	K-6 - 30 minute after school detention/ISS/OSS	K-6 - ISS/OSS
<b>SUBSTITUTE TEACHER:</b>  Disrespect/insubordination toward a substitute teacher	K-6 - Lunch detention, 30 minute after school detention/ISS	K-6 - 30 minute after school detention/ISS/OSS	K-6 - ISS/OSS
<b>THEFT/VANDALISM:</b> Theft/Vandalism/Defacing property on school grounds	K-6 - ISS/OSS/Law Enforcement notified, restitution	K-6 - ISS/OSS/Law Enforcement notified, restitution	K-6 - ISS/OSS/LTS/Law Enforcement notified/restitution, Expulsion hearing-Board of Trustees
<b>USE/POSSESSION OF ALCOHOL, TOBACCO, DRUGS</b> (including paraphernalia)	K-6 - ISS/OSS/LTS/Law Enforcement notified	K-6 - ISS/OSS/LTS/Law Enforcement notified	K-6 - ISS/OSS/LTS/Law Enforcement notified/Expulsion hearing-Board of Trustees

## **In-School Suspension Guidelines**

**ADMINISTRATIVE RESPONSIBILITY:** The administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules, misconduct which materially and substantially disrupts the rights of others to an education, or the property of the school is affirmed, provided that such action is taken with due regard for the welfare of both the individual and the school.

**ATTENDANCE:** Students are to report to the Principal, the beginning of 1st Period. The student will spend the entire day(s), including lunch hour, in the in-school suspension designated area. Periodic restroom breaks will be allowed during the school day; one in the morning; one in the afternoon. Students will be given a school lunch (no outside food allowed) and will spend the lunch hour in ISS and students will be dismissed at the end of the day as normal.

**MAKE-UP WORK:** Students who are assigned in-school suspension will be able to make up the work missed in the regular classroom at 100% of its graded value. In a class in which the grade is based entirely on participation, the classroom teacher will have the option of submitting an assignment or giving the student a “0” for the day.

**RULES & PROCEDURES:** The following rules and procedures will be followed daily in the in-school suspension room:

- 1 – Students will declare all cell phones/electronic devices turning them in to the Principal.
- 2 – Students will be allowed to bring un-opened bottled water only – no personal bottles are allowed.
- 3 – Students are not allowed to have food in the ISS room other than lunch that is delivered.
- 4 – Students will sit individually and work independently of other students the entire day.
- 5 – Students will bring all materials with them and will not be allowed to go to their locker, etc.
- 6 – Students are not to socialize with others while in ISS.
- 7 – Students will be given a break in the morning (10:00 am); and in the afternoon (1:00 pm) for five (5) minutes each.

**FAILURE TO ABIDE BY THE RULES & PROCEDURES ESTABLISHED FOR IN-SCHOOL SUSPENSION WILL RESULT IN THE ASSIGNMENT OF OUT-OF-SCHOOL SUSPENSION FOR ONE (1) DAY.**

## **Out-of-School Suspension Guidelines**

**ADMINISTRATIVE RESPONSIBILITY:** The administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules, willful conduct which materially and substantially disrupts the rights of others to an education, or conduct which damages property of the school provided that such action is taken with due regard for the welfare of both the individual and the school.

**ATTENDANCE:** Students are not to be on the school grounds for any reason whatsoever until 8:00 am the day after any out-of-school suspension is completed, including all school activities. Students who violate this rule will be subject to additional suspension from school for two (2) days.

**MAKE-UP WORK:** Students who are assigned out-of-school suspension will not be able to make up the work missed during the suspension.

### **Extra-Curricular Policies**

Listed below is information in addition to the Activities Handbook:

### **Extra and Co-Curricular Attendance Requirements**

Students must be in attendance more than a half-day (five complete periods) in school in order to practice or participate in a Harlowton JH/HS event. Students must be in a class at least thirty (30) minutes to count as a full period. All absences the day of a practice or event must be excused to participate as any unexcused absences will result in the student not participating. If an activity is leaving school before 5th period, the student must be in attendance for the entire morning session before departure. Students must be in attendance at least five complete periods the day before a practice or an activity event following a school day → EXAMPLE – Friday practice or event with the four-day school week.

Below are the specific events under MHSAA and this attendance policy:

Football	Volleyball	Pep Band/Bus
Basketball	Track & Field	Any school events on M-Th

Students can be waived from this requirement under the following circumstances:

1. The student is attending a medical appointment and secures a note for the office immediately upon return.
2. The student is experiencing bereavement or is at funeral that has been approved by the Administration.
3. The student has received special permission from the Administration or the Activities Director.

Students who miss school to participate in an activity shall be responsible for coordinating all make-up work with their teachers, which could be in advance of the absence(s).

The Administration reserves the right to determine participation in activities based on the frequency of absences during the course of a season. This determination will be made on a case-by-case basis.

### **Extra and Co-Curricular Eligibility Requirements**

Eligibility is for all extra and co-curricular activities and is checked weekly starting the second week of the quarter. Eligibility checks will be Monday morning at 8:00 a.m. If a student is ineligible, the eligibility period begins at 8:00 a.m. Tuesday through 7:59 a.m. Tuesday morning of the next week.

Below are the specific events under this eligibility policy:

Football	Volleyball	Cross Country	Golf
Pep Band/Bus	Basketball	Speech	Track & Field
Cheerleading	FCCLA	BPA	FFA
MHSA Music Events		School Dances	School Play
Ski Day	Special School Activities		

Students with a grade of ‘F’ - regardless of subject - in one class, will be placed on ‘warning’ status, having one (1) week to move the grade to passing or will be deemed ineligible.

Students with a grade of ‘F’ - regardless of subject - in multiple classes will be ineligible as stated above.

Eligibility will only be reinstated when the student raises his/her grade(s) above ‘F’ at the next grading checkpoint (Monday morning).

Any student who earns a grade of ‘F’ for the quarter and/or semester will be ineligible until the first grading checkpoint of the following quarter (second week of the quarter) with all grades passing at that time. If all grades are passing at checkpoint time, the student will become eligible on the following Tuesday morning.

Any student who has failed to pass five (5) classes during the course of any semester is automatically ineligible for the entire upcoming semester according to MHSA policy.

In accordance to each coach/sponsor, the student may practice during any period that they are ineligible.

**NOTE** - Individual coaches/sponsors have the right to enforce stricter eligibility policies within their own program if they wish and those policies are approved by the Administration.

### **Activity Participation and Suspension from School**

Students involved in extra-curricular activities are expected to refrain from being suspended from school (O.S.S.) for major violations of school policy. Suspension from school (O.S.S.) will result in loss of activity privileges from the time the suspension begins until the student is allowed back on campus when the suspension concludes. At the discretion of the Administration, students may be suspended from activities longer depending on the offense.

Any student who has been suspended from school on a long-term basis (LT O.S.S) will not return to activities until further notice by the Administration.

### **Activity Participation and the Court System**

Students participating in extra-curricular activities must refrain from being involved in the court system for violations such as, but not limited to, alcohol, drugs, tobacco, theft, social media, assault, sexual assault, and pornography.

Students involved in the court system under these circumstances are subject to dismissal from activities for the remainder of the season in progress and/or for one calendar year, at the discretion of the Administration.

### **Travel Procedures**

With the implementation of the four-day school week, Harlowton Public Schools will only participate in HOME activities on school days (Monday through Thursday) unless permission is granted by both the Activities Director and the Superintendent of Schools. In the instance where students would not miss any part of the school day for away contests, away contests could be scheduled Monday through Thursday.

Harlowton Public Schools will not travel to any away contests if the temperature drops to -20 degrees (non-wind chill factor) or lower at the time of scheduled departure from Harlowton.

### **Student Behavior at Extracurricular Activities**

Students in attendance at all activities are expected to give attention to the activity and conduct themselves in a positive manner while watching the ball game. Students may be asked to remain seated with an adult or go home from activities if they are causing any kind of disruption.

### **Field Trips**

Field trips are an extension of the classroom – thus students are required to go on all field trips. Field trips will be announced far enough in advance for students to make the necessary arrangements. All field trips by classes must be approved by the administration. All students participating in these trips must have permission from their parents or guardian. Students are required to dress and act properly, according to school policies, while on trips.

### **Fund-raising policy – GO FUND ME:**

No school organizations, or individuals (teachers, students) are allowed to use social media or fund-raising organizations – such as GO FUND ME – for any school sponsored athletics or activities without being approved by the administration in advance.

Organizations and/or students who engage in these type of fund-raising activities without permission of the administration will reimburse the school for all monies raised for violation of this policy.

#### **A. I.**

The use of AI intelligence will be allowed pursuant to teacher permission in Grades K-12. Exact allowances will be clearly stated in the teacher's class syllabus and other use not authorized by the classroom teacher will be considered plagiarism with consequences outlined in the course syllabus.

### **Equal Education, Nondiscrimination, Sex Equity**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs or activities. Inquiries regarding discrimination or intimidation should be directed to the Harlowton Public Schools Title IX Coordinator – Sandy Woldstad, Guidance Counselor.

### **Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school counselor a written request that identifies the records they wish to inspect. The counselor will then make arrangements for access and notify the parent of the time and place where records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Harlowton Public Schools to amend a record that they believe is inaccurate or misleading. They should write the counselor, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested, the District will notify the parent or eligible student about the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel, a school board member, a therapist, a person or company to who the District has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist), a parent or student serving on an official committee, such as a discipline or grievance committee or assisting another school official in performing his/her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the District also discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Files of students having graduated from Harlowton High School will be on file for ten (10) years in the Guidance Counselor's office and may be inspected and reviewed by the individual in the accompaniment of a school official. Any individual may have a third party of their choosing present during the review of the file. After this ten (10) year time period, a letter of notice and the transcript will be sent to the student who may pick up their files. Student files not claimed will be destroyed after ten (10) years, however digital copies of certain records will be maintained in accordance to Policy 3600.

The information contained in the office file consists of the following information:

- 1 – Identifying information
- 2 – Attendance information
- 3 – Subjects – achievement information
- 4 – Standardized testing results
- 5 – Cumulative health records
- 6 – Official school-parent correspondence
- 7 – Psychological test results when parental permission has been obtained for the test
- 8 – Disciplinary information

### **Transgender Policy Concerning Activities**

It is the intent of Harlowton Public Schools to ensure that any transgender student wishing to participate in school sponsored activities, will participate in all such activities based on the student's gender at birth.

### **Title IX Policy**

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation on, be denied the benefits of, or be subjected to discrimination under and educational program or activity receiving Federal financial assistance."

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department. Harlowton School District #17 policies provide: "The District will make equal educational opportunities available for all student without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social activities, services, or benefits or be limited in the exercises of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities" (District Policy 3210).

Any individual may file a complaint alleging violation of this policy, Policy 3200-StudentRights and Responsibilities, Policy 3225/3225P-Sexual Harassment, or Policy 3226-Bully/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Unifkrm Complaint Procedure.

### **Section 504 of the Rehabilitation Act of 1973**

It is the intent of the school district to ensure that students who are disabled within the definition of Section 504 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, the school district shall establish and implement a system of procedural safeguards.

The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent/guardian, and a review procedure. Parents who believe their child may qualify for Section 504 should contact the building Principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

## **Civil Rights**

Harlowton School District #16 hereby notifies all of its employees, students, and potential employees that it complies with the laws enforced by the Office of Civil rights including:

Title II of the American with Disabilities Act of 1990 which prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions, and privileges of employment.

Title VI of the Civil Rights Act of 1964 which protects people from discrimination on the basis of race, color, or national origin; Title IX of the Education Amendment of 1972 that prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap (disability) and; the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.

All employees, students, and potential employees have the right to equal admission, access, treatment or employment in its educational programs and activities.

Inquiries concerning Title II, Title VI, Title IX, Section 504, and the Age Discrimination Act may be referred to the Superintendent, Harlowton School District #16, 304 Division Street, Harlowton, Montana 59036 or phone (406) 632-4324.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Harlowton School District #16 are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment, or employment in, its programs and activities.