HUNTLEY PROJECT 7-12
2026-2027 STUDENT HANDBOOK

HUNTLEY PROJECT SCHOOLS MISSION STATEMENT

In partnership with the community and as advocates for learning, our mission is to provide students with a safe and positive environment in which they can acquire the knowledge, skills, and attitudes necessary to meet the challenges of the 21st century with confidence and success.

SECTION 1: INTRODUCTION

Huntley Project Schools welcomes you to the 2026-2027 school years. It is our aim that each student:

- Develops intellectually according to interests, needs and abilities.
- Develops and accepts the responsibilities and obligations of good citizenship in order to participate successfully in the world of today and tomorrow.

The Huntley Project Red Devil pride and spirit are the traditions in the classroom and in activities. To have pride is also to have respect for you, fellow students, teachers and staff members. No individual has the right to infringe upon or deny the rights of another individual.

The handbook has been prepared for you to help you become acquainted with the classes, rules, and procedures. We encourage you to participate in the many opportunities available. Make an effort to know your teachers, enjoy your friends and do your best.

SECTION 2: COURSE REQUIREMENTS

A. 9-12 grade: Independent study courses for credit will be allowed if approved by the teacher, guidance counselor, administrator and parents.
B. Seniors may take college courses, check with the counselor.
C. 7-12 grade: Dropping and adding classes is possible only during the first five days of the semester with the approval of the teacher, counselor, parent, and administrator. After the first week, class changes of the semester, may be initiated by the administrator.
D. Junior High Students may be placed in advanced mathematics classes upon recommendation of the parents, teacher or administration
E. Students may be staff aides for one period per day during their junior and/or senior years. The student must not have any D's or F's on their quarterly report card. If they do receive a D or F, they lose the aide privilege for the quarter and will attend study hall that period. If they have no D's or F's the next quarter, they can reapply to be an aide. All student aides remain in study hall until the proper forms are approved and filed with the principal. Being an aide is a privilege and that privilege may be revoked if any inappropriate conduct occurs during the aide time. Staff members may have only one aide per day unless granted special permission by the administration.

Grade level class requirements:

9th Grd	10th Grd	11th Grd	12th Grd
English I	English II	English III	English IV
Math	Math	U.S. History	Govt.
P.E. 9	P.E. 10	Math	
Earth Sci.	World History		
	Biology		

(Gr. 9-12 needs a minimum of 1 fine arts credit, ½ credit in personal finance or equivalent, & 1 CTE credit for graduation)

7th Grd	8th Grd
English 7	English 8
Mt/Wld Hist/Geo	US History
Science 7	Science 8
Math	Math
P.E. 7	P.E. 8
Life and Career	Life and Career

SECTION 3: REGISTRATION

A. Registration for the next year will take place during the second semester.
B. The student's parent or guardian, school counselor and administrator must approve courses chosen.
C. The administrator for reasons such as failed classes; conflicts, class size, student behavior, etc. may change student classes.
D. No student who will be 19 years of age prior to September 10th of the current school year may be enrolled in Huntley Project Schools except those students currently on IEP's that allow them to attend, or by special permission of the administration.

SECTION 4: HUNTLEY PROJECT HIGH SCHOOL GRADUATION EXPECTATIONS

Students graduating from Huntley Project Schools will demonstrate:

- Communication Skills (i.e., writing, speaking, listening, and reading)
- Basic Math and Science Skills
- An Awareness of the Arts
- Technology Literacy
- Life Skills (i.e., personal financial management, conflict resolution, and cultural ethics)
- Service Learning (i.e., community service and citizenship)
- School-to-Work Skills (i.e., career readiness, resume, and interview skills)

Students' learning potential will be enhanced through continual curriculum development emphasizing the following: problem solving, critical thinking, and decision-making skills.

1. In order to graduate from high school, students must earn 22 credits.

The credits must include the following:

English (4 Credits) Science (2 Credits) World History (1 Credit) U.S. History (1 Credit) U.S. Government (1 Credit) Physical Education (2 Credits) Math (3 Credits) -*to include Algebra I or an equivalent & geometry* Fine Arts (1 Credit) - *choir, band, art* CTE (1 Credit) - *business, FCS., ag., shop*), ½ credit of class with personal finance curriculum – can be FCS9, Accounting, or Ag Business.

2. The last day of senior class attendance will not precede the end of the school year by more than five days.
3. The Senior Class, with the administrator's approval, will select the graduation speaker. All letters of invitation will be co-signed by the class secretary and the administrator.
4. The Senior Class will pay for all graduation expenses except the speaker.
5. Seniors wishing to attend ½ days on a work release must have their class schedule properly aligned with ***five*** solids, including English and Government, by the 5th day of the semester. ALL required paperwork must be completed and submitted to the school office. The student must complete 90 hours of employment by the end of the semester to earn a credit. This will be verified by the counselor with a timesheet or paystub verification. The grade will be entered as a P or an F on the transcript. This will give earned credit but not impact the GPA of the student. Seniors wishing to begin their ½ days and work release after the 3rd quarter must have their schedule properly aligned (all required graduation courses) as stated above by the 5th day of second semester. Students may take 2 college courses at a university, college or online, and can leave after the 5th solid class of the day. The students need to verify proof of registration through the office for approval.

Seniors wishing to attend 6 periods of classes may do so with administrative and parental/guardian approval. The student could arrive after 1st or 2nd period or leave after6th or 7th period under this approved plan. The student would be required to attend 6 classes at the Huntley Project School District. This is not limited to college or University studies. Parental input in the process will be valued and is a requirement for approval similar to the 18 year note for attendance policy. This would allow for a student to attend courses at a college or university in person. This senior privilege can be revoked at any time if the student is not completing course work to satisfy the graduation requirements for the school district and this includes being on the warning or ineligible list. This senior privilege may be reinstated if there are successful actions to remediate the lost privilege.

6. The Valedictorian and Salutatorian will be chosen on the basis of the regular 4.00 scale at the end of the 7th semester of the senior year. If there is more than one Valedictorian, there will be no Salutatorian. Students must attend HPHS at least their Junior and Senior years in order to qualify for these honors. Valedictorian candidates must be on track for Montana University Scholarship Requirements.

The standard GPA will include grades from all courses. The weighted GPA will include grades from all courses and weighting for those courses identified as Advanced Placement (AP) or leading to an Advanced Placement Exam.

Unweighted	Weighted
A=4, B=3, C=2, D=1, F=0	A or B=4, C=3, D=1, F=0

7. **The Montana University System has the following requirements:** ACT score of 22 or higher and a combination score of 1540 for the SAT OR a GPA of 2.5 or higher OR standing in the upper half of the graduating class. *A minimum ACT math score of 18 or SAT math score of 440 is required. A minimum ACT combined English/Writing score of 18 or a minimum score of 3.5 on the Montana University System Writing Assessment is also required. No entrance requirements have been imposed for the community colleges or vo-tech centers. However, students will be required to take a placement test at the post secondary institution..*

   The College Preparatory Programs:
   1. English – 4 years
   2. Mathematics – 3 years – To include Algebra I, Geometry and Algebra II.
   3. Social Studies – 3 years – To include World History, American History, and Government.
   4. Lab Science – 2 years – One year must be Earth Science, Biology, Chemistry or Physics.
   5. Two years chosen from the following:
      - Foreign language (preferably two years)
      - Computer science
      - Visual and performing arts, or CTE education units that meet the Office of Public Instruction guidelines.

8. **NCAA REQUIREMENTS**- Students planning to attend and participate in sports or activities in an NCAA college have to meet certain standards in order to be eligible for participation. They require that a certain amount of classes be taken in high school and those requirements don't necessarily match our graduation requirements. They also have specific GPA, ACT, and SAT requirements.
   - If you THINK you may be attending a NCAA college, please be sure to see the counselor prior to your senior year to determine if you've taken all the classes to be eligible.

9. Montana University Scholarship Requirements:(Standards set by State)The requirements for this scholarship, which is equivalent to a 4 year full ride academic scholarship are:
   1. Mathematics (4 or 3 with 4 sciences) a year each of Algebra I, II, geometry (or the sequential content equivalent of these courses, i.e., three levels of Integrated Mathematics). 1 course beyond Algebra II or beyond Integrated Math III/IV (Trigonometry, Calculus, Pre-Calculus, Computer Math.
   2. Science (4 or 3 with 4 maths; general, physical or earth science; biology; chemistry; or physics.

3. English 4 years of written and oral communication skills, literature; a college-prep composition or research-writing course is recommended.
4. Social Studies 3 global studies (world history, world geography), U.S. history; government, economics, American Indian history or other third-year courses. Recommendation: one half year or more of other courses such as psychology, humanities.
5. Electives 3 courses Recommendations: 2 years of a second language, music, fine arts, speech /debate, career and technical education.

SECTION 5: COUNSELING CENTER

The counseling center is designed to help students learn about educational opportunities at Huntley Project Public School and after graduation help them adjust to their new environment. Each student will be scheduled for a conference with a counselor at least once during each school year.

SECTION 6: GRADING SYSTEM AND RECORDS

1. Mid-term reports are sent home at the four and a half week point of the quarter to all students.
2. The grading scale below will be required for Grades ***7*** – 12.
   A ….. 90-100 B …. 80-89 C …. 70-79
   D … . 60-69 F …0-59
3. Incomplete (I) must be made up in ten school days from the end of the quarter or it will be recorded as an F. Teachers will notify students, in writing, by the last day of the quarter that they will be receiving an 'incomplete'.
4. A credit for courses are based on one credit equals a class that is scheduled for the equivalent of five full class periods per week for the school year. Classes meeting less are prorated. For example, one half time equals one-half credit.
5. All teachers' grade books will show mathematical verification of grades.
6. Grades earned at Huntley Project School will remain on the student's transcript and be computed in the GPA even if the student retakes the class at HP or elsewhere.

SECTION 7: HONOR ROLL

Grade points for honor roll are A=4, B=3, C=2, D=1, F=0. High Honor Roll=3.5GPA or above; Honor Roll=3.0-3.49 GPA

SECTION 8: TRANSCRIPTS

Any reasonable numbers of transcripts are available to the student or his/her parents or guardian. Contact the office for copies. The school seal and administrator's signature are required on official transcripts.

SECTION 9: REQUIREMENT FOR JH PROMOTION

1. Students failing two (2) or more required core subjects must make up this deficiency or may be recommended for retention at that grade level.
2. Exceptions to the above rules may be considered for the student on an Individual Education Plan under Special Education or equivalent program.
3. If a student's absences are in excess of twenty days per year, the student may be recommended for retention.

SECTION 10: TRANSFERS OR DROPS

A student who withdraws from Huntley Project School must complete a withdrawal form, pay any outstanding balances and have all required signatures on the form. School records will be held until school bills are paid.

a. Upon request of the school to which the student transfers, all necessary records will be sent.
b. Copies of immunization records will be given at the time of withdrawal. Huntley Project Schools will send transcripts to the student's new school.

SECTION 11: LIBRARY

The library facilities are for academics and enjoyment. Library hours are from 8:00 a.m. until the close of the scheduled day. The librarian will distribute library rules.

SECTION 12: STUDY HALLS

1. Study halls are to be used to complete assigned schoolwork.
2. Bring enough study materials for the period.
3. No music, tape players, etc. or food or drink are allowed.

SECTION 13: LOCKERS & PERSONAL POSSESSIONS

1. The school furnishes lockers. The student is responsible for all personal and school items stored in their assigned lockers.
2. Lockers are school property and may be searched if needed. No pornographic, obscene material, alcohol, tobacco or look alike tobacco products, drugs or drug related materials are allowed in or on lockers.
3. If you bring valuable items to school, it is recommended that you check them into the office for safekeeping. The school is not responsible for student possessions at school.
4. Nothing can be posted on lockers, windows, walls, posts, etc. without prior permission from administration. Unauthorized postings will be removed and destroyed.
5. No bumper stickers or reinforced sticker material may be placed on the lockers. All tape and adhesive residue must be removed from the lockers prior to end-of-year checkout.

SECTION 14: HIGH SCHOOL STUDENT COUNCIL

The high school student council is composed of two elected representatives from each class and one from each organization chartered by the student council. High School student council meetings will be held at least once a month
An officer of the high school student council must have a C average in the semester preceding the election and must be a Huntley Project student for at least one semester prior to elections. All standards as outlined in the Activity Handbook must be met.

SECTION 15: 9-12 CLASS OFFICERS

Class officers will be elected in the fall.
No class officer may hold a student council office.

SECTION 16: EXTRACURRICULAR ACADEMIC ELIGIBILITY

The following activities are subject to all standards as outlined in the Athletic/Activity Handbook: Speech, Debate and Drama, Band, Choir, Cheerleaders, HP Players, FFA, FCCLA, BPA, Majorettes, Student Council, National Honor Society, Letter Club, Athletics, Honor Band, Spanish Club, Science Club, and Close-Up and all trips that Huntley Project awards excused absences for activities.

In order to maintain their eligibility, students must be passing all classes in which they are enrolled as reported on the weekly eligibility list. To allow students the opportunity to improve grades, *the first week a student earns an F in a class, the* student's name *will* appear on the warning list *and the student may still practice, travel, and compete. If a student earns an F two weeks in a row in any class, the* student's name *will* appear on the failing list *and the student* will be ineligible to participate in intramural or interscholastic competitions for the week and weekend following that Wednesday. They may attend practice sessions, but will not participate in the games or events, *nor travel* for that week. In addition to academic requirements, students must be within the 10-day attendance limit specified in the attendance section or as discussed with AD and/or Principal.

Eligibility lists will be issued from the office on Wednesday of each week. Weekly calculated grades are due to the office by Monday at 8:00 am. Students will have until Tuesday to make up the failing grade, and the teacher will notify the office of the grade change by Tuesday at 4:00 pm.

If a student raises the failing grade to passing by Tuesday at 4:00 pm, he/she will be eligible for competition Wednesday morning. If the student does not raise the failing grade, he/she will be ineligible from Wednesday through the following Wednesday morning. Grades earned at the end of the 1st, 2nd, and 3rd quarters will carry over for the following quarter as we run weekly eligibility. No new grades will be reported for eligibility on the first Wednesday of any new quarter due to the carryover of weekly eligibility. This results in the grade staying for one week until the next reporting day.

Quarter grades (eligibility) earned at the end of each quarter will carry over for two calendar weeks into the next quarter. Students failing one or more classes at the end of the quarter will be ineligible to participate in activities beginning the Monday of the new quarter and extended through two calendar weeks. Student eligibility will be resume as normal on the third Monday of the quarter.
No new grades will be reported for eligibility in weeks with three days or less. Grades can be improved but not lowered in weeks of three days or less.

Participants who receive an out-of-school suspension will not practice or participate in any school activities until allowed back into school.

SECTION 17: HEALTH SCREENINGS

Vision: Students have their vision screened in preschool – 7th grades. You will be notified of the results if they "fail" the screening. Screening may be done at other grade levels if requested.

Hearing: Hearing screening is conducted at your child's school. Pure tone screening is mandated for students in grades K, 1, and 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. If your child is absent, unable to complete the pure tone screening, or does not pass the pure tone screening; they will be referred for a hearing rescreen. The Hearing Conservation Program audiologist will conduct the hearing rescreen and, in addition to the pure tone screening, may also conduct one or both of the following: Otoacoustic Emissions (OAEs) Screening, which is a measure of cochlear (inner ear) function that does not require the child to respond and/or Immittance Screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal.

- Dental: Dental screening is conducted at certain grade levels during the year.

SECTION 18: IMMUNIZATION

In accordance with State Immunization Law, Huntley Project Schools require all children to be fully immunized prior to entering school. On or before the first day of school, parents must present to school officials:

- signed(or stamped and dated) documentation from a health care provider indicating that the child has been immunized OR
- a State of Montana Certificate of Immunization (blue form) which has been signed by a physician, health officer or designee, and indicates the month, date and year that the child has received the required immunizations.

All students starting at 7th grade mush have the Tdap (Tetanus, diphtheria and pertussis) vaccine. A student may be allowed to attend school if he/she has received one or more doses of each of the required vaccine(s) and will continue to receive the remaining doses. A conditional attendance form must be completed by the physician/health department official providing the vaccine(s) for the child and presented to school officials. Parents may choose to file an affidavit of exemption from Montana's immunization law because their religious teachings oppose immunization. In accordance with State Immunization Law, transfer students must present a copy of their complete immunization record prior to school entry.

STUDENT MEDICATION

Administering Medicines to Students (Policy 3416)

The District strongly recommends that all medications be given at home by the parent or guardian whenever possible. When this is not possible, trained school personnel who are designated by the school administrator may administer medication according to the following policy.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed by the student's healthcare provider.

A building principal or other administrator may authorize, in writing, any school employee:

To assist in self-administration of a prescription drug or any drug that may lawfully be sold over the counter to a student in compliance with the written instructions and with the written consent of a student's parent or guardian and health care provider.

Except in an emergency situation, only a qualified healthcare professional may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

SECTION 19: EMERGENCY SICKNESS OR INJURY AT SCHOOL

In case of emergency, if the parent or family doctor cannot be located, the child should be taken to the nearest physician or hospital, unless parents notify the school of an alternate plan.

SECTION 20: HOT LUNCH AND BREAKFAST PROGRAM

The school offers a breakfast and hot lunch program. The cafeteria is used for this purpose. Students will deposit all silverware, napkins, butter, chips, milk cartons, and trays in their proper place. Your cooperation is expected in maintaining a clean area in which to eat. Food is not to be taken from the cafeteria. Breakfast is served from 7:45-8:05. Lunch is served as per the daily time schedule.

Tickets are purchased from the Central office or from a building secretary. Free or reduced meal forms are available from the school offices or Central office.

School food service debt procedure for 7-12 students:

1) When the student/family account falls below $5.00, the parent will receive a phone call/text/email from the Central Office notifying them of the amount owed. These phone calls/texts/emails are placed on Wednesdays at 7:00 pm and Sundays at 4:00 pm.
2) When the student/family debt reaches a negative $20.00 per student (i.e. if there are 3 students in the family it would be $60.00) the students may be refused meals and must bring their own breakfast/lunch.

SECTION 21: ATTENDANCE

1. Tardiness – A student will be counted as absent if they are more than 15 minutes late to a class, unless the tardy slip explains otherwise. To be counted present and on time, a student must be in the classroom when the bell rings. A student must be in class for 30 minutes to be counted present.
   a. During the school day, teachers shall mark an unexcused tardy for lateness to class unless the student has a note from a teacher or the office.
   b. Students receiving an unexcused tardy will be assigned make-up time according to the following formula which counts all classes collectively and runs per quarter:

5th tardy = ½ hour detention
10th tardy = 45 minute detention
15th tardy = 1 hour detention
20th tardy = 1 day ISS and counts against 10 days attendance
25th tardy = 2 days ISS and counts against 10 days attendance
30th tardy = 3 days ISS and counts against 10 days attendance

2. Absence – Regular attendance is essential for promotion and success in schoolwork. When an absence is necessary, it is the student's responsibility to see that his/her work is made up in a reasonable amount of time. Parents are asked to call the individual school office (967-2540) by 9:20 a.m. of each day the student is absent.
3. Each student who is absent any period of the school day must report to the office as soon as he/she returns to school. The student must present a written excuse for the absence signed by the parent or guardian, stating when the absence occurred and the reason for the absence**.** Admit slips must be obtained before **8:10** am or an unexcused tardy is given. A

good attendance record is of primary importance in doing good schoolwork in the classroom, just as employers expect employees to be on the job every day. Good attendance establishes good habits and a good record. Many employers call the school to ask about the attendance record of job applicants.

4. 18 year old permission wavier forms, for participation in field trips or other school activities, may be signed by 18 year old students. The form must be signed by the student, a parent or guardian and a school administrator. When the completed form is turned into the HS office it will allow 18 year old students to sign their own absence and late notes, but parents/guardians must still give a verbal or written notification to the school for a student to be checked out. The parent/guardian will be notified of absences and tardy incidents for their 18 year old children on the same basis as other students, unless communications from the school are limited to the student only in accord with this policy.
5. Any student leaving campus during the day (except HS lunch) must first check out with the office. Failure to do so results in the following:
   1st offense – ½ hour detention
   2nd offense – 1 hour detention
   3rd offense – 1 day in-school suspension
   4th offense – 1 day out-of-school suspension
   5th offense – Will suspend the student according to policy 3300, and may recommend for expulsion.
   Notes for checkouts should be turned in to the office first thing in the morning.
6. Students on campus, but AWOL from their assigned class/area, after having reported to class, will serve the following consequences:
   1st offense: 1 hour detention
   2nd offense: 1 day in-school suspension
   3rd offense: 1 day out-of-school suspension
   4th offense: Will suspend the student according to policy 3300, and may recommend for expulsion
7. Grades 7-8 cannot leave campus after arriving in the morning nor at noon. Grades 9-12 may leave campus at noon.
8. Students are limited to 10 days of *REGULAR* absences per period per semester.

Any student absent more than ten (10) days per semester will receive a P (passing grade) for any class they are currently passing. The P grade will count as 1.0 GPA points. Any class the student is failing will remain an F.

Any student absent sixteen (16) days per semester in any class will lose all credit for the semester. A student can appeal the loss of credit by requesting a hearing in front of the Board of Trustees. Occasionally there are unforeseen circumstances that may result in an appeal to the board of Trustees.

The following OFFICIALLY DOCUMENTED absences are NOT COUNTED against the REGULAR 10-day limit:

- participation in school sponsored activities;
- death in the immediate family.

The following OFFICIALLY DOCUMENTED absences are not initially counted against the REGULAR 10-day limit, but ARE COMBINED 'DOCTOR'/'COURT' and are also limited to 10-days per period per semester.

Once these Doctor/Court absences reach 10 days, they will be rolled over to count as regular absences.

- medical appointments/ hospitalization/medical excuse
- attendance will be counted as a half day unless the doctor note specifies as otherwise.
- legal appointments or times of incarceration;

Parents/Guardians will be notified when the first class reaches 5, 7, 10, and 11 days of absences. Only one letter will be sent home at each level. Students are responsible for knowing when additional classes/periods reach these limits. Students or parents/guardians may ask the secretary or principal for an attendance print out at any time.

- Please submit notes when returning to school (within 48 hours of returning).
- Seniors will be allowed 2 days for college/military visits with prior administrative approval and proper documentation upon their return.
- Out-of-school suspension DOES count against the 10-day limit.

Assignment Expectations when absent.

The student may accomplish the task before they leave. A non-extracurricular absence for a student will allow the student one day of extra time for each day of excused absence to make up their assignment. Students involved in extracurricular activities will be required to complete the assignment upon return to school the next day. When students are going to be absent, they should get assignments from teachers prior to departure. Emergency and bereavement absences will be dealt with based on the circumstances of the situation.

ACCEPTABLE REASONS FOR EXCUSED ABSENCES:

Excused absences count in the 10-day limit (except those documented as stated in #7). Bring notes to the office prior to departure or within 48 hours of returning to school.

a. Personal illness
b. Death in the family or funeral of a close friend
c. Professional appointments
d. Out of town trips (If going to be gone more than 10 days or the 10-day limit will be exceeded during this absence, administration MUST be notified 20 days prior to departure.)
e. Work in connection with parent/guardian income
f. Wedding in the family or of a close friend
g. Attendance at school sponsored activities
h. Community service
i. Spectator at school-related events or tournaments
j. Participation in 4-H events, rodeos, baseball games, gymnastic events, music competitions, etc.

REASONS FOR UNEXCUSED ABSENCES:

Unexcused absences count in the 10-day limit and students will NOT be allowed to make up missed work.

a. Truancy

b. Leaving school without proper clearance from the office
c. Forgery of signature ***or any alteration*** on absence excuses
d. Lack of written excuse note from parent/guardian

CONSEQUENCES FOR UNEXCUSED ABSENCES:

Any work that the student missed during an unexcused absence will not be allowed to be made up and will be recorded as a '0'. An unexcused absence is 1 period, 2 periods…**8** periods in any one-day. This rule will start over at the beginning of each new semester.

1st Offense = 2 detention hours for up to one hour missed.
If more than one hour missed, the consequence is 1 in-school-suspension
2nd Offense = 1 day in-school suspension
3rd Offense = 2 days OSS plus 1 day of in-school suspension.
4th Offense = Will suspend the student according to policy 3300, and may recommend for expulsion

SECTION 22: GRIEVANCE PROCEDURE – TITLE IX AND SECTION 504

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical and mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by Title IX/Section 504.

Student inquiries or complaints regarding discrimination should be directed to Rebecca Nay, Title IX/Section 504 Coordinator, Huntley Project Schools, Worden, MT, phone number 967-2540, ext. 263.

Should an employee or a student believe that a provision of the Title IX/Section 504 has been violated, he/she shall adhere to the following grievance procedure:

1. Definitions:
   A. Grievance: Grievance means a complaint alleging policy, procedure, or practice that would be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules and regulations.
   B. Title IX: Title IX means Title IX of Education Amendments of 1972 (20 USC Section 1681), the 1975 Implementing Regulation and any memoranda, directives, guidelines, or subsequent legislation that may be issued or enacted.
   C. Section 504: The Rehabilitation Act of 1973 (29 USC 794)
   D. Grievant(s): Grievant means a student, parent, or employee of School District 24 who submits a grievance.
   E. Huntley Project Public School: Any reference to any School District as defined in 20-6-101, Montana Codes Annotated.
   F. Title IX/Section 504 Coordinator: Means the employee(s) designated to coordinate.
   G. Day: Day means a working day; the calculation of days in grievance processing shall include Saturdays, Sundays, and school holidays. (20-1-305, MCA)

2. Basic Procedure Rights: Applicable to all levels of the grievance process. Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.

   A. The designated COORDINATOR may not have a direct interest in the outcome of the grievance and must remain impartial.
   B. Relevant agencies/institutional records shall be available to all parties subject to requirements and clarifications in GUIDELINES FOR STUDENT RECORDS, Office of Public Instruction, and September 1984.
   C. Law prohibits intimidation or retaliation of any kind.
   D. Prior to a contested case hearing, the right of the GRIEVANT'S confidentiality in proceedings and records shall be respected.
   E. This procedure does not deny the rights of the GRIEVANT to file formal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.
   F. All records pursuant to the grievances shall be maintained by the clerk of the School District separate and apart from student and personnel records for a period of not less than five (5) years. (20-1-212 MCA) Process

Level 1: Administrator or Immediate Supervisor

A student/parent/guardian with a grievance should first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter properly and informally. Employees with a grievance should first discuss it with their administrator or immediate supervisor, with the same objective.

Level 2: Title IX and Section 504 Coordinator

If the grievance is not resolved at Level 1 and the GRIEVANT wishes to pursue the grievance, they may formalize it by filing a grievance in writing. The grievance shall state: 1) the nature of the grievance; 2) the remedy requested and be signed by the GRIEVANT. The filing of the written grievance at Level 2 must be to the COORDINATOR within ten (10) days of the event-giving rise to the grievance or from the date the GRIEVANT could reasonably become aware of such an occurrence. The COORDINATOR shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the COORDNATOR will be sent to all concerned parties within fifteen (15) days after receipt of the written grievance. If the superintendent is the COORDINATOR and the grievance is not received at level 2, either party may advance to Level 4.

Level 3: Superintendent

If the grievance is not resolved at Level 2, either party may process it to level 3 by presenting a written appeal to the

Superintendent within ten (10) days of receiving the report from the COORDINATOR. The parties may request a meeting with the Superintendent or the designee and the COORDINATOR. The meeting(s) shall be held within ten (10) days after receipt of the written appeal. A written report regarding the decision and/or action of the Superintendent will be sent to all parties within fifteen (15) days after receipt of the report.

Level 4: The Board of Trustees

Either party may process the grievance beyond the decision reached in Level 3 by filing a grievance within ten (10) days with the Chairperson of the Board of Trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the Board of Trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty days of said meeting.

Level 5: Rules of Controversy

Either party may appeal the decision of the School Board by filing a Notice of Appeal with the County Superintendent within thirty days after the final decision of the Board pursuant to the Rules of School Controversy.

SECTION 23: CLUB AND CLASS ACTIVITIES

All extracurricular and class activities must be held under sponsorship of a faculty member or advisor. An activity form must be submitted and approved one week prior to activity.

Each group is responsible for cleaning up the area and placing all borrowed material in their proper places. Failure to do so will result in the organization forfeiting a cleaning fee in line with the job. The minimum fee will be $10.00.

Each organization and class must provide the sponsor with a list of students on each committee necessary for each activity. Extracurricular organizations include any group of students operating as a unit under any name other than those of the regular class groups.

SECTION 24: SPECIAL SERVICES

1. Guidance, Counseling, and Psychological Services.
   Student records are kept in the Counselor's office for grades 7-12, and in the classrooms for K-6. The Counselor will be in charge of student files 7-12, testing grades 7-12, career guidance, post high school and scholarship work with seniors, helping students with schedules and individual student counseling. In order to work effectively with the students, he/she will have to work closely and cooperatively with the parent.

2. Special Education
   Huntley Project Schools have a full complement of services available. If you believe that any child might benefit from special services, please refer the student to your administrator. There are forms available in the office.

3. Remedial Program – Title 1
   A remedial program specialist is available. See your administrator if you feel a child needs further help. The program is available to all children grade K-12. Equal opportunity for participation is provided for all qualified students.

4. Section 504 of the Rehabilitation Act of 1973
   Section 504 of the Rehabilitation Act of 1973 requires that a reasonable accommodation be made for students, employees, and parents (when applicable) who have a disability that substantially interferes with a major life activity. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. Therefore it is the responsibility of each teacher to see that the plan for an accommodation is being followed for each student that falls under this category. Teachers will be informed of any Section 504 students in the school and will have access to their written plan. Teachers will be requested to participate in the development of the student plan when appropriate. Teachers may refer students for this category just as a referral is made for any special service.

SECTION 25: ACTIVITY ACCOUNT – EXPENDITURES AND RECEIPTS

Purchase of materials, goods and services may be made only by a purchase order supplied by the Activities Director. Failure to use a purchase order will result in the student/sponsor purchasing the goods from his/her own money. Invoices will carry the name of the organization and signature of the student making the purchase. A copy of the invoice must be attached to purchase orders and the pink voucher for payment

Expenditures from activity account funds can be made through use of pink checks only. These may be secured from the activity clerk, signed by the sponsor and activities director or administrator and have the invoice attached. Payments may not be made to the individuals who purchase items with their own money or without a purchase order. Checks will not be made out in advance of the purchase.

The treasurer or the person authorized by the treasurer will do all the purchasing for the class. All money, which accrues to any class or organization, shall be turned into the class or organization treasurer, who will deposit with the Activity Clerk, as soon as possible. If school is not in session, raised money will be turned into the activity clerk.

The activity clerk will issue a pre-numbered, duplicate receipt. The person remitting the money and the activity clerk will sign the receipt.

The group treasurer must keep careful records of all receipts and all expenditures. An organization must not spend more than the cash balance of the account. In other words, you cannot go into "the red". All donations

must be made through the administrator's office and deposited in the District activity account.

SECTION 26: SCHOOL DANCES

Each class or organization will be allowed 1 dance per semester. Junior high (7th and 8th) will not attend High School dances and vice versa. Out of district High School students may be invited to certain dances if prior approval is granted by the High School Administrator. No out of district students will be allowed at Junior High dances. A HS guest may attend only if an HP student obtains a dance pass from the administrator prior to the dance for that person. The pass must be presented at the door of the dance for sponsor verification. Students are responsible for the behavior of guests.

1. Doors close 45 minutes after the start of the dance.
2. Students who leave will not reenter the dance.
3. Dances will end by midnight except for special dances such as prom, homecoming and winter formal, which may end no later than 1:00 a.m.
4. The administrator must approve all bands and DJ's.
5. All dances will be held in the facilities of the District. The facility will be the elementary gym unless otherwise approved by the building administrator.
6. All student policies and dress codes are in.
7. At a minimum: the class or organization sponsors and administrator will chaperone all dances (two chaperones).

SECTION 27: VIDEOTAPING OF STUDENTS

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

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

SECTION 28: SEXUAL HARASSMENT

The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report.

This applies to individuals attending any District sponsored events, regardless of location. Employees and students who believe that they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, their supervisor or administrator.

1. Develop the habit of performing up to his/her individual capabilities.
2. Develop an understanding and respect for the laws, rules and regulations that govern her/him.
3. Develop an understanding and respect for the rights of the individual and the related rights of others.

For the system of rules and regulations to work effectively, each person to be affected by these standards must feel secure in the knowledge that every rule and regulation will be enforced fairly, impartially, and consistently. Each student will be making his/her own decisions with the full knowledge of the consequences for not following these standards. It is FULLY EXPECTED that each school employee who is responsible to enforce the student rules and regulations will do so in the manner prescribed and in a fair, impartial, and consistent manner and with due regard for the individual rights of the student.

SECTION 29: STUDENT RULES AND REGULATIONS

As students go through school, they are preparing for the general responsibilities of adulthood and the 'world of work'. They are preparing for life in a society that is governed by the laws of man that have been determined by the democratic process. The goal is that each student will leave school with the knowledge, attitudes, habits, and skills necessary to live in our society as a good citizen, a productive worker, good family member and a person who is capable of making worthwhile contributions to the community and the society within which he/she lives. "School" then becomes the student's training ground for adulthood and should be treated by the student as his/her 'job' to be done to the best of his/her ability. Each student must 'practice' the accepted behaviors of our community and society. It is from this basis that is the goal that each student will:

1. Develop a self-discipline that is necessary for successful functioning in our society.
2. Develop sense of dependability, reliability and responsibility.
3. Understand and practice acceptable standards of promptness, regular attendance and completion of assigned tasks in order to be prepared for the 'world of work' in an adult society.

SECTION 29: STUDENT RULES AND REGULATIONS STUDENT DISCIPLINE

Students need to know that 'we live in a disciplined world'. We have a choice to be self-disciplined or to be disciplined by others whether we like it or not.

Discipline is controlling a person's rights to develop for his/her own actions as well as recognizing and being considerate of the rights and feelings of others. Policies and practices of discipline are intended to help achieve an

orderly and safe environment in the classroom and school in which a student can learn and grow. Discipline should
not be confused with punishment. The goal of discipline is a mature person, with mature attitudes and socially acceptable standards of conduct.

THE ADMINISTRATOR'S ROLE IN DISCIPLINE

The Administrator or designee will establish and implement the rules and regulations for the school concerning the conduct of the students. The administrator has the authority to impose suspension on students for failure to follow school rules and, if it should be necessary, to recommend to the Superintendent and the Board of trustees the expulsion of students. If there is a violation of appropriate conduct not specifically listed in the handbook, punishment may be administered based on the judgment of the administrator.

The school administrator or Board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary.

THE TEACHER'S ROLE IN DISCIPLINE

The teacher has the responsibility and authority for consistent maintenance of discipline in the classroom, in the school buildings, and on the school grounds. Teachers have the authority to:
a. Remove a student from the classroom by sending the student to the administrator because of behavior.
b. Deny the students certain classroom privileges.
c. Use such reasonable measures to maintain control in the classroom, in the school building, on the school grounds at any time, and on the way to and from school and at noon.
d. Keep a student after school after giving the student a one-day advance notice unless prior approval of parent/guardian has been obtained. The teacher will supervise these students.

Each teacher will have a classroom management plan submitted to and approved by the administrator by the end of the second week of school. All teachers, administrators and board members will be held responsible for enforcement of discipline policy.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have basic rights guaranteed by the U.S. Constitution. In exercising these rights, students have the responsibility to respect the rights of others. One of the objectives of this school is for students to develop good citizenship and responsible use of these rights.

The school is the students' community and rules of the school are the laws of that community. To show citizenship in the school students must also show responsibility. Listed below are some of the rights and responsibilities of students in Huntley Project Public Schools:

This handbook was originally developed by a committee made up of parents, students, teachers, and administration and had input from each of those groups. This handbook is School Board approved.

STUDENT RIGHTS

- Obtain a free public education and participate in the school program.
- Expect that school will be a reasonably safe place for all students to gain an education.
- Expect confidentiality to the extent that is legally possible.
- Attend and participate in assemblies, meetings and other co-curricular activities held for business or entertainment.
- Use school equipment, books and materials.
- Attend classes and receive the benefits of teacher instruction and grades that are fairly assigned.
- Participate in school without restrictions based on race, color, or national origin.
- Observe any religion without the school requiring, establishing or conducting religious exercises.
- Participate without sex discrimination.
- Be represented by student government selected by school elections.
- Express opinions orally or in writing.

STUDENT RESPONSIBILITIES

- Attend all classes daily, prepared and on time. Take the course of study as required by state and local authorities. Carefully choose elective classes based on need and interests.
- Behave responsibly in a manner that ensures the orderly operation of the school.
- Help school faculty, staff and administrators who are responsible for providing an education.
- Be on time, participate and be considerate of performers and stay until an event is finished.
- Take care of their books and return them as required.
- Attend school until the age established by law.
- Respect the religious beliefs and observances of others.
- Take any discrimination grievance to officials according to the grievance procedure.
- Take an active part in student government by running for office or voting for the best candidates. Make student problems known by going through the student council.
- Express opinions respectfully and do not offend or slander others

STUDENT DISCIPLINE-CONSEQUENCES

The following consequences may be assigned when rules are not followed. A written record of any violations that

come to the attention of the administrator will be kept for the student for the years that they are in grades 7-12. Generally punishment will follow these procedures.

The Huntley Project School District can change or adjust the handbook as needs arise. The staff, students, and community will be notified with a public printing of any changes before the changes take place.

DETENTION

Detention is the assignment of remaining in school beyond school hours for breaking school rules and all "school day" rules apply while serving the detention time. The administrator and/or teacher assign time. Students must be given 24 hours' notice before being placed on detention unless previous approval has been obtained. The date and time for detention will be posted throughout the school. If students are more than 5 minutes late, they will not be allowed to serve detention that night and appropriate consequences will be enforced. There will be no talking, food, drink, music, or phone use during detention. The consequences for skipping detention will be as follows:
1st Offense = Original detention time will be doubled.

2nd Offense= If doubled detention is not served, student will serve one day plus one hour of in-school suspension. Day will run 8:10 AM – 3:48 PM.

On the 2nd occurrence of a skipped double detention within the school year, the student will receive 1 day of ISS and that day counts against student's 10 day attendance count, 3rd occurrence will be 2 days OSS, 4th occurrence will be 3 days OSS, etc.

SUSPENSION

In-School suspension will be served in the principal's office or designated area. Students will sit quietly, no food or beverages are allowed, and no electronic devices are allowed. Reasonable bathroom and water breaks will be allowed. The student will eat lunch in the cafeteria (at their own expense) with the principal or designee, or may choose to forego lunch. Assignments will be sought from teachers and the student will work on the received assignments. Assigned work not completed during ISS will be counted as a zero.

Out-of-school suspension is for serious offenses or for repeat offenses. Students are responsible for getting their assignments from teachers prior to serving out-of-school suspension and the work is due immediately upon their return to school or it is a permanent zero. Students will have the out-of-school suspension days count against the ten-day rule. During the out-of-school suspension, the student will not come onto School owned property without prior permission from the administration.

Parent notification will be made as soon as possible. Students who are on OSS cannot practice, participate, nor attend any school or extra-curricular activity events during the Out of School Suspension timeframe. They also cannot be on campus without prior permission from the HS principal.

EXPULSION

Expulsion is used for serious offenses. Only the Board of Trustees can expel a student. No credit or grade can be earned while expelled. Process of expulsion:

1. Expulsion may occur only at a hearing before the Board of Trustees.
2. The Superintendent or administrator will read the charges against the student and the recommendations of the administration.
3. The student, parent(s) or a representative of the student, will be given the opportunity to state their version of the incident, ask questions, or produce witnesses or evidence.
4. The Board will then decide. If expulsion is the decision it will not be less than ten days. The Board will determine the length of the expulsion period.
5. Expelled students may not be on school property without prior administrative approval at any time during the expulsion period or they will be reported to law enforcement.

ACTIVITIES

Any student involved in a school-sponsored event or organization as a participant or a spectator is a representative of the school and the school district. He/she is responsible for representing themselves and the school with dignity. All school rules apply to activities in the same way and to the same extent as they do during school hours.

The school will make every effort to avoid scheduling school-sponsored student athletic and activity events after 6:30pm on Wednesday evenings. However, due to gym availability, the four-day school week, scheduling conflicts, or MHSA requirements, some events/practices may need to be held on Wednesday nights. Such events will be approved at the discretion of the administration.
Additional rules and/or consequences can be made for participants in any activity and organization by a coach or sponsor along with the Activities Director and thus will become a part of the school discipline policy.

Before any student will be allowed to participate in any activity, he/she will be required to return a copy of the school and/or activity rules signed and dated by the

student and physical exam form if required and have purchased a school activity ticket.

Membership in the following activities requires the purchase of an activity ticket: all sports grades 7-12, speech & drama, cheerleading, majorettes, band, choir, BPA, FCCLA, and FFA. For a student to be able to travel with a HP team, all items (activity tickets, physical/travel cards) must be turned into the JH/HS office 24 hours prior to departure for a trip. Failure to have the items in will result in no participation for a HP competition or activity.

An activity shall be defined as anything that is sponsored by the school. Examples are contests, tournaments, and special programs in which the school participates.

A student may participate in/at an activity or event after a military or college visit. The student must have the attendance note from a representative of the event in the office prior to departure for the activity. The coach has the discretion to allow them to participate after one of these visits.

For failure to follow rules and regulations, the student is subject to consequences that may include, but are not limited to, removal from activity, detention, out-of-school suspension, and expulsion. Law enforcement officials may be notified. Punishment for the violations of school rules may carry over to the next school year.

DISCIPLINARY ACTIONS/ CONSEQUENCES

Major violation offenses accrue for the year, as per each offense. This is not a per class or staff member issue. Sections 1-5 are emplaced to emphasize the treatment of others to diminish the physical or psychological impact to the students and staff at Huntley Project Schools. They will be treated by the same consequences. The consequences for the actions are:
1st Offense: 1 day in-school suspension (depending on severity, may be out-of-school)
2nd Offense: ISS for remainder of the day, 3 days out-of-school suspension.
3rd Offense: Will suspend the student according to policy 3300, may recommend for expulsion
4th Offense: Will suspend the student according to policy 3300, will recommend for expulsion

HABITUAL OFFENDERS

Habitual offenders will be given multiple days of out-of-school suspension and/or brought before the Board of Trustees for further disciplinary action, this may include expulsion.

Students who don't learn from their previous mistakes maybe placed in an Alternative Educational Program. This program will be an intervention(s) to help the student learn from their mistakes before being allowed back into the school setting. If progress is not made the student maybe referred to The Yellowstone Academy

Learning Center

The Learning Center will be a gathering spot for those students who are not taking advantage of the opportunities provided. Students who are continually off task/disruptive or on the F list will be sent to the Learning Center.

Teachers who send students to the Learning Center will notify parents of the reason for sending them. Ideally this would be up to a full day depending on previous infractions. The student would return to class the following day. However, it has become increasingly evident that many students struggle with focus and behavior items that are disrupting the learning process for other students. These students will be in Learning Center until they have proven to the administration that they will not disrupt the learning of other students.

DISCIPLINARY ACTIONS/ CONSEQUENCES

1. HARASSMENT/INTIMIDATION/SEXUAL HARASSMENT/BULLYING (HP Policy 3225)

A student shall not engage in any act that intimidates, threatens, degrades or disgraces a fellow student, visitor, administrator, or member of the school staff by written, verbal, gestures, or physical means. Any clubs, classes, organizations or individual within the jurisdiction of the school will not allow hazing. It does not in any way aid the educational program and could lead to serious injury or death. Hazing is defined as harassment by abusive and humiliating tricks and will be handled as harassment. Bullying is a repeated aggression that is directed by one or more people towards another person and will be handled as harassment. Form 3225 will be utilized to document issues involving this issue.

2. CYBERBULLYING (HP Policy 3226) (RUP 2012)

A student shall not engage in cyberbullying. Cyberbullying is the act of harassment, intimidation, or bullying carried out through the electronic transmission of any message or image to include posting inappropriate and hurtful messages, text messages, digital pictures or images, or Web site postings (on social networking sites including blogs.)

3. FLAGRANT DISRESPECT OF STAFF MEMBER

Flagrant disrespect of any staff member or substitute will not be tolerated. The inappropriate behavior includes, but is not limited to, threats, verbal or physical abuse, swearing at, harassing, demeaning, etc.

4. FIGHTING

Fighting, disruption or interference with curricular or co-curricular activities on school property, school buses or while in the custody and control of the school or in the course of a school-related activity is not allowed. Huntley Project Public Schools will in no way condone fighting as a means of conflict resolution in the school.

5. VANDALISM

Vandalism is defined as any deliberate act to deface or destroy property. Vandalism is strictly prohibited. The student(s) responsible will pay for any damages incurred to include payment of damages on a bus or of other facilities that were damaged in the course of a school-sponsored activity. If damage is done in or on bus, student will lose bus riding privileges.

6. TRESPASS

The definition of trespass is being in any unauthorized area, property or vehicle.
1st Offense: 1 to 3 days out-of-school suspension
2nd Offense: Recommend for expulsion

7. EXTORTION/BLACKMAIL/OR COERCION OF SCHOOL PERSONNEL OR STUDENTS/ THREATS TO SCHOOL PERSONNEL OR STUDENTS.

1st Offense: Call administration and law enforcement authorities. Contact parents. Recommend immediate & permanent expulsion.

8. USES OR POSSESSION OF EXPLOSIVE/FLAMMABLE MATERIALS ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS INCLUDING INCENDIARY DEVICES

Confiscate; call parents; call law enforcement; suspend and/or recommend expulsion.

9. SAFETY EQUIPMENT – INNAPROPRIATE DETONATION OR REMOVAL OF FIRE ALARM, FIRE EXTINGUISHERS, SHOP EMERGENCY BUTTONS, OR OTHER SAFETY EQUIPMENT

Montana Law 45-8-101 Call law enforcement
1st Offense: Detention or Suspension
2nd Offense: Will suspend the student according to policy 3300, will recommend for expulsion

10. THEFT

The taking, without permission, of money or other items that belong to others is prohibited. Law enforcement contacted.
1st Offense: 1 Day ISS, contact parents, and make restitution.
2nd Offense: 3 days out-of-school suspension, contact parents, make restitution.
3rd Offense: Will suspend the student according to policy 3300, may recommend for expulsion.
4th Offense: Will suspend the student according to policy 3300, will recommend for expulsion.

11. TOBACCO or TOBACCO LOOK ALIKE PRODUCTS

Possession or use of tobacco or tobacco look alike products on school property, school buses or while in the custody and control of the school or in the course of a school-related activity is not allowed. Public school buildings or property means public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children and includes school playgrounds, school steps, parking lots, athletic facilities, gyms, locker rooms, and school buses. Tobacco product means a substance intended for human consumption that contains tobacco, including cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco.

Tobacco look alike products would include, but not be limited to, E-CIGARETTES, VAPOR PENS, AND OTHER INHALENT DEVICES.
1st Offense: 1 day in-school-suspension
2nd Offense: 1 day out-of-school suspension
3rd Offense: 3 days out-of-school suspension
4th Offense: Will suspend the student according to policy 3300, may recommend for expulsion
Law enforcement (specific to county jurisdiction) will be notified on any offense.

12. ALCOHOL/DRUGS/DRUG PARAPHERNALIA

No student will sell, buy, barter, exchange, cultivate, process, give away, possess, use or be under the influence of alcoholic beverages, inhalants, marijuana, or illegal or excessive amount of drugs. This policy is in force from the time the student leaves for school, during school hours (including noon), from the time the student leaves the school until they arrive at home (within reason), and at any school function, either at Huntley Project, or away, or on school property at any time. **DRUG PARAPHERNALIA are not allowed.**

A. SELLING OR DISTRIBUTING OF DRUGS, ALCOHOL, PRESCRIPTION DRUGS, NON-PRESCRIPTION DRUGS, AND CONTROLLED SUBSTANCES.
*1st OFFENSE: A RECOMMENDATION OF EXPULSION, NOTIFY PARENTS AND LAW ENFORCEMENT AUTHORITIES **(law enforcement specific to county jurisdiction)**.
B. Students who use, consume, or are under the influence of or in possession of drugs or alcohol and/or other students identified as abusing prescription or non-prescription drugs will receive the following:
ALCOHOL/DRUGS/DRUG PARAPHERNALIA continued…
1st Offense:
1. Immediate 3 days out-of-school suspension,
2. Contact parents
3. Notify law enforcement,
4. Attend Insight program

2nd Offense: Will suspend the student according to policy 3300, may recommend for expulsion.

13. POSSESSION OF ILLEGAL OR DANGEROUS WEAPON OR WEAPONS ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS

No student shall possess any firearm, knife, or any sized blade, or weapon, without prior administrative authorization, on the way to, from, or during school or a school activity. A "weapon" means an instrument, article, or substance that, regardless of its primary function, is readily capable of being used to produce any bodily injury or permanent or disfiguring harm.

The term "firearm" means any device as defined in 18 USC 921. "Firearm" also includes any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. See Board Policy 3310. 1st Offense: Confiscate: call parents, call law enforcement. If the item was not being waved around or used in a provoking or threatening manner, the student will serve 1 day of ISS. If the item was used in a threatening manner, or connected to a situation that is deemed as threatening the student shall face suspension and/or be recommended for expulsion. Violation of the Federal gun policy requires expulsion for at least one year.

***Gun-free school policy* – In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351,** any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District superintendent.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922(q) students may bring unloaded firearms onto school property for use in an approved program with the prior written permission of the Board. Written permission must be gained in advance from the Board for authorized persons to display firearms or other dangerous objects for educational purposes.

The firearm must be unloaded and in a condition that renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm.

Laser pointers used without permission or inappropriately will be confiscated and not returned.

14. GANGS

The organization of youth gangs for the purpose of engaging in unlawful activities is a concern of the community and is regarded as a disruptive and negative influence in the school. The school will not allow involvement in gangs and a student may be expelled for such involvement. Students, who admit to gang membership, are identified as a gang member by reliable sources, use hand signs or language, and/or display clothes, jewelry or tattoos unique to gang affiliation or keep company with known gang members will be subject to investigation and possible consequences.

General violation offenses accrue per class for the year, as per each offense. When a student has had 4 combined disciplinary actions from sections 15-21, they will revert to be treated as insubordination 2nd offense from that point on. A meeting between the parent, student, and administrator will be held upon the return to school to reinforce the outcomes of the disciplinary actions.

15. INSUBORDINATION

Insubordination is defined as refusing to obey reasonable commands by any person charged with the responsibility of students in School District No. 24.
1st Offense: 1 hour detention
2nd Offense: 1 day in-school-suspension
3rd Offense: 1 days of out-of-school suspension
4th Offense: 3 days of out-of-school suspension
administration will meet with parents and student
5th Offense: Will suspend the student according to policy 3300, may recommend for expulsion

16. FORGING

Forging the unauthorized signature of a parent, teacher, doctor, ***or*** *falsifying the information,* etc. on a permission note or other school related document is prohibited. Consequences: Detention beginning with 1 hour of detention, and progressing to suspension. If the forged/falsified note is for an absence, the absence is automatically counted unexcused and those consequences also apply.

17. UNPREPARED

A student should show up to class with all items expected to academically accomplish all expectations in a classroom. This may include but not be limited to writing utensil, homework, textbook, or electronic media that will be utilized in class.
1st offense: warning/ the student's daily grade may be a 0
2nd offense: 30 minutes detention
3rd offense: 45 minutes detention
4th offense: 1 hour of detention
5th offense: 1 day of ISS

- Continuation of discipline will be at principal's discretion

18. OFFENSIVE LANGUAGE

A student shall not use any form of profanity, written or verbal, including the use of obscene gestures, signs, pictures, or publications.
1st Offense: Conference with an administrator after the first offense, the administrator will set the consequence.

19. CLASSROOM MISBEHAVIOR

Classroom behavior should allow for instruction to take place without disruption. If a teacher, for general is behavior in the class, brings/sends a student to the office, the following steps will be taken. The process is for each class and records will be kept.

1st Offense: The student will be warned, given ½ hour of detention, and held out of class that day.

2nd Offense: The student will be given 1 hour of detention, held out of class for the day.

3rd Offense: The student will be held out of class for the day and will serve 1 day of in-school suspension and the teacher will contact the parents in writing describing the nature of the problem.

4th Offense: The student will be permanently removed from the class, lose credit, and be placed in no-privileges study hall for the remainder of the semester. (if all offenses are in the same class)

More than two study halls in a semester will result in the student being brought before the Board for expulsion. If a student is removed from the class the first semester of a required course, the student can return to class the following semester, but any difficulties will be considered 4th offense and those consequences will be enforced.

20. INAPPROPRIATE DISPLAY OF AFFECTION

Inappropriate display of affection during school hours, school activities, or on a school bus will not be allowed, i.e. anything past holding hands. Students are reminded that school is a formal setting, much like a place of business. Public displays of affection, actions with sexual innuendo and/or any activity that would be considered misconduct of a sexual nature, does not have a place in school or as a part of any school-related activity and will not be tolerated.

1st Offense: Conference with student & administrator
2nd Offense: Detention and call parents
3rd (and additional) Offense: Progressive detention

21. PROJECTILES

Projectiles, food, rocks and other objects such as snowballs are not to be thrown by students in, on or around school property.

1st Offense: ½ hour of detention
2nd Offense: 1 hour of detention
3rd & following Offenses: Referral to 2nd insubordination

22. PORNOGRAPHIC MATERIALS

Pornographic materials are not allowed anywhere on school property or school buses for any reason. Parents will be notified. The administrator and the parents will handle the situation. Detention progressing to suspensions may be enforced.

23. Student Device Policy

Huntley Project School District recognizes the importance of communication and collaboration and provides devices for students to support productivity in the classroom. To maintain a strong focus on academics and reduce unnecessary distractions, the following expectations are in place:

Student Expectations

- Cell phones must be turned off at the start of the school day and remain off during the school day.
- Devices must be kept in a student's locker or backpack during school hours. They may not be kept in clothing pockets or on the student's person.
- Cell phones may be used during the lunch period only.
- Devices may be turned back on after dismissal from school or during lunch.
- During field trips, devices must remain in backpacks unless otherwise directed.
- Smartwatches and other devices with cellular capabilities are subject to the same expectations.
- Students leaving campus for lunch, internships, or work experience may use their devices once they exit the building.
- Students needing to make an emergency call must go to the main office or use a classroom phone with teacher permission.
- Students with medical needs or accommodations must notify administration; documentation (e.g., a doctor's note) may be required.

Disciplinary Procedures

Students who violate these expectations will be subject to the following:

1. First Offense
    - Device is confiscated and turned into the main office.
    - Student may pick up the device at the end of the school day with administrative approval.
2. Second Offense
    - Device is confiscated and turned into the main office.
    - Device is released only to a parent/guardian.
    - Student serves one day of in-school suspension (ISS).
3. Third Offense
    - Device is confiscated and turned into the main office.
    - Device is released only to a parent/guardian.
    - Student serves one day of out-of-school suspension (OSS).

Student Device continued…

4. Additional Offenses
    - Treated as classroom disruption and addressed on a case-by-case basis.
    - Consequences may include restrictions from extracurricular activities, dances, or events, behavior agreements, or daily device check-in at the office.

- Refusal to surrender a device will result in an office referral for insubordination.
- The school district is not liable for confiscated devices.

Privacy and Appropriate use

- At no time may a student use a cell phone or recording device in locker rooms, bathrooms, or other private areas.
- Violations of privacy, including recording or sharing images without consent, will be treated as bullying/harassment and addressed accordingly.

Parent Communication

Parents and guardians are asked not to contact students directly during the school day.

- Please call the school office:
    - High School: Ext. 260
    - Junior High: Ext. 250
- Messages will be delivered, and students may respond as appropriate.

24. LEAVING CAMPUS

7th and 8th grade students are to remain on school property after arriving at school in the morning and until leaving for home at the end of the school day, unless permission is given by the building administrator. This includes lunchtime. 9th-12th grade students are permitted to leave campus at lunchtime. Also, if you leave campus at any point remember to sign out with the office. Consequences for leaving campus will be determined by the building administrator.

25. ASSEMBLIES

Students are expected to be present and well behaved at all general assemblies. If a student is misbehaving, they will be removed immediately and sent to the principal's office and will not be allowed to attend any assemblies for the remainder of the semester. The student will report to the principal's office for all assemblies for the remainder of that semester.

26. POP AND CANDY MACHINES

Students are to use the vending machines in such a manner that it does not disrupt the educational process. No food or beverages (except water in a clear container) are allowed in the classroom except for special occasions approved by the teacher & administration. Unauthorized food and beverages will be confiscated. If money is lost in the machine, notify the office. Place wrappers, cans, and bottles in the proper waste containers. Clean up all spills or messes. No sunflower seeds allowed in buildings or on buses.

27. DRIVING WITHOUT PERMISSION

1. Permission to drive cars, motorcycles and bicycles to school is a privilege allowed by the school. According to State laws, school officials have the right to regulate the use of each vehicle by students during school hours.
2. Students are not to be in, on or drive a vehicle from the time they arrive at school until it is time to leave school, without written permission from the administrator. All cars and motorcycles driven by students are to be parked in the school parking lots. Students will park vehicles within the lines in designated areas. Any improperly parked vehicle may be towed at owner's expense.
3. All drivers will observe the 15-mph speed limit in the school zone. Students driving vehicles to school must have a valid driver's license and the vehicle must be covered by liability insurance. Failure to follow these directives will result in progressive disciplinary measures including detention, suspension, and loss of driving privileges.
4. Students who need to work on their vehicles at the shop during the day will park their vehicles at the shop, with the teacher's permission, at the beginning of the day and then move it at the end of the day.
5. All bicycles will be parked in the racks provided on the school grounds. Students are urged to lock their bicycles to prevent misuse.
6. No skateboards, scooters, or other wheeled devices are allowed on school property. This will be strictly enforced 8:00 AM – 4:00 PM on school days and when school functions are in progress. Said items will be confiscated and returned to the parent/guardian only. Repeat offenders will be considered insubordinate and applicable consequences will apply.
7. No horses, llamas, donkeys, cattle, goats, etc. allowed on school property without prior permission of the administration. Students choosing to ride or bring such animals on school property will be sent home with the animal and marked as an unexcused absence until the student's return.

28. STUDENT DRESS & APPEARANCE –DRESS CODE

We recognize that school is a learning environment. Further, we recognize that part of one's education is learning when, where and how to dress appropriately. Therefore, a basic guideline for student dress relies on what is appropriate for public school learning environment. Not dressing for a class appropriately (Physical Education, Ag Education classes, etc.

1st Offense: Warning
2nd Offense: ½ hour of detention
3rd Offense: 1 hour of detention
4th Offense & following offenses: Referral to Insubordination

1. Students MUST wear:

1a). A shirt (with a minimum of a 1 inch wide strap and fabric in the front, back and on the sides immediately under the armpits AND

1b).Pants/jeans or the equivalent (for example, sweatpants, opaque leggings, or shorts OR
1c). A dress or skirt, AND
1d). Shoes (as appropriate for the environment and activity).

Students are not to wear clothing that may create any disruption of the learning process. ***Examples are, but not limited to:*** No representation or encouragement of alcoholic beverages or tobacco products, sexual connotations; spikes; offensive or suggestive language or graphics; or any offensively revealing or distasteful material nor clothing disrespecting HP Schools or staff.
2. Undergarments and shoes or sandals are required. At no time should undergarments be showing below the length of a skirt/shorts, etc. No holes revealing skin or undergarments allowed above the "fingertip line" in pants, shorts, skirts, or shirts. The waist of all shorts, skirts, pants, etc. must be worn above the hip bones.
3. Bare midriff, see-through and backless garments are not appropriate, nor any tops tied together by strings across the back or around the neck such as the "bandana" or "halter" tied tops. Spaghetti straps, tube tops, and any tops with straps that do not cover the bra strap are not appropriate. Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole. Half shirts and belly shirts cannot be worn. Strapless, low-cut, deep scoop neck and see-through mesh clothing will not be allowed. Tops require at least one strap, not less than 1 inch wide, over each shoulder. Tops and bottoms must overlap when standing and being worn in their normally worn position. Shirts worn under "see through" or fish net shirts/ponchos, must meet dress code requirements. Tops must also have a full front and back.
4. A teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the coursework/activities required in the class (i.e. science, CTE classes, P.E., for any special project, etc.) This may extend to footwear, fabric content requirements, head coverings, safety protection, etc.
5. Hats and caps or distracting head ornaments are to be removed indoors during school hours. Hats, caps, and distracting head ornaments will be confiscated and help for predetermined, progressive periods of time insubordination will be cited if not obeyed.
6. The appropriateness of dress may be determined by the building administrator. Students wearing inappropriate apparel will be asked to change and progressive disciplinary measure detention/suspension) will be assigned. The dress code will be enforced on all school property during school hours, and when participating and traveling in school-sponsored activities, including dances except where formal attire is appropriate, i.e. prom & banquets.

29. CHEATING/ACADEMIC DISHONESTY POLICY:

The Huntley Project District #24 community believes that The basis of all learning starts with a firm conviction in the value of integrity. Dishonest behavior is a detriment to all educational goals. Academic dishonesty disgraces the students involved their families, and their community. Such behavior will not be tolerated.

RESPONSIBILITIES

The student is the person most responsible for his/her Own education. Under no circumstances should a student claim ownership for any work in part or whole that is not the student's own. Unauthorized sharing of one's work will not be tolerated.

As partners in the education process, parents must teach and support the ethical value of honesty. It is the parents' responsibility to share in the enforcement of the school academic honesty policy. TEACHERS are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty. "Teachers have an education responsibility to clarify general and specific academic honesty expectations."

Academic dishonesty/misconduct includes all acts of dishonesty in any academically-related matter including any knowledge of or attempt to help another student commit an act of dishonest such as:

Cheating – To gain or seek to gain an advantage by underhanded means and misrepresentation. This includes copying from another's work as one's own.

Plagiarism – Representation of another's work as one's own.

Fabrication – Presenting as genuine any invented or falsified material.

1st Offense – All students involved will receive zeros on the assignment or test. 1 hour of detention will be assigned. A call will be placed to the students' parents.
2nd Offense – All students involved will receive zeros on the assignment or test. 1 day of in-school suspension will be assigned. A call will be placed to the students' parents.
3rd Offense – All students involved will receive zeros on the assignment or test. All student involved will receive 3 days of out-of-school suspension.
4th Offense – All students involved will receive zeros on the assignment or test. An expulsion hearing will be set.

30. BUS REGULATIONS

Transportation:
All District buses are equipped with seat belts. Any student being transported on a bus is required to wear their seat belt at all times. Students who are found to not be wearing their seat belts will follow the transportation consequences in the handbook. Safety is of the utmost importance and this policy will aid drivers in delivering students to and from school safely.

Any and all rules, regulations, and/or consequences in this handbook are subject to change as the need arises.

STUDENT BUS RULES-THESE WILL BE POSTED AT THE FRONT OF EACH BUS

1. FOLLOW DIRECTIONS
2. SIT IN YOUR ASSIGNED SEAT AND STAY SEATED WHILE THE BUS IS IN MOTION
3. BUCKLE UP AT ALL TIMES
4. KEEP THE CENTER AISLE CLEAR
5. QUIET AT ALL RAIL ROAD CROSSINGS 3-5 SECONDS
6. USE INSIDE VOICES/APPROPRIATE LANGUAGE AT ALL TIMES

STUDENT BUS DISCIPLINE

If discipline is necessary, the procedure is as follows:

1. First Offense- Warning by the driver
2. Second Offense- Discussion with Dean of Students/Principal phone call home
3. Third Offense- 2-day bus suspension
4. Fourth Offense- 3-day bus suspension
5. Fifth Offense- One-week bus suspension
6. Sixth Offense- Student recommended for long term bus suspension

RIDING A DIFFERENT BUS OR GETTING OFF AT A DIFFERENT STOP

The driver is responsible for a student from loading point to the designated stop. At no time will the driver allow a student to ride a different bus or get off at a different location unless the student has a written request to the office from the parent.

HANDLING SEVERE BUS BEHAVIOR PROBLEMS

The disciplinary procedure above is to be used for ordinary, everyday issues. However, if one or more students behave in such a way that it jeopardizes the bus driver's safety and/or the safety of other passengers it must be handled differently.
If, in the opinion of the bus driver/dean of students/principal, the action of the student or students is serious and jeopardizes the safety of the passengers, the bus driver may:

1. Stop the bus and refuse to continue until the disruption ends.
2. Proceed to the nearest stop and call the school authorities in order to provide for the removal of the student from the bus before the route is finished.

If the student is involved in a severe violation, the dean of students/principal must be notified.
Depending upon the severity of the disruptive behavior the dean/principal may immediately, with parent notification:

1. Assign detention
2. Assign in school suspension
3. Suspend bus privileges
4. Require the parent to transport the student to and from school

Riding the bus is a privilege. This privilege can be removed. It is our hope that this will not be necessary. With parent cooperation it will not be.

WHAT CAN YOU DO TO HELP?

The interests and assistance of each parent is a valued asset to the Transportation Program. Your interest in safety and your emphasis on proper behavior while riding the bus is appreciated by your school bus driver. The following suggestions are ways in which you can assist the Transportation Program:

1. Ensure that your children are at their stop 5 minutes early.
2. Dress your children in clothing appropriate for the weather conditions. This will ensure a warm and comfortable ride to school.
3. Encourage school bus safety at home. Have discussions with your children about safe behavior and conduct while riding a school bus.
4. Establish a safety minded example for your children.
5. While waiting for the bus, keep well off the side of the road.
6. Remind your children that when leaving the bus, if it is necessary to cross the road, passing in front of the bus, so the driver is well aware of your locations. The same is true for boarding.

RESPONSIBLE USE POLICY (RUP 2017)

Huntley Project School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The district is committed to helping students develop 21st-century technology and communication skills. To that end, the district will provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Huntley Project School network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior & respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Huntley Project School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Huntley Project School District may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Huntley Project School District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment, following the specifics of this document as well as the spirit. Be safe, appropriate, careful and kind. Technological firewalls are put in place for the protection of users. Do not attempt to circumvent them.

Web Access

Huntley Project School District provides access to the Internet, including web sites, resources, content, and online tools. Access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution. Attempts to circumvent these protections are not acceptable. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Huntley Project School District may require users to access websites or use tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

There should no expectation of private e-mail communication. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown
should only communicate with other people as allowed by

Social/Web 2.0 / Collaborative Content continued

the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Mobile Devices Policy

Huntley Project School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution. These are expensive devices the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours with the exception of lunch. Exceptions would be an emergency or as instructed by a teacher or staff for educational purposes. Personally owned devices are subject to inspection at any time. Electronic devices may be allowed in the classroom as per teacher discretion.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices. Users who
access the Internet through any "wireless radio" technology will abide by all Responsible Uses as outlined in this policy.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing virus infected files or programs. Do not open files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself.

RESPONSIBLE USE POLICY (RUP 2017)

Huntley Project School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Downloads

Users should not download, attempt to download, or run .exe programs over the school network or onto school devices without express permission from IT staff.
You may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or other content online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you're using the device at home) immediately. This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Huntley Project School District will not be responsible for damage or harm to person, files, data, or hardware.

While Huntley Project School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Huntley Project School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

The Huntley Project School District can change or adjust the handbook as needs arise. The staff, students, and community will be notified with a public printing of any changes before the changes take place.

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

PARENTAL/STUDENTS/STAFF COMPACTS

The Huntley Project School District values the parent's role in working to help the student achieve high academic standards. The following is an outline of the expectations that all the interested parties in a student's educational plan can have as an expectation. Federal guidelines require that all schools receiving Title I funds develop a school-parent compact. A compact is an agreement among participants working together for a common goal. Teachers, students, parents and principals all have the responsibility to contribute to the effort to establish an effective climate for learning for all students. The following compact outlines the role of each group in an effort to provide a high quality education for our students. The district sends out a formal compact, to be signed by the student, parent, and a school representative. It is sent in the early part of the school year and is expected to be returned to the district. This information is being put in the handbook for informational purposes.

PARENT/GUARDIAN AGREEMENT:

- See that my child attends school regularly and on time;
- Communicate with my child's teachers;
- Establish homework expectations;
- Provide a place to study;
- Support the schools policies;
- Encourage daily conversations about reading and every day use of math;
- Be involved in my child's learning;

STUDENT AGREEMENT:

- Show respect for myself and others and school property;
- Attend school daily and on time;
- Come to school prepared with my homework ready to turn in;
- Follow the guidelines in the student handbook;
- Believe that I can and will learn;
- Seek help as needed;

TEACHER AGREEMENT

- Explain the value of homework;
- Show respect for each child and his or her family;
- Make learning meaningful;
- Believe that each student can learn;
- Communicate with parents;
- Come to class prepared to teach all types of learners;
- Seeks ways to involve parents and provide necessary assistance;
- Provide assistance to students as needed;

PRINCIPAL AGREEMENT

- Available for open communication with parents, students and teachers.
- Encourage teachers to provide homework assignments that are meaningful and reinforce classroom instruction.
- Encourage and support teachers have open communication with parents.