**Hinsdale School**



**2022-2023**

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#

# INFORMATION

To Students and Parents:

The Hinsdale Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or another person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. These changes will generally supersede provisions found in this handbook that have been made obsolete by the newly adopted policy.

Please note that references to policy codes are included to help parents confirm the current policy.

In case of conflict between Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Hinsdale School District’s policies can be found on the district website at:<https://www.mtsba.org/sdpolicymanuals>

## Equal Education, Nondiscrimination

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

## Release of Directory Information

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes the release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. This information needs to be consistent with **Policy 3600P, 3600F1, and 3600F2**. In exercising my right to limit the release of this information, I have completed the Student Directory Information Notification and returned it to the school.

## Rights Concerning a Student’s School Records

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-4605

# ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual.

State law requires:

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in an assessment of a penalty by a court of law against the student and his or her parents.

**Policies 3122 and 3123.**

## Absences

1. An absence is defined as any period when a student is not physically present in a scheduled class. An absence will also be recorded when a student is 15 minutes late for a class.
2. Parents will notify the school or send a note prior to the student(s) absence.
3. Students missing any part of the day must report to the office to sign in before attending class.
4. A student whose illness is verified by a doctor or a guardian may receive two days for each day absent to make up work. Note: this make-up time does not include school-sponsored trips or pre-planned absences.
5. A student will be allowed a maximum of ten (10) absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.
* Absences that are due to involvement in school activities, extreme weather conditions, bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother,) subpoenas to appear in court or court order, out-of-district placements for special service, or those absences that are medically excused by a health professional will not be counted toward the total of ten allowable absences. ***A Medical Form Verifying Attendance is available at the front office. Ask the secretary.***
	+ - These absences will be marked as excused absences.
* Absences for all other reasons will count toward the ten allowable absences. Absences that will be counted in the 10-day limit will include such areas as family trips, workdays, vacations, visiting friends or relatives, suspension in and out-of-school watching tournaments when not an actual participant, hair, dental (without a Doctor’s note), or photography appointments, skiing, hunting, court appearances, attending concerts, shopping or any others not mentioned which are unacceptable to the Board.
	+ - These absences will be marked as unexcused absences.
* If an absence cannot be verified by a parent/guardian, students will serve two hours of detention.
	+ - These absences will be marked as unknown.
1. After five absences from school/class, a letter will be sent to the student’s home, indicating the school policy and the number of days missed.
2. After seven absences, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for noncompliance.
3. After going over the tenth absence, the student may have credit withheld. That student, with parental accompaniment, must appear before the Attendance Board, consisting of the high school Superintendent, the guidance counselor, and those teachers whose classes the student has exceeded the allowable number of absences. This Board will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface.
4. If you are going to be absent from class from activities, it is your responsibility to request any assignments prior to leaving.

## Activities and Preplanned Absences

1. It is the student’s responsibility, when possible, to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. Students will not be allowed two days for each absence to make up work for preplanned absences. The make-up slip for preplanned non-school activities will be handed into the administration office,
2. In the event of situations such as extended vacations where student absences of more than the allowable ten days may be foreseen, parents may pre-petition for planned absences.
3. Absences for school-sponsored activities are excused, but students are held responsible for the work missed. All school-sponsored trips will require the student to complete a make-up slip from the office. Once the slip is filled out, the student will turn the slip into the teacher in charge of the trip. Slips must be turned in to the teacher or coach in charge before students are allowed to leave for the trip.
4. Students must be in school on the date of theschool-sponsored activity, have a medically excused absence, or have an excused partial absence to be able to practice or participate that day. Exceptions may be made by the administration.

## Truancy

1. An absence or tardiness that the Superintendent and/or Board of Trustees deems unwarranted, regardless of parental approval.
2. Eachtruancy shall be followed by a warning letter or telephone call from the Superintendent to the parent of the student
3. When a student has repeated truancies, a conference shall be held with the parent, student, and Superintendent. As such a conference, the Superintendent, student, and parent shall consider adjusting the student’s program by engaging in family counseling and potential corrective disciplinary actions.

If the above action fails to correct the truancy problem, the student shall be declared a habitual truant. The Superintendent shall interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester, expulsion, and/or file a complaint against the parent, guardian, or another person responsible for the care of the child in a court of competent jurisdiction. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such a petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

## Tardiness

1. In order for classes to begin on time and use the entire class period, it is very important that students be on time.
2. Tardiness is defined as any non- excused appearance of a student beyond the scheduled time that the class begins.
3. Students who are late for class will be marked tardy. A tardy that exceeds fifteen (15) minutes will constitute an absence.
4. Tardies will be based on a semester. Students will start with a clean slate at the beginning of each semester. Students may have two (2) tardy(s) per semester before any disciplinary action is taken. On the third, sixth, and ninth tardy(s) a teacher or administrator will assign detention to the student. The administration will notify the parent/guardian when detention is assigned.
5. On the tenth tardy in a semester, the student will receive Friday School detention for two hours. Detention time cannot be reduced on Friday School.
6. On the eleventh tardy, the student will lose extracurricular activities for the remainder of the semester. These activities include but are not limited to FFA trips, band trips, athletics, and prom.

# AWARDS AND HONORS

## Honor Roll

* A student must have a minimum grade-point average of 3.25 to be placed on the regular Semester Honor Roll.
* A minimum grade point average of 3.75 must be earned to be placed on the Superintendent’s Semester Honor Roll.

## Determination of Valedictorian or Salutatorian

* In order to qualify for the position of Valedictorian or Salutatorian, a student must take the following upper-level courses:
	+ One upper-level Science course: Chemistry, Physics, or Anatomy/Physiology
	+ One upper-level Math course: Algebra II or higher
* Students transferring to Hinsdale Public School must be in attendance at Hinsdale Public School for three (3) semesters [one and one half (1 ½) school years] to be eligible for the Valedictorian and Salutatorian honors.
* The Valedictorian of the class will be the student with the highest GPA based on the above criteria and seven semesters of grades, provided there is an adequate (.05) spread between the top students’ GPAs. However, should the top students’ GPAs be within a close (.05) range, the Valedictorian will be determined based on cumulative GPA over an eight-semester span.
* If any questions arise, grade point averages shall be calculated after the completion of eight semesters. The eight-semester cumulative grade point average will be used in the event of a discrepancy.
* In the event that no one has qualified for the valedictory award under the above criteria, the valedictory award will be given according to the overall GPA. This also applies to the salutatory award.
* A “co-valedictory” or “co-salutatory” award may be given upon administrative discretion and will be given only when the GPAs are equal.
* Valedictorian and Salutatorian awards must be verified by three school personnel; most commonly this would include personnel in charge of school records, the Superintendent, and the Guidance Counselor.

# BUSES-WINTER WEATHER

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to the emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

Temperature

* When the ambient temperature (air temperature) or wind chill is -30 F, route buses will be called off for the day.

The decision to run the buses in the morning and/or to send them home early will be made by the Superintendent. Factors will include wind, snow, conditions of the road, and visibility.

**Policy 8110**

# CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student’s participation is confidential.

Meals are provided daily at a nominal fee. If you plan to eat school meals, you must purchase a ticket. You may purchase daily or monthly tickets at the office.

If you bring your lunch with you to school, you are to eat lunch only during the lunch break. You are expected to be on your best behavior in the lunchroom. Please clean up after yourself, especially if something is spilled.

## Payment Policy for School Meals

An accounting system is used for the breakfast/lunch/milk program. All meals include one (1) milk. As meals are consumed, the student’s account balance is reduced by the price of a meal or extra milk. This is a pre-pay system. For a student to be eligible for meals or extra milk, there should be a balance in his/her account. The student will be given a bill to take home to parents/guardians monthly when their account balance is low and money needs to be added. Meal/milk accounts must be kept current in order for students to be allowed to enjoy the school meals.

## Nonpayment Policy for School Meals

The Board has set an allowance of a 10-day meal limit over a current account balance. The parent/guardian will be notified when their child reaches 5 days over the limit. A call is made along with a letter requesting payment in full or a satisfactory schedule worked out immediately. This payment schedule must include current charges as well as the retirement of debt.

If satisfactory arrangements cannot be established, the families and children will be notified that they will have to make alternative arrangements for meals. Children are welcome to bring their own meals to be eaten in the school lunchroom.

**Policies 3701 and 8205**

# CHEATING AND PLAGIARISM

Cheating and plagiarism violate the academic integrity of Hinsdale Public Schools and will not be tolerated. Cheating occurs when a student provides answers or gets answers without putting forth his/her own effort. Cheating may include but is not limited to copying another student’s individual work, copying answer(s) from a teacher’s edition or correction key, using unacceptable notes or indicators when forbidden, and using pre-entered information from a calculator when forbidden.

Plagiarism is copying another person’s words or ideas without giving the person proper credit for the work. Plagiarism is literary theft. A student may avoid plagiarism by properly citing her/his sources (Works Cited, Bibliography, References, etc.) Anytime a student conducts research, he/she should include a complete source list. There are only three cases in which a student should not cite his/her information:

1. If the student’s work is entirely his/her thoughts and ideas.
2. The teacher specifically states that sources are not required, possibly in the case the teacher is aware of the source, for example, an in-class essay.
3. The information is common knowledge or procedural.

All cheating and plagiarism offenses will be reported in the student’s disciplinary file. Consequences will vary depending on specific classroom policies and the severity of the situation. All instances of violation of this policy will be reported to the parents or guardians and reported on a Disciplinary Report (DR) by the administration.

**Policy 3309**

# CLASS RANKING

* Class Rank is compiled from semester grades.
* Hinsdale Schools will use the common 4.0-grade point system. Cumulative GPA will be determined by averaging semester grades. Semester grades, as determined by individual instructors, will be recorded with pluses and minuses. An ‘A+’ in the GPA will be treated as a 4.00.

# COMMUNICABLE DISEASES / CONDITIONS

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

These diseases include but are not limited to

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

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

(a) Isolate the student immediately from other students or staff.

(b) Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.

(c) Consult with a physician, other qualified medical professionals, or the local county health authority to determine if the case should be reported to the local health officer.

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

 When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members if any, need to know of the affected student’s condition.

All students, staff, and others present in any school building shall engage in hand hygiene at the following times, which include but are not limited to:

(a) Arrival at the facility and after breaks

(b) Before and after preparing, eating, or handling food or drinks

(c) Before and after administering medication or screening temperature

(d) After coming in contact with the bodily fluid

(e) After recess

(f) After handling garbage

(g) After assisting students with handwashing

(h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade-level appropriate posters describing handwashing steps near sinks.

**Policy 3417**

# COMPLAINTS BY STUDENTS / PARENTS

Usually, student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a **uniform complaint procedure policy at 1700** in the District’s policy manual.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent’s office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated **Board policy, 1700**, available on the website, and in the front office.

# COMPUTER RESOURCES

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

Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff.

**Policies 3612 and 3612P**

## Use and Terms and Conditions

The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/ or appropriate legal action.

### Acceptable Use

Access to the District’s electronic networks and devices (including but not limited to laptops, desktops, Ipads, Chromebooks, printers, scanners, cameras, video recorders, copy machines, and wireless routers) must be for the purpose of education or research and consistent with the educational objectives of the District; or for legitimate business use.

The use of the District’s electronic networks and devices is a privilege, not a right, and any inappropriate use will result in a cancellation of those privileges. The Superintendent will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

### Unacceptable Use

The user is responsible for his or her actions and activities involving the network and devices. Some examples of unacceptable uses are:

* Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law.
* Unauthorized downloading of software, regardless of whether it is copyrighted or de-viruses
* Alteration of the device's security software or settings.
* Download copyrighted material for other than personal use.
* Using the network for private financial or commercial gain.
* Wastefully using resources, such as file space.
* Hacking or gaining unauthorized access to files, resources, or entities
* Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.
* Using another user’s account or password.
* Using another user’s device without permission.
* Posting material authored or created by another, without his/her consent.
* Posting anonymous messages.
* Knowingly uploading a worm, virus, or other harmful forms of programming or vandalism.
* Participating in “hacking” activities or any form of unauthorized access to other computers, networks, or other information.
* Using the network for commercial or private advertising.
* Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
* Using the network while access privileges are suspended or revoked.
* Any intentional misuse of school networks and/or devices including student Gmail accounts and subscribing to questionable or unnecessary email sites such as unrelated non-educational YouTube channels.
* Careless, malicious, negligent handling of school-owned devices, including the student’s IPad or Chromebook.
* Using the Hinsdale District network to post unacceptable content or materials relating to bullying.

### Consequences for Unacceptable Use

The Superintendent and teachers will deem what is inappropriate use. Their decision is final. Also, the system administrator will close an account at any time as required. Depending on the severity of a situation, the administration and faculty of Hinsdale School may request the system administrator to deny or revoke any of all Internet, network, or device privileges of any user. If outside services are required to repair the computer system due to a user’s vandalism or misuse, the user may also be responsible for the costs incurred by the Hinsdale School District, and the device and/or information could be turned over to law enforcement agencies.

* 1st Offense - minor infraction - loss of computer use for 10 school days.
* 2nd Offense - loss of computer use for 30 school days and possible suspension.
* 3rd Offense - loss of computer use for 180 school days (which may carry over into the next school year) and suspension or expulsion.

## Filtering Device

The District employs a filtering device that blocks entry to visual depictions that are:

* Obscene
* Pornographic
* Harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The system administrator, Montana Technical Solutions (MTS), and the Superintendent shall monitor student Internet access. Internet filtering software or other technology-based protection systems may be disabled by the school administrator or designee, as necessary, for purposes of bona fide research or other educational projects, by teacher’s request. Students and staff will provide immediate device access to school administration when requested.

## Internet Safety

Internet, network, and device access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.

Staff members shall supervise students’ internet, network, and device use while students are using Hinsdale School District Internet access and devices while at school, to ensure that the students abide by the terms and conditions of **Policy 3612**. Students and parents or guardians will monitor the internet, network, and device access and use outside the school setting by abiding by the terms and conditions of this policy.

# CONDUCT OF STUDENTS

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

* Demonstrate courtesy — even when others do not.
* Behave in a responsible manner, always exercising self-discipline.
* Attend all classes, regularly and on time.
* Prepare for each class; take appropriate materials and assignments to class.
* Meet District or building standards of grooming and dress.
* Obey all building and classroom rules.
* Respect the rights and privileges of other students, teachers, and other District staff.
* Respect the property of others, including District property and facilities.
* Cooperate with or assist the school staff in maintaining safety, order, and discipline.
* A Hands-Off Policy requires students to refrain from public displays of affection while in school or at school activities.

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

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

* Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
* Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
* Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
* Using, possessing, controlling, or transferring a firearm or other weapon in violation of **Policy 3311.**
* Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in **Policy 3311**.
* Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
* Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
* Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
* Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
* Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
* Intimidation, harassment, sexual harassment, sexual misconduct, hazing, or bullying; or retaliation against any person who alleged misconduct under **Policy 3225 or 3226** or participated in an investigation into alleged misconduct under **Policy 3225 or 3226**.
* Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
* Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
* Engaging in academic misconduct may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

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

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

## Tobacco, Alcohol, and Other Substances

The use or possession by students of tobacco, alcohol, marijuana, or other illegal dangerous, mind-altering substances is harmful and unlawful. The County Sheriff’s Department and the parents will be promptly notified if any student is found in possession of, in use of, or in the presence of illegal alcoholic beverages, illegal tobacco (*including vaping*), or illegal drugs while on school premises, school buses, at school-sponsored activities, or on school-sponsored trips. Action will be taken on information from school officials, law enforcement, and parents of the student in violation of the student's self-admission.

## Disciplinary Measures

Disciplinary measures include but are not limited to

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

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

## Non-Disciplinary Measures

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

## In-School Suspension (ISS)

* The Superintendent may impose an in-school suspension for up to three (3) school days when in his/her opinion, a student’s actions or attitudes warrant discipline short of out-of-school suspension.
* The in-school suspension shall consist of isolation of the student from vocal contact with other students; teachers will assign an increased amount of work necessary to ensure the student is occupied, even if it is above and beyond general work missed in class; any time the student needs to leave the suspension area he/she will be accompanied by an adult; the student would not be allowed privileges such as candy, soda pop or other treats during the suspension period; the student will not be allowed to participate in any extracurricular activities (including practices) during the day(s) of in-school suspension.
* Parents must be contacted when a student is placed on in-school suspension; however, the student may start serving his/her in-school suspension time before the parents have been reached. A meeting including the student, the parent, the teacher, and the Superintendent regarding the in-school suspension will result.
* In-school suspension may last up to three (3) days.
* Students will receive grades for their work during the in-school suspension.

## Out-of-School Suspension (OSS)

* In the event that the severity of the action requires, or if another disciplinary action has previously been used, the Superintendent may impose an out-of-school suspension for up to ten school days when, in his/her opinion, the student’s actions or attitudes warrant discipline of this nature. If any suspension is more than five (5) school days, the Board will be notified. The suspended student is not allowed on school property during the time of the suspension, and no participation in any school activity is permitted. Suspended students will receive zeros (0) for their class grades during the time of suspension.
* Parents will be contacted before the out-of-school suspension begins.
* In the event that the severity of the action requires, or if another disciplinary action has previously been suspended.

### Immediate Out-of-school Suspension

In a case where, in the opinion of the Superintendent, an out-of-school suspension must commence immediately, the parents/guardians of the student will be contacted. The student shall not be allowed to leave the school until the parents/guardians or authorities have been contacted. Superintendent must provide written confirmation of the action taken and a hearing as soon as possible. Copies of the decision, punishment, and appeal procedure will be handled in the same manner as in The Uniform Grievance Procedure.

## Expulsion

Expulsion is an act of authority limited to the Board of Trustees and is to be used when, in their opinion, exclusion from school will benefit the students of the District, or when it is determined that the student has become a clear present danger to himself or to others. An expulsion decision of the Board of Trustees is considered final.

## Delegation of Authority

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

# DETENTION

Detention may be assigned by a teacher or administration. Detention time may be served after school or with lunch detention. A student serving after-school detention may cut their time in half by working under the supervision of an employee of the school. Detention may also be assigned on a Friday or any other day school is not in session. Parent/guardian will be notified by the administration when a student is assigned to detention.

# CORPORAL PUNISHMENT

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

# COUNSELING

## Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in high school will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See Graduation Requirements and Class Ranking]

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

## Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent unless required by state or federal law for special education purposes.

# DISTANCE LEARNING and MONTANA DIGITAL ACADEMY

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

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.

# DISTRIBUTION OF MATERIAL

## School Materials

School publications distributed to students include yearbooks, newsletters, and newspapers. All school publications are under the supervision of a teacher, sponsor, and principal.

## Non-School Materials

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

# DRESS AND GROOMING

The District’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to **Policy 3224**). Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following guidelines:

* Students’ clothing must be clean, neat and in good repair, comfortable, and in good taste. Clothing that doesn’t distract students or staff, and that allows students the ability to sit in a chair, pick up things off the floor, reach up, bend over, carry items, kneel, or walk without exposing undergarments or excessive skin, helps keep other students and staff free from embarrassing or offensive situations thus allowing for a quality learning environment.
* Unacceptable attire includes but is not limited to: shorts and skirts shorter than mid-thigh, intentional display of cleavage and/or undergarments such as bras, bra straps, spandex shorts, sports bras (unless part of school uniform) and underwear midriff exposing tops, backless or strapless or muscle-type tops/shirts, baggy, saggy, or excessively long pants, and Big Johnson, Red, etc. attire. Clothing advertising alcoholic beverages, drugs, and/or tobacco products and containing inappropriate language and/or messages will not be worn.
* Students’ hair must be neat and clean. Sponsors, teachers, or coaches of the student activities shall have the right to prescribe and enforce certain rules of dress and hair length. Such rules may be stricter than the general school dress code for the purpose of safety, improving the image projected to the community, or for purposes of school spirit.
* Students should dress appropriately for the weather, including gloves, a hat, and a warm jacket or raincoat for varying weather conditions especially while traveling on school transportation.
* Discretion of what is excessive and/or in bad taste will be left up to the faculty and/or Superintendent. If a student’s attire is deemed inappropriate, he/she will be asked to change the article of clothing or may be required to wear a cover-up article from the office.
* These guidelines apply during the instructional day and during extracurricular activities and events in which the student is a participant.
* Exceptions may be made with the Superintendent’s permission.

# DRIVER EDUCATION

If resources are available, Hinsdale School District will provide a drivers’ training instruction program for students who live within the geographic boundaries of the public school district, whether or not they are enrolled in the public school district, and provided that students enrolled in the course will have reached their fifteenth (15th) birthday within six (6) months of course completion and have not yet reached nineteen (19) years of age on or before September 10 of the school year in which the student participates in traffic education.

**Policy 2163**

# DUAL CREDIT COURSES / COLLEGE COURSEWORK

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high-quality, introductory, college-level courses to high-performing high school students. The Hinsdale School District has dual-credit partnerships with accredited Montana Universities. Dual Credit partnership schools must be accredited and approved before Hinsdale High School Credit can be awarded. Students interested in dual credit opportunities must meet with their guidance counselor to determine available options and must have parental approval. Grades given for College Credit cannot be changed or altered by Hinsdale Staff or Administration.

# ELECTRONIC DEVICES

Student possession and use of cellular phones and/or other electronic devices on school grounds, and while under the supervision and control of school district employees, is a privilege, not a right, which shall be permitted only under the circumstances described herein.

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

Students may use their phones and/or electronic devices by the student lockers in the morning, during lunch break, and after school. Students may also use their phones and/or electronic devices during passing times in the hallway. Students are not to be on their phones and/or electronic devices during breakfast or lunch in the cafeteria. Cell phones and/or electronic devices may also be used for instructional purposes with instructional staff approval (including paraprofessionals). Students in grades K-6 must keep their cell phones and/or electronic devices turned off and in their backpack or school desk and may only use such devices with a staff member’s approval and supervision. Unauthorized use is grounds for confiscation of the device and other disciplinary action by school officials, including classroom teachers. Students will provide Superintendent or Superintendent’s designee access to the device when requested.

Penalties for not adhering to the above policy are as follows:

**1st Offense:** Cell phone and/or electronic device confiscated by school personnel and given to Superintendent. Student conference with Superintendent and the cell phone and/or electronic device returned to the student at the end of the day.

**2nd Offense:** Cell phone and/or electronic device confiscated by school personnel and given to the Superintendent. Parent and student conference with Superintendent and the cell phone and/or electronic device returned to the student or parent following the conference.

**3rd Offense:**  Cell phone and/or electronic device confiscated by school personnel and given to the Superintendent. Cell phone and other electronic device will be turned into the office at the beginning of each day for thirty school days.

**4th Offense:** Permanent loss of cell phone and/or electronic device privileges and/or suspension or expulsion from school.

# EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

* A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
* A Permission to Participate form (sign-off).
* An updated medical information form.
* A Concussion Education and Compliance form are signed by the student-athlete and parent.

The District recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The Superintendent or designee has delegated the authority to approve or deny club applications. The Administration shall approve and recognize curricular student clubs or organizations in a manner consistent with this **Policy 3550** and any administrative procedure. Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club shall be designated as non-curricular student groups. Students are permitted to informally gather at the school in accordance with Policy 3233.

Extracurricular activities are any school-sponsored activity or privilege that are outside one's regular class work or responsibilities. Extracurricular are all MHSA Sponsored activities, Academic Olympics, Math Contests, Senior Trip, Plays, Spelling Bee, Student Council, FFA events and trips, and any student jobs associated with these activities.

## Eligibility Requirements for Extracurricular Participation

To participate in extracurricular activities, students must abide by policies 3110 and 3150 and any other policies which apply to student attendance. Students must be in school on the day of the event, have a medically excused absence, or have an excused partial absence to be able to participate that day. Exceptions may be made by the administration.

### Grade Check

A grade check will be done every Wednesday Morning by 8 am by the administration using the quarter in progress grade. A spreadsheet with students who have F’s or D’s will be shared with the teachers. Teachers will contact the parent/guardian with a phone call. If the parent cannot be reached with a phone call, the teacher will text or email the parent/guardian.

###  Eligibility

The administration will determine eligibility at each grading term (midterm, quarter, and semester). If a student has an F in any class or has below 2.00 GPA for the grading term, they will be put on a one-week probation period in which they will be able to practice and play. After a one-week probation period, if the student still has an F in any class or has below a 2.00 GPA they will be ineligible to play and travel but may still practice. If the student still has an F in any class or has below a 2.00 GPA for three straight weeks, they are no longer allowed to practice, play, or travel. The student will remain ineligible until the next grading term.

Policy 3310.5 A review committee will be in place to hear any special situation/circumstances that may arise.

This committee will include Superintendent or Athletic Director, teachers, students, and their parents/guardians. The Athletic Director or Special Education Teacher may be required to attend at the Superintendent’s direction.

## School-sponsored Trips

General rules of conduct for school-sponsored trips:

* When traveling on a school-sponsored trip, you are representing your school; therefore, you will be expected to dress neatly, in accordance with dress standards established by the coach or activity sponsor.
* Curfews and other place requirements will be set by the sponsor or the coach.
* All school rules including those that apply to the use or possession of drugs, alcohol or tobacco, will be effective on school trips; even if the trip occurs or extends beyond normal school hours.
* When riding in a moving school bus you are not to move from your seat or in any way distract the driver. The driver has primary authority on the bus.
* You are to ride to and from all school activities in school vehicles. Parents or other authorized adults may take you to and from school-sponsored events if previous arrangements, in the form of a written request signed by your parents/guardians, have been made with the administration, sponsor, or coach. Due to school liability considerations, telephone requests will not be approved.
* Under no circumstances will permission be granted for you to ride to or from a school with a boyfriend, girlfriend, or any other student, or to drive yourself. In addition, under no circumstances will any student be permitted to travel by themselves or transport themselves to or from, or during a school-sponsored trip.
* Students are required to clean the bus of debris at the end of each trip.
* Field trips are intended to be extensions of the classroom and are meant to enhance learning experiences. Monitoring digital devices on a bus and during field trip activity is nearly impossible. Therefore, cell phone and IPad use is prohibited during daytime field trips. Digital cameras and video recorders are available for check out through the office. Chaperone and staff cell phone contact numbers will be provided for emergency contacts.
* Cell phone use during sporting event trips will be left to the discretion of the coaches.
* Cell phone use on overnight trips will be left to the discretion and guidelines of the school administration.

## Pep Bus Policy

* The Hinsdale pep buses are specifically offered to students in grades 5-12 to support Hinsdale’s student activities. All students have first priority to ride the bus to and from events. Students must be passing in all subjects in order to ride the pep bus. Parents may call the Superintendent and request to ride the pep bus if there is room. Parents may follow the same procedure to ride the jamboree bus. All adults who ride the pep buses are expected to help chaperone the students. Students in grades K-4 who wish to ride the bus must be accompanied by their parent/guardian. Students will be charged $1 to ride, and all non-students will be charged $2.
* If the number of students riding the bus does not necessitate a second bus, only one will be sent.
* In all sports, one bus will be utilized if fewer than 26 persons are riding. This does not apply to tournaments.

## Cheerleaders

* Cheerleaders are important members of the Athletic teams and are to be extended the same courtesy as any team member.
* Cheerleaders for boys’ and girls’ teams will be elected in a manner approved by the cheerleader advisors and the school administration. The selection process may vary from year to year.
* When the cheerleaders ride on the bus they are to sit as a group in the front of the bus. At least one sponsor will accompany the cheerleaders on all away trips.

# FEES

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

* Costs for materials for a class project that the student will keep.
* Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
* Personal physical education and athletic equipment and apparel.
* Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc
* Voluntarily purchased student accident insurance.
* Participation fees for extracurricular activities.
* Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
* Personal apparel used in extracurricular activities becomes the property of the student.
* Parking fees and student identification cards.
* Fees for lost, damaged, or overdue library books.
* Fees for driver training courses, if offered.
* Fees for optional courses offered for credit that require the use of facilities not available on District premises.
* Summer school courses are offered tuition-free during the regular school year.
* Participation in Montana Digital Academy courses is not required for graduation
* Fees for school-owned electronic devices (a user agreement form will be sent home at the beginning of the year with the cost amount for damaged items)

Any required fee or deposit may be waived if the student and parent are unable to pay. A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

**Policy 3520**

# FIREARMS AND WEAPONS

It is the policy of the Hinsdale School District to comply with the federal Gun-Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to or possess a firearm in, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and **Policy 3311**. However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, at the discretion of the Board, may authorize the school administration to modify the requirement for the expulsion of a student.

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

## Possession of Weapons other than Firearms

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

**Policy 3311**

# FOOD

Pop, juice, and food shall be permitted only in the foyer and locker area. Students need to be aware that sunflower seeds are prohibited in the school building. Energy drinks and caffeinated sodas are not permissible to be bought and consumed at school during school hours.

Food served by the cafeteria for hot breakfast or lunch will NOT be allowed to leave the cafeteria. The cafeteria workers will not serve hot breakfast or lunch to students after the bell has rung for class. School food must be eaten during the time allowed for breakfast and lunch. Exceptions to this rule must be approved by the administration.

# FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Student Council.

Except as approved by the administration, fund-raising by non-school groups is not permitted on school property. For further information, see **policies 3530 and 3535.**

The Board acknowledges that the solicitations of funds from students, staff, and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent, providing that the instructional program is not adversely affected.

All money arising from the activities sponsored by officially accepted school organizations will be deposited in the Hinsdale High School Activities Account, in accordance with proper accounting procedures and District rules and regulations as outlined in the Student Activity Fund Accounting Policy.

Items sold for the purposes of fundraising will not be distributed to individuals who have not paid in full. The class or club treasurer will need to balance books monthly and work collaboratively with the office to balance their books.

# GRADING GUIDELINES

Hinsdale Public School Grading Scale

Percentage Letter Grade 4.0 Scale

100.00 A+ 4.0

95.0-99.9 A 4.0

93.0-94.9 A- 3.67

91.0-92.9 B+ 3.33

86.0-90.9 B 3.0

84.0-85.9 B- 2.67

82.0-83.9 C+ 2.33

77.0-81.9 C 2.0

75.0-76.9 C- 1.67

73.0-74.9 D+ 1.33

68.0-72.9 D 1.0

66.0-67.9 D- 0.673

Below 66.0 F 0.0

Incomplete I 0.0

# GRADUATION

## Graduation Activities

A student’s right to participate in a commencement exercise of the graduating class at Hinsdale High School is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time.

The school district will permit students to honor their American Indian heritage through the display of culturally significant tribal regalia at commencement ceremonies. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn during graduation.

The school administrators will review presentations and specific content, and may advise participants about appropriate language for the audience and occasion. Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation, or any other pronouncement of their choosing.

**Policy 2332, 2333-R**

## Requirements for Credits

* Credits are awarded in 1, ½, or ¼ increments. One credit is granted for a year-long class year, ½ credit is granted for a semester class, and ¼ credit is granted for a class taken for ¼ of the year.
* Aide positions are available to juniors and seniors who have at least a ‘C’ average. Aide positions will not be awarded credit and will be on a Pass/Fail basis.
* A student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required, provided that the course meets the district's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, correspondence courses, extension, and distance learning courses, adult education, summer school, work-study, work-based learning partnerships, and other experiential learning opportunities, custom-designed courses, and challenges to current courses. The District shall accept units of credit taken with the approval of the District and which appear on the student's official school transcript. Credit for work experience may be offered when the work program is a part of and supervised by the school.
* All classes attempted at Hinsdale High School and all accepted transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of the repetition of the course.

**Policy 2410, 2410P**

# GRADUATION REQUIREMENTS for HHS

* Students shall be expected to earn a total of 21.5 units in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.
* The Board with the guidance and recommendations of the Superintendent shall establish graduation requirements that, as a minimum, satisfy those established by the Board of Public Education (10.554 & 905, ARM). Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter ninth grade. Exceptions to this general rule may be made where it is determined by the Board that the proposed change in graduation requirements will not have a negative effect on students already in grades nine through twelve (9-12).
* Each student is responsible for completing graduation requirements as referenced in the Hinsdale High School Student Handbook. The completion of requirements will be tracked by school personnel as closely as possible; however, ultimately it is the student’s responsibility to follow and complete graduation requirements.

## Communication Arts

**Hinsdale Graduation Requirement: 4 Credits**

**College Prep**: **4 Credits**

In each year the content of the course should have an emphasis on the development of written and oral communication skills and literature.

**Rigorous Core**: **4 Credits**

In addition to the Minimum Core, a designated college-prep or research-writing course is recommended.

**Course Offerings:**

English I

English II

English III

English IV

\*Basic English I, II, III, and IV

\*Basic English courses ***do not* meet** college prep or rigorous core requirements.

Annual (Must be taught by a certified English teacher)

## Mathematics

**Hinsdale Graduation Requirement: 3 Credits**

Courses can be any math class offered at the school.

**College Prep: 3 Credits**

Courses shall include Algebra I, Geometry, and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.

**Rigorous Core: 4 years**

In addition to the Minimum Core, a course beyond Algebra II. All must have grades of "C" or better.

**Course Offerings:**

Algebra I

Algebra II

Geometry

Advanced Math

Physics (Must be taught by a certified Math teacher)

## Lab Science

**Hinsdale Graduation Requirement: 2 Credits**

Course shall include Earth Science and Biology.

**College Prep: 2 Credits**:

Two years must be earth science and biology.

**Rigorous Core: 3 Credits**

Two years must be earth science and biology. The other year can be another approved college preparatory laboratory science.

**Course Offerings:**

Earth Science

Biology

Chemistry

Anatomy and Physiology

Physics (Must be taught by a certified Science teacher)

## Alternative Math/Science Rigorous Core

Based on course availability, **three years of mathematics**, including a course beyond Algebra II, and **four years of laboratory science** may be substituted for the four years of math and three years of science requirement.

## Social Studies

## Hinsdale Graduation Requirement: 3 Credits

Courses shall include American History (1 credit), World History (1 credit), government (½ credit), and ½ credit of other social studies classes.

**College Prep: 3 Credits**

Courses must include a full year of global studies such as World History or World Geography, a full year of American History, and an additional year in another social studies field such as economics, problems of democracy, psychology, sociology, tribal government, Indian History.

**Rigorous Core: 3 Credits**

Courses must include a full year of global studies such as World History or World Geography, a full year of American History, and an additional year in another social studies field such as economics, problems of democracy, psychology, sociology, tribal government, Indian History.

**Course Offerings**

World History 10-11

US History 10-11

U.S. Government (½ credit)

Psychology (½ credit)

\*The Legislative Trip (High school) is a requirement of United States History or American Government.

\*\*The Montana History Trip (Jr. High school) is a requirement of US History 8 or World Geography 7.

 **These trips take place every other year.**

## Health Enhancement

**Hinsdale Graduation Requirement: 2 Credits**

**Course Offerings:**

PE/Health 9-10

Weights

## Career & Vocational Arts

**Hinsdale Graduation Requirement: 1 Credit**

1/2 credit must be an Ag Ed Class

**Course Offerings:**

Ag Ed I, II, III, & IV

Advanced Ag Ed

## Arts

**Hinsdale Graduation Requirement: 1 Credit**

These courses can count toward Arts **or** Elective Credit

**Course Offerings:**

Band

Choir

High School Art

Annual (Must be taught by a certified Art teacher)

## Electives

**Hinsdale Graduation Requirement: ½ Credit**

Electives may be selected from any course offerings

**Minimum Core: 2 Credits**

**Rigorous Core**: **3 Credits**

***Electives for the Minimum and Rigorous Core***

2 years of a World Language

Computer Science

Visual and Performing Arts (including Speech/Debate)

Vocational Education units which meet OPI guidelines (such as Information Technology, and Computer Science.)

High schools may select courses offered by the [Montana Digital Academy](http://montanadigitalacademy.org/) to complete their rigorous core or Regents' College Preparatory Programs. These courses will have a fee.

## Other Course Offerings

Student Aide \*\*

Work-Study\*\*

\*\* These classes will have a pass/fail grade. No credit will be given for these classes and they will not count in the student's GPA.

## Requirements for Admission to Montana University System

### Full Admission to a Four-Year University

The Montana Board of Regents of Higher Education requires the following Minimum Core College Preparatory Program for students who wish to enter into a 4-year campus of the Montana University System.

A graduate of any Montana high school which is accredited by the board of public education may enter any four-year campus of the Montana University System (MUS) as a first-time, full-time undergraduate student, provided the graduate meets the college preparatory program outline in the Montana Board of Regents board policy 301.1 and at least one of the following requirements:

1. Completion of the Regents’ College Preparatory Program.
2. Demonstration of Mathematics Proficiency:

1. A score of 22 or above on ACT mathematics; or

2. A score of 27.5 or above on SAT mathematics test; or

3. A score of 3 or above on the AP Calculus AB or BC subject examination or a score of 4 on the IB calculus test; or

4. A score of 50 or above on the CLEP subject examinations in selected topics [college algebra, college

algebra-trigonometry, pre-calculus, calculus, or trigonometry]; or

5. Completion of a rigorous high school core including four years of mathematics in high school (Algebra I, Algebra II, geometry & a course beyond Algebra II) and three years of laboratory science; or three years of mathematics including a course beyond Algebra II and four years of laboratory science, in addition to English, social studies, and electives as described in the regents’ college preparatory program, with grades of C or better in all courses.

 6. A cumulative high school GPA of 3.0 or higher; or

7. A cumulative high school GPA of 2.5 or higher AND an Algebra II (or the sequential content equivalent) course grade of C or better.

1. Demonstration of Writing Proficiency:

1. A score of 7 or above on the writing test or 18 or above on the ELA (weighted composite based on the English, reading, and writing scores) of the optional writing test of the ACT; or

2. A score of 25 or above on the writing and language test of the SAT; or

3. A score of 3 or above on the AP English language or English literature examination; or

4. A score of 4 or above on the IB language A1 exam; or

5. A score of 50 or above on the (CLEP) subject examinations in composition.

6. A cumulative high school GPA of 3.0 or higher; or

7. A cumulative high school GPA of 2.5 or higher AND a course grade of C or better in an 11th grade English course

1. General preparation as demonstrated through at least one of the following:

1. A composite score of at least 20 on the ACT or a score of at least 1050 on the total of mathematics, evidence-based reading, and writing scores on the SAT (Scholastic Aptitude Test) for admission to Montana State University-Northern; or

2. A composite score of at least 22 on the ACT or a score of at least 1120 on the total of mathematics, evidence-based reading, and writing scores on the SAT, for admission to Montana State University Billings, Montana Tech of The University of Montana, Montana State University-Bozeman, The University of Montana-Missoula, and The University of Montana Western; or

3. A high school grade point average (GPA) of at least 2.5; or

4. A ranking in the upper half of the school's graduating class.

### Provisional Admission

Students who do not demonstrate the ability to meet the mathematics and/or writing proficiency standards may be admitted provisionally to a four-year degree program on any campus of the MUS and without condition to a two-year degree program. Operational rules pertaining to provisionally admitted students are:

1. Students must be informed of their admission status by letters that include the following points:

1. The minimum mathematics and/or writing score(s) required compared to their score(s) that did not satisfy this requirement;

2. An explanation of what they must do to attain full admission status 3. Academic support services are available to students, such as tutoring centers.

1. Provisionally admitted students must attain full admission status by completing at least one college-level mathematics and college-level composition course with grades of C- or better before completing 32 credits or 3 semesters, whichever comes last.
2. Provisionally admitted students may declare a major.
3. The term “provisional admission” has a particular meaning in the Montana University System, under the Board of Regents’ Policy. It cannot be used to describe any other admissions status or situation in the System.
4. Provisional admission does not change existing rules within the Montana University System concerning financial scholarship eligibility, satisfactory academic progress, academic probation, or suspension rules.

## Montana University Honor Scholarship

The Board of Regents of Higher Education authorizes the Commissioner of Higher Education to offer MUS Honor Scholarships annually to Montana high school graduates in accordance with the terms of this policy. The Commissioner will offer a sufficient number of scholarships with the intent to award a target number of 200 scholarships each year to qualifying students attending Montana University System campuses. The MUS Honor Scholarships will be awarded in accordance with Board of Regents Policy 940.8 – Montana

1. Recipients will be selected based upon class ranking as determined by the student’s grade point average (GPA) at the student’s respective high school and their ACT or SAT test score (the higher of the two if both tests are taken). If the SAT test is taken, it will be converted to a corresponding ACT score. A composite scholarship score will be determined by assigning a value to class rank and adding that value to the student’s ACT/SAT score, with the highest score being offered the first MUS honor scholarship and continuing until the target number of students, has accepted the scholarship. The class rank value will be determined as follows:

 • A student ranked first in grade point average at his or her high school (and all tied for first) will receive a maximum of 30 points for class ranking.

 • A student ranked second in grade point average at his or her high school (and all tied for a second) will receive 29 points for class ranking.

 • Points earned for class rank will continue to be assigned in descending order until either (1) all students with a minimum GPA of 3.4 are ranked or (2) the students ranked 30th is ranked, whichever occurs first.

• A student must have at least a 3.4 GPA to be ranked. High Schools which use weighted grade point averages to determine class ranking must use weighted averages for every student to which that weighting applies.

1. Prospective recipients must graduate from a Montana high school accredited by the Montana State Board of Public Education and have been enrolled full time and in attendance in a Montana accredited high school for at least three years prior to graduation. In addition, prospective recipients must be U.S. citizens, have a minimum grade point average of 3.4, and meet the board of regents’ rigorous core policy requirements described in Board of Regents Policy 301.1 Appendix I. The high school principal, or designee, must certify to the Commissioner of Higher Education that the prospective recipients have met or will meet these requirements. Students have until the date of high school graduation to meet the MUS rigorous core requirement.
2. The only exception to Section B above is that students who have not attended an accredited Montana high school solely because they reside with a parent who resides outside of Montana due to service in active duty in a branch of the armed forces. Eligibility shall be based on the following:

1. Such students must attend accredited high schools which award grades competitively for at least 3 of their 4 high school years. Revision Date: 6/8/2021 Page 2 of 3

2. Such students must attend accredited Montana high schools during their senior years and their grades must be computed on those high schools’ grading systems.

3. To be eligible, parents in active military service must have been residents of Montana for at least 3 of the 4 years of their sons’ or daughters’ high school years, including the senior year, and must financially support their students.

4. The determination of residency will be based on the terms of BOR residency policy 940.1, and the burden of proving resident status is on the parent.

5. For purposes of this policy, membership in ROTC, in the reserves or in the National Guard, does not in itself qualify as active duty. Active duty military status cannot be achieved by attending school.

D. The scholarships may be utilized at any campus of the MUS or Dawson, Flathead Valley, or Miles Community Colleges (hereinafter referred to as eligible campuses) as a waiver of tuition at the home campus, provided the provisions of this policy are met.

E. The honor scholarship is renewable annually provided the student maintains a 3.4 GPA.

## Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. The Board may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to the age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.

## Early Graduation

In accordance with provisions of § 20-9-313, MCA, the ANB of a school may be increased when a high school district provides early graduation for a student who completes graduation requirements in less than eight semesters or the equivalent amount of secondary school enrollment. The increase must be established by the trustees as though the student had attended to the end of the school fiscal year and must be approved, disapproved, or adjusted by the superintendent of public instruction.

The Board hereby authorizes the superintendent to recommend to the Board for early graduate students who have completed the minimum requirements for graduation in less than eight semesters.

Any student seeking to graduate early must follow the following procedure:

1. All applications must be submitted to the Superintendent at least one (1) semester prior to the proposed graduation date. Applications must be in writing and countersigned by parents or legal guardians if the student is a minor.
2. All applications must be accompanied by a recommendation from the high school Superintendent.

Reasons considered for early graduation shall include planned post-secondary educational program, medical, religious, or family emergency considerations. Working to earn money for further education is not considered a substantial hardship and will not make a student eligible for early graduation. If the application is denied by the Superintendent, the student may appeal the decision to the Board. The student may choose to have the appeal heard in a closed session of the Board. The decision of the Board shall be final.

## Educational Disruption

If a student who has experienced an educational disruption meets the minimum high school credit requirement for graduation as established by administrative rules of the Board of Public Education but will not meet a higher credit requirement established by the Board of Trustees, the District shall award the student a diploma. The District may distinguish the diploma in a reasonable manner from standard diplomas issued under this policy.

For the purposes of this policy, "educational disruption" means a disruption experienced during grades nine through twelve caused by homelessness, involvement in the child welfare system or juvenile justice system, a medical or mental health crisis, or another event considered a qualifying educational disruption by the District.

**Policy 2410P**

#  HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits.

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

# IMMUNIZATION

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

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

If a student’s religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed or certified health care provider stating the immunization required would not be considered safe. This certificate must be renewed yearly unless the physician specifies a life-long condition. The statement for an exemption shall be maintained as part of the student’s immunization record in accordance with FERPA as specified in **Policy 3600P**.

**Policy 3413**

# LAW ENFORCEMENT

Questioning of Students

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

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

Students Taken into Custody

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

* To comply with an order of the juvenile court
* To comply with the laws of arrest.
* By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
* By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
* To comply with a properly issued directive to take a student into custody.

By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student’s physical health or safety.

Before a student is released to a law enforcement officer or another legally authorized person, the principal will verify the officer’s identity and, to the best of his or her ability, will verify the official’s authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

**Policies 4410-4411**

# LIBRARY

Specific rules shall be determined by the school librarian. Students are responsible for following them. Students must check out all materials before removing them from the library.

# LOCKERS

Each student will be assigned a regular school locker and possibly a PE locker which must be kept neat and clean. The school cannot assume responsibility for lost or stolen articles. Students may place a personal lock on the locker for additional security if you leave an extra key or the combination at the Principal/ Superintendent’s office. While every effort shall be made to protect your privacy, the school retains the right to inspect any locker if probable cause exists. In most situations, you will be requested to be present if a locker is searched.

# MEDICINE AT SCHOOL

A school employee who has successfully completed specific training in the administration of medication, pursuant to the written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

A student who has the authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. Details regarding self-administration of medication are available at the office as outlined in **Policy 3416, 3416F, 3416F1**.

# PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

* Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
* Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact.
* Become familiar with all of the child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child’s academic progress and contact teachers as needed.
* Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 406-364-2314 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
* Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
* Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
* Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement.

# PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

# PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance-based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reasons not related to academic performance. [Policy 2421] Students will be retained at the elementary and 7th and 8th-grade level only after the parents, teacher(s), Superintendent, and other school personnel deemed necessary, have had a conference. The Superintendent will make the final decision.

# PROTECTION OF STUDENT RIGHTS

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

**Policies 3200 and 2132**

## Surveys

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

## Instructional Materials

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

## Collection of Personal Information from Students for Marketing

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

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

* Political affiliations.
* Mental and psychological problems potentially embarrassing to the student or family
* Sexual behavior and attitudes.
* Illegal, antisocial, self-incriminating, and demeaning behavior.
* Criticism of other individuals with whom the student or the student’s family has a close family relationship.
* Relationships are privileged under the law, such as relationships with lawyers, physicians, and ministers.
* Religious practices, affiliations, or beliefs of students or the student’s parent/guardian.
* Income, except when the information will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

# RELEASE OF STUDENTS FROM SCHOOL

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

In order for a student to leave school during the day, the office must receive written or oral communication from the parent/guardian. A student who becomes ill during the school day should, with the teacher’s permission, report to the office. The administrator or office staff will decide whether or not the student should be sent home and will notify the student’s parent.

# REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of student grades or performance in each class or subject are issued to parents at midterm, quarter, and semester. Formal parent-teacher conferences are held twice a year.

# SAFETY

## Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

* Avoid conduct that is likely to put the student or other students at risk.
* Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
* Remain alert to and promptly report safety hazards, such as intruders on campus.
* Know emergency evacuation routes and signals.
* Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

If injured while at school or at a school-sponsored activity, contact your teacher, advisor, or coach and have them fill out the district’s injury report form as soon as possible. This form can be obtained at the office.. Form 3431F

Students MUST tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor PRIOR to seeking a physician’s care is very important. The insurance carrier for Hinsdale School WILL NOT process any paperwork without first having an accident report on file.

## Emergency Medical Treatment and Information

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

## Disaster Drills and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Procedures for different drills are outlined in Hinsdale School’s Safety Plan.

**Policy 8301**

# SEARCHES

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

## Students’ Desks and Lockers

Students’ desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

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

## Vehicles on Campus

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

## Drug Detection Dogs

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

# SECTION 504 OF THE REHABILITATION ACT OF 1973 (“SECTION 504”)

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent or legal guardian to examine relevant records, an impartial hearing with an opportunity for participation by the student’s parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board **Policy 2162 & 2162P.**

# SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with **Sheryl Burnham** who serves as the District Title IX coordinator.

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

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

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

The District will notify the parents of all students involved in sexual harassment by the student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

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

If the resolution of the complaint is not satisfactory the decision may be appealed in accordance with **Policy 3225P.** For more information about the District’s complaint procedure, see **Policy 3225, 3225P, and 3225F.**

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# BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or attempted intimidation of a student or staff member or interference with school purposes or an educational function.

All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. See **Policy 3226.**

# SCHOOL DANCE RULES

* All school rules are in effect at all dances.
* Only those students in grades 7-12 are permitted to attend school-sponsored dances. During the Junior-Senior Prom, seventh and eighth-grade students with a high school date may attend.
* All dance dates who are not Hinsdale students must be approved in advance by the Principal/Superintendent. A sign-up sheet and form will be available at the office.
* Students are not to use, possess, or be under the influence of alcohol, tobacco, or drugs while on school property or attending a school-sponsored event.
* The doors shall be closed a one-half hour after the dance begins.
* Students will not be allowed to reenter the building once they have left the dance and the building.

# SCHOOL PROCEDURES

## Arrival to School

* Parents are asked not to drop off students prior to 7:30 AM without prior arrangements.
* Students are expected to place their backpacks and coats in their lockers and sit in the foyer area prior to the school start time of 7:55 AM.

## Leaving School Grounds

* No K-8 student is permitted to leave the school grounds without prior administrative approval during the school day.
* Students must have parental permission to leave school grounds during the day. Parents may either sign them out or call the office to grant permission.
* During lunchtime, high school students may sign out to leave the building but students are not allowed to drive or give rides to other students during lunchtime.
* Students with teacher approval may sign out at the office during a class period.
* All students are expected to return to the school before the tardy bell rings.

# SPECIAL EDUCATION

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

Parents who feel their child may qualify for Special Education services should contact the administration to initiate an evaluation.

# STUDENT RECORDS

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is the custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records. “School officials with legitimate educational interests” include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

* Working with the student;
* Considering disciplinary or academic actions, the student’s case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
* Compiling statistical data; or
* Investigating or evaluating programs.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that is shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student’s records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with a court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or information ought not to be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of records.

Students over 18, and parents of minor students may inspect the student’s records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student’s grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

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

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

# SPECIAL EDUCATION RECORDS

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

# STUDENT SCHEDULES

* All students are required to take at least seven classes per day.
* Math, English, and Science courses will be chosen with teacher recommendations in mind.
* Parents will be required to give permission for any course selections, changes, or additions.
* No classes are restricted by grade level.

# TEXTBOOKS

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

# TRAINING RULES for EXTRACURRICULAR

## Use of Tobacco, Alcohol, and Other Drugs

The use or possession by students of tobacco, alcohol, marijuana, or other illegal, dangerous, mind-altering substances is harmful and unlawful. The County Sheriff’s Department and the parents will be promptly notified if any student is found in possession of, in use of, or in the presence of illegal alcoholic beverages, illegal tobacco, or illegal drugs while on school premises, school buses, at school-sponsored activities, or on school-sponsored trips. Action will be taken on information from school officials, law enforcement, and parents of the student in violation of the student's self-admission.

 **Process of Reporting Use or Possession**

1. The incident of use is reported to the Superintendent by a school official, law enforcement, the parents/guardian, or the student.
2. A meeting of the student, parents/guardian, and Superintendent is held.
3. The consequences are issued according to policy.

**First Offense:**

1. A meeting of student, parent, and school administrator.
2. Suspension from All activities (\*) from the time of violation for **FOUR (4) weeks**.
3. Depending on the circumstances the student may be placed on either in-school or out-of-school suspension for up to three (3) days, at the Superintendent’s discretion.

**Second Offense:**

1. A meeting of student, parent, and school administrator.
2. Suspension from **ALL** activities from the time of violation for **SIX (6) weeks**.
3. The student must obtain a professional assessment for substance abuse. The cost is the responsibility of the parents. Failure to do so will result in suspension from **ALL** activities until the assessment is complete.
4. Depending on the circumstances the student may be placed on either in-school or out-of-school suspension for up to three (3) days, at the Superintendent’s discretion.

**Additional Offenses:**

1. A meeting of student, parent, Superintendent, and school board.
2. Immediate suspension from ALL school activities for the remainder of the student’s high school or junior high career.
3. Referral for a professional evaluation. The cost is the responsibility of the parents.
4. If a student completes item #3 above and remains chemically free for a period of one (1) year from the time of the referral, an appeal may be made to the Board of Trustees for removal of the suspension.
5. Depending on the circumstances the student may be placed on either in-school or out-of-school suspension for up to three (3) days, at the Superintendent’s discretion.

**Students who Self-Report:**

Self-reporting is defined as the student involved in the incident, **not the parent/guardian,** making contact with one of these school officials: superintendent, coach, or athletic director by a face-to-face conversation or phone call. If the student is related to one of the school officials, self-reporting must be made to one of the other school officials. This oral communication needs to be completed within 48 hours after the incident. If a student does not comply with these steps, the student did not self-report.

**First Offense:**

1. A meeting of student, parent, and school administrator.
2. Suspension from All activities (\*) from the time of violation for **TWO (2) weeks**.
3. Depending on the circumstances the student may be placed on either in-school or out-of-school

suspension for up to three (3) days, at the Superintendent’s discretion.

**Policy 3340**

**Appeal Process:**

Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal by following the Uniform Grievance Procedure as stated in **Policy 1700.**

\*Examples of activities where participation privileges will be forfeited include, but are not totally inclusive: practices, games, contests, rehearsals, summer school activities, cheerleading, basketball, track, pep band, FFA, dances, Academic Olympics, math contests, senior trip, field trips, plays, prom decorating, Honor Society, Student Council, weight room, open gym, banquets, style show, team manager, camera person, and statistician.

# TRANSPORTATION

## School Sponsored

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

## Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

* Follow the driver’s directions at all times.
* Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
* Keep feet, books, band instrument cases, and other objects out of the aisle.
* Not deface the bus or its equipment.
* Not put your head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
* Wait for the driver’s signal upon leaving the bus and before crossing in front of the bus.
* Remain seated while the bus is moving.
* Bus route drivers will only wait at a bus stop **no longer than 3 minutes**. Parents must provide a sufficient amount of time to efficiently meet the bus. In addition, parents should properly prepare children for weather conditions. Buses may become inoperable during inclement weather. Proper preparation includes students having coats (that have working closure), hats, boots, and gloves in case a bus becomes stuck.
* Students who become a serious disciplinary problem or who create a safety risk to themselves or to others on a school bus may have their riding privileges suspended by the bus driver or the Superintendent. In such cases, the parent(s) will be responsible for safe transportation to and from school**.** **Refer to School Board Policy 8110**
* When students ride in a District Suburban or passenger car, seat belts must be fastened at all times.
* Misconduct will be punished and bus-riding privileges may be suspended.

## Students Driving to School

Students may drive to school. However, the student will not be allowed to drive his/her vehicle during the school day. Including noon hour, unless he/she needs to go home due to illness, family emergency, or other extenuating circumstances. Driving during school hours must be approved by the Superintendent or Superintendent’s designee prior to leaving. Violation of the driving rule shall result in disciplinary action by the Superintendent.

# VIDEOTAPING OF STUDENTS

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student’s educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

# VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal’s office. Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

# WORK RELEASE

The District may provide for a work-based, instruction, release time program under which a student may be released on the written request of a parent(s) or guardian, except that no such program will take place on public school property. Such release time will not adversely affect a student’s attendance.

Junior and Senior high school students will be allowed to obtain work release permits under the following conditions:

1. Have a 2.00 GPA or higher
2. Passed all of their previous semester course offerings
3. Have no F’s - all extracurricular eligibility rules will apply
4. Students may leave school only for a District approved work program
5. Students will sign an agreement form with the employer, counselor, and parent/ guardian
6. Students must comply with all student handbook rules while receiving and traveling to/from their work-based instruction.

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# RECEIPT OF HANDBOOK

**Return this form to the school office by Monday, August 22, 2022.**

**By signing this form I am acknowledging that I have read the student handbook. My signature does not mean that I agree with the policies, but I am aware of the student requirements.**

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Student’s Printed Name Student’s Signature Date

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Parent’s Printed Name Parent’s Signature Date

All students participating in athletics are required to have the **2022-2023 Boys and Girls Athletic Training Rules Form** signed by the student and parents. It is kept on file in the school office. If you would like a copy for home, please contact Gwyn Funk at 364-2314 and she will send an extra home.

All students are required to have a “Consent for Treatment Form’ filed with the school office so that in case of an accident, the school can seek treatment without delay. Please fill out the **Consent to Treatment for Prospective Injury or Illness** form sent to you, or pick up another at the office, and return it to the school office along with this form.

**As stated in the student handbook, students will need to provide their own insurance in order to participate in extracurricular activities.**  They must provide the school with proof that they are properly insured under their family plan.

**Please circle the correct response to the following questions:**

Yes, my child will be participating in extracurricular activities and we have adequate family plan insurance that covers sports activities.

No, my child will not be participating in extracurricular activities.

**Thank you for your prompt response!**