

HINSDALE PUBLIC SCHOOLS



K-12 STUDENT HANDBOOK

2017-2018

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INTRODUCTION

Congratulations, you have entered the world of excellence by choice; you are now a Hinsdale Raider. Along with the privileges and rights of this honor, you also need to accept certain responsibilities. This information has been carefully prepared and presented so it will be of value to help you adjust to your school and to become an integral part of it. The purpose of education is to enable each student to develop into an effective citizen. It is our hope you will participate in the varied activities offered by the school district which will help prepare you to take your place in society.

DISTRICT MISSION STATEMENT

At Hinsdale Public School, our vision is that every student will be equipped academically, culturally, and socially to communicate effectively and make responsible choices to be a productive citizen in today's world. We will seek to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles. Our school will promote a safe, positive, caring, and supportive environment. We will strive to have our parents, teachers, and community members actively involved in our students' learning.

Policies and Practices

District policy is established by the Board of Trustees to govern the financial, administrative, instructional and behavioral functions of its school. Proposed policy changes are presented to the Board during regular or special meetings for approval. Upon approval, the policy becomes effective immediately unless otherwise stipulated.

The district's policies are located on the district web site.

In addition to the Policy Manual contents, each handbook submitted to the Trustees for approval become district policy.

Please note that references to policy codes are included to help parents confirm 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 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, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

• 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 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, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received in school, and most recent previous school attended.

In exercising my right to limit 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

ABSENCES

1. An absence is defined as any period when a student is not physically present in a scheduled class.
2. Parents will notify the school or send a note prior the student (s) absence.
3. Students missing any part of the day must report to the office to sign-in before attending class.
4. Missed work assignments and activities resulting from excused absences may be made up in the manner provided by the teacher. A student will receive two days for each day absent to make up work missed. Students are encouraged to make up work in advance for foreseen extended excused 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. Absences for all other reasons will count toward the ten allowable absences. Absences which will be counted in the 10-day limit will include such area as: family trips, work days, 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).

6. 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.
7. 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.
8. After seven absences, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for noncompliance.
9. 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.
10. 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.
2. Teachers may require the work to be completed and turned in prior to departure.
3. Absences for school sponsored activities are excused, but students are held responsible for the work missed.
4. To participate in extracurricular activities, a student must be regularly enrolled. All attendance policies apply to be able to participate.
5. Students must be in school on the date of the event, or 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.

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. Students start with a clean slate at the beginning of each semester. Students may have two tardies per semester before any disciplinary action is taken. On the third and fourth tardies a teacher will assign a detention to the student. When a student's number of times tardy to a class reaches five per semester, one full day's absence will be charged to the student for that class. Also an hour detention may be assigned.

Truancy

1. An absence or tardiness which the Superintendent and-or Board of Trustees deems unwarranted, regardless of parental approval.
2. Each unexcused absence shall be followed by a warning letter or telephone call from the Superintendent to the parent of the student.
3. When a student evidences repeated truanies, 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 engaging in family counseling and potential corrective disciplinary actions.
4. 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 other 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 of reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

AWARDS AND HONORS

HONOR ROLL

- A student must have a minimum grade-point average of 3.00 to be placed on the regular honor roll.
- A minimum grade point average of 3.50 must be earned to be placed on the Superintendent's Honor Roll.

DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

- In order to qualify for the position of valedictorian or salutarian, a student must take the following upper level courses:
 - One upper level Science course: Chemistry or Physics
 - One upper level Math course: Algebra II or Calc/Trig
 - Two upper level English courses: Research Writing, Novels, or Shakespeare
- Students transferring to Hinsdale Public Schools must be in attendance at Hinsdale Public Schools for three (3) semesters (one and one half 1 ½ school years) to be eligible for the valedictorian and salutarian 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' GPA's. However, should the top students' GPA's 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's. This also applies to the salutary award.
- A "co-valedictory" or "co-salutary" award may be given upon administrative discretion and will be given only when the GPA's are equal.
- Valedictorian and salutarian awards must be verified by three school personnel; most commonly this would include personnel in charge of school records, superintendent, and guidance counselor.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

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

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]

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. Application forms are available at the main office.

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 lunch room. Please clean up after yourself, especially if something is spilled.

NON-PAYMENT OF BILLS

Payment Policy for School Meals

An accounting system is used for the breakfast/lunch/milk program. All meals include one milk. As meals are consumed, the student's account balance is reduced by the price of a meal or extra milk. This is a prepay 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 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.

Policy for Nonpayment of 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 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.

See Policy 3701

CLASS RANKING

- Class Rank is compiled from semester grades.
- Hinsdale Schools will use the common 4.0 grade point system. Cumulative GPAs 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.
- Grades given through the resource department will be averaged into a student's cumulative and quarterly grade point averages. Credit will be assigned to all High School replacement classes taught through the resource department.

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 nurse or principal so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	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)

[Further information may be found at policy 3417 in the District's Policy Manual]

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 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. 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 in the Superintendent's offices.

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 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.

ACCEPTABLE USES OF THE INTERNET AND DEVICES

A. 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.

1. Acceptable Use - Access to the District's electronic networks and devices (including but not limited to laptops, desktops, 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.

2. Privileges - 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.

3. 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-virused
- Alteration of the device security software or settings
- Downloading 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 form 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
- Careless, malicious, negligent handling of school owned devices, including the student's laptop

B. 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 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 and/or building administrator 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.

C. 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, administration and faculty of Hinsdale School may request the system administrator to deny or revoke any or 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.

D. 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 parent or guardian will monitor internet, network, and device access and use outside the school setting by abiding by the terms and conditions of this policy.

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 teachers 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, example: 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 very dependent on specific classroom policies and severity of the situation. All instances of violation of this policy will be reported to the parents or guardians and reported on a DR to the administration. Staff and students should refer to Policy 3310 – Student Discipline concerning discipline action.

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 Complaint Procedure as stated in Policy 1700.

CONDUCT

Students are expected to behave in an appropriate manner in the classroom by following the rules for each class as outlined by the teacher. Behavioral problems will be corrected by the teacher on an individual basis according to the rules and consequences established by the teacher. Repeated incidents of inappropriate behavior will be dealt with in the principal/superintendent's office with consequences ranging from detention to suspension.

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons as defined in Policy 3311 (Guns & Weapons), at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.
 - "School Property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the District's Administrators.

CORPORAL PUNISHMENT

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

COUNSELING

Students and parents are encouraged to talk with a school counselor, teacher, or Superintendent to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 12 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.

PUBLIC DISPLAYS OF AFFECTION

School is not a place for inappropriate displays of affection. Therefore a “Hands-Off” policy is in effect, requiring students to refrain from public displays of affection while in school or at school activities. This includes but is not limited to kissing, body contact, arm wrappings, etc. Appropriate hand holding, smiles, conversation, and compliments are acceptable displays of affection in school.

DISASTER DRILLS

Disaster drills are to be taken seriously. Inappropriate conduct will not be tolerated. When the fire alarm sounds, you are to exit your rooms in an orderly and quiet manner. All windows and doors should be closed before leaving the classroom. Walk quickly; do not run as you exit the building according to the plan for the room you are in. The first person to reach the door should hold the door open until all have exited the building. Once outside the building, all students and staff are to gather on the elementary playground for the taking of roll. Students should stay with the teacher of the class they are in. Do not reenter the building until signaled to do so. If the alarm sounds between classes or at lunch time, exit by the nearest exit and report immediately to the elementary playground.

DISTRIBUTION OF MATERIAL

School Materials

All school publications are under the supervision of a teacher, sponsor, and the Superintendent.

DRESS CODE

School is very important place of work. Basically, the control of student grooming is left to the good taste and discretion of the individual student and his/her parents. However, it is essential that some school rules should exist so that we provide the safest and most productive learning environment possible.

- Student’s 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.
- Student’s 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, hat and 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 or 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

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. (refer to Board Policy 2163)

DUAL CREDIT

Dual credit allows high schools 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 Montana State University. 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 other electronic devices on school grounds, and while under the supervision and control of school district employees, is a privilege which shall be permitted only under the circumstances described herein. At no time shall any student operate a cell phone or other 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 cellular phone and other electronic devices on campus before school begins, during the lunch period, and after school ends. Cell phones and other electronic devices may also be used for instructional purposes with instructional staff approval (including paraprofessionals). Students in grades K-6 must keep their cell phone and other 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 administrator or her designee access to device when requested.

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

- 1st Offense:** Cell phone and/or other electronic devices confiscated by school personnel and given to school administration. Student conference with school administration and the cell phone or electronic device returned to the student at the end of the day.
- 2nd Offense:** Cell phone and/or other electronic devices confiscated by school personnel and given to school administration. Parent and student conference with administration and the cell phone and/or electronic device returned to the student or parent following the conference.
- 3rd Offense:** Cell phone and/or other electronic devices confiscated by school personnel and given to school administration. Cell phone and other electronic devices will be turned into the office each day for one month.

4th Offense: Cell phone and/or other electronic devices confiscated by school personnel and given to school administration. Student and parent conference and the cell phone turned in daily for a *minimum of 30 school days* or remainder of the current semester, whichever duration is *longer*.

5th Offense: Permanent loss of cell phone and/or other electronic device privileges and/or suspension or expulsion from school.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Extracurricular activities are any school sponsored activity or privilege outside of one's regular class work or responsibilities. Activities where participation privileges would be forfeited include: Extracurricular Music, Drama, Speech, Cheerleading, Basketball, Football, Track, Volleyball, Academic Olympics, Math Contests, Senior Trip, Plays, Honor Band, Honor Choir, Spelling Bee, Honor Society, Student Council, FFA, Team Manager, Camera Person and Statistician.

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR PARTICIPATION

To participate in extracurricular activities, a student must be regularly enrolled. All attendance policies apply to be able to participate. Students must be in school on the day of the event, or have a medically excused absence, or have on excused partial absence to be able to participate that day. Exceptions may be made by the administration.

1. Grades will be checked every Wednesday morning at 8:00 am. A list showing all students with D's, F's and I's will be available at the office to staff members by Wednesday afternoon. An "I" grade is treated the same as an "F" grade.
2. The parent/guardian will be contacted, via a phone call from the Superintendent or Athletic Director, of any student whose name is placed on the Weekly Grade Check. If this contact cannot be made by phone, a letter will be mailed to the student's parent/guardian.
 - a. Any student with one 'F' or one 'I' on the weekly grade check will be on Academic probation for one week. The student will be allowed to practice and participate in extracurricular activities. The student will be expected to work with the teacher to raise grade to passing.
 - b. If a student still has one 'F' or one 'I' in any class at the next grade check, the student becomes Academically Ineligible. The student will practice, but not play in contests. The student will be able to sit on the bench at home games in game day attire, but not ride with team to away games.
 - c. A student who has two or more 'F' and/or 'I' grades on the Weekly Grade Check will be on Academic Ineligibility and will not be allowed to practice or play. Student will be required to make arrangements to work with a teacher or aide to raise grade to passing.
3. A review committee will be in place to hear any special situation /circumstances that may arise. This committee will include: Superintendent or Athletic Director, teacher, student, and their parent/guardian. 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 time and 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 effect 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, 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.
- Students are required to clean the bus of debris at the end of each trip.

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 or 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 Hinsdale Raider teams and are to be extended the same courtesy as any team member.
- Cheerleaders for boys' and girls' basketball 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.

INSURANCE/CONSENT FOR MEDICAL TREATMENT FORM

- Students will need to provide their own insurance in order to participate in extracurricular activities. Unless students purchase their insurance through the approved school plan, they must provide the school with proof that they are properly insured under their family plan.
- Students participating in extracurricular activities will be required to have a consent for treatment form filed with the activities director so that in case of an accident, the school can seek treatment without delay.

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 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 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.

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 that 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 use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

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.

FOOD AND DRINK

Pop, juice, and food shall be permitted only in the foyer and locker area. Students need to be aware sunflower seeds are prohibited in the school building.

FUND-RAISING

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 moneys 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.

GRADING GUIDELINES

GRADUATION

Class Requirements

- 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 on any course selections, changes, or additions. Students are able to take any course from the above list. No classes are restricted by grade levels. **Further courses may be offered through the Montana Digital Academy, Aleks math, video, Google hangouts with qualified instructor, VisionNet, correspondence, and other on-line accredited instructional providers. All of these courses will be based on availability, parental permission, teacher recommendation and superintendent's approval.**

- Students are encouraged to complete the college core curriculum; however, it is not required. One credit is earned for each period of study for one year. The smallest unit of credit granted is one half (1/2) credit granted after one semester of passing work.
- Aide positions are available to juniors and seniors who have at least a C average.
- The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.
- The Board with the guidance and recommendations of the Superintendent shall establish graduation requirements which, as a minimum, satisfy those established by the Board of Public Education (10.55.904 & 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).
- A student who possesses a disabling condition shall satisfy those competency requirements which are incorporated into the individualized education program ("IEP"). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course, as well as graduation requirements.
- 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.
- Grades based on modified curriculum will be stated as such on student's transcript and grade report.

Requirements for a Diploma

Students who are enrolled in a Regular Education Program will need to have successfully completed 21.5 high school units of credit before graduation. One credit can be earned per year for each period of class in which a student is enrolled full time and for which credit is allowed.

Communication Arts

Hinsdale Graduation Requirement: 4 Years

Minimum Core: 4 Years -- Each content area of the course should have an emphasis upon the development of written and oral communication skills and literature.

Rigorous Core: 4 Years -- A designated college-prep composition or research writing course.

Course Offerings:

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

*Basic English does not meet the requirements for the rigorous core.

Mathematics

Hinsdale Graduation Requirement: 3 Years

Minimum Core: 3 Years -- Courses shall include Algebra I, Geometry, and Algebra II

Rigorous Core: 4 Years -- A course beyond Algebra II and all math grades of “C” or better

Course Offerings:

Algebra I	Geometry	Advanced Math
Algebra II	Trigonometry	PreCalculus
Statistics	Calculus	
Basic Math I, II, III, & IV*		

*Basic Math courses *do not* meet college prep requirements.

***Some distance learning and on-line courses *do not* qualify for the rigorous core, college prep, the NCAA or Division II Eligibility. It is the student’s responsibility to determine eligibility for these courses *before* taking them, and it is strongly recommended that the student and/or parent work directly with the college and athletic associations to determine enrollment status.**

Science

Hinsdale Graduation Requirement: 2 Years

Minimum Core: 2 years -- Laboratory Science: must be Earth Science, Biology, Chemistry, or Physics.

Rigorous Core: 3 Years -- Full year each: Earth Science, Biology, Chemistry, or Physics

Course Offerings:

Earth Science	Physical Science	Chemistry I
Biology I	Physics I	Chemistry II
Biology II	Physics II	Science Elective

Social Studies

Hinsdale Graduation Requirement: 3 Years

Minimum Core: 3 Years -- The courses shall include Global Studies (2 semesters), American History (2 semesters), government (1semester), and Humanities (1semester).

Rigorous Core - 3 Years -- The courses shall include Global Studies (2 semesters), American History (2 semesters), government (1semester), and Humanities (1 semester)

Course Offerings:

World History	US History 10-11
U.S. Government	Montana Issues
Economics I	Economics II
Current World Issues	Psychology
Introduction to Humanities	

The Legislative Trip is a requirement of United States History or American Government. The Montana History Trip is a requirement of US History 8 or World Geography 7. These trips take place every other year.

Health Enhancement**Hinsdale Graduation Requirement: 2 Years****Course Offerings:**

PE/Health 9-10

Advanced PE

Strength & Conditioning

Weights

Career and Vocational/Technical Education**Hinsdale Graduation Requirement - 1 Year**

1/2 credit must be an Ag Ed Class

Course Offerings:

Ag Ed I, II, III, & IV

Woodworking I & II

Computer Applications I

Accounting I & II

Annual

Computer Programming I & II

Advanced Ag Ed

Ag Ed Construction

Computer Applications II

Business Law

Computer Aided Design - CAD I & II

Arts**Hinsdale Graduation Requirements: 1 Year**

These courses can count toward Arts or Elective Credit

Course Offerings: Music

Band

Music Elective

Photography I/II

Choir

Art I, II, III, & IV

Course Offerings: World Languages:

Spanish I / II

French I/II

German I/II

Chinese I/II

Other World Languages from accredited institution with HHS Administration Permission**Electives****Hinsdale Graduation Requirements: 1/2 Year**

Electives may be selected from any course offerings

Minimum Core: 2 Years -- Chosen from the following:

World Language -- preferably 2 years

Career and Vocations Practical/Technical Education

Creative Writing

Speech/Drama

Yearbook

Rigorous Core: 3 Years -- Chosen from the following:

2 years of World Language

Music

Fine Arts

Career and Technical Education such as: Information Technology, Computer Science. Programming, Financial Literacy

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 students GPA. The classes will be listed in the comments section of the report card so that colleges will know the student has taken the class.

MINIMUM CORE COLLEGE PREPATORY PROGRAM

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 Montana Board of Regents board policy 301.7 and at least one of the following requirements:
 1. a) has obtained a score of at least 20 on the enhanced (composite) American College Testing (ACT) test or a score of at least 1440 on the total mathematics/critical reading/writing exam of the Scholastic Aptitude Test (SAT), for admission to Montana State University-Northern,
 - b) has obtained a score of at least 22 on the enhanced (composite) American College Testing (ACT) test or a score of at least 1540 on the total mathematics/critical reading/writing exam of the Scholastic Aptitude Test (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. The campuses identified in 1 (a) above may request permission from the board of regents to raise the enhanced (composite) ACT test score or the SAT total mathematics/critical reading/writing exam score to those specified for The University of Montana Missoula, The University of Montana Western, Montana State University-Bozeman, Montana State University-Billings, and Montana Tech of the University of Montana; or
 2. Has obtained at least a 2.5 high school grade point average (GPA), or
 3. Ranks in the upper half of the school's graduating class.

RIGOROUS CORE

Students can complete the Regent's College Preparatory Program (3 years of math, 2 of science, and 2 of electives) to enter any of Montana's four-year universities. However, students who take more rigorous coursework in high school, maintain high GPAs, and score well on the ACT or SAT are most likely to be successful in college. The Montana Board of Regents adopted the Rigorous Core as a requirement for the MUS Honors Scholarships in order to assure that the most meritorious students would compete for these scholarships and to assure that their Grade Point Averages would be based on a similar set of rigorous courses. The complete text of the applicable policies can be found within the Board of Regents Policy Manual: <http://mus.edu/borpol/default.asp>.

Policy 301.15 Mathematics Proficiency offers the Rigorous Core as an alternative to meeting the minimum mathematics scores of 22 on ACT, 520 on SAT, or 3 on AP for FULL admission status.

Policy 501.1 requires that to be eligible for the MUS Honors Scholarship effective 2010, applicants must have completed this Rigorous Core.

WAIVER OF REQUIREMENT

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the Superintendent may approve minor deviation from the graduation requirements.

ALTERNATIVE PROGRAMS

- Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses. 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 acceptable 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 repetition of the course.

EARLY GRADUATION

- In accordance with provisions of § 20-9-313, MCA, the Board hereby authorizes the high school superintendent to grant permission to students who have completed the minimum requirements for graduation after completion of the seventh (7th) semester. Any student seeking to graduate early must follow the following procedure:
 1. All applications must be submitted to the Superintendent at least two (2) semesters 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.

GUNS-WEAPONS

Gun-Free Schools

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 at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher or superintendent 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.

Possession of Weapon in a School Building

- Any person who possesses, carries or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy may also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry or store a weapon in a school building.
- For the purposes of this section only, the following terms are defined: "school building" shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities: "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.

- The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building.
- This policy does not apply to on duty law enforcement personnel.

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 physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy 3413]

LAW ENFORCEMENT

Refer to Policies 4410-4411

LEAVING SCHOOL GROUNDS

1. No K-8 student is permitted to leave the school grounds without prior administrative approval during the school day.
2. Student requests will not be honored without parental permission.
3. A trip for town business is the only exception, after permission is obtained from the Superintendent.
4. High School students may leave only during lunch hour without administrative approval.
5. Junior High students may leave during lunch hour on Friday, with approval from office personnel. They must sign out.
6. Students will not be allowed to leave the school building between classes.

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 locker which must be kept neat and clean. The school cannot assume responsibility for lost or stolen articles. You may place a personal lock on your 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 student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the office. The office will either give the medicine at the proper times or give the student permission to take the medication as directed. A student who has 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. [Refer to policy 3416, 3416F,]

PROMOTION AND RETENTION

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 [Policy 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 privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information 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

- Permission to leave school will be granted under very limited conditions and student requests must have parental or teacher permission.
- Students will be allowed to check out from school for medical or dental appointments, driving examinations, or appointments with authorities when parental permission is received.
- Students are required to sign out at the office when leaving the school. They must also sign in at the office if they return to school on the same day.
- Students will not be allowed to leave the school building between classes.
- Students in grades 9-12 may leave the campus during the lunch period. All students are expected to return to the school before the tardy bell rings for afternoon classes.

RELEASE TIME FOR WORK BASED INSTRUCTION

- The District may provide for a work based instruction released time program under which a student may be released on written request of a parent(s) or guardian, except that no such program will take place in 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.

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.
- 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, 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.

Emergency Medical Treatment and Information

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

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 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 parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their

questions or concerns about the expectations in this area with a teacher, counselor, Superintendent, or the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. (For further information refer to Policy 3225)

For more information about the District's complaint procedure, see Policy 1700.

SPECIAL EDUCATION

The District will provide a 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 Superintendent to initiate an evaluation.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has 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 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 DISCIPLINE CODE

In School Suspension

- The Superintendent may impose in school suspension for up to three school days, when in his/her opinion, a student's actions or attitudes warrant discipline short of out of school suspension.
- In school suspension shall consist of isolation of 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 days.
- Students will receive grades for their work during in school suspension.

Out of School Suspension

- In the event that the severity of the action requires, or if other disciplinary action has previously been used, the superintendent may impose 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 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 for their class grades during the time of suspension.
- Parents will be contacted before out of school suspension begins.
- A meeting of parents, teacher, student and superintendent will result at some point after the contact has been made.

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 or guardian of the student will be contacted. The student shall not be allowed to leave the school until the parents or authorities have been contacted. Superintendent must provide written confirmation of the action taken and a hearing as soon as possible. Copies of 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.

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. (Refer to Policies 3600-3600P-3600F)

TELEPHONE CALLS

- If an emergency exists, students will be called from the classroom to accept telephone calls. Students will be allowed to leave the classroom to place a telephone call in the course of business for a class. Telephone calls for or by students should be handled during lunch hours, and before and after school.
- Long Distance telephone calls by students must be collect and be pre-approved by the office.

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.

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 official, law enforcement, parents of the student in violation or the student self-admission.

Process

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 weeks.
3. Depending on the circumstances the student may be placed on either in school or out of school suspension for up to three days, at the superintendent's discretion.

Second Offense:

1. A meeting of student, parent, and school administrator.
2. Suspension from ALL activities (8) from the time of violation for SIX 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 days, at the superintendent's discretion.

Additional Offenses:

1. A meeting of student, parent, school administrator, 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 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 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 days, at the superintendent's discretion.

Failure to comply with the above will result in the student being suspended from all school activities during the junior high and high school years.

Students who self-report:

1. A meeting of student, parent, and school administrator.
2. Suspension from **ALL** activities(8) from the time of violation for **TWO** weeks.

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 3215.

*Examples of activities where participation privileges will be forfeited include, but 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.

TRANSFER STUDENTS

- Records for students who have withdrawn from Hinsdale Schools will be forwarded to the new school only after a written request from that school has been issued. For students who leave during a grading period, percentages they have achieved at the time of withdrawing will be forwarded to the next school.
- Percentages for classes will be requested by the Hinsdale Schools should a student transfer to Hinsdale during a grading period.
- Transfer students' grades and credits earned prior to attending Hinsdale High School will be applied to the students' transcripts and cumulative grade point average when possible and according to the academic credit policy.

TRANSPORTATION

A. BUSES

1. Transportation to and from school will be provided daily for each student.
2. 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) get to and from school **safely**.

B. 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 designee prior to leaving. Violation of the driving rule shall result in disciplinary action by the superintendent.

C. 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 the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

VANDALISM AND PROPERTY DAMAGE

The construction and maintenance of school buildings and equipment are major taxpayer expenses; therefore, students who willfully destroy or vandalize school property (both inside and outside) will be

required to make restitution of damages. Further correctional measures, if necessary, will range from assigned cleanup of school property to possible expulsion.

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 office. Visits to individual classrooms during instructional time are permitted only with approval of the Superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

***Education is a lifetime event and will
insure you a choice in life.***

***It is in your best interest to take
advantage of the quality education
offered by Hinsdale Public Schools.***

***Together we can continue the tradition
of quality.***

Inquiries or complaints regarding discrimination should be directed to the Hinsdale Title IX/Section 504 Coordinator, and/or Superintendent Ed Sugg, Hinsdale Public Schools, PO Box 398, Hinsdale, Montana, 59241. Telephone 406-364-2314 or to the Administrator, Montana Human Rights Commission, Room C0317, Cogswell Building, Helena, Montana, 59620, 406-444-2884, or Director of Civil Rights, Federal Office Building, Denver, Colorado, 80294, 303-844-5695. Procedural rights and guidelines for students wishing to follow the process for pursuing their rights are on file in the office of the Hinsdale High School Title IX Section 504 Coordinator, who is located in the Superintendent's office.

Return this form to the school office by Thursday, August 31, 2017.

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.

_____ Student's Printed Name	_____ Student's Signature	_____ Date
_____ Parent's Printed Name	_____ Parent's Signature	_____ Date

Following is a list of items this District considers student **directory information**.

<ul style="list-style-type: none">-Student's name-Address-Telephone Listing-Electronic mail address-Photograph (including electronic version)-Date and place of birth-Major field of study-Dates of attendance-Grade level	<ul style="list-style-type: none">-Enrollment status (e.g., undergraduate or graduate; full-time or part-time)-Participation in officially recognized activities and sports-Weight and height of members of athletic teams-Degrees-Honors and awards received-Most recent educational agency or institution attended
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NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

☐ No, I do not want my child's directory information disclosed to third parties.

All students participating in athletics are required to have the 2017-2018 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 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 extra-curricular activities. Unless students purchase their insurance through the approved school plan, they must provide the school with proof that they are properly insured under their family plan. Please answer the following questions.

___ Yes, my child will be participating in extra-curricular activities and,

___ We have adequate family plan insurance that covers sports activities.

___ We will purchase the approved school plan for sports activities.

___ No, my child will not be participating in extra-curricular activities

Thank you for your prompt response