

Heart Butte School

Student Handbook 2023-2024



Home of the Warriors

1 New School Road, Heart Butte, Mt. 59448

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Mission Statement:

The Heart Butte School recognizes the sovereignty of the Blackfeet Nation and the need to live in a multicultural society. We are committed to providing an effective learning environment with quality education integrated with the Blackfeet culture. Heart Butte School, with the cultural guidance of the community, will promote self-esteem, high academic standards, moral enlightenment, and dedication to environmental responsibility. The search for truth, knowledge, and the development of the individual are the goals of the Heart Butte School

Parent, Student, & Staff Policy Guidelines and Requirements

These are not the complete policies but a shortened version; to read the complete policy, you will find a copy on file in the office.

Educational Philosophy, Objectives and Goals (HBSP 2000)

The purpose of the Heart Butte Public School system is to preserve and enhance the self-esteem of the individual, and to provide opportunities for staff and students to develop an appreciation of their own self-worth and to learn to be accountable for self and behave responsibly toward others. Providing a positive environment and equal opportunity to contribute to the changing technological world will enable individuals to develop their full potential.

The purpose of the curriculum is to help all children develop socially, emotionally, and intellectually. Learning is enhanced by direct, concrete experiences. Curriculum planning should include students, teachers, school officials and parents. Teaching guides should be flexible, built around the broad learner goals set forth in Montana State Accreditation Standards. Integration of disciplines is the ultimate goal of curriculum planning, with emphasis placed on the learner's total development.

School Hours

Students can enter the building at 7:30 a.m. and can proceed to the commons area. Parents are advised that playgrounds are supervised at different times beginning at 8:00 a.m. and ends at 2:30 p.m. Students are expected to arrive no earlier than 7:00 a.m. and leave no later than 3:45 p.m. unless involved in extracurricular activities or tutoring.

Breakfast Hours

7:15 a.m. – 8:00 a.m.

Lunch:

Elementary	11:15-12:00
Junior High	12:09-12:39
High School	12:21-12:51

Office Hours

The office hours for Heart Butte Schools are 7:00 a.m. to 5:00 p.m. Student's absences, tardiness, or homework requests should be called in before classes start at 8:00.

School Calendar

Copies of the school calendar will be made available at the front office.

Asbestos Notification

The Heart Butte School District, in accordance with recent federal law, has extensively inspected all of its facilities and located all forms of asbestos used as a building material in your child's school. Based on the findings of that inspection, a plan shows the location of all asbestos found. It also details what the School District is going to do with the asbestos and time table for that activity. This plan is available for you to inspect in the office of the Superintendent during normal working hours. Please direct all questions to the Superintendent.

School Enrollment (HBSP 3110 & 3413)

- 1) **Age**: A child entering kindergarten must have reached their fifth (5th) birthday on or before September 10th of the year they are to enter kindergarten. A child must have reached their sixth (6th) birthday on or before September 10th of the year they are to enter first (1st) grade. Parents may request a waiver of the age requirement.
- 2) **IMMUNIZATION**: By Law a student may not be admitted to a Montana school unless one of the following criterion is met: (a) the person has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (rubella), (b) qualifies for conditional attendance, or (c) files for an exemption.
- 3) **LEGAL DOCUMENTS**: All legal documents should be included at time of registration. Documents could include proof of legal guardianship, court orders, Department of Family Services orders, etc.

Student Immunization (HBSP 3413)

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubella), mumps, rubella, and tetanus. Pertussis immunization is not required for students who are seven (7) years or older. Haemophilus influenza type "b" immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.

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 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.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in 20-5-403, MCA, if that student has received one or more doses of polio, measles (rubella), mumps, rubella, diphtheria, pertussis, Haemophilus influenza type "b", and tetanus vaccine.

Transfer of Student Records (HBSP 3606)

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within five (5) working days after receipt of a written or electronic request. The files that are forwarded must include education records in the permanent file (as defined by the Board), special education records, and any disciplinary actions taken against the student that are educationally related. If the records cannot be transferred within five (5) days, the District shall notify the requestor in writing or electronically, providing the reasons why the District is unable to comply with the five (5)-day time frame. The District shall also include in that notice the date by which the requested records will be transferred. A request for the transfer of records shall not be refused because the student owes fines or fees.

Receipt of Confidential Records (HBSP 3608)

The District is eligible to receive the case records of the Department of Public Health and Human Services and its local affiliate, the county welfare department, the county attorney, and the court concerning actions taken and all records concerning reports of child abuse and neglect. These records shall not be included in the student's permanent file and shall be kept confidential as required by law.

The following individuals are authorized by the Board to receive information with respect to a student of the District who is a client of the department: Superintendent, Counselor. When the District receives information pursuant to law, it is the responsibility of the authorized individual to prevent the unauthorized dissemination of that information.

Change of Address/Phone Number

Any change of address or telephone number that may occur during the school year must be reported immediately to the school district. This is requested so that in case of an emergency we are able to contact parents or mail important classroom/school information about your student.

Re-enrollment Process:

It is the district's belief that there is a strong relationship between student attendance and student achievement. Students are expected to be in attendance at school where essential learning takes place at school each day. Students, who exceed ten (10) absences per semester in any course, therefore, will have to meet with a school administrator and be on a student and parent/guardian contract.

Class Registration

Registration times and dates for classes are publicized by the high school office prior to the start of each semester. It is the responsibility of the student and parent/guardian to obtain official registration. Students who have a particular educational need may have their electives chosen for them. Once the registration period is over, registration or class changes are done on a space availability basis. Class changes require the approval of the principal and teacher involved.

Adding and/or Dropping Classes

The changing of a course at any time is greatly discouraged. Dropping and/or adding courses will only be allowed in the first week of each semester (unless an arrangement between the parent/student and school administration. If there is a recommendation by a teacher or school counselor, the final decision will be with the administration and parents will be contacted about any change.) Classes are set up as either full semester or yearly students will not be allowed to drop yearly classes.

Student Records (HBSP 3600-3600P – 3600F1)

School student records are confidential and information from them shall not be released other than as provided by law. State and Federal law grant students and parent(s)/guardian(s) certain rights, including the right to

inspect, copy, and challenge their or their child's school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

The Superintendent shall implement this policy and State and Federal law with administrative procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records. This handbook shall serve as the annual notice informing students and parents of their rights.

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include: basic identifying information, academic work completed (transcripts), level of achievement (grades, standardized achievement tests), immunization records (20-5-506, MCA0, attendance record, and record of any disciplinary action taken against the student, which is educationally related. The cumulative record may include: intelligence and aptitude scores, psychological reports, participation in extracurricular activities, honors and awards, teacher anecdotal records, verified reports or information from non-educational persons, verified information of clear relevance to the student's education, information pertaining to release of this record and disciplinary information.

Indian Education for All (MCA 20-1-501)

Heart Butte School will implement the Montana state mandate, *Indian Education for All*, to the fullest extent by providing resources from the general budget and from state funding to transform the school culture, learning environment, pedagogy, and curriculum to align with the Blackfeet cultural standards and the Montana state standards. Through this process, we will give our students opportunities to learn the tribal language in order to develop positive self-identity and self-actualization while providing the state of Montana with vital knowledge about the Blackfeet to share with other Montana students.

ACADEMIC GRADING: (HBSP 2000)

<u>Grade</u>	<u>GPA</u>	<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>	<u>Percentage</u>
A+	4.0	97%	C	2.0	74%
A	3.8	94%	C-	1.67	70%
A-	3.67	90%	D+	1.33	67%
B+	3.33	87%	D	1.0	64%
B	3.0	84%	D-	.67	60%
B-	2.67	80%	F	0	0%
C+	2.33	77%	I	0	0%

Incompletes- when allowed must have administrative (principal) approval and need to be made up within 2 weeks of the end of the grading period as they will automatically become a grade of "F".

Report cards are mailed to parents/guardians at the end of each quarter/semester.

Parent/Teacher conferences will be scheduled at the end of 1st and 3rd quarters.

Class Period Schedule 4 Day Week

High School Schedule Monday – Thursday

1st Period:	8:00-9:03
2nd Period:	9:06-10:09
3rd Period:	10:12-11:15
Advisory	11:18-12:21
Lunch:	12:21-12:51
4th Period:	12:51-1:54
5th Period	1:57-3:00
6th Period:	3:03-4:06
Friday Tutoring 8:00-11:00	

Participation in Commencement Exercises – Graduation Ceremonies HBSP 2333, HBSP 2332)

A student's right to participate in the commencement exercises at Heart Butte High School is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all of the 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 diploma at that time.

Organization and Content of Commencement Exercises

The School Administration may invite graduating students to participate in high school graduation exercises according to academic class standing or class officer status. Any student who, because of academic class standing, is requested to participate may choose to decline the invitation.

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.

The printed program for the commencement exercises shall include the following paragraphs:

Any presentation by participants of graduation exercises is the private expression of the individual participants and does not necessarily reflect any official position of the District, its Board, administration, or employees, or indicate the views of any other graduates.

The Board recognizes that at graduation time and throughout the course of the educational process, there will be instances when religious values, religious practices, and religious persons will have some interaction with the

public schools and students. The Board, however, does not endorse religion, but recognizes the rights of individuals to have the freedom to express their individual political, social, or religious views, for this is the essence of education.

High School Graduation Requirements (2410 & 2410P)

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 minimum graduation requirements have been established by the Heart Butte School District to 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). The Board shall approve graduation requirements as recommended by the Superintendent.

To graduate from Heart Butte High School, a student must have satisfactorily completed the last quarter prior to graduation as a Heart Butte High School student. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school.

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.

A student may be denied participation in graduation ceremonies in accordance with MCA 20-5-201(3). Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held. Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend and the Superintendent approve minor deviations from the graduation requirements. 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 part of and supervised by the school.

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a post-secondary 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 Board authorizes the high school principal to grant permission for early graduation to students who have completed the minimum requirements for graduation after completion of the seventh (7th) semester. Any student seeking to graduate early must submit a request to the principal at least two (2) semesters prior to the proposed graduation date. Requests must be in writing and countersigned by parents or legal guardians if the student is a minor. Reasons considered for early graduation include a planned postsecondary educational program, medical, religious, or family emergency considerations. If the application is denied by the principal, the student may appeal the decision to the Superintendent then the Board. The decision of the Board will be final.

Students shall be expected to earn a total of twenty-three (23) credits required for graduation from the Heart Butte School District. All classes attempted at Heart Butte 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.

OPI Minimum Graduation Requirements (10.55.905)

- (1) As a minimum, a school district's requirements for graduation shall include a total of 20 units of study that enable all students to meet the content standards and content-specific grade-level learning progressions.
- (2) In order to meet the content and performance standards, the following 13 units shall be part of the 20 units required for all students to graduate:
 - (a) 4 units of English language arts;
 - (b) 2 units of mathematics;
 - (c) 2 units of social studies;
 - (d) 2 units of science;
 - (e) 1 unit of health enhancement, with 1/2 unit each year for two years;
 - (f) 1 unit of arts; and
 - (g) 1 unit of career and technical education.
- (3) Units of credit earned in any Montana high school accredited by the Board of Public Education shall be accepted by all Montana high schools.
- (4) In accordance with the policies of the local board of trustees, students may graduate from high school with less than four years enrollment.

Heart Butte Graduation Requirements

4 units of English/ Language Arts
2 units of Mathematics
2 units of Social Studies
2 units of Science
1 unit of Health Enhancement, with ½ unit each year for two years
1 unit of Arts – Visual or Performance
1 unit of Career and Vocational/Technical Education – Agriculture, Business and Marketing, Family and Consumer Science, Industrial Technology, and Trades and Industry
1 unit of Blackfeet Culture and/or Language
9 units of Electives
1 unit Senior Portfolio Presentation and Writing Evaluation – pass with an 87% - Senior portfolios will be completed by the first (1st) Friday in May

23 Total Units of Credit **

** A unit of credit is defined as the equivalent of at least 8100 minutes for one year, or one full year of participation.

Any student who is planning to seek post-secondary education should to the best of their ability follow the “Rigorous Core” graduation requirements.

The following courses are only a **recommendation** of sequence for guiding students to keep on track for graduation.

Freshman Year:	Algebra I or Pre-Algebra English 9 Earth Science Geography 9 th P.E. and Health (1/2 semester) Blackfeet Language and Culture Visual Arts
Sophomore:	Geometry or Practical Math English 10 Biology World History (recommended for this year)

10th P.E. and Health (1/2 semester)

Junior: English 11
U.S. History
Career and Vocational/Technical Education

Senior: English 12
Government
Native American History (1.2 Semester)

Rigorous Core

The Montana State Universities College preparatory program includes all of the above plus some additional coursework as noted below:

1. Four years of English
2. Three – Four years of Math (including Alg. I, Geometry, and Algebra II, Trigonometry, Pre-Calculus, Computer Math)
3. Three years of Social Studies (including global studies - World History or Geography), American History, Government, Economics and/or Indian History, Psychology)
4. Three- Four years of laboratory science (including Earth Science, Biology, Chemistry or Physics, and another year of science or college prep lab science).
5. One year of a foreign language
6. Four years of electives from:
 - a. Computer Science
 - b. Visual or performing arts
 - c. Vocational Ed (Consumer science or vocational)

Student Promotion/Retention (HBSP 2421)

The District recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs which meet the individual and unique needs of all students and allow them to remain with their age cohorts.

It is the philosophy of the District that students thrive best when placed or promoted to grade levels with other students who have compatible age, physical, and social/emotional status. It is our philosophy to promote students who demonstrate effort within those compatibilities. It is equally our philosophy and practice to retain students who do not make a reasonable effort to meet grade level expectations, as long as those expectations are aligned with the individual student's ability and rate of learning.

If a parent insists on the child being retained or promoted, a notice will be placed on the child's file that the retention or promotion was a parent decision and not recommended by the school.

Student Transfer (HBSP 3110)

District policies regulating student enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in our school.

Elementary students in grades K-8 transferring into the District will be admitted and placed on a probationary basis for a period of two weeks. Should any doubt exist with the teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement. During the two week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary students in grade 9-12 transferring into the District will have the transfer of credits from any accredited secondary school be satisfactorily examined following these guidelines:

1. Appropriate certificates of accreditation
2. Length of course, school day and school year
3. Content of applicable courses
4. The school facility as it relates to credit earned (i.e. lab areas for appropriate science or vocational instruction)
5. An appropriate evaluation of student performance leading toward credit issuance
6. Final approval of transfer credits will be determined by the principal, subject to review upon approval of the Superintendent.

Montana accreditation rules and standards, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer reviews.

Honor Roll (HBSP 2410P)

A student must have a minimum grade point average of 3.00 to be placed on the regular honor roll and a 3.5 – 4.0 to be placed on high honor roll. Heart Butte School promotes a high standard of academic achievement. Scholarship is recognized and encouraged through an academic honor roll compiled at the close of each quarter. The following scale is used to determine grade average (GPA): 4.0=A, 3.0 = B, 2.0=C, 1.0=D, 0 = F

Honors at Graduation - Valedictorian and Salutatorian

The valedictorian will be the student(s) with the highest four year grade point average and the salutatorian will be the student(s) with the second highest four year grade point average. In the situation where there are multiple students with the same GPA as valedictorians, there will not be a salutatorian identified and instead there will be co-valedictorians. The valedictorian and salutatorian are selected after the third quarter of their senior year. The valedictorian and salutatorian must have attended Heart Butte School District as a junior and senior. At graduation, the valedictorians and salutatorians families will have the front seating at the ceremony. The ordering and payment of graduation announcements are the responsibility of the parents/guardians as well as other graduation materials.

Class Ranking - Grade Point Average (HBSP 2410P)

Class rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

Scholarships

Heart Butte students commonly apply and receive scholarships to continue their education beyond high school. Academic staff are aware of thousands of scholarships that college-bound students qualify for. Staff will assist students with admissions applications, financial aid, and Blackfeet Higher Education grants.

Cheating and Plagiarism

The Heart Butte Board of Trustees wishes to promote and encourage a quality educational setting, honesty and integrity among its students. Those students caught cheating whether on written assignments, quizzes, and/or tests the teacher will give the student(s) involved an automatic “F” on an assignment. This also applies to students who use plagiarized material and pass it off as their own. Repeat offenses of cheating or plagiarism should be reported to the administration, where the students will be subject to disciplinary action. Senior (12th) students who are caught in violation of this rule may not be able to participate in graduation exercises.

Credit Recovery

Students who failed a class in the previous semester can request from the administration to be enrolled in credit recovery courses. Students can either take an existing required course that doesn't conflict with their core curriculum and/or Warrior Spirit Academy which one class period will be assigned to the student to participate in an online class.

Hall Passes

Students are not allowed passes during instructional time, except when the classroom teacher through their discretion allows a hall pass out of class, or other authorized staff (principal, counselor) allows the student out of class. It is the students' responsibility to make sure that the hall pass has their name, date, time leaving room, location they are going, and time limit for the pass.

Student Aides

An opportunity for 11th and 12th grade students who maintain at least a 3.0 GPA will be provided with educational experience at a professional level. Students can earn 0.50 credits with participation in this program.

Tutoring

Students are encouraged to arrange with their teachers, before or after school times when they can obtain additional help. Every teacher is ready and willing to help students in any way that they can, and will provide the appropriate interventions as needed. Communication is imperative to the educational advancement of students.

Student Health Insurance

The Heart Butte School does not provide student health insurance. The Board of Trustees authorized a special school accident insurance policy to be made available to parents who desire such coverage.

Family Participation in School Events

Throughout the school year, there will be many opportunities for parents to visit the school, participate in family activities, and to become involved in the educational enrichment of their children. In addition, parents are welcome to arrange an observation or volunteer time in their student's classroom with the teacher/principal. Watch for school newsletter, *Heart Butte Schools Facebook* page or www.heartbutte.k12.mt.us to access school event information or call the main office at (406) 338-2211.

Title VII Indian Education

This program is designed to address the unique education and culturally related academic needs of American Indian and Alaska Native students, including preschool children, so that these students can achieve the same challenging state performance standards expected of all students. The program is the Department's principle vehicle for addressing the particular needs of Indian children.

Grant funds supplement the regular school program. Projects help Indian children sharpen their academic skills, assisting students in becoming proficient in the core content areas, and providing students an opportunity to participate in enrichment programs that would otherwise be unavailable. Funds support such activities as after-school programs, early childhood education, tutoring, and dropout prevention.

The Indian Education Formula Grant program provides grants to support local educational agencies in their efforts to reform elementary and secondary school programs that serve Indian students. The programs funded are to be based on challenging State content standards and State student performance standards used for all students, and be designed to assist Indian students to meet those standards.

Indian Education Parent Advisory Committee

The purpose of the committee is to provide the district with advice in Indian Education activities and use of funds.

Multi-Tiered System of Support (MTSS)

The multi-tiered systems of support (MTSS) is a framework of interventions and supports designed to address academic, social, mental, and behavioral challenges. The goal of MTSS is to identify students, determine needs and supports, provide interventions, and monitor progress.

Title I - Parent Involvement (HBSP 2160)

The district endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible students in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word “parent” also includes guardians and other family members involved in supervision of the child’s schools.

Pursuant to federal law, the district will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of title I parent, parents will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities to fulfill the requirements necessary to address the requirements of parental involvement goals shall be presented.

In addition to the required annual meeting, at least three (3) additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanations of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title I program, to the District level.

Through Federal Title I funding, students have access to a number of programs to ensure that students are meeting the Common Core Standards and Objective of academic achievement. Some of these services include the following: extra instruction during the day, after school instruction through tutoring, summer tutoring

Student Attendance (HBSP 3120, 3121, 3121P, 3122, 3122P, 3130)

The primary responsibility for good attendance for students rests with the parents and legal guardians and the students themselves.

Our goal is to have 85% or better attendance at Heart Butte Schools. To meet this goal, students should not miss more than six (6) days per quarter. Parents/guardians need to verify a student’s absence by contacting the school by 8:30 a.m. the day of an absence. According to school board policy, the parents of any student who is absent 10 days unexcused or more during the school year will be turned over to tribal family court for educational neglect.

Compulsory Attendance

Regular school attendance in school promotes student success and positively influences academic achievement. Regular attendance is desirable in developing proper habits, the feeling of mastery through success, interest in school, a sense of responsibility, and those important character building aspects of later life. Parents and guardians provide the necessary support for student commitment to attend school regularly, and therefore will be informed of each absence. Regular school attendance is essential for the student to make the most of his/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.

In accordance with MCA 20-5-102 (Montana Annotated Code) and/or Blackfeet Tribal Code and Resolution 71-2004, a student shall not voluntarily withdraw from school without having reached his/her 17th birthday and completed 8th grade. Compulsory attendance does not apply when children are: provided with supervised correspondence or home study, excused because of a determination by a district judge that attendance is not the best interests of the child, enrolled in a non-public or home school, and enrolled in a school in another district or state.

The parents of any student who misses ten (10) days during the school year will be turned over to the Tribal Family Court for educational neglect. Any student who misses ten (10) consecutive days (unexcused) will be withdrawn from school and will have to re-enroll and the parent/guardian and student will sign an attendance probation contract to follow.

Absence notification: a student's parent/guardian (K-12) must contact the school secretary or attendance officer on the morning of the absence to verify the reason. If this is not possible, verification must be given to the attendance officer on the day the student returns or contact by phone.

CLASSIFICATION OF ABSENCES:

The following absences "Will" count towards the districts Ten Day Rule:

- **Illness:** This is an absence involving students who stay at home due to an illness; however, they do not have a medical verification slip. **(A)**
- **Weather:** This absence involves students whose parents/guardians feel it is unsafe for their children to come to school due to weather related issues with the exception of out of town students, if excused by the school superintendent. **(A)**
- **Out of School Suspension:** This absence is when a student who is sent home due to O.S.S. by the administration. The student will have an unexcused absence counted towards their attendance record. Students returning will submit all assignments and/or be ready to take make-up quizzes and exams on return to class. The student will earn no more than fifty percent (50%) of what would have been the letter grade had the student not been suspended. **(OSS)**
- **Expulsion** – Students are removed from the school setting for a period of time that will be recommended by the administration and determined by the Board of Trustees.
- **Parents Personal Letter:** Sending a personal letter with your child/children for being stranded out of town or was out of town and could not make it back or keeping them home for whatever reason will be considered unexcused. Unless the absence has been pre-arranged with school administration. **(PPL)**

If your child/children are sick and you are unable to make a doctor appointment at the Heart Butte Clinic due to appointments being filled and unable to schedule you in, the clinic will have a letter from the school that the receptionist will sign off on stating that your child can not be seen. If you do not have this paper and you call or send a letter with your child/children, it will be an unexcused absence towards your child/children's attendance record.

The following absences “Will Not” count towards the Ten Day Rule:

- **School Related:** This is an absence involving participation in school sponsored activities away from and in school. Students under school sponsorship are automatically excused and have full make-up privileges. **(SR)**
- **Medical Absences:** This is an absence caused by a student’s medical, dental, or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician, physicians, nurse or community health nurse and be provided to the building secretary or attendance officer or it will be marked unexcused. **(MA)**
- **Special Circumstances:** Special Circumstances may include death/hospitalization of a family member or other family emergencies and cultural activities. Students will only be allowed (4) days. Anything over four days will be unexcused unless prearranged with the school administration. **(SC)**

Truancy (NBSP 3123)

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, the school shall attempt to contact the parent/guardian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent/guardian is aware of the child’s absence from school.

Tuant or Truancy is the persistent non-attendance without excuse for all or any part of a school day equivalent to the length of one class period of a child required to attend school under 20-5-103.

Habitual truancy is a recorded unexcused absence of nine (9) or more days or fifty-four (54) or more parts of a day, whichever is less, in one school year.

UNEXCUSED ABSENCES LETTER PROCESS

3rd unexcused absence – Attendance letter sent home; first warning

5th unexcused absence – home visit

7th unexcused absence – letter with 6-7 absence is referred to Blackfeet Family Court per policy

10th unexcused absence – Administration will send a letter to parent/guardian and it will be turned over to tribal court. The student will be dropped from school enrollment. Students will then have to re-enroll into school and sign a parent/guardian and student contract that will have to be followed.

Make-Up Work (HBSP 3122P)

The student is responsible for collecting and completing all make-up work. A student returning from an absence has one (1) day for every day missed to make up any and all work for credit. The student may be granted more time, at the discretion of the teacher. **THIS MAKE-UP RULE DOES NOT APPLY TO SUSPENSION/EXPULSION DAYS WHERE NO EXTRA TIME IS ALLOWED FOR MISSED WORK. MISSED WORK IS DUE UPON RETURN TO SCHOOL.**

Pre-Planned Homework Request

Students need to make arrangements for planned absences. All classroom assignments missed during student absence must be requested and made up before the absence occurs, or the teacher may allow the student one (1) day make-up for each day missed.

TARDY POLICY AND PROCEDURES

Students are expected to arrive at their assigned classes before the tardy bell rings during the school day schedule. Tardy students present an unnecessary interruption to the learning environment. Tardiness also affects a student's grade and learning.

Primary/Elementary Tardy Rule K-6: Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun; up to 9:00am, after 9:00am the student's tardy will be changed to an absence for the morning session. Every third tardy will result in an unexcused absence.

Junior High/Secondary Tardy Rule 7-12: Students are expected to arrive to their assigned class before the tardy bell rings. A student who enters the classroom after the bell has rung will be required to report to the office for a tardy slip which will be counted unexcused unless they have a note from the previous teacher or administration excusing them.

Education of Homeless Children (HBSP 3125)

A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act. Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable to those offered to other students, including but not limited to: transportation, educational services for which a student meets eligibility criteria, programs for children with disabilities, limited English proficiency, vocational and technical education, gifted and talented, and school nutrition.

Controversial Issues and Academic Freedom (HBSP 2330)

The District shall offer courses of study which will afford learning experience appropriate to the level of student understanding. The instructional program shall respect the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination.

Nonresident Student Attendance Policy (HBSP 3141)

The board recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria on the admission of nonresident students: is a privilege, not a right granted by law (20-5-320, MCA), siblings of those students who have been admitted to the District prior to April 1994 may be admitted as resident students, who does not meet criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District, admission in one school year does not imply or guarantee admission in subsequent years, not admit when to do so would require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes, District reserves right to charge tuition for nonresident students, per statute, will be considered ineligible transporters for school transportation, Board may declare an emergency which, in their opinion, necessitates the removal of all nonresident students from the school, and students must be in good standing from previous district – students not in good standing may be declined for enrollment.

Part-Time Enrollment (HBSP 3150)

Non-disabled students eligible to enroll in grades K-8 will not be accepted for part-time enrollment in the District schools. Students in grades 9-12 requesting part-time enrollment will be reviewed on a case-by-case basis. The final decision lines with the principal. Only those students who are not enrolled in any other school, including a home school, will be considered.

The criteria for acceptance of non-disabled part-time student's grades 9-12 include:

1. Acceptance of a student shall not create an excess student enrollment in the requested class.
2. Acceptance of a student shall not create a need for an additional staff member.
3. Acceptance of a student shall not cause the creation of a new section of the requested class.
4. Regular full time students shall have first priority on any available space.

Student Rights and Responsibilities (HBSP 3200)

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and Laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Equal Education, Nondiscrimination and Sex Equity (HBSP 3210)

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, or actual or potential marital or parental status.

No student, on the basis of sex, 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.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

Student Release Time for Religious Instruction (HBSP 2334)

The District may provide for a religious instruction released time program under which a student may be released for up to two hours per week upon written request of the parent or guardian except that no such program shall take place in public school property. Such release shall not adversely affect the students attendance.

Student Publications (HBSP 3221)

Student publications produced as part of the school's curriculum or with the support of student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantially financed by the student body and the District.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, gender, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, nicotine, liquor, illicit drugs or drug paraphernalia.

The Superintendent shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials which appear not to comply with the standards.

Distribution and Posting of Materials (HBSP 3222)

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials which provide information valued or needed by the District may also be distributed.

All organizations must have the approval of the Superintendent before materials may be distributed. The Superintendent will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, the school will do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins.
2. Maintain a table where flyers and other information can be made available to students.
3. Include announcements for student related activities in newsletters that go home to students. The announcements must be submitted one week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be non-religious or political in nature.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the principal as likely to be disruptive, libelous or obscene.

Dress and Appearance (HBSP 3224)

The appearance of any young person is primarily the responsibility of that individual and his or her parents. We expect students to maintain an appearance that is conducive to a safe, orderly learning environment. All students shall dress and groom for school with attention to neatness, cleanliness, decency, safety, and personal and public health. The Heart Butte School Board considers student dress to be inappropriate when:

1. It disrupts or could disrupt the educational process.
2. It creates a safety hazard for said student or other students at school.

Specific Dress Requirements:

1. The situation or circumstance in question will be at the final and indisputable discretion of the building administration.

Gang and Gang Related Activity (HBSP 3611)

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation within the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Definition: A gang is a group or two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit

1. one or more criminal act(s) or
2. Acts which threaten the safety and well-being of property or persons including, but not limited to harassment or intimidation.

Students on school property or at any school sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblems, badges, symbols, signs, or other items that are evidence of membership in or affirmation with any gang and/or is representative of any gang; or
2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or that is representative of any gang;

Engage in any act furthering the interests of any gang or gang activity including, but not limited to:

1. Soliciting membership in or affiliation with any gang
2. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or any other illegal or prohibited act.
3. Painting, writing, or inscribing, gang-related graffiti, messages, symbols, or signs on school property

Student Public Show of Affection

Kissing and inappropriate body-to-body contact is deemed inappropriate in the school setting, including all school sponsored activities. Violation of this rule may warrant a referral to the school administration.

Permission to Leave School Grounds

A parent/guardian or other authorized person must check out, through the main office, if any student needs to leave the school for any reason. Once checked out, students are expected to leave the school grounds. Upon returning to school, students are to check back into the office and receive an admit slip for all classes that they have missed during their absence.

Closed Campus

Due to the liability and safety concerns by the district, students are to remain at school for the entire scheduled school day unless they have been checked out through the proper procedure as noted in "Permission to leave school". Parents/guardians may request their child or children to leave campus for lunch but this request must be done in writing and approved by the administration before the absence occurs. If students do have the appropriate authorization to leave school grounds they are not allowed to transport any other students off school grounds. If such an act does occur, consequences in accordance to this violation will be applied.

Student Motorized Vehicles on Campus

Students must have the following documents on file at the district office:

1. Copy of motorized vehicle registration
2. Copy of current driver's license
3. Copy of motorized vehicle insurance

Student use of a motorized vehicle on campus is a privilege granted by the Heart Butte School District. Vehicles parked on school property are under the jurisdiction of the school. Vehicles are not to be operated during school hours, unless granted administrative approval. School officials may at any time search a vehicle if there is reasonable cause to do so, with or without the presence of the student. Students have the primary responsibility for the security of his or her vehicle and make sure it is locked and that your keys are not given to others. ***Students may also be asked to leave their keys in the main office while their vehicle is parked on campus,*** if requested by the administration. Students may lose the privilege of having a vehicle on campus for the abuse of any of these policies or rules established governing the use of vehicles on campus. All vehicle related activities will be under the authority of the administration. **STUDENTS ARE NOT ALLOWED TO GO TO THEIR VEHICLES DURING SCHOOL HOURS WITHOUT THE PRIOR APPROVAL OF THE ADMINISTRATION OFFICE**

Searches and Seizure (HBSP 3231-3231P)

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, and backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

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

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing including pockets;
3. A search of any container or object used by, belonging to or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Student Use of Buildings: Equal Access (HBSP 3233)

Non-curriculum related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical or other content of the meeting. Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal. The school has the authority through its agent or employees to maintain order and discipline on school premises and to protect the well-being of students and faculty.

The following criteria must be met:

1. The meeting is voluntary and student initiated.
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
3. The meeting must occur during non-instructional time on regular school days.
4. Employees or agents of the school or government are present only in a non-participatory capacity.
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
6. Non-school persons may not direct, conduct, or regularly attend activities.

Video Surveillance (HBSP 3235)

The Board authorizes the use of 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.

The District shall notify staff and students through student/ parent and staff handbooks that video surveillance may occur on District property.

Students or staff 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 or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Audio shall not be part of the video recordings made, reviewed, or stored by the District.

HEART BUTTE SCHOOL BEHAVIOR GUIDELINES

DISCIPLINE

GROUND FOR SUSPENSION AND EXPULSION

Montana Education Code 20-4-402 and Heart Butte Board Policy allows the superintendent and/or principal of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from a school-sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by Heart Butte Schools. However, any of the listed offenses, when the conduct is of an extreme nature, will result in a suspension of up to 10 days or a recommendation for expulsion for the first or second offense. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. If a student, while on school property, at a school-sponsored activity or on a school-sponsored trip, is asked by a teacher, administrator, or chaperone to participate in an investigation of a suspected or known violation of school rules or policies, and that student flees the scene refusing to participate in the investigation, the student will be deemed to have interfered with the investigation and will be punished for the offense being investigated as if the student fully participated in the offense being investigated.

The following is an explanation of the symbols and abbreviations used throughout this section, followed by the offenses:

MCA Montana Code Annotated

*Social Probation - Prohibited from attending any non-mandatory school function, or event during the suspension period, including graduation.

*Specific classroom consequences for truancy will vary. May include loss of credit, lower grade, detention, or other.

Consequences may be reduced after a conference.

* Grades K-8 and 9-12 may vary.

1.0 Caused, attempted to cause, or threatened to cause PHYSICAL INJURY to another person.

1.1 Willful disregard for the safety of others or self (MCA 45-5-207)

1st Offense 1 – 3 day suspension

2nd Offense 3-5 days suspension & required parent conference

3rd Offense 5 days suspension or recommendation for expulsion

1.2 Abusive, threatening, willfully defiant, gang related behavior or verbal/physical altercation. (MCA 45-8-101)

1st Offense 1 -3 day suspension & required parent conference; possible mediation.

2nd Offense 5 days suspension & required anger management classes.

3rd Offense Recommendation for expulsion

1.3 Fighting and/or inciting a fight. (MCA 45-8-101)

1st Offense 3-5 day suspension & required parent conference, possible mediation, anger management and/or referral to law enforcement.

2nd Offense 5 -10 day suspension, possible recommendation for expulsion, and/or referral to law enforcement.

3rd Offense Recommendation for expulsion and/or referral to law enforcement

1.4 Assault (MCA 45-5-201,202,206,207, 211)

1st Offense 3-5 day suspension & required parent conference, possible mediation, anger management and/or referral to law enforcement.

2nd Offense 5 -10 day suspension, possible recommendation for expulsion, and/or referral to law enforcement.

3rd Offense Recommendation for expulsion and/or referral to law enforcement

2.0 Possessed, sold, threatened the use of, or otherwise furnished any FIREARM, of any kind on school grounds or at school functions. (MCA 45-5-623; 45-8-316, 328, 334, 335).

2.1 Confiscation of device(s), recommendation for expulsion; mandatory referral to law enforcement; parent liable for all damages.

3.0 Possessed, sold, threatened the use of, or otherwise furnished any illegal KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT, used as a weapon unless, in the case of any object of this type, the pupil had obtained written permission to possess the item from a certified school designee of the principal. (MCA 45-8-334, 335, 361).

3.1 Explosives

Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device (s) and will result in suspension and possible recommendation for expulsion; possible referral to law enforcement.

3.2 Weapons (including knives and any object(s) used as weapon(s).

Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and parent contact, and will result in suspension and possible recommendation for expulsion; possible referral to law enforcement.

4.0 Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND on school grounds or at school functions.

4.1 In possession of or under the influence of any alcoholic beverages or illegal drugs (MCA 45-5-624; 45-9-102,121).

1st Offense 3-5 day suspension and required parent conference, recommended referral to law enforcement

2nd Offense 10-day suspension or possible recommendation for expulsion; mandatory referral to law enforcement; referral to substance abuse classes, re-admittance by School Board.

4.2 The possession of Drugs or Alcohol with intent to Sell or Distribute. (MCA 45-5-622, 623, 624; 45-9-102, 121).

Mandatory referral to law enforcement; referral to substance abuse classes; recommendation for expulsion

5.0 Unlawfully offered, arranged or negotiated to SELL any controlled substance listed in the MCA, and alcoholic beverage, or an intoxicant of any kind,

and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and REPRESENTED the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant (MCA 45-5-622-624; 45-9-102,121)

Confiscation, parent notification, referral to chemical dependency counselor; 5-10 day suspension; mandatory referral to law enforcement.

6.0 Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any DRUG PARAPHERNALIA, as defined by MCA 45-10-13. (MCA 45-5-101-105).

Confiscation of device(s), 5-10 day suspension, parent conference and referral to law enforcement and/or substance abuse classes; possible recommendation for expulsion.

7.0 Possessed or used tobacco, or any products containing TOBACCO OR NICOTINE PRODUCTS, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and e-cigarette or vapor delivery devices or packets including betel. (MCA 45-5-637).

1st Offense 1 -day suspension and referral to law enforcement, tobacco cessation class.

2nd Offense 3-day suspension and referral to law enforcement, tobacco cessation class.

3rd Offense 3-5 day suspension, Referral to law enforcement, tobacco cessation class.

8.0 Caused or attempted to cause DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY [crime against property including, but not limited to, arson and vandalism]. Due to the breadth of infractions in this category, site administration may use alternative discipline programs to intervene. Due to the potential seriousness of these offenses, infractions of this rule will result in suspension and will result in recommendation for expulsion. Recommended referral to law enforcement and/or fire marshal (MCA 45-6-101,102,103)

8.1 Arson

Recommendation for immediate expulsion.

8.2 Vandalism

1st Offense 1-3 day suspension

2nd Offense 3-10 day suspension, parent conference, restitution, possible recommendation for expulsion.

9.0 Stole or attempted to STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY. (MCA 45-6-301,302)

1st Offense 1-3 day suspension; restitution and required parent conference, recommended referral to law enforcement.

2nd Offense 3-5 day suspension, restitution, referral to law enforcement.

3rd Offense Restitution, recommendation for expulsion.

10.0 Committed or attempted to commit ROBBERY OR EXTORTION (MCA 45-5-401)

1st Offense 5-10 day suspension, restitution, recommended referral to law enforcement, possible recommendation or expulsion. \$

2nd Offense Recommended expulsion, restitution and mandatory referral to law enforcement.

11.0 Knowingly RECEIVED STOLEN school PROPERTY or private property. (MCA 45-6-301,302)

1st Offense 2-day suspension, restitution, recommended referral to law enforcement, possible recommendation for expulsion.

2nd Offense 3-day suspension, restitution and required parent conference, mandatory referral to law enforcement.

3rd Offense 5-10 day suspension, restitution, mandatory referral to law enforcement.

12.0 DISRUPTED SCHOOL ACTIVITIES or otherwise WILLFULLY DISOBEYED THE VALID AUTHORITY of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (MCA 45-8-101)

12.1 False fire/emergency alarm

1st Offense 1-3 day suspension and required parent conference, mandatory referral to fire marshal, restitution.

2nd Offense 3-5 day suspension and required parent conference, mandatory referral to fire marshal, restitution, possible expulsion.

3rd Offense Mandatory referral to fire marshal, restitution, recommendation for expulsion.

12.2 Willful disobedience; gambling; disrupting school activities; failure to follow direction. (MCA 45-5-201,202; 45-8-101)

1st Offense Written warning given to parent

2nd Offense 1-3 day suspension and required parent conference.

3rd Offense 3-10 day suspension and required parent conference.

12.3 Possession of disruptive devices. Use of cell phones, iPods, MP3 Players, beepers, pagers, or other electronic devices permitted ONLY if school issued. Students shall not bring electronic devices to school - NO TOLERANCE.

1st Offense Confiscation of device; parent must pick up device from administrator or confiscation will last until year's end.

2nd Offense 1-day suspension, confiscation of device, required parent conference.

3rd Offense 5-day suspension, confiscation of device, required parent conference.

13.0 Committed an obscene act or engaged in PROFANITY OR VULGARITY.

13.1 Profanity/Unacceptable language (MCA 45-6-101)

1st Offense Written warning given to parent

2nd Offense 1 day suspension.

3rd Offense 3-Days suspension

13.2 Profanity, obscene acts or gestures toward STAFF, habitual profanity. (MCA 45-8-101)

1st Offense 1 day suspension

2nd Offense 2-5 day suspension and required parent conference, possible referral to law enforcement.

3rd Offense 5-day suspension and required parent conference, referral to law enforcement

13.3 Obscene gestures or unsanitary acts. (MCA 45-8-101; 45-5-504)

1st Offense 1 day suspension

2nd Offense 2 day suspension and required parent conference.

3rd Offense 3-5 day suspension, required parent conference.

14.0 ATTENDANCE RELATED OFFENSES

14.1 Truancy – Skipping class or leaving campus without authorization

Subsequent interventions: attendance letters, detention, ISS, loss of credit, citation by law enforcement, recommendation for expulsion.

1st Offense 1 day suspension.

2nd Offense 2 day suspension and required parent conference.

3rd Offense 3-5 day suspension and required parent conference.

15.0 Presence in UNAUTHORIZED AREAS; parking lots and other out-of-boundary areas

1st Offense Written warning given to parent

2nd Offense 1-3 day suspension.

3rd Offense 3-5 day suspension.

17.0 HARASSING, INTIMIDATING, THREATENING BEHAVIOR. (MCA 45-5-221)

17.1 Creating a hostile environment

1st Offense 3-5 day suspension & required parent conference, possible mediation, anger management and/or referral to law enforcement.

2nd Offense 5 -10 day suspension, possible recommendation for expulsion, and/or referral to law enforcement.

3rd Offense Recommendation for expulsion and/or referral to law enforcement

17.2 Inappropriate display of affection.

1st Offense	Written warning given to parent
2nd Offense	1 day suspension.
3rd Offense	3-Days suspension

17.3 Sexual harassment

A pupil will be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed SEXUAL HARASSMENT as defined in board policy. The conduct described must be considered by a reasonable person of either gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.

Due to the potential seriousness of this offense and the requirements of this section of the Montana Education Code, any infraction of this rule may result in suspension and/or a recommendation for expulsion.

This behavior and all reports relating to said behavior will be referred to Title 9.

Discipline of Students with Disabilities (3310P)

- ☐ Code of Conduct Violations by Students with Disabilities, resulting in Disciplinary Consequences of Ten (10) School Related Days or Less.
- ☐ Code of Conduct Violations by Students with Disabilities for which recommended disciplinary consequences would result in change of placement for more than Ten (10) School Days (excluding drug and weapon offenses).
- ☐ Drug and Weapon Offenses by Students With Disabilities
- ☐ Students Dangerous to Self or Others
- ☐ Refer to the flow chart, pages 1 – 8 in the District Policy book.

Sexual Harassment/Intimidation of Students (HBSP 3225)

The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises an attainment of educational excellence, the district will not tolerate such behavior between members of the same or opposite sex. Furthermore, the district prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employees or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action for the offender. This policy applies to individuals attending any events on district property, whether or not district-sponsored, and to any school-sponsored events regardless of location.

Definition and Procedure for Reports of Sexual Harassment

Unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

1. Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;

2. Submission to or rejection of that conduct or communication by any individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering in an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.
4. The following are examples of sexual harassment:
 - a.** Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal)
 - b.** Sexual gestures, verbal abuse, sexually orientated jokes, innuendo, and obscenities
 - c.** Displaying sexually suggestive objects, pictures, cartoons, or posters
 - d.** Sexually suggestive letters, notes, or invitations
 - e.** Employment or educational benefits affected in exchange for sexual favors
 - f.** Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwanted touching
 - g.** Hazing or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in non-traditional settings.
5. It is the policy of the district to provide regular in-service education and training about sexual harassment and intimidation of employees and students including:
 - a.** Definitions of sexual harassment and intimidation, and overview of relevant state and federal laws
 - b.** Identification of harassing behaviors by students and/or staff
 - c.** Age-specific prevention techniques
 - d.** Coping techniques for self and others
 - e.** Training in positive, age-appropriate communication alternatives to harassment
 - f.** Grievance Procedure available to students and employees
 - g.** Sexual harassment prevention shall be included in staff and student orientations; students, parents, guardians, community members, and school employees shall be actively involved in the district's sexual harassment prevention program.
6. Reporting Sexual Harassment:
 - a.** Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. DO NOT assume that the problem will go away.
 - b.** Notify a counselor, Title IX Coordinator immediately
 - c.** Request a copy of the district's sexual harassment policy so that the reporting process is clear.
 - d.** Keep notes, record times/dates, places, witnesses, and descriptions of each incident and keep them in a safe place. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. All employees and students have the responsibility to maintain a positive work and learning environment by reporting all incidents and rumors of harassment or intimidation involving themselves or others. Students and staff are to follow the district sexual harassment procedure when filing or responding to a report. Once a report is filed with an administrator, Title IX Coordinator, or other authorized person, a confidential and expeditious investigation shall begin following the procedures outlined by this policy, with strict observance of the specific protections provided above. An inquiry may be initiated by the district without a written complaint if there is reasonable suspicion of illegal behavior.
 - e.** Confidentiality must be adhered to in cases of sexual harassment or intimidation, and the investigation has to be kept confidential for the protection of all parties involved. The parties' rights to privacy will be protected. The district has a compelling interest to provide the educational programs in an environment free from sexual discrimination. Sex discrimination includes sexual harassment. Therefore the district's obligation to investigate and take corrective action may supersede an individual's right to privacy.
7. Investigation and Procedure
 - a.** Upon receiving a report or grievance, the Title IX Coordinator shall conduct an investigation and make a written recommendation within thirty (30) days to the superintendent. In determining whether alleged conduct constitutes sexual harassment, the coordinator will consider facts of the allegation, case law, state and federal laws and regulations, and the district's policy prohibiting sexual harassment and intimidation.
 - b.** On receipt of a recommendation from the coordinator that probable cause exists to credit the allegations of sexual harassment or intimidation, the superintendent may take action based on the report /recommendation or conduct their own investigation into the charges. Superintendent may appoint an outside investigator or the authorities.

- c. Such an investigation must be completed within thirty (30) days after the superintendent received the report from the coordinator.
 - d. Pending such an investigation, the Superintendent may take action necessary to protect the alleged victim, other employees or students consistent with requirements of applicable regulations or statutes, if any.
 - e. Consistent with the requirements of applicable regulations or statutes, the superintendent may take action necessary and appropriate after the completion of the investigation.
 - f. The final disposition of the case will be by action of the board of trustees.
8. Support services – a plan will be developed to provide students and staff victims of harassment with counseling and other support services to help them cope with the effects of harassment or intimidation.
 9. Sanctions – A substantiated charge against an employee of the district shall subject them to disciplinary action in accordance with any appropriate employee contract, up to and including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion, consistent with the policies of the district.

A Sexual Harassment Reporting Form can be found at the end of this Handbook – Appendix

Hazing/Harassment/Intimidation/Bullying/Menacing (HBSP 3226)

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or “bullying” by students, staff, or third parties is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (cyberbullying).

Third parties: These include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.

Hazing: This includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Harassment: This includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.

Harassment, Intimidation, Bullying: Means any act 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, or at any official school bus stop, and that has the effect of: physically harming a student or damaging a student’s property, knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property, or creating a hostile educational environment.

Intimidation: This includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.

Menacing: This includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including expulsion.

All complaints about bullying and other misbehavior that may violate the School District's Anti-Bullying Policy will be investigated immediately. If the student is found guilty of bullying, hazing, harassment, intimidation, or menacing another student, he or she will not be allowed to re-enter school until the student and parent/guardian has met with administration. A student may be referred for further counseling services for their behavior.

The complainant (the student being bullied and the parent or guardian) shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Retaliation is prohibited against any student or person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an Anti-Bullying investigation or inquiry. Such retaliation shall be considered a serious violation of school policy, will be investigated, and if found guilty, appropriate action will be taken against the individual student or students that took the retaliation action. False charges shall also be regarded as a serious offense and will result in disciplinary action and/or other appropriate sanctions. The School Board, School Administration and Heart Butte School Staff are committed to intervene in bullying immediately.

A Bullying Reporting Form can be found at the end of this Handbook – Appendix

Firearms and Weapons (3311)

For the purposes of the firearms section of the district policy, 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 or any such weapon;
- C. Any firearm muffler or firearm silencer; or any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Heart Butte 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, 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 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.

However, the Board of Trustees through this policy authorizes the Superintendent, or the principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.*

Possession of Weapons other than Firearms (HBSP 3311)

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; nun-chucks; 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.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e. lasers or laser pointers, belts, combs, pencils, files, scissors, etc...) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses; carries; or stores a weapon in a school building, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution to a parent or guardian of any minor violating this policy on grounds of allowing a minor in possession, carry, or store a weapon in a school building. (45-8-361 (1) (2)).

Drugs and Alcohol other than Tobacco – School Wide

The possession, use, or selling of alcohol, other intoxicants, illegal drugs or drug paraphernalia on school grounds or while participating in a school-sponsored activity is prohibited and will result in disciplinary action and/or warrant a referral to law enforcement officials and the student's parent/guardian. No person who physically manifests the results of prior indulgence of alcoholic beverages is permitted in the school or on school grounds at any time. Violation will be reported to the Dean of Students and the guidelines of the Parent/Student Handbook will be followed. Individualized re-entry plan will be drafted for the student's return to school, including but not limited to the following:

1. Written report will be placed in student's file
2. Student is to follow all school policies, assessment recommendations, and individualized plan
3. Attend all classes consistently, while maintaining the best possible grades
4. Attending classes or a drug treatment program
5. Becoming involved in school-related activities when reasonable to do so
6. Attending in-school support groups when available

Tobacco

*Refer to school-wide behavior plan

Student Health (HBSP 3410)

The Board may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents.
3. Vision and hearing screening.
4. Dental screening.
5. Immunization as provided by the Department of Health & Environmental Sciences.

Student Accident/Injury Reporting

All accidents and/or incidents occurring on school grounds or during school sponsored activities, causing bodily injury or property damage, are to be reported immediately to the staff member in charge. An accident report is to be filed with an administrator for each accident.

Bus Regulations (HBSP 8110)

Transportation by bus to and from school and/or extra-curricular activities is a student privilege, not a right and can be discontinued at any time. **Parents/guardians are responsible for student transportation when their student misses the bus.**

In order to assure and assist in the safe and consistent school bus transportation, the school administration has established the following rules and regulations:

1. The bus is school property and while students are using the district provided transportation they are under the school's jurisdiction. All rules and policies will be administered accordingly using the school-wide behavior plan.
2. Students must ride the bus they are assigned or have written/oral permission from the parent or guardian to ride another bus.
3. Students are to be on time for bus pick-up and are not to stand in the roadway while waiting for the bus.
4. The bus driver on duty may assign seats on their bus at their discretion, and students will adhere to any directive from the bus driver while on the bus. Students are to take their seats as soon as they board the bus unless instructed otherwise by the driver. Students will provide the main office and bus driver with their correct name and address when requested.
5. Students will not extend hands, arms, or any other body part out of the bus windows.
6. Students are not to engage in unnecessary conversation with the bus driver while they are operating the bus.
7. Busses are to be kept clean. No throwing of any objects is allowed at any time while on the bus. Food and drinks carried on the bus must remain in their proper container. Any damage done to the seats or other bus equipment will be paid for by the perpetrators' parent/guardian.
8. The bus driver is not to load or unload students at stops other than those assigned, unless other arrangements are verified by the driver. Students are not to leave the bus without the driver's consent after boarding. Emergency exits are not to be used unless the driver authorizes use. When it is necessary to cross the road in front of the bus, the student is expected to wait for the driver's signal before crossing.

Please Note: Students who are reported by the bus driver or any other staff member of presenting behavioral issues be referred to the school administration and consequences will be applied in accordance to the district behavioral plan.

Responsibilities – Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare your students for weather conditions
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

School Closure (HBSP 2221)

The Board recognizes the unpredictability and resulting dangers associated with the weather in Montana. To achieve the maximum safety for children and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes and the closing of school in accordance with his/her best judgment.

Lunch Program

All students will eat lunch in the cafeteria unless they have permission of a teacher or activity advisor who will then be responsible for those students. The lunch monitors must be notified of any student allowed to leave for lunch. Appropriate etiquette is expected of all students at lunch time. Students who run, push, “take cuts”, etc., will be required to go to the end of the line or wait until notified that they can return to the line.

Guidance and Counseling Program (HBSP 2140)

The district recognizes that guidance and counseling is an important part of the total program of instruction and should be provided in accordance with state laws and regulations, district policies and procedures, as well as state accreditation standards. The general goal of this program is to help students achieve the greatest personal value from their educational opportunities.

Administering Medicines to Students (HBSP 3416)

Students must bring any prescription medicine that needs to be taken during school hours to the office. A building principal or other administration may authorize, in writing, any school employee:

1. To assist students to self-medicate any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student’s parent or guardian.
2. To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student’s parent or guardian.

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

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse, (who has successfully completed specific training in administration of medication) may administer to any student in the school or may delegate this task pursuant to Montana law.

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function according to the standing order of the chief medical advisor or the student’s private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse license requirement under 37-8-103(1)©, MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Refer to HBSP 3416 for further information.

Communicable Diseases (HBSP 3417)

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a communicable disease which could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

Refer to HBSP 3417 for further information.

Procedure for Head Lice/Nits detection-In accordance with National Recommendations:

1. Nurse or designee is notified of the possibility of head lice/nits by teacher or staff member.
2. Students are brought to the nurse's office or private room.
3. The student's head is examined using a good light source, glove and sticks.
4. Student privacy/confidentiality is maintained at all times.
5. **Students found to have active head lice**
 - The parents are contacted
 - The student will be sent home immediately
 - Written instructions for treatment will be sent home with the student
 - The student will have a contact phone number to obtain shampoo without a visit to the doctor.
6. **Students found to have nits (eggs)**
 - The student will not be sent home until after school
 - Written instructions for treatment will be sent home with the student
 - The student will have a contact phone number to obtain shampoo without a visit to the doctor
7. When the student returns to school the head is checked by the nurse or designee to assure the student is head lice free before returning to class
8. A Child Protective Services referral is done by the designated staff if a student has three or more documented incidents of active head lice.
9. Classroom-wide or school-wide screening will not be performed by the nurse or designee.

Justification/Rational:

1. It is the position of the National Association of School Nurses that the Management of head lice **should not disrupt the educational process.**
2. **No disease is associated with head lice, and in school transmission is considered to be rare.**
3. **Students with nits only should not be excluded from school** (American School Health Associations, 2005, Frankowski & Bocchini, 2010).
4. Children found with nits should remain in class, but be discouraged from close direct head contact with others.
5. The school nurse/designee should contact the parents to discuss treating the child at the conclusion of the school day (Frankowdki & Brocchini, 2012).
6. It may be appropriate to screen other children who have had **close head-to-head contact** with a student with an active Head Lice Infestation such as household family members, but **classroom-wide-or school-wide screening is not merited** (Andresen & McCarthy, 2009).
7. International guidelines established for effective control of head lice infestations reinforced that policies that required a student to be free of nits to attend school, known as “ no nit” policies, were based on misinformation rather than objective science and were therefore unjust and should be discontinued (Mumcuoglu et.al., 2007).
8. The CSC (2010) cites the following reasons to **discontinue “ no nit” policies in school:**
Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings.
Nits are cemented to hair shafts and unlikely to be transferred successfully to other people.
The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.

9. Head lice screening programs have not had a significant effect on the incidence of head lice in the school setting over time and have not proven to be cost effective (Frankowski & Bocchini, 2010) Research data does not support immediate exclusion upon the identification of the presence of nits as an effective means of controlling pediculosis transmission.

Suicide (HBSP 3422)

The District may provide the following programs in order to prevent adolescent suicide by: offering and providing help and assistance, including early identification; support and/or counseling by school support personnel for low-risk students; referral to appropriate sources outside the school for high- and moderate-risk students; attendance to the rights of the student and his/her family; and aftercare support by the school for faculty, staff, and students after a sudden death has occurred.

Emergency Treatment (HBSP 3431)

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached. When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements. A person with a currently valid American Red Cross Standard First Aid Card shall be present for all field trips, athletic and other off-campus events.

Removal of Student During School Hours (HBSP 3340 & 3340P)

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with District procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the principal evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Superintendent is directed to establish procedures for the removal of a student during school hours.

Removal of Student During School Day

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy 4410P.

2. Any other agencies must have a written administrative or court order directing the District to give custody to them. However, employees of the Department of Family Services may take custody of a student under provisions of ' 41-3-301, MCA, without a court order. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to a non-custodial parent.
5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver.
6. Police should be called if a visitor becomes disruptive or abusive.

Section 504 of the Rehabilitation Act of 1973 (HBSP 2162 – 2162P)

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. The Act defines a person with a disability as anyone who:

Has a record and is regarded as having a mental or physical impairment which substantially limits one or more major life activity(s) (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).

Special Education (HBSP 2161)

The District shall 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 (hereinafter IDEA) and implementing provisions in Montana Law, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

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. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act, even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities provided in the Montana Special Education Handbook. For those students who are not eligible for services under IDEA, but, because of disability defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, 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 parents 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.

Family Educational Rights and Privacy Act (FERPA) - (HBSP 2132)

Each year the Heart Butte Public School is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. The Family Educational Rights and Privacy Act (FERPA) specify the rights related to educational records. In accordance with FERPA, you are notified of the following:

1. Right to inspect: You have the right to review and inspect substantially all of your educational records maintained by or at this institution.
2. Right to prevent disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provision of FERPA which allow disclosure without prior written consent.
3. Right to request amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
4. Right to complain to FERPA office: you have the right to file a complaint with the Family Educational rights and Privacy Act office. Department of Education, 400 Maryland Avenue S.W., Washington, D.D. 20202. Concerning this institution's failure to comply with FERPA. \
5. Right to obtain policy: You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Heart Butte Superintendent.
6. Right to request deletion: You have the right to delete your child's name from any directory information sheet issues by the school.

Student-Family-School Resources

Montana WARM Line	(877) 688-3377	Tobacco QUIT Hotline	(866)485-QUIT (7848)
Poison Control	(800) 932-4453	Disaster/Distress Hotline	(800) 985-5990
Suicide Prevention Hotline	(800) 273-TALK (8255)		TEXT – 66746
Center for Mental Health	(406) 278-3205	Mental Health Services Hotline	(888) 866-0328

Student Fees, Fines and Charges HBSP 3520

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible. A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science or agriculture.

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. The student and parent shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. A student's grades or diploma may be withheld until

restitution is made by payment. The student or parent may appeal the imposition of a charge for damages to the Superintendent and the Board.

Distribution of Fund Drive Literature Through Students (HBSP 3535)

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the District to refrain from having the students, as student body members, used for such collection or dissemination purposes. Exceptions to this policy will be considered when recognized student or school-affiliated organizations of the District request permission to participate in such activity.

Programs for At-Risk/Disadvantaged Students (HBSP 3610)

The District will designate one at-risk coordinator to collect and disseminate data regarding dropouts in the District and to coordinate the District's program for students who are at high risk of dropping out of school.

Each school year, the at-risk coordinator will prepare a dropout reduction plan that identifies:

1. The number of District students who dropped out in the preceding regular school term;
2. The number of students in grades 1-12 who are at risk of dropping out;
3. The District's dropout rate goal for the next school year;
4. The dropout reduction programs, resources and strategies to be used during the school year.

The Board will review and approve the plan and will make it available to the public. The District is not required to prepare a dropout reduction plan if fewer than five percent (5%) of its students are identified as "at risk" of dropping out.

In determining whether a student is at high risk of dropping out of school, the District will consider the student's academic performance as well as whether the student is adjudged delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives compensatory or remedial education; is sexually, physically or psychologically abused; is pregnant; is a slow learner; enrolls late in the school year; stops attending school before the end of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that indicate the student is at high risk of dropping out of school.

The District will provide a remedial and support program for any student who is at risk of dropping out of school. The District will have a plan designed to retain students in a school setting. The District plan will be the responsibility of the Superintendent or the designated at-risk coordinator and will:

1. Emphasize a comprehensive team approach that includes the Superintendent, principal, parent/guardian, teacher, student, community service provider, business representative, or others;
2. Include objectives designed to meet the identified needs of at-risk students and to retain those students in school;
3. Be designed to use community resources available to serve at-risk youth;
4. Provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and
5. Provide for review of individual profiles for at-risk students.

The District plan may also: Include alternatives; and Provide for the referral of students who drop out to programs such as adult basic education, Job Training Partnership Act programs, or other options.

Emergency Procedure

During winter months, there may be inclement weather that will cause early dismissal or closure of the school. School district administration will announce plans via the local radio stations and social media (K96 96.7 KSEN) by 6:00 a.m. each morning of a full-day school closure.

Fire/Emergency Drills

Fire/emergency drills at regular intervals are required by State law and are an important safety precaution. In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of an emergency alarm. Observe the following emergency drill rules:

1. When the alarm is heard, EVERYONE is to leave the building and meet your class in the designated area.
2. Do not talk, as directions may have to be given in the case of blocked exits.
3. Do not get excited or confused, move quickly but not hurriedly - never run.
4. Never push those ahead of you.
5. Students should leave belongings and books in the classroom.
6. Do not re-enter the building until notified or allowed by school authorities.

Visitors and Guests (HBSP 4301)

Student guests must obtain approval from the principal one or more days prior to their visit. Visitors are always welcome to visit Heart Butte School. However, in order to assure the safety and welfare of the students and employees, all visitors are required to check in at the office and obtain a "visitor pass." All visitors shall report to the principal's office upon entering any District building.

Disruption of School Operations (HBSP 4313)

If any person disrupts or obstructs any school program, activity, or meeting, or threatens to do so, or commits, threatens to imminently commit or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure, of any student, official, employee or invitee of the District, the staff member in charge shall immediately notify the local law enforcement authorities of the incident.

Library Materials (2309, 2310)

The District libraries primary objective is the implementing and supporting the educational program in the schools. It is the objective of the library to provide a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view.

Library resources are available to all students. The following regulations govern its use:

1. The library will be open at 8:00 A.M. each morning and available through 4:00p.m. The librarian is also scheduled to be in the library at specific times during the school day.
2. Books may be checked out before school, after school, or during a regular study period but only by the librarian or designee.
3. The librarian will post specific regulations concerning checking out books, renewals, fines, magazines, etc.
4. Students are expected to be considerate and use appropriate library etiquette.
5. Passes to the library are to be issued by the librarian. The teacher must ask permission in advance to allow students to use the library during instructional time.

Telephone Use

Students should **not** expect to use the office phone to make or receive calls during class periods. The telephone should be used for essential (emergency) phone calls only, or if granted permission by an authorized staff member. The office phone is for office business unless there is an emergency phone call for a student. The phone in the classroom is not for student use. No passes will be issued for phone use unless the call is an emergency. If it is necessary to call during or between classes, always obtain a pass from your assigned staff member first. Students are

NOT allowed phone calls during class time. If a student receives a call a message will be taken and delivered to the student in between class periods. In cases of emergency the student will be called from class and allowed to call back. **NO PHONE CALLS WILL BE TRANSFERRED TO THE CLASSROOMS FOR ANY REASON. PHONES IN THE CLASSROOMS ARE NOT TO BE USED BY STUDENTS**

Acceptable Use of Electronic Networks (HBSP 3612P)

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. 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 must be: for the purpose of education or research and consistent with the educational objectives of the District, or for legitimate business use.

Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or 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. That decision is final.

Unacceptable Use – The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

1. 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.
2. Unauthorized downloading of software, regardless of whether it is copyrighted or devised.
3. Downloading copyrighted material for other than personal use.
4. Using the network for private financial or commercial gain.
5. Wastefully using resources, such as file space.
6. Hacking or gaining unauthorized access to files, resources, or entities.
7. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.
8. Using another user's account or password.
9. Posting material authored or created by another, without his/her consent.
10. Posting anonymous messages.
11. Using the network for commercial or private advertising.
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
13. Using the network while access privileges are suspended or revoked.

Network etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite, do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Compensation – The user agrees to compensate the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Superintendent. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of the user privileges. Any user identified as a security risk may be denied access to the network.

Internet 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 while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: obscene, pornographic, and/or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee. The District shall provide age appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms, proper online social etiquette, protection from online predators and personal safety, and how to recognize and respond to cyberbullying and other threats.

Consequences – Failure to comply with the above will result in the following:

1. The 1st offense – A warning will be given to the computer user and follow the discipline rubric.
2. The 2nd offense – Loss of computer privileges for 30 school days and follow the discipline rubric.
3. The 3rd offense – Loss of computer privileges for 60 school days and follow the discipline rubric.
4. The 4th offense – Loss of computer privileges for 180 school days, or permanent loss and follow the discipline rubric.

If the issue is severe enough it will be up to the discretion of the administration to administer an offense movement. Referral to legal authorities for possible criminal charges under Section 45-6-311 of the school laws of Montana.

Cell Phones and Other Electronic Equipment (HBBP 3630)

Cell phones/electronic devices may serve as an instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Heart Butte School. The policy is:

Student uses of cell phones or other electronic devices during the school day is a privilege.

Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, restrooms, all Physical Education areas and all school office areas.

Students using cell phones or other electronic equipment in a manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for an unlawful purpose will be subject to severe disciplinary action, up to and including suspension and or expulsion and may, if applicable be reported to the Blackfeet Tribal Law Enforcement.

Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and any other school area except those listed above. As soon as the threshold of the classroom or any other prohibited area is crossed during the school day, cell phones need to be put away and made undetectable (i.e. silenced without vibration). Violation of the cell phone rule as stated above will result in the confiscation of the device and student will be subject to disciplinary action.

It should be noted that refusal to surrender a cell phone or other electronic device when directed by a school staff member, teacher, or administrator is a violation of the Student Discipline Guidelines. Insubordinate behavior is punishable by District behavior guidelines.

Policy Bullet Points

- **Cell phones are prohibited from use in the classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher.**
- **Cell phones are not to be used in bathrooms and locker rooms.**
- **Under no circumstances is photographing or video recording allowed anywhere on the school premise.**
- **Phones must remain on silent at all times throughout the school day. Parents/Guardians, please note you can contact your child via their cell phone during the lunch period. In the event of an immediate emergency please call the office at (406) 338-3344.**
- **The staff of Heart Butte School District expects your full cooperation with our policy.**
- **It should be noted that the school nor any employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times.**

Lockers and Student Assigned Property

A locker is assigned to a student on their first day of school or upon registration. Lockers are school property and are provided for student use. Students are responsible for the proper care and the contents of their locker. The school reserves no responsibility for items that are lost or stolen from any school owned lockers. Student combinations are available through the school counselor. Any issues with the locker should be reported immediately to the counselor. Lockers are subject to periodic checks or search at any time by school officials. The board of trustees authorizes the Superintendent and Principal to inspect an individual student's locker when there is reasonable suspicion to believe that the locker is not being used properly; i.e. to store contraband, a substance or object in which the possession of is illegal, or any material which poses a hazard to the safety and good order of the school. Search dogs will be used periodically throughout the year to indicate suspicious lockers, vehicles, or other areas on the school grounds. An indication that a search dog detects contraband is present provides school officials with the reasonable suspicion to search. Additionally, students are encouraged to decorate their lockers with appropriate pictures, images, etc. Posters advertising alcohol, tobacco, or are sexually suggestive behavior are not allowed and will be confiscated. Students are to thoroughly clean their lockers at the end of the school year and will be responsible for any damage to the locker and other school property.

Pregnant, Married, and/or Parenting Students

It is the policy of the Heart Butte School to eliminate any discrimination against students on the basis of pregnancy, parenting, or marital status in programs, including access to classes, activities, extra-curricular activities, and leave policies. A pregnant student may continue to participate in educational programs and activities of the school as long as the student is physically and emotionally able to do so, has secured physicians' approval to do so and a copy of this statement is presented to the administration.

Due-Process

The following procedure is available to a student or his/her parent, legal guardian, or person with parental authority who believes that the student is being denied property or liberty interests. Definition: a "grievance" is a

complaint that has been filed by a student or by a student's parent/guardian on his/her behalf. Purpose: The primary purpose for this procedure is to secure, at the earliest level possible, equitable solutions to a complaint. The proceedings shall be kept confidential at each level of the procedure. Time: The number of days indicated at each level shall be regarded as maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the school administration.

Level 1 – A student, parent/guardian with a complaint first presents it orally, informally, and appropriately to the student's teacher, sponsor, coach, advisor, or school official.

Level 2 – If the complaint is not satisfactorily resolved at Level 1, the student, parent/guardian may present a formal claim in writing (including supporting statements and evidence) to the Principal. The Principal evaluates the evidence and renders a decision within ten (10) school days after receiving the claim.

Level 3 – If the complaint is not satisfactorily resolved at Level 2, the complainant within ten (10) school days can file a complaint in writing to the Superintendent. The Superintendent evaluates the evidence and renders a decision within ten (10) school days after receiving the appeal.

Level 4 – If the complaint is not satisfactorily resolved, the complainant may within ten (10) school days file a complaint to the Board.

Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record. Hearings: At each of the four (4) levels, the complainant is given the opportunity to be present and heard. All decisions at each level (with the exception of one (1)) are to be in writing and include supporting reasons and evidence. Copies of all decisions and recommendations will be furnished promptly to all involved parties.

In matters relating to out of school suspension and expulsion, procedural due process includes the right to oral or written notification of charges and explanation of evidence held by school authorities, and an opportunity to refute the charges.

Hearing Procedure

In the event a student is suspected for any infraction, which would ultimately result in a lengthy suspension or expulsion from school, his/her parents will be notified in writing of the infraction(s) of which the student is suspected. Should the student's parents want a hearing on the matter, they may request such a hearing by addressing a request in writing to the superintendent. The superintendent will then schedule a hearing and will likewise inform the student and his/her parents of the time and place of such a hearing and will likewise inform the student and parents regarding them exercising their right to have counsel of their choosing present (at their own expense), and to confront any witnesses against their student and to cross-examine such witnesses. The teacher(s) involved will be involved in this hearing.

SCHOOL/FAMILY CONCERNS

Parents are highly encouraged to communicate, at any time, their concerns and questions regarding their student's education and they are encouraged to contact the teachers, community liaison, and school administrators.

If there is a complaint, families are encouraged to resolve concerns directly with the staff member, with the classroom teacher or the staff person directly involved, and then the principal. This sends the message to children about the importance of assertiveness and open, respectable communication. However, if the problem cannot be resolved at the first level, parents have access to a particular staff member's supervisor.

Incident Reporting Form

HBSP 3225F

School _____ Date _____

Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the incident(s)? _____

Describe the incident(s). _____

Date(s), time(s), and place(s) the incident(s) occurred. _____

Were other individuals involved in the incident(s)? ☐ yes ☐ no

If so, name the individual(s) and explain their roles. _____

Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses. _____

Did you take any action in response to the incident? ☐ yes ☐ no

If yes, what action did you take? _____

Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents. _____

Signature of complainant: _____

Date: _____

**CONSENT FORM
COMPUTER NETWORK/INTERNET**

This document must be signed and returned to Heart Butte Public Schools in order for students to gain access to the Telecommunication Network.

As a user of the Heart Butte Public Schools Network, I hereby agree to comply with the rules outlined in the District's Electronic Technologies Acceptable Use Policy, and commit myself to using the Telecommunications Network in a reasonable and responsible fashion while honoring all relevant laws, policies, guidelines, and restrictions, including but not limited to video games, social networks (i.e. Facebook, Twitter, YouTube and sites inappropriate for an educational setting). I also agree to use the Network only for legitimate educational purposes that are related to the goals and objectives of the Heart Butte Public Schools. In signing this consent form, I fully accept the responsibility that comes with it and agree to accept in totality the penalties that are included in it with respect to misuse of the system.

Definition of Technology: For purposes of BYOT, "technology" means privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDA's), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing etc.

Security and Damages: Responsibility to keep the personal technology secure rests with the individual owner. DPISD is not liable for any device stolen or damaged on campus. DPISD can NOT replace or provide financial restitution for any stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your personal technology from others. Additionally, protective cases for technology devices are encouraged.

BYOT Student Agreement

The use of technology to provide educational material is a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Student signature: _____ Date _____

As a parent or legal guardian of the minor student signing above, I grant permission for my son/daughter to access networked computer services including the Internet. I understand that individuals and families may be held liable for violations in the District's Electronic Technologies Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use as established in the policies-setting and conveying standards for my own daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature : _____ Date _____

Principal Signature : _____ Date _____

Heart Butte School District #1 - STUDENT INFORMATION FORM

***If any of the information below changes, update your records and return to the Elementary Secretary**

Student's Name _____

Age: ____ **Grade** _____

Date of Birth _____

Teacher/Class Sponsor _____

Address _____ **City** _____ **Zip** _____

Physical Address _____

Home Phone Number _____

Father's Name _____ **Cell Phone** _____

Employer _____ **Work Phone** _____

Mother's Name _____ **Cell Phone** _____

Employer _____ **Work Phone** _____

Other Contact Name _____ **Phone** _____ **Relationship** _____

Other Contact Name _____ **Phone** _____ **Relationship** _____

Other Contact Name _____ **Phone** _____ **Relationship** _____

Persons with Permission to Check-Out Student

1 _____

2 _____

3 _____

4 _____

Allergies/Medical Considerations we should know about (including food allergies):

Please note any consideration that was not addressed in the previous items:

Student Directory Information Notification

Please sign and return this form to the school within thirty (30) days of the date of this letter. If we receive no response by that date, we will withhold all student directory information. However, we are required by law to release certain directory information to Armed Forces recruiters upon their request. You may direct us not to release such information by timely completing and returning this form.

Date

Dear Parent/Eligible Student:

This letter informs you of your right to direct the District to withhold release of student directory information for

Student's Name

Following is a list of items this District considers student directory information. Please choose one (1) of the three (3) options below; that is, choose Option 1, if the District may not release any item of directory information; Option 2, if the District may release all items of information; or Option 3, if the District may release only selected items of information (then check those items which may be released).

Student Directory Information Notification			
Release to:	Institutions of Higher Education	Potential Employers	Armed Forces Recruiters, etc.
	Option 1	Option 1	Option 1
	Option 2	Option 2	Option 2
	Option 3	Option 3	Option 3
Choose one of the Options below:			
Option 1: The District MAY NOT RELEASE ANY information listed below.			
Option 2: The District MAY RELEASE ALL information listed below.			
Option 3: The District MAY RELEASE ONLY the information checked below.			
<i>If you chose Option 3 above, indicate by checking which items of information the District may release.</i>			
Student's name	Enrollment status (e.g., undergraduate or graduate; full-time or part-time)		
Address	Participation in officially recognized activities and sports		
Telephone listing	Weight and height of members of athletic teams		
Electronic mail address	Degrees		
Photograph	Honors and awards received		
Date and place of birth	Most recent educational agency or institution attended		
Major field of study			
Dates of attendance			
Grade level			

NOTE: If a student's name, grade level, or photograph are to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

Parent/Eligible Student's Signature

Date

Montana Authorization to Carry and Self-Administer Medication

For this student to carry and self-administer medication on school grounds or for school sponsored activities, this form must be fully completed by the prescribing physician/provider and an authorizing parent, an individual who has executed a caretaker relative educational authorization affidavit, or legal guardian.

Student's Name: _____
 Sex: (Please circle) Female/Male
 Birth Date: ____/____/____

School: _____
 City/Town: _____
 School Year: ____ (Renew each year)

Physician's Authorization:

The above named student has my authorization to carry and self administer the following medication:

Medication: (1) _____ Dosage: (1) _____
 (2) _____ (2) _____

Reason for prescription(s): _____
 Medication(s) to be used under the following conditions: _____

I confirm that this student has been instructed in the proper use of this medication and is able to self-administer this medication on his own with out school personnel supervision. I have provided a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes and for medication use by this student during school hours and school activities.

Signature of Physician _____

Physician's Phone Number _____

Date _____

Backup Medication – The law provides that if a child's health care provider prescribes "backup" medication to be kept at the school, it must be kept in a predetermined location, known to the child, parent, and school staff.

The following backup medication has been provided for this student: _____

For Completion by Parent, an individual who has executed a caretaker relative educational authorization affidavit, or Guardian

As the parent, individual who has executed a caretaker relative educational authorization affidavit, or guardian of the above named student, I confirm that this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me that he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above, if needed. If he/she has used an auto-injectable epinephrine, he/she understands the need to alert an adult that emergency medical personnel need to be called. If he/she has used his/her asthma inhaler as prescribed and does not have relief from an asthma attack, he/she is to alert an adult.

I also acknowledge that the school district or nonpublic school may not incur liability as a result of any injury arising from the self-administration of medication by the student and that I shall indemnify and hold harmless the school district or nonpublic school and its employees and agents against any claims, except a claim based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.

I agree to also work with the school in establishing a plan for use and storage of backup medication if prescribed, as above, by my child's physician. This will include a predetermined location to keep backup medication to which my child has access in the event of an asthma or anaphylaxis emergency.

Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers.

I understand that in the event the medication dosage is altered, a new "self-administration form" must be completed, or the physician may rewrite the order on his prescription pad and I, the parent/guardian, will sign the new form and assure the new order is attached.

I understand it is my responsibility to pick up any unused medication at the end of the school year, and the medication that is not picked up will be disposed of.

Parent/Guardian, caretaker relative Signature: _____

Date: _____

(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider)

Heart Butte School District #1 - Handbook Receipt

Student Handbook

I, the undersigned, have received and read a copy of the Heart Butte School Parent/Student Handbook for the 2021-2022 school year. I understand that this Handbook contains information that my child and I may need during the school year. I understand that by signing this, I am ensuring parental support for school rules and policies governing my student(s) while they attend the Heart Butte School. As a parent/guardian I realize that by not signing the parent/student handbook it is considered agreement of the information that it contains and will abide by these expectations. We (student/parent/guardian) understand that we are expected to become familiar with the policies, procedures and consequences explained and outlined in the parent/student handbook. We understand that a lack of knowledge of the policies listed will not be an acceptable defense in the event of a policy violation. I understand that I am to be an active participant in encouraging my student(s) positive behavior and supporting their achievement, both in our home and at school. I understand that my student and I may be subject to disciplinary action if the expectations in this handbook are not met.

Student Signature _____

Parent/Guardian Signature _____

Principal Signature _____ Date _____

**** THIS FORM MUST BE RETURNED TO PRINCIPAL ****