Capital High School
Student/Parent Handbook

"Home of the Bruins"

2021-2022

WEBSITE: **http://helenaschools.org/resources/parents/handbooks**

Main Office Phone: (406) 324-2500
Fax: (406) 324-2501
Attendance Phone: (406) 324-2499

Note: Policies and procedures may change during the school year. Changes will be noted on the District website and in school newsletters.

Dear Bruin Community:

Dear Bruin Community:

Welcome back (or welcome to) Capital High School! Please be sure to take time to review the list of activities, schedules, and expectations contained in this guide to help ensure your success this year. For those of you who have been involved in activities - keep it up! For those of you who have not participated in clubs/activities- make it a priority this year!

We will continue to focus on making certain that all graduates are both college and career ready. To help meet such a lofty goal, we will continue to use the PLC (Professional Learning Community) process where staff collaboration will equate to a focus on student learning in light of the Montana State Standards. PLC time will occur once again each Monday afternoon this year, meaning that all students will be released early. In our district, we have been closely tracking ACT data as it coincides with the implementation of the PLC model of professional development. As a matter of fact, both state and national ACT leaders are also paying attention to data coming out of 100 Valley Drive in Helena, MT.

CHS is home to a hard-working and caring staff. Likewise, CHS is fortunate to have hard-working students who want to excel both inside and outside the confines of the classroom. This past summer, CHS was awarded with MBI “Platinum” status once again. We are one of the few (perhaps only!) AA high schools in the status to reach such a level. Such a designation is due to great students who follow the “Capital Code” of “Be Respectful, Be Responsible, Be a Graduate.” This is an exciting time to be a part of Capital High School- take advantage of all of the opportunities found here. It is a great day to be a Bruin!

Respectfully,

Brett Zanto
Principal
Capital High School

CHS Student / Parent Handbook
Table of Contents

Principal's Letter **2**
Vision, Mission Statement, Guiding Principles, Board Goals **8**
Administrators/Counselors/Student Body Officers **9**
List of Activities & Clubs **10**
Daily Time Schedule **11**
Where Students Can Go for Help or Solutions **11**
Semester Test Schedule **11**
Study Halls During Semester Tests
Report Cards **12**
Board of Trustees **12**
No School Schedule for 2021-22 ..... **13**
Introduction **13**
General Information
Access to Students During School Hours **14**
Annual Asbestos Notification **14**
Attendance **15**
Attendance Areas **15**
Boundary Exceptions **16**
Bus Services **16**
Bussing Eligibility
Inclement Weather and Bus Delays or Cancellations
Bus Registration
Guest Pass
Bus Routes, Stops and Schedules
Required Parent Pickup Program
Transportation of School Related and Non-School Related Items
Bus Seat Belt Procedures
Helena Public School Transportation Video
Transportation Questions
Cafeteria - School Breakfast / Lunch Program **20**
Change of Personal Information through PowerSchool Parent Portal **22**
Discretionary Nonresident Student Attendance **22**
Family Night **22**
Health Services **22**
Immunizations: State of Montana School Immunization Requirements
Tdap/Td
Protocol for Registering International Students: Immunizations
Asthma Medication
Medication Policy
Allergies
Screening Services: Hearing
In-District Student Transfers **28**
Montana Department of Justice & Sexual Offenders Registry **28**
Parents, Students, Community & School Engagement **29**
Parking **29**
Signing of Passes for Students Late to Class **29**

Staff Phone Numbers and Email Address **30**
Student Use of Buildings **30**
Vending Machines **30**
Volunteers **31**
Volunteers Form **32**

Academic Information

Acceptance of Transfer Credits **33**
Alternative Assignments **33**
Book Challenge **34**
Change of Academic Schedule **34**
Daily Schedule Change
Withdrawal from Class
Withdrawal from School
Class Interruption **35**
Course Fees **35**
Education and Vocational Planning **35**
College Entrance Forms
Federal Financial Aid
Guidance / Counseling / Career Center Services
Scholarships and Awards
ENET - Extended Network for Education Transitions **37**
PEAK Gifted and Talented Program **37**
Grades **37**
Grading System
Semester Grades / Quarter Grades
Transcripts-Official
Transcripts Example
Withholding of Grades, Transcripts, Diplomas
Graduation Information & Requirements **40**
Commencement
Commencement Practice
Early Graduation Requirements
Grade Point Averages (GPA) & Class Rank List
Six Credit-Bearing Course Requirements
Summer and Make-Up School Guidelines
Parent and Student Portals **42**
Limited English Proficient (LEP) Students **43**
Part-time Attendance **44**
Post-Secondary and Online Learning Opportunities **44**
College & University Course Guidelines
DualCredit.
E-Learning Course Board Policy
Montana Digital Academy
Student Recognition/Awards **45**
Honor Roll
National Honor Society
National Honor Society Selection Criteria

National Honor Society Application Process
Recognition at Graduation
Valedictorian & Salutatorian Awards
Helena Education Foundation Distinguished Scholar Award

Extra and Co-Curricular Activities Information
Activity Ticket **47**
Academic Eilgibility for Activities MHSA **47**
Attendance Eligibility for Activties **48**
Crowd Behavior **48**
Decorations **48**
Elections **48**
Fundraising Projects **48**
Role of Students in School Sponsored Fundraising
Soliciting Funds
Soliciting Among Students
Individual Student Fundraising Accounts
Fundraising Goals
Advances or Loans Prior to Fundraising
Identification Cards **49**
Meetings of Class and Student Organizations **49**
Obligation of Students Participating in Activities **49**
Travel **50**
Travel Out-of-State or Out-of-Country **50**
Unsportsmanlike Conduct **51**
Spectator Behavior and Sportmanship **51**
What is Expected
What Our High Schools Want Most

Students Rights, Responsibilities, Policies and Procedures
Definitions
Student Records and Student Information **53**
Family Educational Rights and Privacy Act (FERPA) & Student Records
Review of Student Records
Military Recruiter Opt-Out Notification
No Release of Information Form
Harassment, Intimidation and Bullying Prevention Policy **60**
Non-Discrimination Notice **62**
Right to Title IX, Section 504, American with Disabilities Act **64**
Title IX of the Educational Amendments of 1972 (Discrimination Based on Gender)
Title IX
Section 504 and the Americans with Disabilities Act (ADA)
Special Education Services **64**
Student Expression **65**
Student Assemblies
Student Bulletin Announcements
Student Meetings
Non-instructional Time

Visitors
Student Publications
Student Produced Media
Teacher Abuse **67**
Uniform Grievance Procedure **67**
Filing a Complaint
Investigation
Decision and Appeal

Student Responsibilities and Conduct Codes
Student Code of Conduct **68**
Consideration of Extenuating Circumstances **70**
Corrective Actions - Definitions **70**
Detention
Disciplinary Reassignment
Corrective Disciplinary Action
Minimum Corrective Action
Maximum Corrective Action
Expulsion
Out-of-School Suspension
Make-up Work during Out-of-School Suspension or Expulsion
Law Enforcement Roles and School Searches **71**
Students and Their Personal Effects
School Property
Seizure of Property
Reasonable Suspicion
Personal, Locker, Canine-Assisted, and Automobile Search Procedures
Personal Searches
Locker Searches
Canine Assisted Searches
Automobile Searches
Passive Alcohol Screening
Video Monitoring
Suspension / Expulsion **73**
Expulsion Procedure
Forms of Suspension
In-School Suspension
Out-of-School Suspension
Student Codes of Conduct **75**
1.0 School Process **76**
2.0 Person and Property **76**
3.0 Public Safety and School Safety **77**
4.0 High School Attendance **78**
Procedure for an Absence
Absence Definition
Absence Categories
Excused Absence
Number of Excused Absences Allowed (10)

Make-up Work
School-Related Absence
Make-up work for a School-Related Absence
Unexcused Absence
Unexcused Absence Procedure
Ways to Avoid Unexcused Absences
18-Year-Old Students
Tardiness
Leaving School during the Day
5.0 Student Regulations Concerning Use/Possession of Tobacco Products 83
6.0 Student Health Regulations on Alcohol/ Drug Use, Abuse and Dependency 84
7.0 Personal Appearance 89
8.0 Cellular Telephones and Personal Listening Devices 90
9.0 Technology Use 91
10.0 Bus Behavior Conduct Guidelines & Consequences 93
11.0 Dance Regulations 95

Other Information

2021-2022 At a Glance District Calendar **97**
Capital High School Permission to Publish Form **98**
Capital High School Activity Guide **99**
Map of Capital High School **108**
Capital High School Song "Round & Round" **109**

Helena Public Schools

Vision

Helena Public Schools foster dynamic educational experiences that prepare all students for life.

Mission Statement

The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

This mission will be supported through the wise use of resources to meet students' needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process.

Guiding Principles

- Each student enters school healthy and learns about and practices a healthy lifestyle.
- Each student learns in an intellectually challenging environment that is physically and emotionally safe for students and adults.
- Each student is actively engaged in learning and is connected to the school and broader community.
- Each student has access to personalized learning and to qualified, caring adults.
- Each graduate is prepared for success in college or further study and for employment in a global environment.

Board Goals

Curriculum / Learning – Provide relevant, integrated and meaningful learning experiences for students that will prepare them for life.

Staff Support and Relationships – Enhance the learning opportunities for students by providing professional development for all employees and encouraging innovative instructional practices.

Environment – All schools and work sites will be safe and foster positive and productive environments for students and staff.

Technology – Implement technology in Helena Schools to enrich student learning and deliver more efficient administrative services.

Community Partnerships – Encourage excellence in our schools by maintaining a positive and productive relationship with parents, employers, community members and members of the higher community.

Fiscal Planning – A budget development process is established so the allocation of resources has the greatest positive impact on the performance of students and staff.

Administrators/Counselors/Student Body Officers

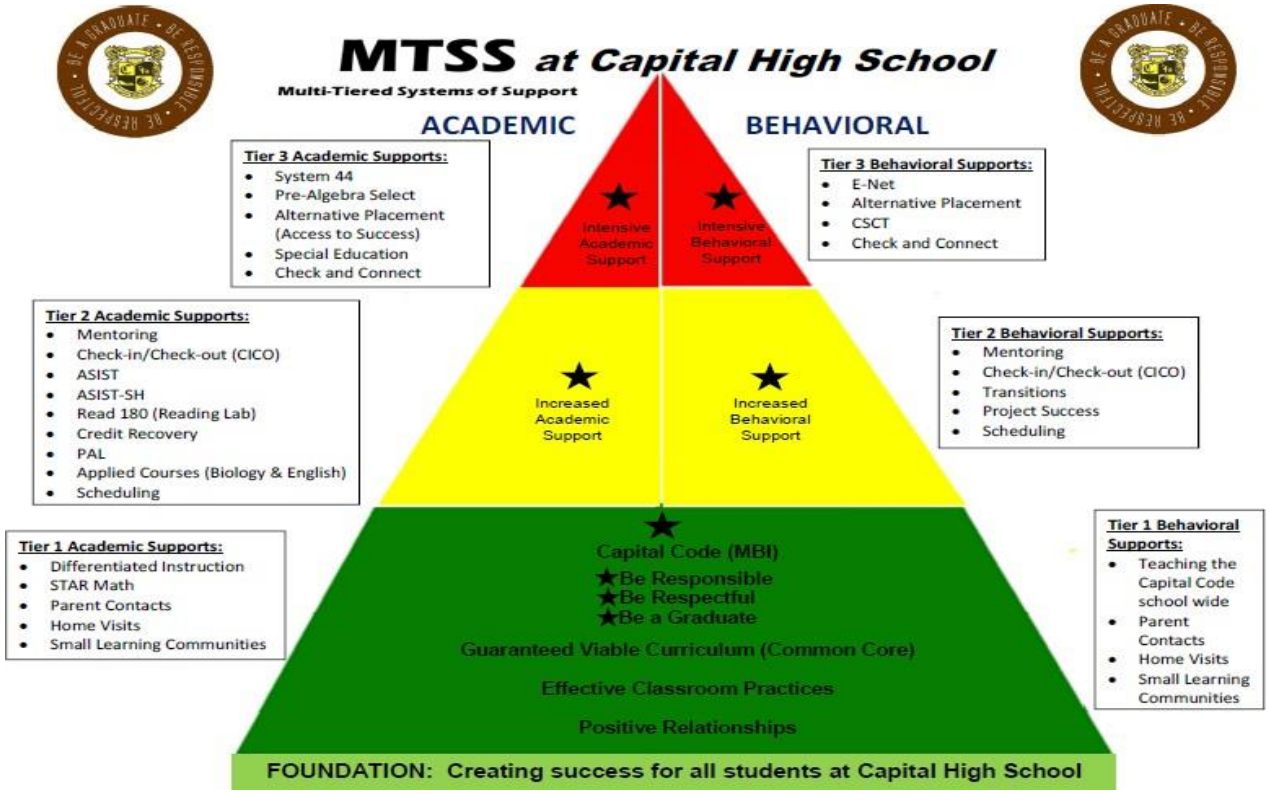
Administrators
Brett Zanto – Principal
Walt Chancy – Assistant Principal
Kathy Kidder – Assistant Principal

Couselors – Student Last Name begins with
Jeramie Robinson – Coordinator
Jeramie Robinson – A – Dummer
Dana Meldrum – Dunbar – Krings
Jamie Bawden – Kroll – Richards
Sara Berg – Richardson – Z
Anna Doran – Career Counselor

Student Body Officers
Calvin Dinh – President
Tucker Zanto – Vice President
Zach Heller – Secretary
Jacob Curry - Treasurer

Student School Board Representative
Eliza Lay

MTSS at Capital High School
"Multi-Tiered Systems of Support"



The MTSS model has been implemented at CHS to assure that all students' academic and social/emotional needs are addressed.

Resources will be effectively utilized (effective student groupings, intervention programs, specialists, etc.) to ensure that students educational and social/emotional needs are addressed.

Daily Time Schedule

Period 0 ..... 7:25 - 8:15 50 minutes
Period 1 ..... 8:20 - 9:10 50 minutes
Period 2 ..... 9:15 - 10:05 50 minutes
Homeroom..... 10:05 - 10:10 5 minutes
Period 3 ..... 10:15 - 11:05 50 minutes
Period 4..... 11:10 - 12:00 50 minutes
Lunch..... 12:00 - 12:35 50 minutes
Period 5..... 12:35 - 1:25 50 minutes
Period 6..... 1:30 - 2:20 50 minutes
Period 7……..2:25 - 3:15 50 minute

2021-2022 Professional Development Monday Schedule

Period 0	7:32 - 8:15	43 minutes
Period 1	8:20 - 9:03	43 minutes
Period 2	9:08 - 9:51	43 minutes
Homeroom	9:51 - 9:56	5 minutes
Period 3	10:01–10:44	43 minutes
Period 4	10:49 –11:32	43 minutes
Lunch	11:32 – 12:11	39 minutes
Period 5	2:11 – 12:54	43 minutes
Period 6	12:59 - 1:42	43 minutes
Period 7	1:47 – 2:30	43 minutes

PLC Time for ALL Educators 2:40-3:40

Where Students Can Go for Help or Solutions

Students Need Help With:	Help Offered:
Absences & Passes	Attendance Office
Tardiness	Attendance Office
Textbooks	Classroom Teachers
Graduation Requirements	Counseling Office
College & Career Information	Counseling Office/ Career Center/ Website
Athletics/ Activities/ Sports	Main Office/ Website
Change of Address/Phone/Email	Main Office
Club Information	Main Office/ Website
Lost and Found	Main Office
Student Identification Card	Main Office
Transcripts	Main Office/Counselor
Tickets for School Events	Main Office (Bookkeeper)
First Aid - Health Issues	Nurse's Office
Appointments (medical/dental)	Nurse's Office/ Attendance Office
Bulletin (daily)	School Web Site & Main Office
Parking Permits	Main Office (Bookkeeper)

Semester Test Schedules

Test Days – Semester Tests

Tuesday, January 18, 2022 – 1st Semester and Tuesday June 7, 2022– 2nd Semester

Period 0..... 8:20 - 9:40
Period 1..... 9:55 - 11:15
Lunch..... 11:15 - 11:50
Period 2..... 11:50 - 1:10
Make-up Tests 1:24 - 2:45

Wednesday, January 19, 2022– 1st Semester and Wednesday, June 8, 2022 – 2nd Semester

Period 3..... 8:20 - 9:40
Period 4..... 9:55 - 11:15
Lunch..... 11:15 - 11:50
Period 5..... 11:50 - 1:10
Make-up Tests..... 1:24 - 2:45

Thursday, January 20, 2022 – 1st Semester and Thursday, June 9, 2022– 2nd Semester

Period 6..... 8:20 - 9:40
Period 7..... 9:55 - 11:15
Lunch..... 11:15 - 11:50
Make-up Tests..... 11:50 - 2:45

Senior Tests - 2nd Semester

Friday …….. May 27, Locker Clean –up 2nd period

Tuesday..... May 31, Periods 2, 3, 4
Wednesday..... June 1, Periods 5, 6 & 7
Thursday…….. June 2, Periods 0, 1
Graduation practice following 1st period test (9:30) Carroll PE Center
Senior picnic to follow practice
Saturday…….. June 4 Graduation TBD

THESE TESTS WILL BE TAKEN DURING THE REGULARLY SCHEDULED CLASS TIMES.

Study Halls during Semester tests
Students who are scheduled for study hall during the day should not attend the periods where study hall is scheduled during the semester testing schedule.

Report Cards
Report cards will be sent home with the student after the completion of the first three quarters. Fourth quarter report cards will be mailed home a week after the end of the school year. Students who have fines on their records will receive report cards marked "fines owed".

Locker Clean Up
Friday, January 14, 2022 and Friday, June 3, 20
Bells will ring on the regular schedule. Please take the first 10 minutes of 2nd period to check and clean out lockers.

Board of Trustees

Determining, with the community, the major directions and purposes of public education is a responsibility of the local Board of Trustees assisted by the personnel of Helena School District No. 1.

Luke Muszkiewicz, Chairperson
Terry Beaver,Vice - Chairperson
Libby Goldes
Siobhan Hathhorn
John H McEwen
Sarah Sullivan
Jennifer Walsh
Eliza Lay, CHS Student Rep
Hannah Muszkiewicz, HHS Student Rep

No School Schedule for 2021-2022: Students Not in Attendance:

Sept. 6, 2021 - Labor Day
Oct. 21-22, 2021 - State Conventions
Nov. 24-26, 2021 - Thanksgiving
Dec. 23- Jan. 3, 2022 - Winter Break
Jan. 17, 2022 - Martin Luther King Day
Jan. 21, 2022 - Staff Records Day
Feb. 21, 2022 - President's Day
Mar. 28 - April 1, 2022 - Spring Break
April 18, 2022 – School Makeup
May 6, 2022 - Vigilante Day ?
May 30, 2022 - Memorial Day
June 9, 2022- End of School (For students)

INTRODUCTION

If you are new to our school, WELCOME! If you are returning, we're glad you are back.

This High School Student/Parent Handbook contains information that students and parents are likely to need during the 2021-22 school year.

The handbook is organized alphabetically under each major topic:

~School Site Specific Information
~General Information
~Academic Information
~Extra and Co-Curricular Activities
~Student Rights, Policies, and Procedures
~Student Responsibilities and Conduct Codes
~Other Policies, Information, Guidelines.

Throughout the handbook, the term the student's parent is used to refer to the parents, legal guardian, or other person who has agreed to assume school-related responsibility for a student; the term Superintendent is used to refer to the Superintendent or his/her designee; the term principal is used to refer to the principal or his/her designee.

This Student/Parent Handbook is designed to align with Helena Board of Trustees policy. Please be aware that this document is updated annually, while policy adoption and revision are ongoing processes. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters, the District website and/or other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. The District's Board Policies are available at http://helenaschools.org/board-of-trustees/policies/.

In case of conflict between Board policy and any provisions of student handbooks, the provisions of Board policy that were most recently adopted by the Board are to be followed.

GENERAL INFORMATION:

Access to Students during School Hours

The District recognizes its responsibility for the proper care of students during school hours as a result non-school personnel shall not have access to students during the instructional day except as permitted by
See: ***Board Policy 3045 - Access to and Release of a Student during School Hours.***

All contact between the school and the police department or social service workers on matters involving students shall be made through the administrative office. The District encourages police and social service workers to talk to a student away from the school. Law enforcement should only be allowed to conduct an interview in the school if they can show special circumstances exist or if the interview is at the request of a school official. Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students. In the event the student's parent cannot be present, a school official shall observe the meeting.

Social service workers may be permitted to interview students at school pursuant to Montana law. In the event the social worker declines to notify the parent, a school official may observe the meeting.

If the police have a warrant or probable cause for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. A social worker may take custody of a student upon presentation to the District of a court order granting the social worker such power, or under the provisions of § 41-3-301, MCA.

A student may be released to a custodial parent during the instructional day. When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. The District will not release a student to a non-custodial parent without contacting the custodial parent. Prior written permission from the custodial parent is required before releasing a student into the custody of a previously unauthorized adult, unless an emergency situation justifies a waiver.

Annual Asbestos Notification

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. All Helena School District buildings constructed before the late 1970s contain some level of asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials are located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Helena Public School District has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted during September 2020, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos containing) were inspected and recertified.

The law further requires an asbestos management plan to be in place by July 1989. Helena Public School District has developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of activities;

educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Since the Fall of 2016 asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Helena High School, Capital High School, C. R. Anderson Middle School, Helena Middle School, Hawthorne Elementary School, Rossiter Elementary School, Four Georgians Elementary School, Warren Elementary School, Broadwater Elementary School, Smith Elementary School, Jefferson Elementary School, Kessler Elementary School, Lincoln School, old Central Elementary School, old Bryant Elementary School and old Jim Darcy Elementary School During the next year, we plan to continue asbestos abatement across the District.

It is the intention of Helena Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the District Facility office at 1201 Boulder Ave during regular business hours. The Facilities Director is the District's designed asbestos program coordinator, and all inquiries regarding asbestos plan and asbestos-related issues should be directed to the Facilities Director at 324.1720.

Attendance

The philosophy of the Helena Public Schools is that regular school attendance is essential for all students, and that schools will work cooperatively with students and parents toward that end.

It is the responsibility of all students to maintain prompt, regular attendance in all classes in which he or she is officially enrolled. Students need to be familiar with the procedures describing absences, tardies, and make-up work outlined in the "Student Responsibilities and Code of Conduct" section of this handbook.

A telephone call, a written note or electronic communication from a parent is necessary when a student is absent or late for any reason. Notes shall be given to the attendance secretary, and teachers shall be given a list of students to be admitted. ***(See: Board Policy 3015 – Attendance and Truancy)***

The District has implemented an automated attendance notification system. Parents of students with an unverified absence or absences will be notified by the automated system via voice and email. Parents will be asked to contact the school and verify their student's absence.

If you are going to be absent please notify the Attendance Office at least 24 hours and prior to the date of absence. If you are unable to notify in person you can call the Capital High Attendance Office at 324-2499.

Attendance Areas

Grades 9-12	**Helena High**	**Capital High**
	Bryant	Broadwater
	Central	Four Georgians
	Jefferson	Hawthorne
	Smith	Jim Darcy
	Warren	Rossiter
	Helena Middle	Kessler
	East Helena	C.R. Anderson
		Birdseye
		Trinity
		Wolf Creek

Students living in the named attendance area are assigned to attend the high school listed above.

1. Any student whose family moves to a neighborhood outside the designated school attendance area or who wishes to enroll in a school outside the designated attendance area must obtain a boundary exception form from the home school.
2. If the student is involved in activities governed by the Montana High School Association he or she must move within six months of the parental relocation to maintain eligibility. If the student is not involved in activities under the jurisdiction of the MHSA, that student may finish the school year in the presently enrolled school before transferring. Any student who changes schools in the district who is involved in activities governed by the MHSA must meet eligibility requirements established by the MHSA.
3. Transfers will be allowed at semester breaks only.

Boundary Exceptions

These will be considered prior to the opening day of the school year and prior to the start of the second semester. All students requesting a boundary exception must complete a boundary exception form. All 9 – 12 grade students who are requesting exceptions should initially register in the assigned attendance area.

Bus Services

Helena Public Schools has elected to provide student transportation services as allowed by the Montana Codes Annotated (MCA 20-10-121). The District's Transportation Department strives to provide safe, reliable and professional transportation services to its students. The primary mode of transportation offered is on school busses that are operated by First Student, a private vendor under a contract managed by the District's Transportation Department. This section of the Student Handbook is designed to provide an overview and reference information for the bus services offered. For information regarding bus behavior conduct guidelines and consequences please refer to the section of the handbook entitled "Student Responsibility and Codes of Conduct – Section 9.0". Do not hesitate to contact the District's Transportation Department if you have questions or require additional information. Our contact information is:

Transportation Department/Helena Public Schools
3020 Big Sky Loop Helena, Montana 59602 Phone:
324-2100
Email: transportation@helenaschools.org
Web Site: https://helenaschools.org/departments/transportation/

Bussing Eligibility

A student is eligible for district-provided transportation if she/he:

1. Resides in an attendance area and the student's residence is greater than 3 miles from the school for high school students or outside the established walk zone for K-8 students as defined for each individual school's attendance area. Bussing eligibility walk zone information may be reviewed on the district's website (https://helenaschools.org/departments/transportation/)
2. Has an Individual Education Plan (IEP – Special Needs) that includes transportation as a related service in the IEP.

A student is ineligible for district-provided transportation is she/he*:

1. Lives less than 3 miles from the school of attendance for high school students or within a K-8 walk zone.
2. Resides in a District that does not have an applicable transportation agreement with the Helena Public Schools.
3. Resides beyond his/her school's attendance boundary as the result of a Parent Choice Boundary Exception, regardless of mileage to the school of attendance.
4. Has been temporarily placed in a District program less than 15 days.
5. Loses riding privileges for discipline reasons.

As defined by MCA 20-10-101(5) 2015:

"Transportation" means:

(a) a district's conveyance of a pupil by a school bus between the pupil's legal residence or an officially designated bus stop and the school designated by the trustees for the pupil's attendance; or

(b) "individual transportation" by which a district is relieved of actually conveying a pupil. Individual transportation may include paying the parent or guardian for conveying the pupil, reimbursing the parent or guardian for the pupil's board and room, or providing supervised correspondence study or supervised home study.

Inclement Weather and Bus Delays or Cancellations

In case of severe weather or other emergencies, official information about school closings will be broadcast on the local radio stations. Information will also be posted on the district web site (https://helenaschools.org/), the Transportation department's webpage https://helenaschools.org/departments/transportation/, Facebook page (https://www.facebook.com/HSD1Transportation/), via School Messenger and via the Parent Portal app.
If there are inclement weather delays or canceled bus routes, information will be announced on media outlets through the Lincoln Center Administration Office.

Bus Registration

Bus registration should be completed each school year. Students are not rolled over from one year to the next. All bus registrations will need to be submitted through our Parent Portal App or in-person. For more information on our Parent Portal app, please visit https://helenaschools.org/departments/transportation/parent-portal/.

High School students who reside under the 3 mile limit and Elementary/Middle School students residing within the walk zones prepared for each K-5 and Middle School may register to ride; however eligibility is determined upon the availability of an established bus route and bus capacity Bussing for students that do not live within the designated transportation areas shall be provided on a first come - first served basis and are only granted on a case by case basis. Please call the Transportation Department for more information.

Bus photo identification cards are strongly recommended for parents with children in kindergarten or first grade. The time/location for kindergarten and first grade student bus photo identification card pictures will be posted on the website https://helenaschools.org/departments/transportation/), Facebook (https://www.facebook.com/HSD1Transportation/ and via School Messenger.

Guest Pass

Students who are not registered riders may ride a bus with a registered bus student as a guest. Students will need to get a 1-day pass from the school of their attendance. Students must have a note from a guardian that states who they will be riding with, the bus number and the location of the bus stop. The note must be

verified by the school and signed off by the principal or designated school official. Students who do not follow the guest pass procedures will not be allowed to ride the school bus.

Bus Routes, Stops and Schedules

The bus stops are created with safety taking precedence over convenience. Bus routes are developed with safety and efficiency as top priorities. Roads must be county or city maintained for busses to traverse them. The district recognizes the travel time on buses extends the day for students. The district strives to minimize the time students must ride the bus. Transfer buses are used to minimize ride times for students given the geographic locations and numbers of school sites the district operates. Bus routes, stops and schedules are approved by the Lewis and Clark County Transportation Committee in June of each year.

Students are recommended to be at the bus stops 5 minutes prior to the scheduled time of arrival. Buses can arrive up to 2 minutes prior to their scheduled-pickup time. If the bus does not arrive as scheduled (up to 15 minutes late), please call the First Student dispatcher at 227-7400. Afternoon routes may arrive early at their designated stop due to a wide range of circumstances; Monday early outs, lack of student loads, district early releases, etc. The individual students, and their parents, are responsible for the student's behavior and conduct until the student has boarded or departed the bus.

Parent Portal Program

1. Parents may register for a free application to track the location of their student's bus. This application allows parents to see if their bus is running on time.
2. All bus students will be asked to carry a bus card. This card will inform parents when their students bus stop was picked up, via push notification message.
3. If parents have any questions about Parent Portal, they should contact the Helena Public Schools Transportation Office.

Transportation of School Related and Non-School Related Items

Contraband, weapons, flammable liquids, animals or other dangerous, objectionable or non-school related items shall not be transported on a school bus. School related items transported on the bus shall be small enough to be transported on the student's lap, adjacent seat or under the seat of the bus. School related items that would block exit isles or extend above the back of the seat will not be transported on the school bus. If you are unsure if an item is allowed, please contact the Transportation Department prior to the day your child plans on transporting the material or object**.**

Bus Behavior Conduct Guidelines and Consequences

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.
The district has a video that explains transportation safe riding practices that may be viewed on the Helena School District Transportation website or will be made available upon request.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading or unloading areas. The bus and the bus stop are extensions of the school day. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior according to established district policies, rules and

standards. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school, however unacceptable conduct on the school bus may result in suspension or expulsion from school. It shall be the responsibility of the parent or guardian to transport students to and from school when bus riding privileges are revoked. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. (*Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation).

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on school district busses even if they are still being allowed to attend school.

Corrective Disciplinary Action

Minimum Corrective Action: Driver identifies the unacceptable behavior and informs the student of the intent to complete a conduct report if the behavior continues.

Maximum Corrective Action: Unlimited transportation services suspension, school suspension, expulsion, and/or police notification.

Bus Seatbelt Procedures

All buses are equipped with audio and video capabilities. The school district will only retain approximately 2 weeks audio and video storage history. The Helena School District does not guarantee the working operation of the surveillance system and therefore cannot guarantee the storage of up to 2 weeks of surveillance storage. Individuals who would like to view information pertaining to their child should make an appointment with the School District Transportation Department. Copies of bus video will not be released except under the request of court ordered subpoena.

Transportation Questions

Parents having any questions or requiring additional information are encouraged to contact the Helena School District Transportation Department at 324-2100.

Cafeteria – School Breakfast / Lunch Program

To encourage a pleasant atmosphere, students are expected to be courteous and please:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave tables and floors clean for those who follow.
4. Take care of all new equipment and tables; there is no money to replace equipment that is vandalized.
5. Move away from the building. This is to keep the noise down for classes in session.
6. Do not return into the building and hallways until the lunch period is over. Remember other classes are in session and we need you to be quiet as you go to your classes.
7. Do not play games that include tackling or piling on.
8. Keep your feet and hands to yourself.

School Lunch and Breakfast

The school breakfast and lunch prices for the 2021-2022 school year are as follows:

- Breakfast (9-12) - Student - $0.00
- Lunch (9-12) - $0.00 per lunch
- Milk - $0.00 per half pint
- Adult Breakfast - $0.00 per breakfast
- Adult Lunch - $3.75 per lunch

High Schools offer the "Taste 4" meal program. This program features entrees from around the globe, and a variety of fresh made sauces to mix and add flavors to the meal. We have a web-based point of sale system that has many features including; family meal plans, instant updates, real time customer purchase history, a pay online purchase option and Smart Snack compliant a la cart program to offer healthy options in our off program area

Additionally, there will be several separate stations at lunch that will include rotating menus such as the; Asian bar, taco bar, wrap bar, specialty salad bar, pasta bar, potato bar, and many others. Each of these bars will be a full service bar with all the extras at no additional cost other than just the price of a lunch. Milk, fresh fruit, fresh vegetables and salad are also included with every meal, and students can eat as many fruits and vegetables as they like from the offering bar.

Every parent/guardian may have a FREE lunch and a FREE breakfast, with their child(ren) each month during the school year. The School Food Service Program wants to encourage parents to be a part of their student's meals so they can experience the variety of nutritious options available every day to students at school. This offer does not include special events and is not valid on special days like BBQ days or Open Houses.

During this school year 2021-2022 this program will temporarily be suspended, because there is no need to pay for meals this year only. The School Food Service Program is continuing the "Pay On-Line Program" for your student's food service account needs. You can go to the web site, www.mymealtime.com. You will need to set up an account, with the user as yourself (not the student). You will need to know your child(ren)'s student ID number. You will be able to use a credit card to put money into your child's accounts. All additional processing fees still apply at the time of the deposit, and the process will take about 48 hours to get into your child(ren)s account in each school.

Even though meals are free this year all current negative and positive balances are still the same as they were when the pandemic hit, and every student's history is still attached to each student. This year will provide a rare opportunity to pay down negative balances at your own pace, so when we are completely back to normal your family will not need to worry about catching up payments and making payments at the same time.

****Applications for free and reduced-priced lunches are available at each school****

Change of Residential or Mailing Address, Email Address &/or Telephone Number through PowerSchool Parent Portal.

Any change of residence or mailing address, email address or telephone number during the school year must be reported to the office immediately. The PowerSchool Parent Portal allows you to update this information. Once you enter the information, it is received by the office and confirmed.

In order to receive electronic communications from the office and teachers, please also report any changes in parent email addresses.

Discretionary Nonresident Student Attendance

The District will screen all nonresident students and consider only those who meet the criteria set forth in ***Board Policy 3025 – Discretionary Nonresident Student Attendance.*** Criteria include; the student's academic record, disciplinary record, including truancy records, and the current student enrollment in the class in which the student would be admitted.

Students will not be admitted until records for the current or previous school have been received and evaluated. The Superintendent or designee will not admit any nonresident student who is serving a suspension or expulsion in another school district or who has been recommended for suspension or expulsion.

All resident students who become nonresident students due to a move by the students' parents from the District may continue attendance for the semester, barring registration in another school district. At the completion of the semester, the student must apply for admission as a nonresident student if the student wishes to remain in the District.

The Board reserves the right to charge tuition for nonresident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. Unless otherwise provided by law, nonresident students are not eligible transportees for school transportation services.

Family Night

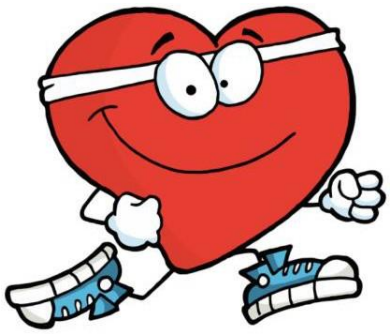
The Helena Board of Trustees has designated each Wednesday evening during the school year as Family Night.

The purpose of this evening is to allow students the opportunity to participate in family or community-based activities without scheduled conflicts from schools. In order to promote the concept, the Board requires that there be no school-sponsored activities on Wednesday night that last beyond 7:00 p.m.

Health Services

A team of registered, professional school nurses travel between schools as assigned. They are available to students, families and staff for questions, concerns, and information regarding health and safety in the school setting.

Students who have health concerns during the day are to advise their respective teachers who in turn may refer them to the school nurse/health office.



Vaccines Required for School Attendance, Preschool -12th Grade

VACCINE	PRESCHOOL[1]	KINDERGARTEN - 12TH GRADE
Haemophilus influenza Type B (Hib)	**1 dose** (given on or after the 1st birthday, unless child is older than 59 months)[2]	None Needed
Diphtheria, Tetanus, and Pertussis (DTaP, Tdap)	**4 doses**	**4 doses** (one dose must be given on or after 4th birthday)[3,4] **Plus** **1 dose of Tdap** (prior to entering 7th grade)[6]
Polio (IPV or OPV)	**3 doses**	**3 doses** (one dose must be given on or after 4th birthday)[3]
Measles, Mumps, and Rubella (MMR)	**1 dose** (dose must be given on or after 1st birthday)	**2 doses** (first dose must be given on or after 1st birthday, and spacing between doses is 4 weeks)
Varicella "chickenpox" (Var)	**1 dose** (dose must be given on or after 1st birthday)[6]	**2 doses** (first dose must be given on or after 1st birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those older than 13 years)[5,6]

[1]Per MCA 20-5-402, a preschool is defined as a facility that provides, on a regular basis and as its primary purpose, educational instruction designed for children 5 years of age or younger and that: (a) serves no child under 5 years of age for more than 3 hours a day; and (b) serves no child 5 years of age for more than 6 hours a day.

[2]Hib vaccine is not recommended for children older than 59 months.

[3]When following the ACIP schedule, children will have at least 5 doses of DTaP and 4 doses of polio vaccine.

[4]A pupil 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap vaccine or Td vaccine to become current in accordance with the Advisory Committee on Immunization Practice (ACIP) recommendations per ARM 37.114.705.

[5]While it is not recommended, if a child younger than 13 years receives their second dose of varicella at an interval of 4 weeks or longer, the dose does **not** need to be repeated.

[6]As of October 1, 2015 pupils are required to have varicella vaccine and all pupils 7th-12th grade must have a Tdap vaccine.

Note: A four-day grace period may apply, as appropriate, per the ACIP recommendations.

Documentation of a valid medical or religious exemption or conditional enrollment may be submitted in lieu of receiving all required vaccines.

The district will not discriminate on the basis of vaccination status except for required vaccinations as outlined above.

If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form (HES 103) should be completed and attached to the Certificate of immunization Form (HES-101). If the pupil has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the next dose is due. In order to remain in school, the pupil must continue to

receive all remaining doses as specified on the conditional form. If the pupil fails to complete the immunization(s) within the time period indicated, they must either qualify for and claim an exemption or be excluded immediately from school by the school administrator or that person's designee.

Communicable Diseases

The School Nurse assists school staff and families in the management of communicable disease.

This is accomplished through classroom education including proper hand washing and respiratory hygiene, newsletter and in-service communications on health updates, and through the management of disease outbreaks in conjunction with local health department staff.

Families are encouraged to consult with their healthcare providers concerning potential communicable disease symptoms in their child, and to communicate with school staff upon diagnosis. The School Nurse is available for consultation and referral and may be contacted through each school office.

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

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diptheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubeola)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Coronavirus	

Immunization Exemptions

Medical Exemption (Form No. IZ HES101A; 10/2018)

Any student seeking to attend school is not required to have any immunizations which are medically contraindicated. A written and signed statement from a physician that an immunization is medically contraindicated will exempt the student from the immunization requirements that are deemed necessary by the physician. Chiropractors, naturopathic doctors, nurse practitioners, or physician assistants may not sign off on medical exemptions. Only a physician (MD or DO) licensed to practice medicine in any jurisdiction of the U.S. or Canada.

On the revised medical exemption form the physician will need to check if this is a contraindication or a

precaution for immunizations. Then he or she will check the box that has the reasoning for the exemption.

A physician may elect to submit a letter in place of the medical exemption form provided the following are included:

Which specific immunization(s) are contraindicated?
The period of time during which the immunization is contraindicated. (Permanent or Temporary exemption. If temporary, the end date must be given.)
A medical reasoning to why the immunization(s) are contraindicated. Medical exemptions are routinely reviewed by local and state health officials. Additional documentation supporting exemption may be required.
When deemed necessary by a physician, the results of immunity testing can be performed for students entering K-12.The tests must indicate serological evidence of immunity and must be performed by a CLIA approved lab.

The written medical exemption and immunity testing results must be attached to the HES-101 and place in the student's school record.

Religious Exemption (Form HES-113 6/2015)

In schools K-12 a claim of exemption from immunization requirements on religious grounds must be notarized annually and maintained on the Religious Exemption form (HES-113). The form must be provided to the school prior to each school year by the student's parent/legal guardian, unless the student is 18 years of age or older or emancipated, the student may claim the exemption. The original copy of the religious exemption must be kept by the school as part of the student's school record.

If a student has contracted a disease or is exposed to a disease, the student may be excluded from school by the local health officer or the state department until the excluding authority feels that there is no longer a risk of contracting or transmitting that disease.

Protocol for Registering International Students: Immunizations

The following information is provided to assist in the registration of students entering from countries outside of the United States.

- Before registering to attend a school in Helena School District #1, all students entering from countries outside of the United States must have their immunization records assessed and approved by a Public Health Nurse at the Lewis and Clark Public Health (LCPH). The Health Department is located at 1930 9th avenue and the phone number is 457-8900.
- Approved immunization documents must be included in the school registration process.
- If a student has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form (HES 103) should be completed by the Public Health Nurse and submitted by the parent or guardian to the school upon registration.
- Additional questions or concerns regarding the immunization status of entering students should be directed to the School Nurse assigned to each school.

Medication Policy and Procedures

Medication Policy

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parents believe that it is necessary for the student to take a medication during school hours, the health care provider and parent must request that the school dispense the medication to the student and otherwise follow the District's procedures on dispensing medication.

The Board will permit administration of medication to students in schools. An authorized individual may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Administration of Medication

In special cases the school nurse, doctor, and parents may agree on a plan for administration of medication during school hours. The parent shall request from the pharmacy a duplicate labeled bottle of the medication if it is deemed necessary that it be taken during school hours. One bottle will be kept at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the student's name and date of birth, the name of the prescribing physician, and the name and dosage of the drug to be given.

Prior to any medication being given at school the following conditions must be met:

Prescription Medications- Medication administration by school staff will begin 24 hours after medication, parent authorizations, and health care provider (HCP) orders are received by the school.

All medications must come in an individual pharmacy-labeled container and must include: the student's name, medication name, route, dose, time of administration, Pharmacy name and number and the name of prescribing HCP.
Medication cannot be expired.
Prescription medications must be signed for or verbally authorized by the parent or guardian. Verbal authority must be documented by the school nurse
A signed order from a health care provider with prescriptive authority is required or, per school nurse's discretion, the pharmacy labeled container is acceptable.
All new medications, changes in medications, changes in dosages, changes in timing or route of administration require a new prescription from the HCP and parent authorization.
An updated medication pharmacy labeled bottle may be used in lieu of a new HCP prescription per school nurse's discretion
Authorization granted to administer prescription medication shall be valid for the current school year only and must be renewed annually.

FOR ANY NEW MEDICATION FOR A STUDENT, CHANGE IN MEDICATION, CHANGE IN DOSING, TIMING, ROUTE: **CONTACT THE SCHOOL NURSE IMMEDIATELY. *****

1. **Over the Counter Medications:**
    - Pre K- 8th grade students: A licensed health care provider must provide a written order for administration of over the counter medication and written or verbal authorization from the parent must be on file. The medication must be in the original container. Authorization granted to administer over the counter medication shall be valid for the current school year only and must be renewed annually. Expired medication will not be accepted nor administered.
    - 9th grade -12th grade students: Parents who want the school to manage over the counter medication for their high school student must complete an Authorization for Medication to be Given at School form. Authorization granted to administer over the counter medication shall be valid for the current school year only and must be renewed annually.

- 9th grade-12th grade students may keep a small quantity of non-prescribed, parent recommended medication with them and may self-administer, according to package directions.
- Parents may be contacted by the School Nurse if concerns arise regarding health issues, need for medication, or inappropriate use.

2. Alternative Medications

Alternative medications including natural remedies, herbs, vitamins, dietary supplements, homeopathic medication, essential oils, or medications from other countries will not be administered without a licensed health care provider's authorization. Such medications must be provided to the School Nurse and be labeled by the health care provider or pharmacy with the following information: the student's name, medication name, route, dose, time of administration and name of prescribing health care provider.

3. School District Provided Emergency Medications

- In case of an anaphylactic reaction or risk of such a reaction, the School Nurse or delegate may administer emergency oral medication or injectable epinephrine to any student in need thereof on school grounds according to a standing order of a chief medical advisor. Prior to administration of emergency medications, designated staff members will complete training in the identification of signs and symptoms of anaphylaxis and allergic reactions and administration of emergency medications.

4. Self-Administration of Emergency Medications

- Students with asthma, severe allergies or anaphylaxis may possess and self-administer emergency medication (epinephrine auto-injector, oral antihistamine, or asthma inhaler) during the school day, during field trips, during school-sponsored events, or while on a school bus as prescribed by a licensed health care provider.
- If provided by the parent, guardian, or an individual who has executed a "Caretaker Relative Educational Authorization Affidavit", and in accordance with documents provided by the student's health care provider, medication for asthma, severe allergy, or anaphylaxis
- medication may be kept by the student and backup medication may be kept at a student's school in a predetermined locations or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.
- Immediately after using epinephrine during school hours, a student shall report to the School Nurse or other adult at the school who shall provide follow-up care, including making a 9-1-1 emergency call.

Authorization granted to a student to possess and self-administer medication for asthma, severe allergies or anaphylaxis episodes shall be valid for the current school year only and must be renewed annually.

Parents must notify the school is their student will be self-administering medication and acknowledge and agree to the liability provisions in MCA 20-5-420, for self-administration of medication. (The form may be obtained from the district web site http://helenaschools.org/departments/health-services/ or the school nurse.

Medication Return/Disposal of Medication at the End of the Year

The parent/guardian is expected to pick up any unused, discontinued or expired medication upon notice to that parent/guardian. At the end of the school year, the parent/guardian is to pick up remaining medication. If the parent does not pick up medication after school is out, any unused or discontinued medication will be destroyed.

Allergies

The Helena School District makes every effort to decrease exposure to allergens, however we encourage parents of children with life threatening allergies to contact the School Nurse prior to the beginning of the school year to work together to develop an Allergy Action Plan.

Head Lice

Head lice are wingless insects about the size of a sesame seed. They cannot fly, jump or swim. They are passed from person to person from direct head to head contact or, very rarely, by "hitching a ride" on a comb, brush or hat. While they are an anxiety-producing nuisance they do not carry disease. Students with head lice or nits (louse eggs) will not be excluded from school as unnecessary absences directly affects school performance and a child's opportunity to learn.

If a parent or staff member believes a student has lice, they can contact the School Nurse who will arrange a time to assess the student privately. If live lice or nits are found, the student will return to class and the student's parents will be contacted with information about effective treatment options. The student may remain at school until the end of the day.

Classroom wide screenings will not be done as studies indicate that it does not decrease the incidence of head lice, is disruptive to the learning process, and a violation of privacy and confidentiality of the student and his/her family.

The Helena School District School nurses educate students regarding lice and how to avoid transmission by decreasing head to head contact and not sharing hats, combs, brushes or hair accessories. Parents can help by routinely inspecting their child's hair for lice. If you are unsure of this process, how to identify a louse, or how to treat an infestation please contact your School Nurse.

For a step-by-step guide for managing head lice at home, refer to: https://identify.us.com/idmybug/head-lice/head-lice-documents/lice-mgmnt-chart-home.pdf

Health Screenings

Hearing - School Nurses and School Speech and Language Pathologists will screen students in grades K, 1, and 9 using an audiometer. Students in other grades may be screened upon referral or if they have a monitor status. The regional Audiologist will consult with the School Nurses regarding referrals and further management.

Vision – School Nurses will screen students in grades K, 1, 3, 5, 8, students new to Helena School District without screening documentation, students who are referred, and students who are being monitored.

Scoliosis – Girls in grades 5 and 7 and boys in grade 8 are screened by the School Nurses for scoliosis. Scoliosis is a side to side curvature of the spine. This often may be detected during a child's growth spur.

Oral Health – Students in grades 1 and 3 are screened by local dentists who volunteer to provide a visual inspection. The School Nurse coordinates the program in each elementary school.

Methods for screening may include checklists, observations, and formal instruments as indicated

Parents are notified of any unusual performance or failed screening. Students may be referred for further evaluation by a health care provider.

In-District Student Transfers

Boundary lines set by the Board of Trustees shall be observed unless an exception is granted through guidelines established by the Superintendent.

Parents requesting a transfer must complete the **"Parent Request Form for K-12 Student In-District Transfer"**. The form must be submitted to the principal of the school serving the area where the family resides. The principal of the school where the student resides will review the student's records (including but not limited to; grades, academics, and behavior) and will approve or deny the request, make comments and route the form to the principal of the requested school for consideration and approval or denial. If there is a disagreement between principals regarding the request, an explanation will be sent along with the parent's copy of this request to the Central Administration Office. The Central Administration Office will consider the request, gather further information and render a decision. A copy of the transfer request indicating the final decision will be sent to the parent and the schools. Forms may be picked up at any school office.

Transportation to and from school is the parent's responsibility.

Montana Department of Justice Violent & Sexual Offenders Registry

The Montana Department of Justice maintains a Sexual or Violent Offenders Registry that can be reviewed online at (http://www.doj.mt.gov/svor/). This website provides the last known residences for these individuals and supplemental information regarding the nature and dates of the crime(s) that caused them to be listed in this registry.

While the district does not track or monitor the individuals that may reside in the vicinity of schools or bus stops, it is our intent to make you aware that this registry information is available to the public. The Montana Department of Justice also provides on-line guidance and educational materials for both Parents and Educators on their website and we encourage parents and guardians to review this information and familiarize themselves with the resources that are available to help address these situations.

Parent, Student, Community and School Engagement

The Helena Board of Trustees and employees believe that meaningful engagement of students, parents, families and the community in our schools contributes to the success of all students. The Helena Board of Trustees and employees further believe that sustained engagement throughout all levels of school ensures a lasting and positive impact on lifelong student achievement and attitudes about learning.

The Helena School District commits to building partnerships by conducting outreach, supporting multi-directional communications, encouraging participation in each school's improvement planning process, and creating opportunities to volunteer and collaborate at all levels in support of student achievement. (See Volunteer Registration Form in this section).

Parking & Parking Lot Rules

Students wishing to park their vehicles on school property must obtain a Capital High School parking permit. Applications for parking permits are available in the front office and online. Permits are $5.00. Permits are transferable only to the vehicles listed on the application form. Students must park properly in the parking lot to ensure the lot remains safe and the maximum numbers of spaces are available for vehicles.

Students who park improperly will first receive a warning and the next three subsequent violations will each result in a fine. **School property extends beyond the fenced area west of the campus.**

Students who fail to follow parking lot rules or fail to drive appropriately may lose the privilege of parking on school property.

The requirements for parking in any student parking lot at school include: permit required, permit must be visible, and cars must be parked forward in the parking spot – no backing into a parking spot is allowed. Students are not to park in the faculty parking lot or visitors, parking lot. Students may ONLY park in the west student lot unless otherwise authorized by CHS administration. Other violations which will result in a ticket include but are not limited to; vehicle is not registered, vehicle is parked in a no parking zone or handicapped zone, and blocking fire or emergency lanes.

Signing of Passes for Students Late to Class

Passes are to be signed by a building administrator should a student be detained by another teacher. Students called into the guidance and counseling center will have their passes signed by a counselor or by an administrator. Students called to the office for attendance, phone calls, emergencies, etc., will have their passes signed by an office secretary or an administrator.

Students leaving the classroom for any reason must have a signed teacher pass. If a student is in the hall without a pass, s/he will be taken to the office, the issue will be discussed and determination will be made if an unexcused absence will be recorded, and the student will be taken back to the appropriate class.

If a student is having a physical or emotional problem, which has resulted in missing a part of a class, s/he should report to the office, nurse or counselors, as soon as possible, to avoid an unexcused absence.

There will be no interruption of a class by a student unless written permission from an administrator is obtained.

Staff Phone Numbers and Email Addresses

Phone numbers and email addresses of all staff can be found on the District web site. The information for Capital High staff can be found at this web address: http://chs.helenaschools.org/contact/staff-directory

Student Use of Buildings

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. If the meeting is student-initiated and not a part of a school sponsored activity, it must be conducted according to the following guidelines:

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

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. ***See: Board Policy 3105 – Student Use of***

Buildings – Equal Access.

Vending Machines

Vending machines are available for student use before school, noon break and after school. At no time will teachers issue a pass to students for the purposes of leaving class and using these machines. Further, students are not to ask for a pass to leave class and access the machines or go to the machines during the school day. Failure to abide by these guidelines will result in these machines being turned off and/or removed.

Visitors to the Schools

The District encourages visits to all District buildings by Board members, parents, citizens, and taxpayers at appropriate times within the discretion of building administration.

All visitors shall check-in at the school's main office for purposes of safety, security, and assistance. If a conference with a teacher is desired the District requests that an appointment be made in advance. Conferences with teachers need to be scheduled outside school hours or during the teacher's preparation period. **See: Board Policy 4020 – Visitors to the School.**

Volunteer Information

Capital High School encourages parents to consider volunteering. If you are interested, please duplicate the Volunteer Registration Form on the next page and return it to the principal.

Note: During the 2021-2022 school year volunteers & visitors may be notified of restrictions to building access due to high/significant COVID transmission rates in Lewis & Clark County.

Helena Public Schools

Community Volunteer Registration Form

Name: _____ **Date of Birth:** _____

Mailing Address, City, State, Zip: _____

Phone: _____ **Email Address:** _____

Available Start date: _____ **Certified in First Aid/CPR? YES NO**

1.) Experience: Please list any previous paid/volunteer experience with students and in the community.

2.) Grade/School/Program Preference (circle all that apply):

PRIMARY (pre-K-3)			*INTERMEDIATE (4-5)*	*MIDDLE (6-8)*	*HS (9-12)*
Broadwater	Bryant	Central	Four Georgians	Helena MS	CHS
Hawthorne	Jefferson	Jim Darcy	Kessler	CR Anderson	HHS
Ray Bjork Learning Center	Rossiter	Smith	Warren		PAL

Activities (Athletics, Music, Theatre, Speech/Debate) *Instructional Materials Center* *PEAK/Gifted and Talented*

School Age Child Care *Front Street Learning Center* *May Butler Center*

3.) Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before School							
Morning							
Lunch							
Afternoon							
After School							
Special Events							

4.) Areas of Interest (circle all that apply):

Classroom/small group assistance Mentoring Tutoring Special Events Sporting Events

Speech/Debate Guest Speaker Music Theatre Clerical/Library Greeter

Other: _____

I understand I will be working as a volunteer with preK-12 students and know of no reason why I should not work in this capacity.

I affirm the information I have provided is accurate.

_____ _____

Signature **Date**

My School Contact will be: _____

To be completed by School Personnel.

ACADEMIC INFORMATION:

Acceptance of Transfer Credits

Helena Public Schools generally accept transfer credits from other accredited schools and institutions. Transfer credits from schools and institutions accredited by the Montana Office of Public Instruction, the Northwest Accrediting Association or similar US accrediting agency, Department of Defense Schools, or schools accredited by the appropriate State Department of Public Instruction of the respective state will be accepted. Correspondence and online credit will be accepted from schools and institutions accredited by the Northwest Association or similar accrediting agency.

Credits from non-accredited schools are subject to review and evaluation by the principal or principal's designee. Acceptance of transfer credits from non-accredited schools is not guaranteed.

Alternative Assignments

Adopted curriculum is determined through a systematic process, which culminates with the approval by the Board of Trustees. The adoption of curricular materials that align with Montana State Standards and district curriculum is approved by the Superintendent.

The Board recognizes the right of an individual parent or guardian to request that his or her child not read or view specific curriculum materials.

The Board further recognizes that significant instructional preparation is necessary to align curricular activities and assignments with state and local standards and learner outcomes.

To ensure that all parents, guardians, and students are informed about course expectations classroom teachers are to develop a course syllabus that includes an overview of the course and an estimated timeline that identifies when course content will be covered during the semester. In addition to the use of the textbooks, the syllabus should include any supplemental materials to be used during the course. The course syllabus is to be distributed to students during the first week of the course and to new students as soon as they are enrolled in the course.

The following procedure for requesting an alternative assignment will govern when an individual parent or guardian requests that his or her child be excused from a curricular assignment. "Alternative Curricular Assignment Request" forms are available in the School Office and the School Library.

1. A parent or guardian with a concern about curricular materials should first discuss the matter with the classroom teacher with the objective of resolving the matter promptly and informally.
2. If after the informal meeting the parent or guardian wishes to initiate a formal written request for an alternative assignment, they must complete and submit the "Alternative Curricular Assignment Request Form" to the building principal. If a parent/guardian seeks an alternative assignment for a classroom novel, film, unit, etc., the request must be received as early as possible in the course and prior to the time when his or her student will begin reading the book. This advance notification will allow time for the teacher to identify a comparable assignment that meets the original learner outcomes if possible.
3. The building principal will review the request and will send a copy to the District Curriculum Administrator. The principal will schedule a meeting with the parent/guardian and the classroom teacher to discuss the request and determine if a resolution can be reached.

4. If parent/guardian or teacher is not satisfied, he or she may appeal the building principal's decision to the District Curriculum Administrator.
5. The District Curriculum Administrator will review the request, and seek input from the teacher, the building principal, the parent/guardian, and the building or grade level department chairs and will render a decision.
6. If either parent/guardian or the teacher is not satisfied with the District Curriculum Administrator's decision, the decision may be appealed to the Superintendent who shall consult with the parties involved.
7. The Superintendent will render a decision, which shall be final.

Book Challenge

The Board of Trustees, although it is ultimately responsible for all instructional and library material, recognizes the right of students to free access to many different types of books and resources. The Board also recognizes the right of teachers, librarians and administrators to select books and other materials in accordance with the adopted curriculum, current trends in education, and student and staff needs, and to make them available in schools and libraries.

Therefore, books and other resources will be chosen for value of interest and enlightenment of all students in the school community. A book or other resource will not be excluded because of the race, nationality, political, or religious values of the writer or of the material's style and language. Every effort will be made to provide materials that present all points of view concerning the international, national, and local problems and issues of our times. Books and other resources of sound factual authority will not be proscribed or removed from library shelves or classrooms because of partisan doctrinal approval or disapproval.

Censorship of books and other materials will be challenged in order to maintain the school's responsibility to provide information and enlightenment. Accordingly, the Board will deal with censorship of books or other materials as follows:

- The final decision on controversial materials rests with the Board after the established process for handling challenged materials has been exhausted/completed.
- The Board recognizes the right of an individual parent or guardian to request that his or her child not have to read a given book or view a particular media work.
- Any parent or person of legal standing who wishes to request reconsideration of the use of any book or resource in the school must make such request in writing on forms provided through building principals or school librarians.

[Administrative Procedure for the enforcement of this policy (**See: Board Policy 2067 – Handling Challenged or Questioned Material**) may be obtained in the Central Administration building, and each school office.]

Change of Academic Schedule

Daily Schedule Change

Changes shall be made through individual counselors. Class schedules must be continued while and until the change has been finalized.

Withdrawal from Class

A student who is withdrawn or dropped from a subject two weeks or more after the beginning of a semester will have a WF recorded on the student's permanent record unless under exceptional medical circumstances

a WM is necessary. Exceptional circumstances must be demonstrated before any student will be withdrawn or dropped from any class.
No provision of this policy shall limit procedural due process available to any student or a student's parent, legal guardian, or person with parental authority.

Withdrawal from School
A student withdrawing from school must:

1. Complete Pink School Departure Form
2. Must obtain a withdrawal form from the Registrar in the main office.
3. Must pay all fines & fees.

Once withdraw form is completed and turned into the Registrar, the student will be given a copy of the withdrawal/transfer form, their transcript, Immunizations, and a school profile to take to their new school

Class Interruptions

There will be no interruption of a class by a student unless written permission from an administrator is obtained.

Course Fees

A student may be charged a fee for consumable supplies or maintenance and repair of equipment that is used in classes and/or courses offered for graduation credit including but not limited to career and technical education and fine arts classes. Students may also be charged a fee for field trips or facility rentals associated with classroom or school activities either within or out of the district boundaries.

If a student is to be charged a fee, both the student and parent shall be notified regarding the amount of the fee or charge.

A student may be charged reasonable tuition for activities not offered for graduation credit or for repeat courses offered for credit. These include adult education courses, drivers' education, athletics, intramural sports, extracurricular activities, and under three-mile transportation charges.

District students who apply and are approved for either free or reduced lunches may request a waiver of applicable tuition/fees. A current school lunch application must be on file with the appropriate school in order for this waiver to be granted. Absent extenuating circumstances, only one waiver will be granted per student for drivers' education. **(See: Board Policy 3075 – Student Charges, Fines and Fees)**

Education and Vocational Planning

College Entrance Exams
Students planning on attending a post-secondary institution will need to take the College Boards (SAT) and/or American College Test (ACT) for college entrance. Students are encouraged to see the counselors early to determine anticipated test dates and application information. Post secondary institutions list the required or preferred test requirement in the "Admission Requirements" section of their catalogue. Students planning to attend a military academy or ROTC programs should take the ACT or SAT in the spring or summer of their junior year.

Federal Financial Aid
Federal financial aid provides students with financial assistance based on need as established under federal, state and institutional guidelines. Total resources including student earnings and/or savings, parental contributions, social security benefits, veterans' benefits, vocational rehabilitation, scholarships, grants, and student employment from outside sources are taken into consideration. Financial aid forms are available in December in the Guidance and Counseling Center or from the post-secondary institution you are planning on attending. Most post-secondary institutions require that forms be completed and post-marked by midnight December 1st to compete for available financial aid funds. At most schools, forms completed after December 1st will be considered only if funds are available. Information for federal financial aid forms is taken directly from parent's income tax forms. A change going forward from the 2017-2018 school year is colleges and FAFSA are now using prior year tax information to fill out the FAFSA forms.
Financial aid forms are completed each year a student attends school and wants to be considered for financial aid. Questions should be directed to the selected institution's financial aid office or to your high school counselor.

The online application for FAFSA (federal student aid) can be found at this web site: https://fafsa.ed.gov/

Guidance / Counseling / Career Center Services
An organized program of guidance and counseling is provided for the benefit of each student. Students are assigned to a counselor upon entering Capital High and whenever possible stay with the same counselor until graduation. Students, teachers, counselors and/or parents initiate interviews and conferences each year to assist students in making educational and vocational/career plans and to help in any other area of personal concern.

School counselors fully respect the right to privacy of those with whom they enter counseling relationships. This is a professional responsibility. A counseling relationship requires an atmosphere of trust and confidence between the student / client and the counselor. A student / client has the right to privacy and to expect confidentiality. This confidentiality must not be abridged except where there is a perceived clear and present danger to the client and/or to other persons.

Montana Law mandates school district personnel to report suspected cases of abuse or neglect. In addition, Counselors are required to follow the Title 42 Confidential Federal Regulations requirement with regards to Alcohol and Drug Abuse. These can be viewed at:
http://www.access.gpo.gov/nara/cfr/waisidx_02/42cfr2_02.html

Copies are also available for viewing at the school library.

Scholarships and Awards
Scholarships are awarded by community and service organizations, public or private colleges, universities, vocational-technical centers, businesses, and individuals.

Scholarship selection may be based upon one or more of the following criteria: financial need, extra-curricular activities, school and/or community honors and recognition, academic records, community activities and organizations, church activities and future goals or plans.

Scholarships are advertised through special bulletins that are posted in American Government, English IV, Student Services Center and various other classrooms and sites throughout the building. Applications are available in the Student Services Center Scholarship file.

Students who want information about scholarships should read college catalogues, contact post-secondary financial aid offices, college department advisors or deans, and high school counselors. Students may pick up current scholarship information in the Student Services Centers at each high school.
Students who are interested in scholarships are recommended to take the Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT/NMSQT) during their junior year.

English Learners

Helena Public Schools has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. The District will ensure opportunities are provided for parents to meet with building principals and teachers, provide information how parents can be involved in their child's education, and how parents can help their child attain English proficiency and succeed in school. The District works hard to provide information to parents in a format and language that they can understand.

Each year, within 30 days of the start of the school year or the student's enrollment if after the start, the District will notify parents of a student identified as limited English proficient of the reasons their child has so been identified, the child's level of English proficiency and how it was assessed, the methods of instruction used in its programs and others, how its program will help their child, and when the child is expected to gain English proficiency.

The District will provide notice to parents of limited English proficient students when the child fails to make progress on annual achievement objectives within 30 days of learning of such status.

Parents seeking more information about the District's identification of and programs for students with limited English proficiency should contact the Assistant Superintendent at 324.2004.

ENET – Extended Network for Education Transition

Extended Network for Education Transition (ENET) is an alternative to traditional methods of out-of-school suspension and/or expulsion. ENET is designed to address the needs of students in grades 9 through 12. Students are to be placed by the school administration only. Students earn credit for work accomplished while at ENET.

Gifted and Talented Program (PEAK)

The Helena Public Schools gifted and talented program provides an array of comprehensive services for identified GT students (PreK-12).

Identified students receive a specialized intervention curriculum in the following curriculum areas: critical thinking, problem solving, logical reasoning, communication skills, leadership, research, technology, creativity, intrapersonal skills, and interpersonal skills. Various pullout activities are specially designed for gifted students to team with other gifted students from the district as they develop lifelong learning skills.

Specialized GT services include:

- Consultations to parents and faculty
- Identification for pull-out services through multi-factored assessments
- Weekly thematic pull-out intervention services for identified students in grades 3-5

- Twice-weekly lunch labs for identified students in grades 6-8
- Monthly intensive seminar pull-out services for identified students in grades 6-8
- Weekly meetings for identified students in grades 9-12
- Multi-day symposiums for identified students in grades 9-12
- Online classroom for identified students in grades 6-10
- Parenting initiatives: speakers series, discussion groups, and conferences
- Academic acceleration through a Referral Team Process
- Leadership Conference (grades 3 - high school) each spring
- College Credit opportunities for students in grades 9 – 12.

Grades

Grading System

Educators and parents alike recognize that student performance should be evaluated regularly so that appropriate steps may be taken to maintain, remedy, enrich or strengthen the student's performance. Both the person reporting the grade and the person receiving the grade should be able to easily interpret the grade. The high schools use a grading system composed of the following grades.

For computing grade point averages the following numerical values are assigned to the letter grade:

This is a District wide grading scale used by all teachers to calculate grades for grade reporting, including course history.

- **A** - Superior; exceptional achievement
- **B** - Above average work
- **C** - Average
- **D** - Below average; barely meeting the requirements
- **F** - Failure, no credit earned
- **I** - Incomplete, no credit earned
- **W** - Withdrawal, no credit earned, not included in grade point calculation
- **WF** - Withdrawal failing; no credit earned, grade included in grade point calculation
- **WM** - Medical Withdrawal; no credit earned, not included in grade point calculation
- **NC** - No grade; no credit earned, included in grade point calculation
- **P** - Pass, credit earned, not included in grade point calculation

Grade	Percentage	GPA Value
A	91 - 100	4
A-	90 - 90.99	4
B+	88 – 89.99	3
B	82 – 87.99	3
B-	80 – 81.99	3
C+	78 – 79.99	2
C	72 – 77.99	2
C-	70 – 71.99	2
D+	68 – 69.99	1
D	62 - 67.99	1
D-	60 - 61.99	1
F	0 - 59.99	0

Semester Grades / Quarter Grades
Semester grades are used to calculate valedictorian, salutatorian and honors status for graduation. Semester grades are also used to calculate scholar status for the Helena Education Foundation's "Celebration of Excellence". Quarter grades are used to calculate honor roll status.

Transcripts - Official
A student's transcript is an official record which records the courses taken by a student from ninth through twelfth grade. In addition to final grades the transcript also documents a student's immunization record and, in some cases, testing information.

Students may request official transcripts at the front office to be sent within two working days of the request. Students will be given the first five transcripts free of charge. Every transcript thereafter will require payment of $1.00.

Student Name	
Transcript, Timothy	
Student ID: 114350	Grade: 12
Birth Place: Independence , MO	Date of Birth: 04/06/2002 Gender: M
Parents/Guardians: Transcript, Sally/ Transcript, Tommy	
Mailing Address: 1234 I Declare a Thumb War Helena, MT 59601	

Capital High School
Transcript

Enter Date

Leave **Date:currentlyenrolled**

Class of: **O**

MT State ID:

School Name/Address
Capital High School
100 Valley Dr
Helena, MT 59601
Tel **406-324-2500:** Fax **406-324-2501**

Subj	Course Title	Mark: S1	Cr	Mark: S2	Cr
16-17 Capital High School					
ENG	English 1	B+	0.50	B-	0.50
MTH	Algebra I	B	0.50	A-	0.50
SCI	**Earth Science Hon**	C	0.50	C	0.50
ELE	Physical Sci	C-	0.50	B+	0.50
ELE	Spanish 1	B	0.50	A-	0.50
FA	Capital Chorale	A	0.50	A	0.50
17-18 Capital High School					
HP	Frosh HP PE	**B+**	0.50	**B-**	0.50
ENG	English 2	C	0.50	B	0.50
SST	World Cultures	B-	0.00	**B**	0.00
SST	World Culture Hon	B-	0.50	B	0.50
MTH	**Geometry**	B	0.50	**A**	0.50
SCI	**Science Transfer Cr edits - Honors**	B	0.50	**A**	0.50
SCI	Biology 1	C+	0.50	B-	0.50
FA	Capital Chorale	**A**	0.50	**A**	0.50
HP	Soph HP PE	B+	0.50		
HE	Health Enhancmt			C	0.50
ENG	English 3	**A**	0.50		
18-19 Capital High School					
ENG	English 3			**B**	0.50
USH	**American History**	A-	0.50	**A**	0.50
MTH	Algebra II	C	0.50	B-	0.50
SCI	Biology AP	B+	0.50	**A**	0.50
SCI	**AP Environmental Science**	B	0.50	**A**	0.50
ELE	Spanish 2	**A-**	0.50	B+	0.50
voe	**Money Management**	**A**	0.50	**A**	0.50
19-20 Capital High School					
ENG	English 4 C	B	0.50		
AMG	**American Govt**	**A**	0.50		
Mth	AP Calculus AB	**A-**	0.50		
ELE	Physics	**A**	0.50		
FA	**Ceramics 1**	A	0.50		
voe	Carpentry 1	**A-**	0.00		
		A-	0.00		

Subj	Course Title	Mark:	S1 Cr	Mark:	S2 Cr

Academic Summary

Total GPA: 3.277 — Class rank is Not Ranked

Earned Credit Hours: 23.50 — Req. For Graduation: 23.00

Test Scores

Date 00/00/0000	Date 00/00/0000
Composite	Composite: 00
English	English
Math	Math
Reading	Reading
Writing Sub	Writing Sub
Writing Combined	Writing Combined
Science:	Science:
ELA	ELA
STEM	STEM
.sAI	**.sAI**
Date 00/00/0000	Date 00/00/0000
Total:	Total:
Critical Reading	Critical Reading
Math	Math
Writing:	Writing

Mootaoa Uoi1Je[sit;'. S:wi:stem Wdtiog Assessmeat

Date 00/00/0000
Writing: 0.0

Work In Progress

Subj	Course Title	Credits

AP=Adv Placement WF=WIlhdraw Fail WM=WIthdraw Medical =Mod Grade

Comments:
This is a sample transcript

DTP
OTTO
HIB
HPA
HPB
HPV
IPV
MCV
MENS
MMP
MMR
MSL
PCV
ROT
RUB
TOP
VAR

Withholding of Grades, Transcripts, Diplomas
Montana law (M.C.A. 20-5-201) allows a school district to withhold the grades, diploma, or transcripts of a pupil who is responsible for the cost of school materials or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

If a student transfers to another school district in the state the receiving district will be notified of any financial obligation of the pupil and will be requested to withhold the pupil's grades, diploma or transcripts until the obligation to the sending district is satisfied. Parents may challenge the underlying financial obligation using the District's Uniform Complaint Procedure.

Graduation Information & Requirements

Twenty-three (23) academic credits are required.

½ Year	1 ½ Years
Health	P.E.

1 Year	3 Years
American History	Mathematics
American Government	Science
Social Studies	
Fine Arts	
Vocational/Practical Arts	

4 Years	Elective Credits
English	7

Junior, senior or foreign exchange transfer students may directly petition the Superintendent to waive Helena School District No. 1 course requirements which exceed the minimum state requirements for graduation, as outlined in Rule 10.55.905 of the Montana School Accreditation Standards.

All other students must petition the Board of Trustees to waive Helena School District No. 1 specific course requirements or total credit requirements which exceed the minimum state requirements for graduation.

The Board of Trustees or Superintendent may grant waivers based on individual student needs, hardships, aspirations, and performance levels.

Commencement
All seniors may begin plans for participation in commencement exercises if, at the beginning of the second semester senior year, they are within 5.5 credits of being able to graduate. Formal commencement exercises are conducted annually at the end of the regular school year. The ceremony is a dignified formal occasion held to honor the graduates.

Should the goals of meeting all graduation requirements not be achieved during the second semester, the student may, at the principal's discretion, participate in commencement exercises but would not receive a diploma until all requirements have been met. A student may not receive this consideration for the following reasons: lack of effort, attendance, or because of unacceptable behavior.

- All students are expected to follow CHS behavior standards.
- Wear appropriate clothing under your academic gown (e.g. dresses, slacks, shoes)

- Decoration of cap is allowed. Adornment of gown other than approved sashes is not allowed.

The Helena Public Schools will permit students to honor their American Indian heritage through the display of culturally significant tribal regalia at commencement ceremonies.

Prohibited items that may not be worn or incorporated into the graduation ceremony include but are not limited to; items that promote drug use, weapon use, threats of violence, sexual harassment, bullying or other intimidation, or violates a district policy, state or federal law.

The school administration will review student presentations and specific content and will advise participants about appropriate language for the audience and occasion.

See: Board Policy 2333 Participation in Commencement Exercises

Commencement Practice
Commencement practice will be conducted with all seniors participating in the graduation ceremony. It is mandatory that students attend the entire practice. Failure to do so may result in removal of the student from the official graduation ceremony. Exceptions must be approved prior to commencement practice by the principal or the principal assignee. Exceptions include family emergencies and illness. Students should plan to adjust their schedules to accommodate commencement practice. Work schedules are not considered as an exception. **The graduating class of 2022 will be required to have completed all graduation requirements by the end of the 8th semester in order to participate in commencement exercises.** Exceptions to this requirement may be granted by the Principal for extenuating or exceptional circumstances.

Early Graduation Requirements
Students may graduate from Capital High School with less than four (4) years of high school attendance under the following circumstances: Completion of all required course work as detailed Helena School District No. 1 **Policy 2085 ~ "Graduation Requirements"**. A total of 23 credits in all required subjects will be required beginning with the Class of 2020.

Once approved for early graduation, students will advance to the next appropriate grade level (if applicable) and are eligible for all accolades that are associated with the graduating class and will become a member of the official Grade Point Average and class rank list.

1. Early graduation must be approved by the Superintendent and must be requested by August of the year prior to the junior year.
2. A formal written request must be presented to the Principal. The request must include rationale demonstrating that it is in the best interest of the student to complete graduation requirements early and to receive a diploma. The request should be made no later than the first semester of the junior year and must be signed by both the student and his/her parent, for graduation after the seventh (7th) semester.
3. The counseling office will make a thorough review of the student's credits and a conference with the student and his/her parent(s) or legal guardian(s) regarding the reasons for the request.
4. After review by the high school administration the request will be permitted or denied.

Grade Point Average (GPA) and Class Rank List
The official Grade Point Average (GPA) and class rank list for graduating students will be calculated twelve school days into second semester. Students must be currently enrolled full-time at Capital High School and have completed seven semesters of high school to be eligible for the official GPA list and class rank list.

Six Credit-Bearing Courses Requirement
Students in grades 9-12 must be enrolled in a minimum of six credit bearing classes unless the principal or principal's designee has granted an exception or a student is attending under the Part-time attendance guidelines.

Students wishing to appeal this requirement must schedule a meeting with the building principal or principal designee. Students must present their request in writing and provide supporting documentation where appropriate. Students who choose to end their day early must leave campus or congregate in approved areas.

Exceptions may include but are not limited to following:

1. Family Needs (e.g. financial)
2. Educational – requires documentation
    - Enrolled in post-secondary program (e.g. Carroll College or HCT)
    - Enrolled in post-secondary online or dual credit program
3. IEP and 504 Educational Plans
4. Extraordinary Opportunity – requires written plan
    - Academic Internship
    - Senior Project
    - Job Shadow
    - Independent Study
    - Other

Summer and Make-Up School Guidelines
Make-up school is intended for seniors that fail first semester of English IV and Government. Students must have been in attendance for a minimum of 70 days per semester or receive an exemption based on extraordinary circumstances to qualify for summer and/or make-up school.

Summer school is available to all students who have failed a semester core class required for graduation. Students are not eligible for summer school if they have missed more than 20 hours of class instruction, or if they have withdrawn from class. **Each summer school class is equivalent to a half (.50) credit.**

Parent and Student Portals / Automated System Notifications Opt Out
Parents and students can access student grades, assignments and attendance information at any time through the online PowerSchool portals. A username, password and directions will be provided to parents with students enrolled in grades 4-12. Parents should not share their password with their student. Students will receive their own username and password.

The Federal Communications Commission requires the Helena School District to allow you to opt out of receiving outreach messages to you via our automated system, School Messenger. Outreach messages can include information about schedule changes, school events, parent reminders, cancelled activities, and other non-emergency messages.

The District wants to keep you informed in multiple ways. Our system allows us to send messages to you through different mediums – phone calls, texts, emails – regarding important school information. If you do not want to receive non-emergency messages from School Messenger please copy and complete the form below and return it to your school office. You will still continue to receive emergency calls even if you do not

consent. You can also revoke your consent to receive messages from our system at any time by contacting your child's school office.

SCHOOLMESSENGER®

Automated System Notifications Opt Out Form

Student Name: _____

Student's School: _____

Parent / Guardian Name: _____
(Please print)

Date: _____

I do not give the District and my child's school consent to send me automated outreach messages through the District's notification system.

I understand emergency messages are excluded from this opt out request.

Please copy this form, complete it, and return it to your child's school if you do NOT wish to receive automated information messages.

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Part-time Attendance

Students in grades K-12 residing within the Helena School District and currently fulfilling their primary education requirement outside the Helena schools (through home school and/or private school education) are eligible to enroll and participate in classes on a part-time basis. Part-time students must declare part-time status upon registering. Part-time students must enroll in year-long courses prior to the opening of school and semester courses at least one week prior to the start of the semester.

Handicapped students residing within the district who are attending private or home schools will be accepted in accordance with state and federal statutes and regulations.

Post-Secondary and Online Learning Opportunities

College & University Course Guidelines

Helena Public Schools offers juniors and seniors the opportunity to undertake additional academic challenges and participate in courses not offered at the high school level. The counselors' and principal's approval must be secured before a student may submit an application to a college or university participating in this program. Students who want their work to count toward their high school GPA calculation must have pre-approval from an administrator. The program is monitored by the Guidance and Counseling Center.

Dual Credit

Dual credit allows high schools students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a 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 Helena Public Schools have dual credit partnerships with a number of Montana colleges and universities. Students interested in dual credit opportunities must meet with their building administration to determine available options. Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

Online Courses Board Policy

The Helena Public Schools Board of Trustees recognizes, and values quality instruction provided to students on campus by Montana licensed educators. Helena Public Schools campus-based education, serves as the primary and preferred source of instruction for most Helena students.

The Board further recognizes that for some students inline learning is an appropriate supplemental or alternative means to provide quality educational services.

See Board Policy: 2135 - K-12 Online Learning Policy

Montana Digital Academy

Freshmen, Sophomore and Junior students enrolled at Capital High School may also enroll in the Montana Digital Academy (MTDA) for one credit (year-long course) per year. Seniors enrolled at Capital High School may enroll in the Montana Digital Academy for up to two credits (two year-long courses) during their Senior year.

A maximum of 2.5 Montana Digital Academy credits may be applied to the Helena School District graduation requirement of 23 credits. Credits earned beyond the 2.5 allowed will be included on the student transcript as additional elective credit. Students wishing to appeal this requirement must schedule a meeting with the building principal or principal designee. Students must present their case in writing and provide rationale for their request.

Students interested in enrolling in the Montana Digital Academy must complete the MTDA enrollment form and return it to their school counselor or administrator. During the summer students can complete the form and schedule an appointment with an administrator by calling 324-2500.

Capital High School students, who receive a withdrawal/failure (WF) or a failure from a traditional high school course, must wait until the following semester to enroll in a MTDA course.

There will be no fees for online courses during the 2021-2022 school year.

For more information go to: http://www.montanadigitalacademy.org or contact your school counselor or

administrator.

Early Access @ Carroll College
Beginning the fall of 2018, the *Carroll College Early Access* program will make 35 undergraduate college courses available for college credit for qualifying juniors and seniors. Participating students must have a minimum GPA of 3.25, permission from their parents and their high school counselor, and their own transportation to Carroll College. Students who don't meet the required GPA can petition their principal for a review and further consideration.

The only cost is a single $60.00 fee to cover things like parking, technology, and access to the computer labs, library and athletic events. For more information students and parents should contact their high school counselor. Additional information is also available at www.carroll.edu/earlyaccess

NOTE: All distance, online and technology delivered learning programs must be taught by a licensed and endorsed Montana educator in the area of instruction taught (A.R.M. 10.55.907) All MTDA courses are taught by licensed and endorsed Montana educators.

Student Recognition/Awards

Honor Roll
An academic grade point average of 3.25 for a quarter places a student on the CHS Honor Roll. The Honor Roll will be announced every nine-week period. Quarter grades are used to determine honor roll status.

National Honor Society
The National Honor Society is a service organization established to recognize students who reflect high academic accomplishments and exemplary character, leadership and service qualities.

National Honor Society Selection Criteria
Membership in the Capital High School Chapter of the National Honor Society is an honor bestowed upon students during their junior year. Selection for membership is by faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. The criteria for selection are outlined below.

- Scholarship: cumulative grade point average of 3.5 or higher
- Character: Integrity: no recorded incidents of cheating or intentional dishonesty including plagiarism
- Behavior: no record of knowingly violating school regulations; no record of civil offense within the community
- Cooperation: willing to assist classmates and school staff
- Ethics: maintains high personal standards of honesty and ethical behavior
- Leadership: demonstrates initiative and a wholesome influence within the class, school
- Community or work environment
- Service: Volunteers time for the benefit of the school and/or community

Note: Any potentially disqualifying event documented with building administration and recorded in the student record may be cause for disqualifying a student from consideration for National Honor Society membership.

National Honor Society Application Process
During the spring of the junior year those students meeting the scholastic requirements receive a letter inviting them to apply for induction into the National Honor Society. Interested students complete an application outlining their leadership and service activities. The faculty at large reviews all eligible candidates on issues of character. The completed applications and the faculty input are then forwarded to the faculty council. Final membership selection rests with the faculty council. Students not selected for induction have the opportunity to go through the appeals process.

Recognition at Graduation
Members who have remained in good standing, completed their service requirement and maintained equal to or greater than the 3.5 cumulative GPA requirement on the official GPA and class rank list may wear the blue and gold National Honor Society tassel at the graduation ceremony. The tassel is awarded to seniors at the Spring National Honor Society induction ceremony.

Valedictorian and Salutatorian Awards
Valedictorian and Salutatorian awards are determined from the official Grade Point Average and class rank list for graduating students. The Valedictorian award is awarded to students that have earned a 4.0 G.P.A on the official Grade Point Average and class rank list. The Salutatorian award is awarded to students that have earned all A letter grades and one B letter grade on the official Grade Point Average and class rank list. Semester grades are used for these calculations.

Helena Education Foundation Distinguished Scholar Awards
The Helena Education Foundation annually recognizes graduating seniors who reflect high academic achievement.

Students must meet or exceed the following qualifications by the end of the seventh semester to become a "Distinguished Scholar".

- Minimum 3.7 GPA
- Minimum 12 credit hours of honors, AP, accelerated, or college level classes according to a list agreed upon by schools by the end of the 7th semester
- Minimum 23 total credit hours by the end of the 7th semester
- Enrolled and physically present in the Helena Public Schools his or her senior year, unless already graduated
- Minimum two extra-curricular activities (those not required by a class or for which a grade is given)

Beginning with the **Class or 2022** students must meet or exceed the following qualifications by the end of the seventh semester to become a "Distinguished Scholar".

- Minimum 3.75 GPA
- Minimum 12 credit hours of honors, AP, accelerated, or college level classes according to a list agreed upon by schools by the end of the 7th semester
- Minimum 24 total credit hours by the end of the 7th semester
- Enrolled and physically present in the Helena Public Schools his or her senior year, unless already graduated
- Minimum two extra-curricular activities (those not required by a class or for which a grade is given)

Beginning with the **Class or 2023** students must meet or exceed the following qualifications by the end of the seventh semester to become a "Distinguished Scholar".

- Minimum 3.75 GPA

- Minimum 14 credit hours of honors, AP, accelerated, or college level classes according to a list agreed upon by schools by the end of the 7th semester
- Minimum 24 total credit hours by the end of the 7th semester
- Enrolled and physically present in the Helena Public Schools his or her senior year, unless already graduated
- Minimum two extra-curricular activities (those not required by a class or for which a grade is given)

HELENA EDUCATION FOUNDATION

EXTRA AND CO-CURRICULAR ACTIVITIES INFORMATION

Activity Ticket

An activity ticket admits students to all Capital High regularly scheduled athletic events and to all drama and musical events. The price of each ticket is $30.00. It is to be used only by the student whose name appears on it. Activity tickets lost or stolen may be replaced at a cost of $5.00.

All single ticket prices and activity ticket prices for the school year are listed below:

All Athletic Events Adult	$6.00
Student	$4.00
Grade K-12 Activity Ticket	$30.00
Individual Adult Season Sports Passes	$50.00

Academic Eligibility for Activities MHSA

The Board of Trustees recognizes the value and contributions of high school activities. The Trustees further recognize that academic growth is the primary mission of the school program.

Helena's high schools are members of the governing body of the Montana High School Association. To be eligible to participate in an Association Contest, a student shall meet all of the following criteria:

- be regularly enrolled in twenty hours per week at the school where the student participates.
- be in regular attendance.
- have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the **last previous semester**, at the school where the student participates.

All students who transfer from another accredited high school will have their initial eligibility determined by current Montana High School Association policy.
Credits earned during summer school DO NOT count toward eligibility.
School officials will work with coaches and advisors to implement procedures that encourage academic success for all students.
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Credits earned during summer school DO NOT count toward eligibility.
School officials will work with coaches and advisors to implement procedures that encourage academic success for all students.

Attendance Eligibility for Activities

Students must be in school the day of a scheduled event, unless permission is given by administration. An unexcused student may not participate that day or subsequent days if the activity occurs on a weekend.

Crowd Behavior

The Montana High School Association recognizes the primary obligation incumbent upon the administrators of member schools is to control their students, staff members and fans at all Association Contests.

Decorations

The club sponsor and the administration must approve all decorations and/or posters. Such decorations and/or posters must be removed following the activity. Outside advertising is allowed with approval of the office of the superintendent. Only masking tape is to be used for putting up decorations. No latex materials or balloons are allowed.

Elections

Student body elections will be held in accordance with the Student Council constitution.

Fundraising Projects

Any school related or outside organization or individual raising funds on school property or on behalf of a school, student activity or organization or individual, must conform to the rules and regulations of the Board/District as outlined below:

- A written plan for any fundraising activity must be presented to the Superintendent or Superintendent's designee. The activity will be permitted following approval of the plan by the Superintendent or Superintendent's designee.
- Fundraising must take place at such times and place as to not unreasonably interfere with the operation of the school.
- The Helena School District tax identification number may be used only with permission of the District Business Office.
- All equipment and materials purchased by community groups and donated to school programs become the property of the Helena School District.
- The Business Office is responsible for financial administration or review of any funds gifter to a school, program or activity.

- Such gifts may be subject to state and federal law.

Any organization or individual using the Helena School District name, property or students to raise funds for non-district related causes must have approval from the Superintendent or Superintendent's designee. The Board/District assumes no responsibility for the finances of outside organizations. **See Board Policy: 7070 – School Related Fundraising and Individual or Outside Organizational Fundraising**

Role of Students in School Sponsored Fundraising

At no time shall any student be required to participate in any school sponsored or school related fundraising activity.

Soliciting Funds

Business people and others are not to be solicited by school groups for funds, except after approval by the principals. (Rev. 2.11.92)

Soliciting Among Students

A written plan for any school sponsored fundraising activity involving students must be presented to the Superintendent's designee. This includes online fundraising activities. activity will be permitted following approval of the plan by the Superintendent or Superintendent's designee.

Individual Student Fundraising Accounts

Accounts which track an individual student's fundraising will be accounted for by the extracurricular bookkeeper. Any unused balance in a student's individual account will revert back to the organization's (e.g. Band, Speech and Debate, etc.) main fundraising account. Student account balances may not be transferred to another student or sibling.

Fundraising Goals

If a student exceeds a fundraising goal or only uses a portion of funds raised for a particular event the balance will revert to the club or organization's (e.g. Band, Speech and Debate, etc.) main fundraising account

Advances or Loans Prior to Fundraising

At no time are students to seek loans or advances from any individual or organization with the promise of returning or paying back the loan from the club or organization's account.

Identification Cards

All students will be issued one I.D. card at the beginning of the school year. The student while at school and at ALL school activities will carry these cards. Replacement will cost five ($5.00) dollars.

Meetings of Class and Student Organizations

Faculty sponsors must be present at all meetings of student organizations. The office must be notified of these meetings. A schedule of meetings must be given to the assistant principal for activities.

Obligation of Students Participating in Activities

Students participating in high school activities owe a responsibility to fellow students, the District, and the community. That responsibility includes the obligation to be law-abiding citizens.

The District shall place limits, up to and including, excluding a student from participating in high school activities or being awarded school honors, if a student is found to have violated Board Policy or committed an

act prohibited by state and federal law. The finding may be based on an investigation, the results of which are supported by a preponderance of the evidence.

An appeal process which preserves the student's due process rights will be available for all students to dispute a finding that a violation has occurred. At a minimum, the appeal procedure will include notice to the student, the parents or guardian, an informal hearing with school officials, and a timely decision. ***See: Board Policy - 3066 Obligation of Students Participating in School Sponsored Activities.***

Travel

Students are subject to the full direction and authority of the coach or advisor while involved in activity travel. All school regulations concerning student behavior are in effect during activity trips. Students participating in school activities must ride school transportation to and from and during the event.

Students may ride home from an event with a parent or guardian if a building administrator has approved prior arrangements.

Travel Out-of-State or Out-of-Country

The building principal in consultation with the Superintendent must approve any out-of-state or out-of-country travel.

Students who participate in school-sponsored out-of-state or out-of-country travel must have parental / legal guardian permission and provide a completed and signed copy of the "Parent Permission for Out of State or Out of Country Travel". They must also acknowledge in writing the following:

1. **Nature of trip**. A description of and acknowledgment/consent by parents and students regarding the nature of the trip and general travel plans, i.e., a brief factual account of the planned trip.
2. **Inherent risks**. Acknowledgment/Consent by parents and students that there are inherent risks in traveling to such a location.
3. **Conduct rules**. Acknowledgment/Consent by parents and students of the rules that will apply on this trip. You need to identify the rules that will apply on the trip, (i.e., if school rules will apply, that should be stated). Any additional rules should be noted.
4. **Needed Accommodations**. A parent or student must identify any needed accommodations before embarking.
5. **Medical/Health Insurance**. Students must have their own medical/health insurance. Parents must provide documentation of medical/health insurance before the trip.
6. **Trip Insurance**. Parents / guardians must secure "trip insurance" for international travel and in some cases out-of-state travel if it is not included as part of the total cost of the trip. If trip insurance is not purchased and a student purchases a ticket but does not travel, refunds or credits for unused airline tickets will be based on what the airline allows.
7. **Medical Procedures**. The student and parent should authorize the school chaperones to arrange for and, if necessary, to consent to treatment or medical procedures for the student at the parents' expense. (Release form provided.)
8. **Student Responsibility**. Students and parents should acknowledge in writing the student's responsibility for his/her own actions. Consequences for not following rules (e.g. leaving the group without permission) should be clearly outlined. (Release form will be provided.).
9. **Release and Indemnification**. The parent and student must release the school district and its agents from all actions not the result of fraud, willful injury or willful or negligent violation of law by an employee. This the standard set by state law.

For more information: **See Board Policy 2075 – Field Trips**

Unsportsmanlike Conduct

Any student or coach ejected for unsportsmanlike conduct from an interscholastic contest by officials will not participate for the remainder of the day and will be ineligible for the next regularly scheduled or rescheduled contest/meet at **that** level of competition and all other games/meets in the interim at any level of competition.

A second violation will result in a four (4) competition suspension in that sport by the offending student/coach. If penalties are imposed at the end of the sport season and no contest remains, the penalty will be imposed for the first contest in **that** particular sport in the next school year.

Spectator Behavior and Sportsmanship

The superintendent, school board, teachers, parents and many students share concern over unacceptable fan behavior. After-school, extra-curricular and co-curricular programs are an extension of the regular school day with all school rules and regulations in effect. The school's reputation should not be placed in jeopardy because of unsportsmanlike behavior. Students and spectators who violate the guidelines will be suspended from attending games. A meeting with the administration will determine the length of suspension.

What is expected:

- Students in attendance at activities are expected to have fun by demonstrating positive enthusiasm without causing harm, danger or embarrassment to others or the school.
- Students are to follow all rules that are in effect during the school day at after school activities.
- Students are to demonstrate respect toward fellow students, opponents, players, coaches and officials.
- Students are to police their own ranks and demand proper behavior from fellow fans. Students are encouraged to follow the cheerleader's chants and yells.
- Students are expected to demonstrate respect and pride for their high school.
- During the National Anthem; students are to stand, remove their hats, and face the flag, not talk, remain still until the end of the playing of the anthem or until the flags have left the floor.
- "Shirts must be worn at all contests. No body painting, students must be fully clothed. Wear clothing appropriate for a school event. School colors are encouraged." - MHSA
- Proper language is to be used. Do not use profanity in cheers. Trash talking, individual or group vulgarity is unacceptable as is taunting, and other verbal forms of harassment and booing of players, coaches and officials. Positive signs and cheers are encouraged. No "hand held" signs are allowed. Big flags are allowed at outdoor events only. Flags must be kept in front of the home crowd, never on the opposing side. – MHSA
- "Do not advance on to the court or playing field to protest or communicate with officials, coaches or players." – MHSA
- No artificial noisemakers (e.g. thunder sticks, horns, etc.) are allowed at indoor events.
- Work together with cheerleaders for positive chants and yells. Our cheerleaders work hard preparing these cheers.
- Respect is the key to good sportsmanship. Opponents should be respected. They are not enemies, but fellow teenagers who happen to attend other schools. "Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. Disrespectful behavior of any kind will not be tolerated." - MHSA
- Be modest and humble in victory or defeat. It is easy to be a good winner, and difficult to show class

in defeat.

- Cheer for our team not against our opponent. “Do not direct offensive cheers/chants at opposing cheering sections. No derogatory, heckling or negative signs or comments to referees, players, coaches, half-time performers or opposing fans.” – MHSA
- High school events are a family activity. Be aware that, elementary and middle school students are watching your every move and one day they will take the lead.
- Set a great example.

What Our High Schools Want Most

- A large student turnout at all school events.
- Exemplary sportsmanship from players and fans.
- To be proud of its teams and fans at contests at home and at visitor sites.

Failure to comply with these rules may result in disciplinary action to include being asked to leave the premises, loss of privileges to attend activities, legal consequences, school discipline to include detention or suspension, forfeiture of activity ticket or any combination thereof.

STUDENT RIGHTS, RESPONSIBILITIES,POLICIES AND PROCEDURES

Helena School District No. 1 has high academic expectations for all students. The District is committed to providing all students with an excellent, well-rounded educational program. With this commitment in mind, the District sets forth the following:

- All students must be given the opportunity to obtain a basic body of understanding, attitudes, knowledge, and skills needed for living in a democracy and the world community.
- The opportunity for development of intellectual curiosity, critical thinking, problem-solving abilities, and aesthetic appreciation shall be provided.
- The rights and responsibilities provide a uniform standard of conduct which emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines student rights, student responsibilities, disciplinary procedures and actions to be taken.

Definitions

The following definitions shall apply to the content of this document:

Student - shall mean a person enrolled and admitted to the high school district of Helena School District No. 1 and as provided by state and federal law.

School Authority - shall mean any District teacher or certified personnel, administrator, or other adult District employee unless specifically stated otherwise.

Students are individuals having a myriad of different personality characteristics, learning strengths, learning needs, emotional needs, and maturity level. Students have the right to considerations because no one method or procedure for learning or discipline can be equally applicable to all.

A student has the right to responsibly contribute information that will be considered when decisions are made that affect the quality and content of their education. The District encourages all students to take responsibility for their education, including preparing for and participating in class and school activities, taking full advantage of learning services provided, helping design their educational goals, conducting themselves respectfully and appropriately.

A student is the center of the school and the purpose for which it is operated and maintained. Students have the inherent right to be treated with dignity and respect. A student has the right to an education without disruption as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other student.

A student shall not be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, benefits or privileges of the District educational program or activity, because of race; creed; religion; gender; marital status; color; age; physical or mental handicap or disability; or national origin, unless based upon lawful grounds, including adopted policies of the Helena Board of Trustees.

A student may not be denied participation in District education programs or any sponsored activity except for such reasons as are provided in the adopted policies of this District; student code, federal, state and county associations or governmental entities; or organizations that sponsor activities, such as the Montana High School Association.

Students have the right to attend classes and to participate in school activities without regard to marital or parental status or pregnancy.

Student Records and Student Information: Notification of Rights under FERPA / PPRA / Recruitment

Family Educational Rights and Privacy Act (FERPA) & Student Records

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

1. The right to inspect and review the student's education records within 45 days after the day Capital High School receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask Capital High School to amend a record should write the school principal clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Capital High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Listed below are disclosures that elementary and secondary schools may make without consent:

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal

requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student. 20 U.S.C. § 1232g(b)(1)(L).

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Helena Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Helena Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Helena Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Student directories;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [1]

If you do not want the Helena Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the third Friday in November. Helena Public Schools have designated the following information as directory information:

- Student's name
- Telephone listing
- Photograph
- Dates of attendance
- Participation in officially recognized activities and sports
- Address
- Electronic mail address
- Date of birth
- Grade level

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–*

    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Helena Public Schools have developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Capital High School will directly notify parents via the District web site of these policies at least annually at the start of each school year and after any substantive changes. Capital High School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Capital High School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

See: Board Policy 2020 Student and Family Privacy Rights

Military Recruiter Opt-Out Notification

Helena Public Schools
Military Recruiter Opt-Out Notification
2021-2022 School Year

The No Child Left Behind Act, Section 9528, requires the school district to provide military recruiters, upon request, with the name, address and telephone number of each secondary school student unless the student or student's parent has advised the district that this information is not to be disclosed.

In order to have your student's directory information withheld, please note the following:

- A request to withhold directory information must be in writing. You may use the form provided or appropriate forms from other sources. A request may also be hand-written.
- This request will apply only to the release of directory information to military recruiters or other recruiters. Requests to suppress directory information used for other purposes (such as student publications, colleges and universities, class rings, and yearbooks) are not covered by this notification. Such requests must be filed directly with the school
- Requests for suppression of directory information will be maintained until notification requesting a change is received.
- Parents and students may sign this form. The parent signature must be on request for students who are under the age of 18. For students who are 18 years of age or older, the student must sign the request.
- Written requests to withhold directory information should be submitted by November 19, 2021.
- Requests should be sent directly to Mr. Brett Zanto, Capital High School Principal, Mr. Steve Thennis, Helena High School Principal, Matt Carey, PAL Principal or Rex Weltz Superintendent of Schools.

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

No Release of Information to Recruiters Form

Opt-Out Notification Form
Military &/or Other Recruiters
2021-2022 School Year

Must be returned by: November 19, 2021

I hereby request that Helena School District No.1 not release the name, address and telephone number of the student listed below to (check applicable):

____Military Recruiters, Military Schools or the Armed Forces
____All other recruiters to include education and/or employment recruiters

Name of student: _____

Date of Birth: _____

School attending: _____

Parent signature: _____

Date signed: _____
(Not required if student is 18 years of age)

Student signature: _____

Date signed: _____
(Required if student is 18 years of age or older)

For School Administration:

*Date Received:*_____*Received by:*_____

*Date Noted in Student Management System:*_____

Legal Counsel has approved this form as to legal form and content. Date: 10.2005

This form is available online at:
TBD

Reference: 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L> 107-107), the legislation that provides funding for the Nation's armed forces.

Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy

The Board is committed to providing students with a safe and civil school environment free from harassment, intimidation and bullying. The Board and District will not tolerate harassment, intimidation or bullying in any form at school, school-related events (including off campus events), school sponsored activities, school buses or any event related to school business. Bullying, harassment, intimidation or hazing by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Inciting, aiding, encouraging, coercing or directing others to commit acts of harassment, intimidation or bullying is prohibited under this policy.

The District expressly prohibits any form of intimidation, hazing, bullying or harassment including but not limited to the following: any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, creed, national origin, gender, sexual orientation, gender identity, age, culture, social origin or condition, marital status, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

Intimidation, bullying and harassment include acts that a reasonable person knew or should have known, under the circumstances the gesture or written or physical act (a) will have the effect of harming a student or damaging the student's property; or (b) will place a student in reasonable fear of harm to the student's person or damage to the student's property; or (3) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Definitions:

1. "Third parties" 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 program with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

2. "Hazing" 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.

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

   a. Physically harming a student or damaging a student's property;
   b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

c. Creating a hostile educational environment, or;
d. Substantially and materially disrupts the orderly operation of a school.

4. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting
All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Students who have concerns about bullying or harassment from staff members are encouraged to report their concerns to the building principal. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

All staff are obligated to address bullying, harassment, hazing and intimidation as described in Board Policy 5015, administrative procedures and / or staff and student handbooks.

Exhaustion of Administrative Remedies
A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities
The District Administration shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences
Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties who behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determine and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal
Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.
***See: Board Policy 3005* – Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy**

Non-Discrimination Notice

The Helena School District #1 strives to comply with all federal and state rules and regulations. The Helena Public Schools do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA Coordinators who have been designated to handle inquiries regarding non-discrimination policies:

Helena High School
Steve Thennis, Principal
Title IX Building Coordinator
1300 Billings Avenue
Helena, MT 59601
406-324-2200

Capital High School
Brett Zanto, Principal
Title IX Building Coordinator
100 Valley Drive
Helena, MT 59601
406-324-2500

Helena High School
Stephanie Thennis, Willie Schlepp,
Brian Kessler
Section 504 / ADA Coordinators
1300 Billings Avenue
Helena, MT 59601
406-324-2200

Capital High School
Walt Chancy, Kathy Kidder
Section 504/ ADA Coordinator
100 Valley Drive
Helena, MT 59601
406-324-2500

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Right to Equal Educational Opportunities, Title IX, Section 504, American with Disabilities Act

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

Inquiries regarding discrimination of any kind should be directed to the District's Title IX Coordinator, who shall provide information and, if necessary, direct the individual to the Uniform Grievance Procedure. The District will annually publish notice of these rights to students and parents.

Title IX Grievance Procedures

The Helena School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. District does not discriminate on the basis of sex in its education programs and activities.

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR

Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment.;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

District Title IX Coordinator

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Human Resources Administrator
1325 Poplar St.
Helena, MT 59601
406.324.2012

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of both the informal resolution procedure and the formal complaint procedures.

Section 504 and the Americans with Disabilities Act (ADA)
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 has established and implemented a system of procedural safeguards. Safeguards include a students' identification, evaluation, and educational placement.
This system includes 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 process.

School District No. 1 has appointed an officer to assist any employee, student, parent, or legal guardian with a Section 504/ADA concern. Inquiries concerning Section 504/ADA may be referred to the Central Administration Office, 1325 Poplar Street, Helena, Montana, 59601, or may be made by calling 1-406- 324-2010.

Procedures have been established for addressing any questions or concerns and for resolving any conflicts relating to Title IX/Section 504/ ADA that may be raised by an employee, student, parent, or legal guardian in School District No. 1. A copy of those procedures may be obtained from building Principals or the Central Administration Office***. See: Board Policy 2050 – Section 504 of the Rehabilitation Act of 1973 (Section 504).***

Special Education Services

Helena Public School District #1 is committed to the rights of ALL children and to providing specially designed programming to meet their individual needs.

A child's educational future depends on active parent participation and commitment to this important educational process. It is important to take an active role to ensure that your child, if eligible, fully

benefits from the many Special Education services available in Helena. If you are concerned with your child's progress in school, please contact the appropriate school staff and share your concerns. Refer to Procedural Safeguards in Special Education for students identified as having a disability under the Individuals with Disabilities Education Act (IDEA).

http://opi.mt.gov/pdf/SpecED/guides/ProcSafegrdsSpEdbooklet.pdf

Pre K -12 Child Find

(IDEA) requires Helena Public School District #1 to have a practical method to locate, evaluate, and identify all children who have a disability and need special education and related services.

Child Find includes:
- Preschool transition from the IDEA Part C Early Intervention Program;
- Preschool screening activities which reach out to the community at large, including private and home schools, as well as local Head Start programs; and

- School-based pre-referral activities for school-age students (K – 12th grade).

Preschool Child Find Clinics, for children aged 3-5, are scheduled 8 times a year to identify, locate, and evaluate all children suspected of having a disability. Screening is by appointment only and can be made by calling 324-2900.

Special Education K – 12 Grade Programming

Helena Public School District #1 offers a continuum of special education services in each of our elementary, middle and high schools for children who have been identified with a disability and are eligible for special education and related
service under the Individuals with Disabilities Education Act (IDEA). If you are concerned with your child's progress in school, please contact the appropriate school staff and share your concerns.

Special Education K-12th Grade Programs

Helena Public School District #1 offers a continuum of special education services in each of our elementary, middle and high schools for children who have been identified with a disability and are eligible for special education and related service under the Individuals with Disabilities Education Act (IDEA). IF you are concerned with your child's progress in school, please contact the appropriate school staff and share your concerns.

Screening Services for Helena Students

Speech & Language - Kindergarten students may be screened for speech and language problems based on consultation between the educator and the speech language pathologist.

Vision & Hearing – Pre K – 12th Grade students may be screened for vision & hearing concerns based on consultation between the educator, school nurse and/or speech language pathologist (hearing).

Academic - Students K - 12 will be screened through the referral process for any academic difficulties.

Methods of screening may include checklists, observations, and formal instruments. Parents will be notified of any unusual performance and recommendations will be offered for further evaluation.

For further information contact the Special Education Office at 324-2005.

Student Expression

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs; cause substantial disorder or invasion of the rights of others; or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school.

The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the District.

Student Assemblies
Students have the right to participate in school-sponsored assemblies. Continuation of student assemblies is contingent upon the ability of students to conduct themselves properly at all times. During a school assembly

students shall:

1. Remain quiet and attentive during the entire program;
2. Be courteous regardless of the program;
3. Remain in their places until they have been dismissed by school staff;
4. Refrain from whistling, talking or other acts of discourtesy.

Student Bulletin Announcements

Students have the right to place announcements in the daily bulletin. Students desiring to place an announcement shall retain a form for the announcement and receive prior authorization from the school building administration.

Student Meetings

The District provides a **limited open forum** as defined by the federal Equal Access Act. Limited open forum allows one or more non-curriculum-related student groups to meet on school premises during the non-instructional time of the school day.

Non-instructional time shall mean time set aside by the school one half hour before actual classroom instruction begins, one half hour after actual classroom instruction ends, or during the student lunch period. For the purpose of student meetings non-instructional time must only be on days when school is in session.

Any student desiring to initiate a student meeting on non-instructional time shall notify the school building Principal in writing of their desire to meet, reason of the meeting, number of participants and expected meeting time. The Principal shall provide students such necessary requirements as to comply with the provisions of the policies of the District.

Student(s) may conduct a meeting on school premises during non-instructional time within the limited open forum on the basis of religious, political, philosophical, or other content.

A student may conduct such a meeting provided:

1. The meeting is voluntary and student initiated;
2. The meeting does not materially or substantially interfere with the orderly conduct of educational activities within the school;
3. There is no school sponsorship of meetings;
4. The meetings take place during non-instructional time; and
5. Visitors do not direct, conduct, control or regularly attend the activities of the student group.

Visitors - shall mean individuals who are not employees, school personnel or students of Helena School District No. 1.

Non-curriculum student groups shall be limited to one visitor at the initial organizational meeting, at a time set by the school building Principal. Visitors desiring to attend the initial meeting must receive written permission by the school building Principal prior to attending any student initiated meeting.

The District reserves the right and responsibility to:

1. Maintain order and discipline on school premises for limited open forum activities,
2. Protect the well being of students, District personnel and property, and
3. Assure voluntary attendance of students at all meetings.

Note: Board Policy regulates facility use during times when school is not in session. ***(See: Board Policy: Rentals and Use of School Facilities)*** Such facility use shall require the completion of a facility use contract with the Principal of the facility. Contracts are available through the office of the building Principal or the District Business Office, 1325 Poplar St.

Student Publications

Prior to distribution in school or on school premises, a copy of all school sponsored and non-school sponsored student publications shall be provided to the school building Principal or designee. The Principal or designee may prohibit distribution of publications that are lewd, obscene, inflammatory or vulgar. Distribution of publications may also be prohibited if such publication shall substantially or materially disrupt the education process of other students or school activities.

Student publications which are submitted to the Principal and not otherwise prohibited from distribution may be distributed in school or on school premises except:

1. In a hallway, doorway, or other area where such distribution shall interfere with the physical movement of students or other persons; or
2. In a classroom, unless the student has received specific permission from the teacher.

Student Produced Media

Students who produce media for a class and/or school related or school sponsored event may not use vulgar, offensive, defaming, lewd or indecent speech or visual forms. Student produced media will be reviewed by the class instructor or event sponsor and the instructor or sponsor reserves the right to prohibit broadcast or distribution in any form.

Violation of these rules shall subject the student to Disciplinary and Conduct Codes.

Teacher Abuse

Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than $25 or more than $500. *(20-4-303, MCA, 2005)*

Uniform Grievance Procedure

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. *See* ***Board Policy – 1085 Uniform Grievance Procedure***

Filing a Complaint

The Complainant may file a complaint with any District Administrator, Principal or Supervisor. If a Complainant is not sure of the appropriate person with whom to file a complaint, he/she may ask for assistance

from the Superintendent in identifying the appropriate Administrator, Principal or Supervisor. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

Investigation
Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will initiate an investigation into the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Administrator, Principal or Supervisor shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Administrator, Principal or the Supervisor, the Superintendent shall address the complaint in writing. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

Decision and Appeal
Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the investigator's determination regarding the complaint. If the Complainant is not satisfied with the determination of the investigator; the Complainant may appeal the decision to the Superintendent, or the Board if appealing a decision regarding the Superintendent, by making a written request to the Superintendent or Board Chair.

The Superintendent shall review the determination of the investigator and respond to the Complainant within 7 calendar days. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information. This meeting shall not be a de novo hearing, but a review of the written decision in the matter. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Lewis and Clark County Superintendent as provided by law.

STUDENT RESPONSIBILITIES AND CONDUCT CODES

Student Code of Conduct

Students are expected to conduct themselves within the bounds set by the Board and the administrative regulations set forth by the Superintendent. Consideration for the rights and well-being of others, cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior.

The primary responsibility for student discipline within the school rests with the Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher.

Corporal punishment shall not be used. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Disciplinary action may be taken against any student in violation of the Student Code of Conduct. Disciplinary action may range from conferring with a teacher to expulsion from school. Continued infractions will have a cumulative effect in terms of disciplinary action.

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation);
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages or alcohol innovations.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.
4. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
5. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
6. Disobeying directives from staff or disobeying rules governing student conduct.
7. Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
10. Unexcused absenteeism.
11. Misconduct of any sort on any means of District transportation.
12. Hazing or bullying, including cyberbullying.
13. Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school;
3. Travel to and from school or a school activity, function, or event;
4. Anywhere if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.

Gun Free Schools

The Board is obligated to expel any student who uses, possesses, controls, or transfers a firearm for a definite period of time of at least one (1) calendar year, except that the Board may permit the Superintendent to modify the disciplinary action. The Board hereby authorizes the Superintendent to modify the disciplinary action on a case-by-case basis, including eliminating the requirement for expulsion. The administrator may immediately suspend a student if, prior to a hearing, there is cause to believe the student brought a firearm to school or possessed a firearm at school. The student may not be expelled unless the trustees find that the student knowingly brought a firearm to school or possessed a firearm at school.

Possession of a Weapon in a School Building

The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a school building, except as provided below. For the purposes of this section only,

1. "School Building" means all buildings owned or leased by the District that are used for instruction or for student activities;
2. "Weapon" means any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, ~~or~~ brass or other metal knuckles, or any other article or instrument possessed with the purpose to commit a criminal offense.

The Board may grant persons advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. See ***Board Policy 3050 – Student Discipline***.

Consideration of Extenuating Circumstances

School authority shall consider extenuating circumstances prior to dispensing disciplinary action. Extenuating circumstances include, but are not limited to:

1. Seriousness of the offense.
2. Program placement.
3. Attitude and age of the student.
4. Pattern of conduct.
5. Degree of cooperation.
6. Other educational relevant circumstance.

Corrective Actions - Definitions

The following definitions shall apply to the Code of Conduct:

Detention

Shall mean a student is required to attend school in a predetermined location for at least 30 minutes. Student must serve detention as assigned by the teacher or administrator. Generally, a student will be given twenty-four (24) hour notice prior to serving detention.

Disciplinary Reassignment

Shall mean disciplinary action that may include transfer of the student to another room, program or alternative placement for a specific time.

Corrective Disciplinary Action

Shall mean school authority must administer the defined disciplinary action, provided in the student code, as a result of the violation(s) of the student code(s).

Minimum correction action

Shall mean the school authority must administer at least the specified corrective action provided for each code violation.

Maximum corrective action

Shall mean the school authority may not exceed the degree of disciplinary action provided for the specific code violation. School authority may administer such corrective disciplinary action between the minimum and

maximum after consideration of mitigating and aggravating circumstances provided. The degree of the severity (from the least to the most severe) of corrective disciplinary action is described as follows:

- Warning
- Teacher-Student conference
- Detention
- School Community-Service or Monetary fine
- Administrator-teacher-parent-student conference
- Reassignment
- In-school suspension (including loss of privilege to participate in extracurricular and co-curricular activities)
- Out-of-school suspension (including loss of privilege to participate in extracurricular and co-curricular activities and district sponsored transportation)
- Police notification/criminal process referral
- Expulsion
- Reimbursement / Restitution

Expulsion
Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board may expel a student from school.

All privileges to participate in any co-curricular or extracurricular activity in the Helena Public Schools are revoked when expulsion is directed by the Board of Trustees. ***Board Policy 3055 – Student Due Process Rights.***

Out-of-School Suspension
The term of an out-of-school suspension may vary depending upon the circumstances. A student may be suspended our-of-school for an initial term not to exceed ten (10) school days. Upon a finding by an administrator, after an informal hearing with the student, that the immediate return to school would be detrimental to the health, welfare or safety of others, or would be disruptive of the educational process, a student may be suspended out-of-school for an additional term not to exceed ten (10) school days.

Make-up Work during Suspension or Expulsion
Whether a student is allowed make-up work during a suspension or expulsion will be determined by the building administration.

Law Enforcement Roles and School Searches

For the safety and supervision of students in the absence of parents, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as School District property. Such authorization includes, but is not limited to, the use of canines for searches of school property, personal property and motor vehicles. **See**: ***Board Policy 3040 – Searches & Seizures***

The District has a responsibility for the health and safety of its students during the school day, at all extra-curricular activities and events, and all activities conducted on school premises. Use or possession of drugs, alcohol, tobacco and tobacco innovations, controlled substances, medications (including over-the-counter medications without permission), any other illegal drug, and/or drug paraphernalia on school property pose a serious risk to health and safety to students, employees and visitors. Possession and use of weapons on school

grounds poses an additional risk to the health and safety of students, employees and visitors.

To protect students, employees, and visitors from these risks, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use.

Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to mitigate or eliminate risks to and disruption of a safe and healthy educational environment. In keeping with these goals, the Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain health, safety, and security in the schools.

Vehicles Parked on School Property
Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, 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 alcohol, illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that alcohol, 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 by parking on District property. Notice provisions for students will be contained in the student handbook annually.

In addition, by exercising the privilege of parking in the school parking lots, the student acknowledges that the student does not have any expectation of privacy in the odors emanating from the student's vehicle which may alert a human or a canine to the presence of alcohol, illegal drugs, drug paraphernalia or weapons. By exercising the privilege of parking in the school parking lot, the student consents to having the vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

School Property
School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion.

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

Reasonable Suspicion
Shall mean that there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or rule of the District. Reasonable suspicion requires that independent facts exist and are articulated. Reasonable suspicion may be formed by considering factors which may include the following:

a. Eye witness observation by school personnel; and/or
b. Information received from a reliable source; and/or

c. Suspicious behavior by the student coupled with the student's past history and school record.

Personal, Locker, Canine-Assisted, and Automobile Search Procedures
A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal, unauthorized or contraband (stolen) items in violation of school rules or local, state or federal law.

Locker Searches
Student lockers, contents and secured personal property may be searched without prior notice given to the student when the school authority has reasonable suspicion that the locker contains illegal, unauthorized or contraband items or in case of an emergency requiring immediate access to the locker or other secured personal property. Searches shall, whenever possible be conducted in the presence of an adult witness and the given student. School lockers are temporarily assigned to students. Lockers remain the property of the School District at all times. The District has a reasonable and valid interest in insuring that lockers are properly maintained for safety and health reasons.

Canine Assisted Searches
Trained canines accompanied by a trained handler may be used to assist the administration in a general search of the school or school grounds for the purpose of discovering illegal drugs or paraphernalia. No specific searches of students will be conducted by these means. General searches may take place in common areas as well as classrooms. Students will exit the classroom prior to any canine assisted search.

Automobile Searches
Students are permitted to park on school premises as a matter of privilege, not a right. The interior of any automobile brought on school property by a student may be searched and items seized by a school building principal or designee if there is reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Passive Alcohol Screening
If there is reasonable suspicion to believe a student has been using alcohol during the school day a passive alcohol screening will be administered.

Video Monitoring
Video monitoring will be used to assist in ensuring that behavior on school property is consistent with the established safety and conduct rules, policies and procedures. If unacceptable behavior is observed and/or reported, timely and appropriate corrective action will occur. The video monitoring of school buildings and grounds will not include audio recordings unless specific notice is given as required by law. **See:** ***Board Policy 3097 – Use of Video Monitoring Cameras.***

Suspension / Expulsion

Expulsion Procedure
Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board may expel a student from school.

After the administration has investigated the alleged misconduct, and made the decision to recommend an expulsion of the student to the Board, a Board Meeting shall be scheduled and the administration shall send a written notice to the student and the parent outlining the following:

- the intent to recommend an expulsion;
- the specific charges against the student;
- what rule or regulation was broken;
- the nature of the evidence supporting the charges;
- the date, time and place where the Board Meeting will be held;
- a copy of the procedure that will be followed by the Board;
- a reminder of the rights the student and parents have, including the right to counsel, the right to cross examine witnesses, and the right to present witnesses.

The meeting may be rescheduled by the parent by submitting a request showing good cause to the Superintendent at least 3 school days prior to the scheduled date of the meeting. The Superintendent shall determine if the request shows good cause.

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may be expelled under certain circumstances, and the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting, prior to moving forward with an expulsion. ***Board Policy 3055 – Student Due Process Rights.***

Forms of Suspension

In-school suspension
Shall mean the student remains in school at a restricted, designated location for a designated period of time. The student shall be required to contact all of his/her teachers for schoolwork assignments. Credit will be given for the day(s) served if the assignments are completed. During in-school suspension, a student shall:

1. complete work assigned by school authority;
2. refrain from use of food products;
3. refrain from talking, visiting or sleeping;
4. secure permission before leaving an assigned seat;

Any infraction of rules of in-school suspension may result in out-of-school suspension.

Out-of-School Suspension
Before an out-of-school suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version. Prior notice and a hearing is not required and the student can be immediately suspended out-of-school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

Any out-of-school suspension shall be reported as soon as possible to the student's parents. A written notice of the out-of-suspension shall contain a statement of the reasons for the out-of-school suspension and a notice to the parents of their right to review the out-of-school suspension. Upon request of the parents, the Superintendent shall convene a meeting to review the out-of-school suspension. At the meeting, the student's parents may appear and discuss the out-of-school suspension with the Superintendent. The Superintendent shall decide whether the out-of-school suspension is appropriate. The decision of the Superintendent is final and may not be appealed to the Board.

The term of an out-of-school suspension may vary depending upon the circumstances. A student may be

suspended out-of-school for an initial term not to exceed ten (10) school days. Upon a finding by an administrator, after an informal hearing with the student, that the immediate return to school would be detrimental to the health, welfare or safety of others, or would be disruptive of the educational process, a student may be suspended out-of-school for an additional term not to exceed ten (10) school days.

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may be suspended in the same manner as students without those rights, although the District must follow all procedural requirements of those Acts when suspending students with disabilities out-of-school.

Suspension and Expulsion as it Relates to District Provided Transportation Services

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on district school buses even if they are still being allowed to attend school.

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eNET

Extended Network for Education Transition (eNET) is essentially a placement for disciplinary purposes. Students are to be placed by the school administration only. Parents must agree to the placement. Parents are responsible for transportation to and from eNET if necessary. Students earn credit for work accomplished while at eNET.

Student Codes of Conduct

Minimum correction action:

Shall mean the school authority must administer at least the specified corrective action provided for each code violation.

Maximum corrective action

Shall mean the school authority may not exceed the degree of disciplinary action provided for the specific code violation. School authority may administer such corrective disciplinary action between the minimum and maximum after consideration of mitigating and aggravating circumstances provided. The degree of the severity (from the least to the most severe) of corrective disciplinary action is described as follows:

- Warning
- Teacher-Student conference
- Detention
- School Community-Service or Monetary fine
- Administrator-teacher-parent-student conference
- Reassignment

- In-school suspension (including loss of privilege to participate in extra-curricular and co-curricular activities)
- Out-of-school suspension (including loss of privilege to participate in extra-curricular and co-curricular activities)
- Reimbursement Restitution
- Police notification/criminal process referral
- Expulsion

1.0 School Process

A student shall not:

1.1 Engage in Disruptive Behavior - Behavior displayed verbally or through action toward a school official or policy of the school so the normal routine of the classroom or activity is significantly disrupted. This includes both verbal and physical hazing, conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision and control of the school.

1.2 Be Insubordinate to school authority- The failure to obey a request by a district employee or representative.

1.3 Initiate or participate in sexual harassment or harassment. This could include inappropriate displays of public affection.

1.4 Cheat or act in the conduct of cheating- Cheat or cheating means a student acting dishonestly in carrying out any assignments. This may include, but is not limited to, copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, copying other's work from the Internet or building servers or permitting another person to perform the assignment.

1.5 Plagiarize or submit the work of others and claim it as their own. Plagiarism is defined as any of the following; directly copying a paper or portion of a paper without proper attribution; taking the ideas of another person without proper attribution; turning in someone else's work as your own; or citing works that the student did not consult in the writing of the paper. Changing the wording of another document does not avoid the problem of plagiarism. Plagiarism is as much about the theft of ideas as it is words.

1.6 Use skateboards, roller blades, rolling shoes or similar devices in school without prior authorization from a school authority.

1.7 Students are required to go directly to the office when directed to do so by any school personnel at the school site or at any school-sponsored activity. Failure to do so will be considered a major offense of insubordination.

1.8 Students are required to stop and identify themselves when asked by any school personnel or designee or any contractor acting on behalf of the district at any school site or at any school-sponsored activity. Failure to do so will be considered a major offense of insubordination.

Corrective Disciplinary Action

Minimum Corrective Action: Teacher-student conference and/or loss of credit for assignment, if appropriate.
Maximum Corrective Action: Suspension, Expulsion and/or Police Notification.

2.0 Person and Property

A student shall not:

2.1 Fight or Engage in Physical Endangerment-Physical actions between two or more individuals that may result in injury or any action that threatens or violates the safety of others**.**

2.2 Promote, Broker, Encourage, Instigate or Arrange a Physical Fight between two or more individuals that may result in injury or any action that threatens or violates the safety of others.

2.3 Vandalize Property-willfully or knowingly damage, tamper or destroy property owned or under the responsibility of the school, or property of an individual on school premises.

2.4 Drive or Ride in an Unsafe Manner-A student shall not operate a motor vehicle in an unsafe or careless manner on or around school property, use excessive speed, drive in reckless manner or fail to heed signs. From school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision and control of the school.

2.5 Improperly Park - a student shall not improperly park a motor vehicle or bicycle. Continued violations of this infraction may result in towing the violator's vehicle.

2.6 Initiate or participate in sexual harassment.

2.7 Haze or Threaten to Haze—any student or person associated with any school in the Helena School District #1. Our schools are built on a foundation of school safety and respect. Any offense of this nature will be considered a major discipline infraction and will not be tolerated.

2.8 Misuse of School Computers and/or Equipment—Students are expected to be respectful of school property in all forms. To use school computers or other technology equipment, a student and his/her parents must abide by all conditions set forth by the "Technology Use Agreement" in this section of the handbook.

Corrective Disciplinary Action

Minimum Corrective Action: Teacher-student-parent conference.
Maximum Corrective Action: Expulsion and/or police notification/towing of vehicle.

3.0 Public Safety and School Safety

A student shall not:

3.1 Possess and/or use weapons or dangerous instruments, including but not limited to firearms, knives of any length, clubs, explosives (including fireworks), chains, or any instrument which may inflict bodily injury on another.

3.2 Falsely activate a fire alarm.

3.3 Participate in any type of threats that substantially disrupts/threatens the education process.

3.4 Commit arson, robbery or burglary.

3.5 Commit a felony or misdemeanor within school premises or during school-sponsored activities.

3.6 Possess or use a weapon within the District or at any school-related activity or events. The Board of Trustees determines that possession and/or use of a weapon by any person within the property of the district or at school-related activities, is detrimental to the welfare and safety of the students and school personnel.

Except as provided in 45-8-361, MCA possession and/or use of any dangerous or deadly weapon is any school building, in any school vehicle, on school property, or at any school-sponsored activity is prohibited.

The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a school building, except as described in Board Policy. For the purposes of this section only, "school building" means all buildings owned or leased by the District; "weapon" means any type of firearm, any knife regardless of blade length, a sword, a straight razor, a throwing star, nun-chucks, brass or other metal knuckles or any substance or any object used to threaten to be used as a dangerous or deadly weapon.

The Board is obligated to expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year, except that the Board may permit the Superintendent to modify the disciplinary action. The Board hereby authorizes the Superintendent to modify the disciplinary action on a case-by-case basis.

3.7 Engage in any act or furtherance of any gang or gang activity. A "gang" is any group of two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit;

a) one or more criminal acts,
b) acts which threaten the safety or well-being of property or persons including, but not limited to, harassment or intimidation, or
c) acts which in any way disrupt the school environment.

All acts will be reported to police officials.

3.8 Students are prohibited from wearing spikes, studs or chains to school or any other ornament that could cause personal harm to the student or another student.

Corrective Disciplinary Action

Minimum Corrective Action: Teacher-student conference/suspension/police notification. However, a student who possesses a dangerous or deadly weapon, including a firearm, shall be subject to immediate expulsion from the School District.
Maximum Corrective Action: Expulsion and/or police notification.

4.0 High School Attendance

The philosophy of Helena School District #1 is that regular attendance is essential for all students, and that schools will work cooperatively with students and parents toward that end. Regular and punctual attendance is important in the development of an effective learning environment, as well as ensuring student success in the classroom. Good attendance habits are also necessary in the development of sound character traits and for success in the work world.

Helena School District No. 1's attendance policies are developed in accordance with Montana State attendance laws. The building administrations will establish procedures to execute the Helena School District No. 1 attendance policy, and will inform students and parents/guardians of those procedures. Attendance is the responsibilities of both the student and the parent/guardian. The building administration will make the determination in all cases involving implementation and interpretation of the policy.
Parents / guardians are required to telephone the school and report every absence to the school.

4.1 Procedure for an Absence

A telephone call, a written note or electronic communication from a parent is necessary when a student is absent or late for any reason. Notes shall be given to the attendance secretary, and teachers shall be given a list of students to be admitted. All absences and tardies shall be recorded on the report card.

The principal or designee will attempt to contact, by the end of the school day, any parent, guardian, or legal custodian whose child is absent from school, but who has not reported the child absent for the school day, to determine whether the parent, guardian, or legal custodian is aware of the child's absence from school. Notification may be made using the District's automated notification system.

Parents / guardians are required to telephone the school and report every absence to the school.

The attendance office number at Capital High is 324-2499.

Students are required to check IN and OUT of the ATTENDANCE OFFICE for an absence in ALL situations:

1. The parent or guardian did not call the school to report an absence. In such a case the student must present a proper note from the parent or guardian explaining the circumstances of the absence.
2. The student will be checking out of school during the school day. A slip will be given/sent to the student as a pass to leave the school at a designated time.
3. Students will be called to the attendance office to resolve unexcused absences.

Any absence not reported within the following guidelines by a parent/guardian will be recorded as an unexcused absence, and a zero grade will be recorded in each class where the unexcused absence has occurred.

Students who impersonate parents/guardians or request that others impersonate their parents/guardians may be suspended from school for up to three school days. Students who forge or participate in forging a parent or legal guardian signature may be suspended for up to three school days. Contact with parents/guardians will be made if suspected fraudulent excuses are detected

4.2 An absence at Helena School District #1 high schools is defined in the following manner:

For up to three school days. Contact with parents/guardians will be made if suspected fraudulent excuses are detected.

- Not being present in class,
- Having been present at the beginning of a period, but leaving a class without the teacher's permission, or
- Entering the class after the five-minute tardy grace period.

4.3 Absence Categories

All absences fall into one of three categories:

1. Excused
2. School-Related
3. Unexcused

EXCUSED ABSENCE

This is any absence that the parent/ guardian authorizes before, the day of, or the day following the absence (a 24-hour notification- or absence becomes unexcused).

a. Planned, pre-arranged appointments /absences: Permission to leave campus during the day may be granted only upon request of the parent/guardian by telephone or note to the attendance office prior to the time of the appointment. Pre -planning is encouraged since parent messages to students are a disruption of valuable class time.
b. **Students who leave school during the course of the school day are required to sign out at the attendance office**. Students must be excused before they leave the building if they have attended a portion of the school day. If they have not checked out, they will receive an unexcused absence**.** The only exception to this policy is if the student leaves campus during his/her lunch period and does not return to school the remainder of the school day or returns late from lunch.

c. Make-up work is the responsibility of the student. Whenever possible arrangements for make-up work should be made with the teacher prior to the absence.

Number of Excused Absences Allowed
Students will be permitted a maximum of 10 absences in any class during a semester as long as these absences have had parental/guardian approval and/or medical documentation. School related absences are not included in the 10 absences. The building administration has the authority to grant extensions beyond 10 absences when the reason for the 11th and subsequent absences are documented by a medical note or reflect extraordinary circumstances.

Please Note: No medical or extenuating absences will be granted until a student has exhausted his/her 10 excused absences.

Excessive Excused Absence Procedure:

1. After five (5) excused absences have occurred, the parents/guardian will receive written notification (e.g. letter, email) notifying them of the absences. A second letter may be sent.
2. On the 11th absence, the parent/guardian will receive a letter and/or phone call notifying them that the student has exceeded the maximum number of allowable excused absences in a semester.

Capital High Procedures states teachers in affected classes will no longer give make up work or credit for work for the 11th and subsequent excused absences excluding any items cumulative in nature- for example: tests, quizzes, or projects. The only exceptions to this would be excuses from a medical doctor, school related absences or some extenuating circumstance that led to administrative approval.

Make-up Work
Students with excused absences are to make up work missed. The general guideline for make-up work is as follows:

- Two days for the first day of absence.
- One day for each day of absence thereafter.

Example:
A student is absent, excused for three consecutive days. The student is allowed four days to have all make-up work completed (2+1+1).

SCHOOL-RELATED ABSENCE

This is any absence which is authorized for the purposes of school sanctioned activity or other extraordinary circumstances. This absence will be requested by a teacher, coach, or advisor, or with prior permission and review by the administration. This type of absence does not count toward the ten excused absences allowed.

Make-up Work – School-Related Absence

The student should be proactive to advise the instructor of any upcoming absence to allow both the student and instructor an opportunity to make appropriate and agreeable arrangements for the work.

UNEXCUSED ABSENCE

There will be no opportunity for make-up work when an unexcused absence has been recorded, and a zero will be recorded in each class missed during that absence.

An unexcused absence is any absence which:

- Is not authorized by a parent/guardian.
- Is not communicated to the school within 24 hours.

- Is the result of a student failing to sign out in the attendance office before leaving school and there has been no notification to the attendance office by a parent or guardian prior to the student's leaving.
- Is created when a student leaves a classroom without the teacher's permission.
- Is a "skip-day". The schools do not sanction any skip days.

Unexcused Absence Procedure

1. First incident of unexcused:
   a. The parent is notified by telephone or in letter or both.
   b. No credit is allowed in class where unexcused occurred.
2. Second incident of unexcused:
   a. The parent is notified by telephone.
   b. NO credit is allowed in classes where unexcused occurred.
   c. Student is notified that future unexcused absences will result in loss of
      - credit in **ALL** classes for the semester.
3. Third incident of unexcused:
   a. The student will receive and be required to sign a "Notification of Loss of Credit" form by an administrator or designee.
   b. The parent is notified by letter and telephone of the loss of credit.
   c. The teachers are notified via email of the loss of credit.
   d. The student has a loss of credit in all classes for the semester.
4. Fourth and subsequent incidents of unexcused
   a. Students will be assigned a one hour detention for each additional unexcused incident.
   b. Failure to serve the assigned detention will forfeit the student's ability to have credit restored.

Appeal Process and Procedure for Credit Eligibility Request

The student is automatically eligible for appeal of the loss of credit if the student adheres to the following criteria for the remainder of the semester.

1. **Expected behaviors of a student who has lost credit**
   a) The student will return to class and correct the deficiency in his/her attendance record.
   b) The student will actively work for a passing grade.
   c) The student will behave appropriately and not interfere in the education of others in the respective classes.
   d) The student will act responsibly and positively in the class environment.
2. **Role of the teachers in assisting students who have lost credit**
   a) The instructors will continue to evaluate and record the student work.
   b) The instructors should report any misbehavior of the student to the administration.
3. **Procedural steps for students after loss of credit**
   a) The student will be issued and sign the "Notification of Loss of Credit" form by an administrator or designee. A copy of the form with an accompanying letter will be mailed to the parent.

b) The student must make a full-fledged effort to remain or acquire good standing in the classes affected by the absence problem
c) An administrator will ascertain whether credit is restored or not. Students will be notified and a meeting scheduled if necessary.

If a student does not follow the above criteria, the student may be recommended for expulsion from school especially if a majority of his/her instructors indicate that the student is no longer meeting the criteria as established.

Ways to Avoid Unexcused Absences

a. **All students are required to check out through the attendance office when leaving the building other than their regularly scheduled day.** If you are expecting an appointment slip and you do not receive one, check with the attendance office and do not leave school until you have been given permission from them.
b. Do not take advantage of absences. Your greatest chance for success is to come to class every day.
c. Communicate with your parents/guardians when a need to be absent arises. Make sure that a note is written or a telephone call is made to excuse the absence.
d. Explain the attendance policy to your parents so they do not misunderstand their obligation to excuse you.
e. Find positive reasons to be in school and focus on them.

18- Year-Old Students
All policies and procedures apply to 18-year-old students except in the case where the 18-year-old student is not living at home. When the 18-year-old student is not living at home under the general supervision of his or her parent or legal guardian, special arrangements must be made with the building administration for the student to excuse him/herself.

Tardy Procedures

Tardiness: The following policy is intended to be utilized for all tardy infractions, by all teaching staff, to provide a consistent approach to tardies at Capital High School. Teachers are required to maintain documentation of student tardies in their classroom and in the student management system. Students will be notified of each tardy he/she receives at the time of the violation on a per quarter basis. Tardies are accumulated for a quarter. A new count of tardies begins with each quarter.

A student will be considered **tardy** if he/she is **not in the classroom** when the **tardy bell rings**. All tardiness is considered unexcused unless the student has a previously identified disability which prevents the student from being on time. Students with a disability requiring additional time shall notify the building principal. The building principal shall review the disability on a case-by-case basis and determine whether additional time is necessary.

- First through third tardy: Student notification and teacher documentation of tardy in student management system.
- Fourth and fifth tardy: Student notification, parent notification and teacher documentation of tardy in student management system, thirty minutes *detention with teacher or approved designee.

- If the student chooses not to attend the *30 minute detention assigned by the teacher, a discipline referral will be filled out, with tardy documentation, and submitted to the administration. The student must attend a conference with an administrator, parents will be notified, and the time of the missed detention will be doubled. If the student chooses not to attend this *detention, the student's parent will be called and she/he will receive one day of ISS.
- Sixth and beyond: Student notification and teacher documentation of tardy in the student management system, discipline referral submitted, parent notified, one day ISS or withdraw from class when appropriate.

  *****Detention will be rescheduled, without penalty, if the student was absent from school on the day detention was assigned.

Ways to Avoid Being Tardy:

a. Get to school on time in the morning and after lunch.
b. Avoid locker stops between classes by taking books and supplies for several classes.
c. Organize your time and know the best route to your classes. Avoid high congestion areas in the halls.
d. If an emergency arises, communicate the problem to your teacher as soon as possible.
e. Make sure you have all supplies (textbooks, notebooks, pencils, pens, paper, assignments, etc.) and take them to class with you.

4.4 Leaving School during the Day

All students are required to sign out (before they leave school grounds) at the attendance office if it is necessary for them to leave school during the regular school day. Calls to excuse this absence must be received before the student leaves school grounds. Failure to do so will result in an unexcused absence. Teachers shall send students to the attendance office before allowing them to leave the building. Any student who finds it necessary to check out of school during the regular day MUST have the absence excused by their parent/guardian stating the date, destination and time the student is to check out of school. A slip will be issued to the student prior to departure but students must still sign out at the attendance office. If the student does not receive the slip, he/she should check with the attendance office before leaving.

Parents are not allowed to check a student out of a class to go to the library.

5.0 Student Regulations Concerning Use/Possession of Tobacco & Tobacco Innovation Products

The Board of Trustees of the Helena Public Schools is committed to providing a clean, healthy and safe school environment for students, employees and the general public. Use of tobacco in any form is considered detrimental to the health of non-users as well as users of tobacco. The use of tobacco or tobacco innovations is inconsistent with the Helena Public Schools health education programs.

The Helena Public Schools are "tobacco free." The use of tobacco or tobacco innovations including vaping and juuling will be prohibited from all school buildings and school sponsored events. ***Board Policy 3150 - Tobacco Free Schools***

Students shall not use or possess any tobacco or tobacco-like products while on school property, while going or coming to school, during the lunch period whether on or off the campus and during or when coming to or from a school sponsored activity. Montana law further prohibits the use or possession of tobacco products by any person under the age of 18. (45-5-637, MCA).

Corrective Disciplinary Action

First Violation – Students will receive one (1) day out-of-school suspension and one (1) day of in-school suspension. Students will participate in tobacco education sessions and will provide documentation of completion. Students may request referral information about such courses from the school administration.

Second & Subsequent Violations – Up to three (3) days ISS (In School Suspension)
As set forth above including out-of-school suspension, school officials may administer the level of disciplinary consequences deemed appropriate in light of any mitigating and/or aggravating circumstances and may pursue a recommendation for extended suspension in connection with a first offense or any subsequent offense. Under any and all circumstances, the administration retains the option of recommending to the Superintendent the removal of the student from the school setting.

6.0 Student Health Regulations on Alcohol/Drug Use, Abuse and Dependency

6.1 In School during the School Day or Out of School during a School Activity or On School Property

Helena School District No. 1 is committed to providing and maintaining a safe, healthy and productive learning environment for all students. The Board recognizes that unlawful alcohol or other drug possession and use can create serious health problems for students and that unlawful alcohol or other drug possession and use can create safety issues for all students.

When school personnel become aware of situations involving student use or possession of unlawful alcohol or other drugs, a reasonable effort will be made by school administrators to intervene with the appropriate parties. Further, recognizing that alcohol or other drug dependency is a treatable illness, the Board encourages and supports collaborative efforts among appropriate agencies, community groups, the School District and families that assist in preventing student chemical use and abuse by providing procedures for education and intervention.

Jurisdiction: Rules and implementation for Helena School District #1 Student Health Policy on Alcohol/Drug Use, Abuse and Dependency applies to all students:

1) While on school property
2) When going or coming to school
3) During the lunch period whether on or off the campus
4) During or when coming to or going from a school sponsored activity.

Student Behavior: Student behavior is always expected to be appropriate.
Guidelines of student behavior concerning the Alcohol/Drug Policy include the following expectations. A student shall not:

1) Sell or distribute alcohol, unlawful drugs, controlled substances, hallucinogens or inhalants;
2) Use, possess or be under the influence of alcohol, unlawful drugs, controlled substances, hallucinogens or inhalants;
3) Use, possess, distribute or sell drug paraphernalia;
4) Use illicit drugs or medication without the formal supervision of a physician or in a manner other than prescribed by a physician.

Definitions: Unlawful drugs and controlled substances are those defined as illegal under the laws of the United States, the state of Montana and/or the city of Helena Ordinances. Illegal activities will be reported to the police

and/or applicable authority when any of the above activities occur on school property, while in attendance at school or school activities, while coming to or going from school or a school activity, or during the lunch period whether on or off campus. Helena School District #1 response to these infractions may be independent of or in conjunction with police action, and will result in disciplinary consequences as outlined more fully below.

Corrective Disciplinary Action

First Violation:

1) Ten-day out-of-school suspension (unexcused) **OR**

2) Three-day out-of-school suspension (unexcused) upon completion of the "*Prime for Life*" class. Failure to comply with these criteria will result in the exercising of the balance of Option 1.

3) Unserved suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students.

Note: Fees associated with the "*Prime for Life*" sessions are the responsibility of the student's parent / guardian.

Second and Subsequent Violations:

1) Second and subsequent violations by the same student may result in any one or a combination of the following:
    a. Minimum ten-day out-of-school suspension (unexcused) OR
    b. Five day out-of-school suspension (unexcused) if the student completes a chemical dependency assessment with a certified chemical dependency counselor at parent expense and follows all recommendations of the assessment.
    c. For purposes of Option (B) above, the student must provide both (1) written confirmation of the appointment for the chemical dependency assessment prior to re-entering school and (2) written authorization for HPS to provide information to and receive information from the dependency counselor prior to the student re-entering school.

Minimum Corrective Action: Confiscation of contraband, notification of parents and law enforcement and suspension.

Maximum Corrective Action: Confiscation of contraband, notification of parents and law enforcement and recommendation for expulsion.

As set forth above, school officials may administer the level of disciplinary consequences deemed appropriate in light of any mitigating and/or aggravating circumstances, and may pursue a recommendation for expulsion in connection with a first offense or any subsequent offense. Under any and all circumstances, the administration retains the option of recommending to the Superintendent the removal of the student from the school setting.

Violations of this rule will be cumulative during attendance at Helena schools from grades 9-12. A breathalyzer may be used at the discretion of a building administrator when it is necessary to ascertain whether a student has violated this rule with respect to alcohol use.

6.2 Extra / Co-Curricular Activities Procedure Regarding Alcohol, Tobacco, Tobacco Innovations, vaping products, and Other Drug Use/Possession & General Code of Conduct

Helena School District No. 1 Administrative Regulations Regarding Alcohol, Tobacco, Tobacco Innovations and Other Drug Use by Students in Extra/Co- Curricular Activities

Students participating in school sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

The District shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law. ***See: Board Policy 3066 – Obligation of Students Participating in School Sponsored Activities.***

An appeal process will be available to all students under the District's "Uniform Grievance Policy". **See**: ***Board Policy 1085 – Uniform Grievance Procedure***.

Helena School District No. 1 recognizes the use of alcohol, tobacco, other drugs and drug paraphernalia as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. Coaches and advisors of activities have a unique opportunity to observe, confront and assist young people. Helena School District No. 1 will make available at parent's expense education and awareness training in chemical and tobacco use issues for students who are in violation of its chemical and tobacco use regulations. The importance of the parent/guardian as the primary role model in the education and guidance of their children concerning alcohol, tobacco and other drugs is recognized and emphasized by Helena School District personnel.

In addition, schools are an integral part of the community and must confirm and support existing state and local laws which prohibit the use of alcohol, tobacco, other drugs and drug paraphernalia by youth. Federal law requires schools to have consistent alcohol, tobacco and other drug policies that give a strong no-use message to all youth.

Students who participate in extra/co-curricular activities must be willing to make the commitment to adhere to the regulations that govern these activities.

Therefore, middle school and high school students who participate in District extra/co-curricular activities are subject to all District no-use regulations, conditions and consequences.

Regulations - During the school year and the season of practice, play or rehearsal a student shall not:

(1) Use, possess, buy, sell, or distribute alcohol, tobacco, tobacco innovations, vaping products, unlawful drugs, controlled substances, hallucinogens, inhalants or drug paraphernalia. (It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor that is being used in the prescribed manner).
(2) Students participating in school sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

The administration shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law.

An appeal process will be available to all students under the District's "Uniform Grievance Policy". **See**: ***Board Policy 1085 – Uniform Grievance Procedure***.

Duration - Except where otherwise stated, these regulations are in effect from the date of the first practice for fall activities, through the academic school year and include any school sponsored activity that extends beyond the academic school year. Violations will be cumulative from the first day of the activity involvement throughout the student's participation as a freshman, sophomore, junior and senior until graduation from Helena School District No.1. A student's suspension from an extra curricular activity may also adversely affect other areas upon return. Upon return from any suspension, the coach or sponsor will determine varsity letter, playing time, starting position, performance role; and offices held in groups.
All unserved suspensions occurring at the end of the school year will be served the following school year commencing on the first day of the MHSA fall season.

Disciplinary Procedures: Investigation and Appeal
Any determination that a violation of these regulations has occurred will be made only after a meeting is held with the student and he or she is presented with the information indicating that a violation has occurred. The student must be afforded the opportunity to provide information in response. If a determination is made following that meeting that a violation has occurred, the student will be notified of that determination and of the consequences of that determination. Any determination that results in consequences being administered as per these regulations will be provided to the affected student in writing. If a student disagrees with a determination made by the building administration under these regulations, the student may seek review of that decision by the District Activities Director, and may secure further review of the determination by the District Superintendent and Board of Trustees according to the procedure outlined in the Uniform Complaint Policy.

First Violation: The student will be:

- Required to register for and complete a district-approved education course at his/her parent's expense; and
- Temporarily suspended from competing or performing in extra/co-curricular activities for a period of thirty-four [34] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to twenty (20) calendar days.
- Suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the education component outlined above; (2) continue to attend and participate in activity practices during the temporary period of suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling all of the requirements set forth above.

Second Violation: The student will be:

- Required to register for and complete a district-approved chemical assessment program at his/her parent's expense; and
- Temporarily suspended from competing or performing in extra/co-curricular activities for a period of sixty [60] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to fifty (50) calendar days.
- Suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the assessment component outlined above; (2) continue to attend and participate in activity practices during the period of temporary suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The

student's return to full participation in the activity is conditioned on fulfilling the requirements set forth above.

Third Violation: The student will be deemed ineligible for participation in activities for a period of one calendar year. The student may, however, submit a petition to the District Superintendent no sooner than ninety (90) days after the incident requesting that he or she to be allowed to re-enroll in activities. Such a request must be accompanied by (1) a post-incident chemical dependency evaluation conducted by a licensed chemical dependency counselor and (2) a demonstration that all recommendations made in the assessment are being or have been satisfactorily met. The District Superintendent has the discretion to grant or deny the request based on his/her consideration of the relevant circumstances. The Superintendent's decision may be appealed to the Board of Trustees as outlined in the Uniform Complaint Procedure.

Extra / Co-Curricular Activities – All Levels

Basketball, Softball, Soccer, Cross Country, Swimming, Tennis, Track, Football, Volleyball, Golf, Wrestling, +Student Government, +DECA, +VICA, +Plymouth Troubleshooters, +Skills USA, +Speech, +Annual, +Newspaper, +BPA, +*Band, +*Chorus, +*Orchestra, +*Drama, +Cheerleading, and +Drill Team.
+Because these are yearlong programs the suspension will coincide with the MHSA Fall, Winter Spring calendar.

**All performances outside of the school day are affected. For the purpose of these regulations a student who misses one or more grade-related music event or performance will have the opportunity to make up the portion of the grade which is related to the events or performances.*

Calendar days begin on the first day of fall practice and end the last day of school.

The activity seasons are outlined below:

- Fall - Start of Golf practice to State Football Championship
- Winter -Start of Wrestling practice to State Basketball Championship
- Spring - Start of Spring Sports Practice to last day of school for students

Travel

Students are subject to the full direction and authority of the coach or advisor while involved in activity travel. All school regulations concerning student behavior are in effect during activity trips.

6.3 Alcohol and Substance Use Class and Process

The building administrator will refer all students who are in violation of 6.1 or 6.2 to the *Prime for Life* classes. The student will sign a consent form that allows the trainer of *Prime for* Life course to inform the school of the student's completion of the course. The *Prime for Life* trainer is responsible for notifying school administrators that the required sessions have been completed.

Students will be found in non-compliance if:

- They fail to attend their scheduled sessions with the *Prime for Life* instructor.
- If they are late for any of their scheduled sessions.
- If all homework assignments, related to their *Prime for Life* Classes, are not turned in.
- At the discretion of the Prime for Life Instructor, if significant behavior issues occur.
- If they opt not to sign consent form allowing the trainer to inform the school of completion.

Referrals to the *Prime for Life* course can occur through the following sources, understanding that a student may be referred by more than one source. *Prime for Life* is a requirement for all students who violate 6.1 or 6.2 regardless of their agency requirements.

1. Building Administrator Referral– student is cited at school, at a school related activity or during the school day.
2. Parent Referral – Parent my contact school officials with information about their child. Following an investigation, a referral may be made.
3. Self-Referral – Student may contact a school official and report their own violation of school policy or because they may be requesting assistance regarding their own use.

7.0 Personal Appearance

Personal Appearance

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. While matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians, students are reminded that their appearance significantly affects the way others respond to them. ***See Board Policy 3035 - Student Appearance.***

Appropriate dress, grooming and personal hygiene are expected of students. Students are to maintain high standards of personal cleanliness and personal appearance. Students are to avoid styles of dress and grooming which distract attention from the orderly pursuit of knowledge, disrupt the educational process, or constitute a threat to the health or safety of the student or others.

1. Students shall not wear bandanas, scarves or sunglasses in school buildings before, during or after normal school hours without specific written authorization by the building Principal.
2. Students shall not wear clothing or jewelry, which advertises tobacco, alcohol, drugs, or other harmful substances.
3. Students are prohibited from wearing to school any jewelry or other ornament, such as spikes, studs or chains, or any other ornament that could cause personal harm to the student or to another student. Students are permitted to wear jewelry as long as it is not distractive or potentially dangerous.
4. Students shall not wear articles of clothing, which are adorned with sexually suggestive slogans, profanity, lewd pictures, vulgar or obscene displays, or that which may be offensive to another's religion, race or national origin.
5. Students are prohibited from wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in affiliation with any gang.
6. Students shall wear shoes or sandals to school and class. Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Footwear that converts into rolling shoes is considered hazardous.
7. Students shall wear appropriate clothing, which is not of a distractive nature. Overly revealing apparel including, but not limited to, bare midriffs, low and revealing necklines, mesh tops, low riding pants, shirts without sides, and dresses or tops which were intended, as undergarments shall not be worn in school.
8. Any hairstyle is permitted so long as is kept neat, clean and controlled. Facial hair is permitted if it is kept neat and clean.

Repeated violations of these rules concerning student dress and grooming may result in a student being subjected to disciplinary action.

Extra-curricular and Co-curricular Activities –Appearance - Directors of extra-curricular and co-curricular activities may establish additional standards of personal appearance, including dress and grooming requirements for such activities. Students participating in those extra-curricular and co-curricular activities shall abide by those standards.

Corrective Disciplinary Action

Minimum Corrective Action: Teacher / Student Conference
Maximum Corrective Action: Suspension

8.0 Cellular Telephones and Personal Listening Devices

Students are permitted to possess cellular telephones and personal listening devices (iPods, cellular telephones, etc.). The use of cellular telephones and personal listening devices is permitted within the building before and after school, during lunch and passing times.

Use of cellular telephones and personal listening devices is **NOT** permitted during class time. Any exception to use during class time must be approved by an administrator or classroom teacher and the cellular phone and/or personal listening device must be used for educational purposes only.

In addition to the above a violation of the cell phone policy occurs when a student uses the phones to talk or text or the phone rings. Cell phones are not to be used at any time to photograph or video in locker rooms or restrooms. A violation of the personal listening device policy occurs when the device is used in class without prior permission.

Corrective Disciplinary Action

First Violation – Student will immediately be sent to the office with the phone or listening device. The administrator or designee will confiscate the phone or listening device for the remainder of the day and parents may be notified.
Second Violation – Student will immediately be sent to the office with the phone or personal listening device. The administrator or designee will confiscate the phone or listening device to be returned at the end of the day. Parent will need to pick up device. The administrator or designee will contact the parent(s) with the student present and explain the violation and the subsequent consequences for non-compliance.

9.0 Technology Use

Helena School District #1
2021-2022 Student Technology Use Agreement
For Students in Grades 6-12

Helena Public Schools uses voice, data, and video electronic communication systems, including but not limited to: devices, networks, servers, and hosted services, that allow educational opportunities for students and staff to communicate, collaborate, learn, and publish information. These system resources must be used to support education and/or research, and all student use must adhere to the educational goals and objectives of the District. Communications using District systems are not private. Systems support and maintenance may require review and inspection of network activity, to include but not limited to student files, posts, chats, and email.

21st Century Learning Skills require that students collaborate, think critically, communicate, create and innovate. There are many technology tools that support the development of 21st century skills (e.g. blogs, wikis, social networking sites, etc.). The District supports the use of these tools to enhance and enrich the learning and teaching environment. However, these tools must be used in support of education and not interfere with other student use of the systems.

The Montana Pupil Online Personal Information Protection Act (HB745) requires that all digital tools that use or collect any type of personally identifiable information from students must have a signed privacy contract on file with the district. These contracts require that student data remains the property of the district and cannot be sold or disclosed without authorization. Student data privacy is extremely important, and we are constantly working to keep it secure.

Internet Filtering Statement:
To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Use Agreement.

Appropriate Use of the Internet, systems, and technology equipment:
Students are responsible for appropriate behavior when using District technology. The lists below do not cover every possible situation. If you have any question about appropriate behavior, ask your teacher, librarian, or technology teacher.

DO:

- Use district and school technologies for educational pursuits.
- Practice internet safety.
- Immediately back out of any filtered or questionable website and notify an adult immediately.
- Remember your username and password.
- Follow instructions of teachers, librarians, technology teachers and computer lab assistants.
- Cite your digital sources correctly.
- Ask for help with equipment or software problems and report any equipment or software malfunctions.
- Take care of equipment.
- Return all borrowed technology equipment promptly and in the same condition as you received it.
- Conserve: Only print what is necessary or assigned.
- Access the "HSD-Guest" wifi network with your personal devices.

DO NOT:

- Eat or drink at any school computer.
- Share passwords.
- Share or reveal your name, personal information, or phone numbers of yourself or others.
- Access or download any illegal, pornographic, abusive, obscene or harassing materials.
- Be a cyber-bully (A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see.)
- Access or alter other people's files.
- Download or install software, shareware or freeware on district devices.
- Violate copyright laws.
- Create or spread computer viruses.
- Attempt to gain unauthorized or illegal access to district technology resources.
- Physically connect personal laptops to the network.

- Attempt to access non-guest networks with your personal devices

Unless you have your teacher's approval and supervision do not:

- Create or manage personal web pages on District owned devices.
- Access streaming video or audio.
- Participate in any online for-profit activities.

Open or Guest Wireless Access

Helena Public Schools provides wireless "internet only" network access available to students, staff and guests who wish to use their personal devices while in District owned facilities. The following will apply:

- All Helena Public Schools policies concerning legal and acceptable use of District systems, devices, and the Internet apply, as well as any other applicable Helena Public Schools appropriate conduct policies.
- Wireless access is available within District owned facilities
- The guest wireless network is a public network and as such there should not be expectation of privacy or secure communications.
- Guest wireless is provided as a best effort service and there are no guarantees of service.
- Users are responsible for maintaining up-to-date antivirus software, firewalls, etc. on their personal devices.
- Only those District systems that are publicly accessible via the Internet will be accessible from the guest wireless network.
- Helena Public Schools technical staff will not provide technical support for users' personal devices on the wireless network.

Consequences for disregarding the rules of this Technology Use Agreement:

Depending upon the age of the student and the severity and frequency of the misuse or abuse, one or more of the following consequences may occur:

- A warning, followed by re-clarification of the rules
- Notification of parents and administrators by phone, personal conference, or discipline referral
- For Internet misuse/abuse, loss of Internet access privileges for not less than 45 school days
- For technology equipment misuse/abuse, loss of access to district technology resources
- For technology equipment misuse/abuse, development of a plan for restitution
- Referral to proper authorities for disciplinary and/or legal action

Note: Students who have lost District system or Internet privileges may not use personal device in lieu of district devices.

"The District/School may choose to refer severe infractions to the proper authorities for prosecution as per MCA 45-6-311, "Unlawful use of a computer".

45-6-311. Unlawful use of a computer. (1) A person commits the offense of unlawful use of a computer if the person knowingly or purposely:

(a) obtains the use of any computer, computer system, or computer network without consent of the owner;

(b) alters or destroys or causes another to alter or destroy a computer program or computer software without consent of the owner; or

(c) obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the

computer, computer system, computer network, or part thereof or from any other person.
(2) A person convicted of the offense of unlawful use of a computer involving property not exceeding $1,000 in value shall be fined not to exceed $1,000 or be imprisoned in the county jail for a term not to exceed 6 months, or both. A person convicted of the offense of unlawful use of a computer involving property exceeding $1,000 in value shall be fined not more than 2 1/2 times the value of the property used, altered, destroyed, or obtained or be imprisoned in the state prison for a term not to exceed 10 years, or both.

History: En. Sec. 3, Ch. 485, L. 1981; amd. Sec. 4, Ch. 581, L. 1983; amd. Sec. 5, Ch. 616, L. 1993; amd. Sec. 7, Ch. 397, L. 1999.

Conclusion:
Helena School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. The Helena School District makes no guarantee that the functions or the services provided by, or through the District systems will be error-free or without defect. Updates to this agreement will be posted on the School and District web pages and in the student handbook.

Students will be held liable for violations of this agreement. It is understood that the District's systems and technology resources are intended for educational purposes. It is further understood that while the District employs an Internet filtering system, it is impossible for the school to restrict access to all controversial materials. The District will not be held responsible for materials acquired on the network. The District will not be responsible for any damage a user may suffer including, but not limited to, loss of data, or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the systems. (Revised: May 2010)

Use of Web-Based Tools and Applications

Helena Public Schools have identified web-based tools and applications for learning that it has found to be most effective for student learning. The District utilizes several computer software applications and web-based services operated by third parties for this purpose. A complete list of the programs with the privacy policy for each can be found on the District's website: helenaschools.org.

In order for students to use these programs and services, certain personal identifying information -- generally the student's name and school email address -- must be provided to the website or application operator. The Children's Online Privacy Protection Act (COPPA) requires these websites to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information for non-commercial purposes on behalf of all of its students, which eliminates the need for individual parental consent given directly to the web site or application operator. COPPA requires that access to approved websites and applications seeking to collect personal information for a child under 13 years of age must obtain consent directly from the parent or guardian.

PLEASE COMPLETE THE 2021-2022 HPS PARENT PERMISSION FORM included with the online Returning Student Enrollment Form.

You do have the right to "opt-out" of your child's use of such approved websites and applications and can indicate that by marking "opt out" on the enrollment form.

By completing the enrollment form and indicating "opt-in," you consent to the District providing personal

identifying information in compliance with the Montana Pupil Online Person Information Protection Act (HB745). You may revoke this consent at any time, upon providing written notice to the District. Unless revoked in writing, this consent shall remain in effect.

Please note that revoking this permission may limit student access to important learning tools. Please contact your child's teacher or the Technology Director if you have any questions about data privacy.

Helena Public Schools Chromebook Use Agreement

In order to ensure our students have consistent access to digital learning opportunities, 4th grade through 12th grade students will be assigned a Chromebook that they will use at school and at home (devices for K-3rd grade students will be kept at school). **The form below needs to be completed and returned for each student in grades 4-12**. The pages that follow are for family information and do not need to be returned with the form.

Section 1: Opt-out of District Device

Parents may choose to provide their child with a device that meets district technology requirements (see page 2). By agreeing to provide a device, parents are agreeing to send the device with students to school for in-person instruction each day. Additionally, parents agree to ensure that the provided device has the necessary district software installed. (There is no charge for any of the required software).

___ Initial here if you will provide your student's device. Continue to Section 3: Signatures.

Section 2: Optional Accidental Damage Waiver

Parents may pay $15 per year to provide accidental damage protection for the district-provided device. In the event that the device is accidentally damaged or found to be defective, the district will provide a replacement device, subject to the limitations listed on page 3. If you opt out of this coverage, any damage to the device will be considered a fine and added to the student's fees, per the chart on page 4.

___ I accept the accidental damage waiver and will pay the $15 fee.
___ I do not wish to elect coverage on my child's device. I understand that any costs associated with the repair or replacement of my child's device will be my sole responsibility.

Section 3: Parent and Student Signatures

By signing you are accepting responsibility for a device provided by the Helena Public Schools for use during the 2021-22 school year or, in the event that you are providing a device for this student to use, agreeing to the parameters listed above in Section 1. The student agrees to follow the district's Acceptable Use Policy and to follow the guidelines listed on pages 2-3 for the care and maintenance of their device.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent Name	Parent Signature	Date

Digital Learning Device Guide

Digital Learning Device Guide

The information in this document applies to all devices issued to students by the Helena Public Schools.

In order to run appropriate learning software, all devices must meet or exceed hardware requirements:

- Chromebook: 4GB RAM; 32GB SSD; 11 or 14" screen, camera, Chrome OS 81.0.4044.127
- Laptop: Core i3, 128GB SSD, 8GB RAM, 13" screen size, camera, Windows/MacOS
- iPad: current iPad or iPad Pro, 32GB storage, 9.7" display, iPad OS 13

Additionally, devices must have the following free software installed at all times:

- Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, OneNote) http://helenaschools.org/wp-content/uploads/2015/01/Student-Office-365-Installation-Guide.pdf
- Microsoft Teams https://teams.microsoft.com/uswe-01/downloads
- Google Chrome (Web Browser) https://www.google.com/chrome/

All devices must be able to connect to wifi networks, including HSD networks (HSD-Guest).

Parents and students must sign and return the Technology Agreement (page 1) each fall.

Student devices and chargers will be collected following 8th grade and 12th grade. Any student who transfers out of HSD will be required to return their device and charger. If a device and/or charger are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency.

The protective shell of the Chromebook only provides basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. We recommend a protective case be used when transporting the device. Cases are included for all devices provided by the Helena Public Schools.

All students are required to take their device home each night throughout the school year for charging. **CHROMEBOOKS MUST BE BROUGHT TO SCHOOL EACH DAY IN A FULLY CHARGED CONDITION.** Chromebook batteries are designed to last throughout the day under average use. In the event that a device's battery is fully discharged at school, the student will be responsible for completing work with paper and pencil and transferring this work to a digital format as necessary outside of the school day.

District Chromebooks can be identified in the following ways:
- Service tag and serial number
- Individual's account username or device name

Under no circumstances are students to modify, remove, or destroy service tag labels. Parents/Students will be charged for full replacement cost of a device if the service tag is modified, removed, or destroyed.

Accidental Damage or Loss Protection Details

Accidental Damage or Loss Protection Details

Helena Public Schools recommends the purchase of accidental damage protection prior to the deployment of the Chromebook to your student. Helena Public Schools will be the sole provider of this protection.

Under this accidental device protection plan, the Chromebook is protected against accidental damage or loss due to an act of nature. The Helena Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by board policy.

This protection plan does not cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The Helena Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

The device should not be disassembled, nor should there be any attempt to repair it by anyone other than school authorized vendor. The Helena Public Schools has the right to decide when a Chromebook should be repaired in house versus filing a claim with the manufacturer.

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor. ***Parents/Students will be charged for full replacement cost of a device that has been damaged beyond repair due to intentional misuse or abuse.***

Loaner Chromebooks may be issued to students when their Chromebooks are sent out for repair from the tech department. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

Estimated Cost Replacement Table:

Part*	**Replacement Cost****	**Accidental Damage**	**Intentional Damage**
Display	$100	Covered	Full Price
Keyboard Replacement	$110	Covered	Full Price
Bottom Assembly	$150	Covered	Full Price
Battery	$60	Covered	Full Price
Bezel	$80	Covered	Full Price
Trackpad	$60	Covered	Full Price
AC Adaptor	$25	Covered	Full Price

** Repair costs are estimates and can change.

Payment for the accident protection plan is due at the time this form is returned to the school. **If this form is returned without payment, your accident protection plan will not be active until payment is received.** ***Coverage is Effective from the date of payment to August 31, 2022.***

2021-2022 Device Use Agreement & School Policy Agreement

In this agreement, "Device" means iPad, Chromebook, or laptop and all of its components, software, apps, and charger.

TERMS: You will comply at all times with the Helena Public Schools Mobile Device and Technology guidelines as well as the Helena Public Schools Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately, and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.

TITLE: Legal title to the device is in the school district, and it shall remain in the school district. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the mobile device guidelines.

LOSS OR DAMAGE: If the property is accidentally damaged or incurs loss due to an act of nature, Helena Public Schools will assess the device damage and repair or replace the device under the accidental damage or loss policy. If the property is stolen, a police report must be filed by the student or the student's parents/guardians involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

REPOSSESSION: Students not complying with all terms of this agreement, including the timely return of the property,

will be declared to be in default, and authorities may be sent to your place of residence or other location of the device to take possession.

TERM OF AGREEMENT: Your right to use and possession of the property terminates upon student withdrawal from HSD.

APPROPRIATION: Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

MICROSOFT OFFICE 365 AND OTHER EDUCATIONAL PROGRAMS:
The district provides access to Microsoft Office 365 for cloud-based storage. District issued emails are created for educational work and a collaborative online workspace. Students will have access to apps and web based programs on their device for educational purposes that have been authorized by the teacher and/or school. Parents agree to provide consent for the use of these programs that are provided limited student information such as Microsoft Office 365, district cloud storage and collaborative educational workspace. Helena Public Schools complies with Montana student data privacy regulations.

Create a Parent/Family Access Account on PowerSchool

Parent/Family access accounts can be used to complete enrollment forms, check grades and assignments, and verify student information. Please use the following 3 easy steps to set up a new parent account if you have never had one. You will need an Access ID and an Access password to create your account this way…both of these can be provided by your student's school office. **(NOTE: If you have created an account and can't remember the password, please contact your student's school office and they can assist you with a password reset).**

Step 1: Navigate to PowerSchool

Go to: https://hsd.powerschool.com/public

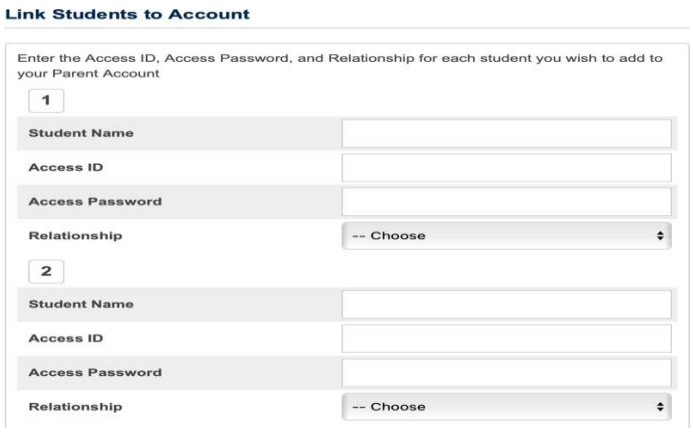
Click the "Create Account" tab, and then the "Create Account" button.

Step 2: Create Your Account

Enter your information in the form. Please use your email address as your username to avoid confusion.

Step 3: Link students to your account

Using the Access ID and Access Password provided by the school, link each student that you want connected to your account.



If you encounter any difficulties with this process, or if you need your password reset, please contact your student's school office or the district Help Desk: 406-324-2114.

10.0 Bus Behavior Conduct Guidelines & Consequences

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to
and from school is primary for a safe and enjoyable ride for all students. Behavior/Conduct codes outlined in this handbook apply on all school district buses.

The district has a video that explains transportation safe riding practices that may be viewed on the Helena School District Transportation website or will be made available upon request.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading or unloading areas. The bus and the bus stop are extensions of the school day. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior according to established district policies, rules and standards. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school, however unacceptable conduct on the school bus may result in suspension or expulsion from school. It shall be the responsibility of the parent or guardian to transport students to and from school when bus riding privileges are revoked. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. (*Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation).

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on school district busses even if they are still being allowed to attend school.

In addition to the student conduct codes & violations outlined in this handbook a student shall not:

- **10.1** Eat, drink or litter on the bus
- **10.2** Leave the seat or stand while the bus is in motion.
- **10.3** Use profanity, verbal abuse, harassment, obscene gestures or have possession of unacceptable material
- **10.4** Provide false identification
- **10.5** Ride an unassigned bus or use an unassigned bus stop.
- **10.6** Open windows past the safety line.
- **10.7** Attempt to ride a bus during a bus suspension.

10.8 Be disobedient or disrespectful to the driver.
10.9 Hang out the windows.
10.10 Throw any object.
10.11 Hold onto or attempt to hold onto any portion of the exterior of the bus
10.12 Enter or leave the bus through emergency door or tampering with bus equipment unless authorized.
10.13 Be involved in any activity that distracts the driver from safely driving the bus.
10.14 Refuse to wear a seatbelt.

Corrective Disciplinary Action

Minimum Corrective Action: Driver identifies the unacceptable behavior and informs the student of the intent to complete a conduct report if the behavior continues.

Maximum Corrective Action: Unlimited transportation services suspension, school suspension, expulsion, and/or police notification.

*** Bus Severe Clause: Busing Behavior Severe Clause**
If a student performs an act that severely and immediately jeopardizes the safety of students, the district may suspend the student from riding the bus. The district will attempt to notify the parent(s) or guardian of this action by telephone as soon as possible after the route is completed. A written incident report will be prepared and sent to the parent(s) or guardian. Riding privileges will not be reinstated until after a conference is held with the Transportation Specialist, principal, student and parent(s) or guardian. Law Enforcement may be notified in the event that criminal activity has transpired or assistance is required by the driver or district. Behavior deemed severe may result in suspension or expulsion from school.

- When less than sixty (60) school days are left in the academic year, the remainder of the suspension shall be served in the next school year.

Bus Re-Entry Program
The bus re-entry program is designed to assist students that are having disciplinary issues on the bus understand the adverse effect that their actions have on the safe transportation of students. It also provides an opportunity for parents to be involved with their child in an evening class centered on safe school bus transportation and code of conduct expectations.

Students that have their bus riding privileges suspended must attend the class generally during the month the student is suspended. Classes are only held once a month. Failure to attend means student's bus riding privileges may be suspended until class is met.

For questions regarding the class please contact the Helena Public Schools Transportation office at 324-2100.

11.0 Dance Regulations

- Regularly enrolled students at Capital High and their approved guests are welcome to attend the school-sponsored dances. Guests cannot include students who are currently attending or are middle school aged, students who have graduated from high school more than one year ago, or have been out of school for more than one year. School administrators reserve the right to deny entry to any student not enrolled at Capital High School.
- Parents and patrons of the school may be admitted as visitors and are welcome at all times. Capital High Students attending a school-sponsored dance may be requested to show current student I.D.
- Doors will be closed one hour after the dance starts and no students will be admitted after that time unless

prior arrangements have been made with the administration. No students may leave the dance after entering unless they do not plan to return. Dances generally start at 8:00 p.m. and end at 11:00 p.m. Dance times will be set by the administration.

- All school regulations apply at school-sponsored dances.
- Building administrators or their designees reserve the right to screen students and guests with a passive alcohol screening device prior to entering the dance. If the screening process indicates that a person has been using alcohol reasonable attempts will be made to contact his/her parent or guardian. The police will also be contacted.
- No students may leave the dance after entering unless they do not plan to return.
- Absolutely no slam dancing, moshing, grinding or other inappropriate dance behavior will be tolerated. Failure to comply will result in removal from the dance.
- There must be at least seven (7) CHS faculty members in attendance at all dances, unless previously negotiated with an assistant principal. Dances will not be approved unless twelve faculty members make a binding commitment to chaperone. Faculty chaperones must report at least 15 minutes before the dance begins and remain until all students depart at the end. A list of chaperones must be presented to an assistant principal no later than one week before the dance.
- The code of dress for dances requires that students must at all times be wearing suitable pants, shirts and foot apparel.

2021 District Calendar 2022

Your Helena Public Schools
...a great place to learn

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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August 2021

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29	30	31				

September 2021

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October 2021

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31						

November 2021

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December 2021

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August 26 & 27	Staff Orientation
August 30	First Day of School
	Grades 1-5, Grade 6 CRA & HMS, Grades 10-12 PAL, Grade 9 CHS & HHS
August 31	First Day of School
	Grades 7-8 CRA & HMS, Grades 10-12 CHS & HHS
September 2	First Day of School for Kindergarten
September 6	Labor Day - No School - District Closed
October 21 & 22	Educator Conferences - No School
November 1	2nd Quarter Begins
November 23	End of K-5 Trimester
November 24-26	Thanksgiving Break - No School
November 25-26	District Closed
December 23 - Jan. 3	Winter Break - No School
December 24, 27 & Jan. 1	District Closed
January 17	Martin Luther King Day - No School -District Closed
January 18-20	High School Semester Testing
January 20	K-8 12:00 p.m. Early Dismissal
January 21	HS Staff in Service Records Day, No School K-12
January 24	3rd Quarter Begins
February 21	President's Day - No School - District closed
March 4	End of K-5 Trimester
March 28 - April 1	Spring Break - No School
April 4	4th Quarter Begins
April 18	No School (make-up snow day if needed)
May 6	Vigilante Day - K-8 released 11:00 a.m. / HS -No School
May 30	Memorial Day - No School - District Closed
June 4	High School Graduation
June 7-9	High School Semester Testing
June 9	Last Day & 12:00 p.m. Early Dismissal Students K-8
June 9	P.M. K-8 Staff Records Day
June 9	Last Day for Staff K-8
June 9	Last Day for Students 9-11
June 10	High School Staff In-Service-Records Day
June 10	Last Day for Staff 9-12

January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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22	23	24	25	26	27	28
29	30	31				

June 2022

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19	20	21	22	23	24	25
26	27	28	29	30		

Mondays are Professional Release days for Helena School District staff. School for students will dismiss early. Please see below.

- Elementary School Student day ends 45 minutes early
- Middle School Student day ends 45 minutes early
- High School Student day end 45 minutes early

- Holiday/Break - No School - All Grades
- Staff Orientation
- Last Day of School 9-11 Students
- High School Semester Testing
- Early Dismissal (at Noon) for K-8 Students (Staff Full Day)
- HS Staff Full Day (In-service & Records day) - No School for Students K-12
- Vigilante Day - K-8 released 11:00 a.m./High School -No School

Board Approval: March 23, 2021

Helena School District #1

Capital High School Permission to Publish

I hereby grant permission to the Capital High School Web Master to publish my work entitled, on the Capital High School web site.

I understand that such publication will include formatting the work for the appropriate media and may include editorial revisions.

I further understand that once published other network users unknown to me will be able to access and obtain my work.

My work may only be published with (check one)

_____ My full name (as written below)

_____ First name and last initial

_____ Initials only

_____ Anonymous

I stipulate that the following statement is to be appended to my work:

Copyright 2009. Links to this site or quotations from this work must acknowledge (Student's name) as authorized creator and that the author reserves all rights to his/her work.

Signed_____Parent/Guardian's Signature_____

Date_____

Capital High School Curricular Student Groups and Organizations

Curricular Student Groups and Organizations

The Board of Trustees authorizes the administration to approve and recognize curricular student clubs or organizations in a manner consistent with Board policy and administrative procedure. Curricular student clubs are those approved student clubs that directly relate to the body of courses offered by the school. Curricular student clubs that are recognized by the District are permitted to use District facilities, use the District's name, a District school's name, or a District school's team name or any logo attributable to the District. Curricular student groups and organizations may raise and deposit funds with the District.

A student group wanting to start or maintain a curricular club or organization must submit an application (provided) to the building administrator and it must contain the following information:

1. The organization's name and purpose.
2. The portion of the curriculum that is the basis of the club. This step is required for consideration as a curricular club. Applications that do not satisfy this step may be permitted to meet at the school as a **non-curricular student group.**
3. The school or district staff member designated to serve as the group's advisor.
4. The rules and procedures (bylaws) under which the curricular group will operate.
5. A statement that the membership will adhere to applicable Board policies and administration procedures.

When a new curricular student club or organization is approved by the school's administration the school bookkeeper will be notified so that any funds raised for the club's operations can be managed and aligned with the District's financial practices.

Approved curricular clubs and organizations may appear in the student handbook, the school yearbook, the school web site and other appropriate print and digital publications. Approved curricular student clubs and organizations may also have limited access as designated by the administration to distribute messages through official communications of the district (e.g. intercom announcements, district newsletters, group emails, etc.)

Non-Curricular Student Groups

Student-led and initiated groups that do not meet the requirements to be an approved curricular student club as described shall be designated as a non-curricular student group. Non-curricular student groups include any student group that does not directly related to the body of courses and classes offered by the District but has a regular meeting schedule and established operational structure. These student meetings must be supervised by an adult. Employees of the District that are present at a non-curricular student group meetings must only serve in a supervisory capacity.
Meeting is defined as a gathering of a group of students for the purpose of discussing group beliefs or engaging in group operations. An event that does not meet this definition will be required to comply with the "Community Use of District Facilities" policy and procedure.

Non-curricular student groups wishing to conduct a meeting within this limited forum are subject to the following fair opportunity criteria, which shall be uniformly administered consistent with 20 U.S. Code §4071:

1. All non-curricular student group meetings shall be voluntary.
2. There shall be no sponsorship of meetings by the District or its agents or employees.
3. Any HPS employees of the District that are present at religious meetings must be present only in a supervisory and non-participatory capacity.

4. All meetings must not materially or substantially interfere with the orderly conduct of educational activities within the District.
5. Non-school persons may not direct, conduct, or attend activities of the non-curricular student groups.

Non-curricular student groups may post notice of gatherings in accordance with Board Policy. Non-curricular student groups MAY be authorized by the school administration to have the name of the school appear as part of their group's name. Logos attributable to the school or District, the District's name, or the school's team name or mascot may NOT be used by a non-curricular student group. The permission to post meeting notices or use the school name does not constitute sponsorship of the group by the District or school.

Informal Student Gatherings

Students are permitted to informally gather at the school in accordance with Board policy. Informal gatherings of students are not permitted to use the District's name, a school's name, or a District school's team name or mascot or any logo attributable to the District. Informal student groups are not allowed to raise and deposit funds within the District. Informal student gatherings may not post notices, make announcements, or post or distribute any other materials in accordance with Board policy.

Capital High School Student Curricular Group and Club Application

___ This application is for a new club. ___ This application is to renew an existing club.

This application is to request approval of a student club at Helena High School. The application must be fully completed for the application to be considered. Incomplete or incorrectly prepared applications will not be considered. All applications will be considered in accordance with and District guidelines. Copies of the guidelines are included in the Helena High School Student Handbook.

Approved clubs that violate District Policy, Montana law or federal law are subject to suspension or termination.

Step 1. General Club Information and Bylaws, Charter, or Statement of Purpose
Proposed Club Name: _____
Proposed Club Supervisor Name: _____
Faculty supervisors do not sponsor or participate in non-curricular clubs; however, an adult supervisor must be present.

Step 2. Club's bylaws, charter, or statement of purpose.
Please attach any documents outlining the rules and procedures under which the club will operate. These documents may include but are not limited to bylaws, membership expectations, or a national charter. If the documents are not yet available, drafts may be attached, or a detailed statement of purpose can be provided until documents are available. Describe how members are selected, if there is a membership fee, if fundraising is required and if meeting are for service hours.

Step 3. Basis for Curriculum Related Status (For consideration as a curricular club. Groups that do not satisfy this step may be permitted to operate as a non-curricular student group.)

To be approved as a curricular club, the club must be based upon an aspect of the school's curriculum or the functions of the club must enhance a course offered at the school. Please attach a description of why the proposed club should be designated as a curricular club providing specific facts supporting such status.

Step 4. Time, frequency, location, and notice of anticipated club meetings and functions

Please attach a statement of the proposed use of school facilities, including at the specific areas or facilities of the school for which use is requested and the proposed nature of the use of those facilities. Attach or describe any examples of materials which the club plans to use to tell students about the club's existence or to invite students to join.

Step 5. Submission and Acknowledgement

By signing this application form the students and advisor acknowledge that the club's members and operations will

adhere to applicable Board policies and administrative procedures governing curricular clubs.

_____ _____

Requesting Student Date Proposed Supervisor Date

FOR SCHOOL DISTRICT USE ONLY

Application Received By: _____ Date: _____

Approved as Curricular Club By:_____ Date: _____

Operating as Non-Curricular Student Group By:_____ Date: _____

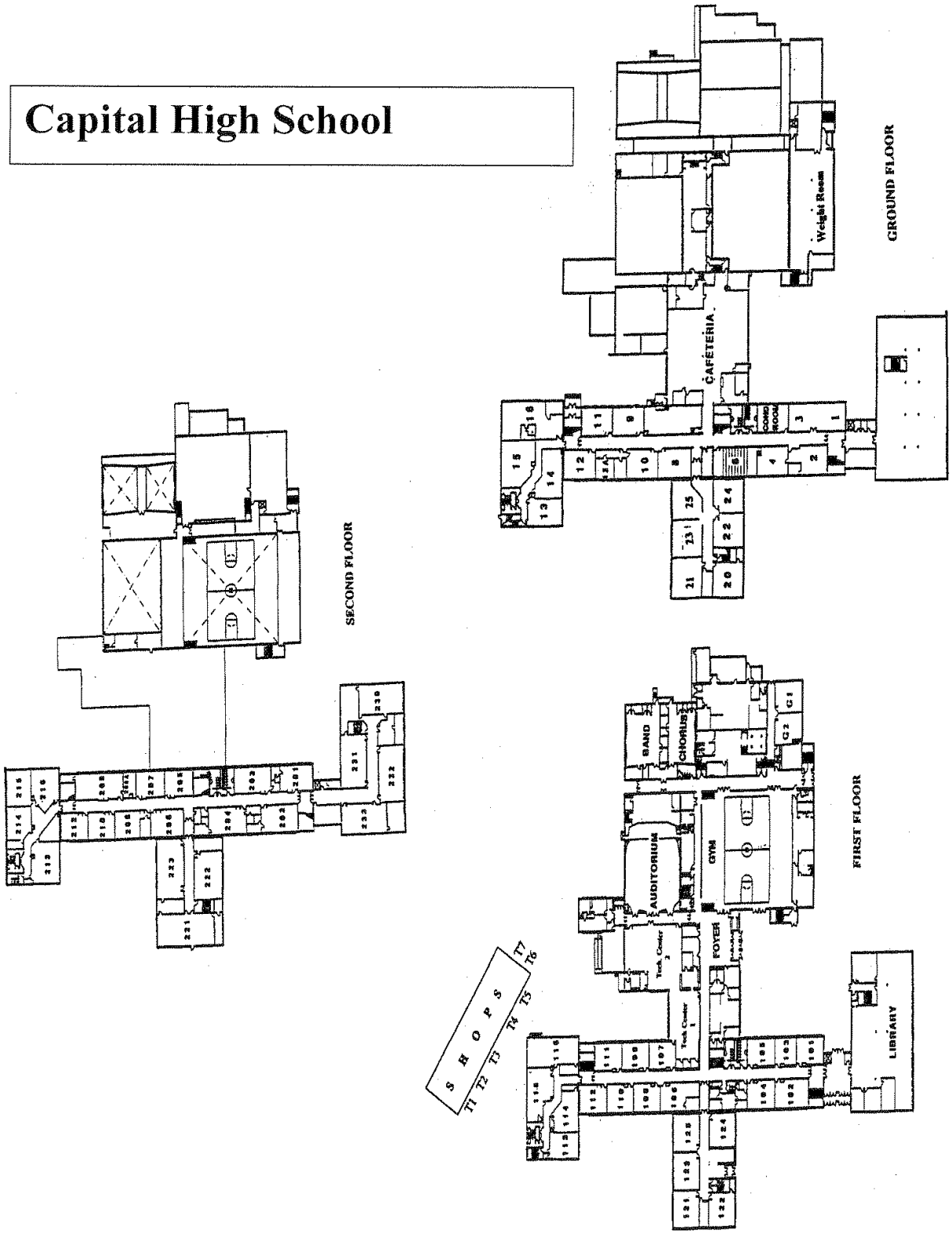
NOTES:

_____

_____

The administration will retain all records related to this application. The administration will report to the requesting students, advisor, and Superintendent when new curricular student clubs have been approved.

Capital High School



Capital High School Song

"Round and Round"

Stand and cheer for the gold and brown

As we fight to win the victory crown

We will win because our name's renown

We're the Bruins of Capital High

We're the Bruins dressed in our gold and brown

And our foe we will put down

As with honor we will win

At each game our school begins

We will fight to give our school a name

That will make us proud at every game

We will be the envy of each town

As we proudly wear our gold and brown

! C – A – P – I – T – A – L!