

# **HMS**

# **STUDENT HANDBOOK**



**2018-2019**

**SCHOOL YEAR**

## Welcome

Welcome to Havre Middle School. We are especially proud of our fine students, our warm and friendly staff, and our beautiful building. Our school motto is "***Success is the Only Option.***" With this in mind, we will make every attempt to make this year as successful as possible for every student. This also means we need to enforce standards and rules to assure some students do not disrupt or decrease the chances for success of others. This handbook is provided to assure a smooth running schedule while protecting the rights, privileges, and safety of all students and staff.

It is important every student and parent read this information about Havre Middle School and abide by its contents. This year we have included a number of changes that represent the combined efforts of students, parents, and staff. We welcome your suggestions for improvements.

For questions and/or input on student attendance, athletics, school rules, discipline, student dress code, sexual harassment, and student privileges, please call the Assistant Principal. For questions and/or input on visitors, advisors, curriculum, lunch/breakfast, grading, promotion & retention, medication, guidance, and staff, please call the Principal. Please feel free to call 395-8552 to make an appointment to come see us. Thank you.

School Website: [www.blueponyk12.com](http://www.blueponyk12.com)

Principal:	Dustin Kraske
Assistant Principal:	Jeremiah Nitz
Counselor:	Bobbie Jo Naber
Secretaries:	Tami Karns and Meg Lippy

## Havre Public School Mission Statement

The Havre Board of Trustees accepts the challenge to provide the environment and the guidance needed to nurture a generation of enthusiastic lifelong learners possessing the skills and knowledge necessary to thrive and contribute to the world they will inherit.

The community of Havre Public Schools must work each day to help our young people question, invent, anticipate, and dream so that they will be prepared to make a living, make a life, and make a difference.

## Havre Public School Vision Statement

Montana needs young people who can acquire, analyze, and apply information, so as to think creatively and solve problems.

## School Day and Period Times

- 7 class periods that are 46 minutes each.
- Advisory Period is 33 minutes.
- Lunch is 30 minutes.
- Passing time between classes is 4 minutes.

## Activity Eligibility

### **Eligibility for Co-Curricular Activities:**

#### Student Council:

Student Council members must meet the following criteria in order to run for and remain in office:

- A. No behavioral referrals.
- B. Establish and maintain a 2.5 GPA.
- C. Attend all meetings and training sessions unless excused by the supervisor or administrator.
- D. Be cooperative with supervisors, teachers, and administrators.
- E. Have an HMS Activities Agreement signed by parents.

#### Clubs and Activities:

Information on clubs and activities offered appears in our activities booklet. All clubs and activities have minimal eligibility requirements including:

- A. Good attendance and cooperation with supervisors.
- B. Students placed on Out-of-School Suspension will be excluded from attendance or participation in the club/activity for 20 school days, unless granted permission by Havre Middle School Administration.
- C. Additional requirements will be explained in parent meetings or during the first meeting by the supervisor of the club or activity.

### **Eligibility for Participation in Extra-Curricular Activities:**

Students with failing grades may try-out and practice with the team, but will not compete or travel with the team until all grades are passing. Each student participating in an activity must be eligible by the Havre School Board standard that states "a student must be currently passing in all subjects they are taking before they are allowed to miss school or participate in any activity." Eligibility is for a week (Monday to Monday).

Students must have a current sports physical form completed by their physician, a completed concussion form, a signed activity agreement, attend practices and games regularly, and have no more than three un-excused absences from scheduled practices. Other eligibility requirements are explained by coaches during parent meetings at the start of each activity.

- A. Students placed on Out-of-School Suspension will be excluded from attendance or participation in all extra-curricular activities for 20 school days.
- B. Students who violate the HMS Activity Agreement will be dropped from the activity.
- C. Students will not participate in an after-school activity if they did not attend their afternoon classes for that day. The morning absence must be excused. The only exception would be a pre-arrangement made with the Middle School Administration.
- D. Students participating in activities in town and on trips are expected to conduct themselves appropriately at all times. This includes language, dress, respect for others, sportsmanship, adherence to laws, respect for property, etc.
- E. Students will travel to and from out-of-town events on official district transportation.
- F. Students may be released to no one other than their parents or legal guardians unless prior arrangements have been made by the parent with Middle School Administration using the Alternative Travel Request Form. Alternative Travel Request forms are available in the main office. Notes from parents will not be accepted.

## **Advisory**

Each student schedule will contain an advisory/study hall period. This time used to complete classwork and for planning and participating in school related activities/topics. Student assignment notebooks will be checked on the first day of the week.

## **After School**

Students are welcome to stay after school as long as it is under the supervision of staff. Students are not permitted to stay after school just to "hang out".

## **Assignment Notebooks**

As part of the registration process, students will purchase an "**Assignment Notebook**" to record weekly assignments listed within each classroom. Each Monday students are allowed five minutes at the start of each class period and have the obligation to copy the full week of assignments for that particular class. This will assist the student and parent in planning family activities, homework due dates, and preparation of projects and tests. "**Unprepared for Class**" Consequences for students reporting to class without their assignment notebook filled out and/or without their class materials will follow discipline guidelines established for class tardiness.

It is the student's responsibility to share their assignment notebook with their parent/guardian on a weekly basis. Grades/assignments are also posted on Parent Portal and can be monitored by parents/guardians. In addition, staff lesson plans can be accessed using student Google Classroom accounts. Students are expected to have their assignment notebook with them at all times during the school day, including advisory.

# Attendance

## **Attendance Policy:**

The State of Montana has made education compulsory for all children 7 to 16 years of age. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law. Attendance of all classes and study halls by students enrolled in Havre Middle School, unless excused, is mandatory. Students are responsible for being in class on time and must be prepared to participate. Once a student has entered school for the day, they may not leave the school without being checked out through the office by a parent or guardian. Upon return to school, students must sign in at the main office.

## **Attendance Philosophy:**

Successful completion of a course at Havre Middle School will be defined as mastery of material. Attendance plays a major role in successful completion. Attendance criteria are based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade.

Because the general welfare of all students is best served by regular attendance. Havre Middle School will cooperate with every local agency, including legal agencies, to ensure regular and consistent attendance.

## **Attendance Expectations:**

A student may not be absent from any class more than 7 days within a nine week grading period. School related activities outside the classroom are not considered absences.

Following the 5<sup>th</sup> absence, the administration will contact parents to inform them that an attendance conference may be held to address this problem.

Following the 7<sup>th</sup> absence, parents will be contacted and invited to participate in an attendance conference if the administration deems this meeting necessary.

## **Attendance Conference:**

Possible options to be considered during an Attendance Conference:

1. Failing grades for that nine weeks.
2. Assignment to the before-school or after-school program for a time period designated.
3. "Individualized Attendance Plan" designed.

Decisions made during the Attendance Conference may be appealed utilizing the provisions of District Policy 1710/1710P.

## **Reporting Absences:**

If a student is going to be absent from school, a parent or guardian is expected to contact the attendance office at **395-8552 by 8:30 am.** If the parent or guardian does not have access to a telephone, a note verifying knowledge of the absence must be provided to the school within 24 hours of the beginning of the absence, or the absence will be **un-excused** and viewed as truancy.

**The responsibility for checking with their teachers for missed assignments and tests rests with the student. Work can be found in assignment notebooks, online, and on Parent Portal. The student, with the support of the parent/guardian, needs to obtain all missing work in a timely manner.** The time for this process is limited to the same number of days the student was absent. For example, if a student is absent on Monday, the missed assignments are due at the start of class on Wednesday. When a student has extended absences, the work can best be explained by making appointments with teachers before or after school. This process allows for clarification of instruction missed.

### **Preplanned Absences:**

When a parent knows in advance that their child will be absent, the parent should notify the office at least three days prior to the absence either by telephone or a signed note by the parent. This assures that the student will be excused for the preplanned absence day(s).

Parents are encouraged to have their child notify their teachers of any known preplanned absence from school. Every effort will be made to provide make-up work prior to the absence, so the child will not fall behind in his/her school work. Upon return to school, make-up work must be completed and handed in within the time frame given for normal absence.

### **School-Sponsored Activities Absences:**

Several times throughout the year students will miss classes due to band, music, health activities, extra-curricular activities, etc. Students are given ample advanced notice they will be missing core classes because of these activities. When students become aware they will be missing class, they are expected to check with teachers prior to the activity for any work they will be missing. The day following their scheduled activity, students are expected to return to class with all work completed and must also be prepared to participate in class.

### **Un-Excused or Excessive Absences:**

Un-excused or excessive absences (this includes truancy) will be investigated by the Assistant Principal and students will not be allowed to make up missed work. These types of absences may result in detention, referrals, and notification of legal authorities. Students may also be denied participation in team or class incentives at the discretion of the team in charge and/or the Assistant Principal.

### **Leaving School:**

If it is necessary for a student to leave school, written permission is required from the parent/guardian. In cases of unavoidable medical appointments, the student should bring the written excuse to the office first period and secure an absence pass. Before a student leaves the school property, a parent/guardian must sign him/her out in the office. Only a parent/guardian may sign a student out, unless arrangements have been made with the middle school administration. Upon return, the student must then sign back in.

### **Transfer/Withdraw:**

Parents/guardians are required to provide Havre Middle School written verification if a student is transferring or withdrawing from HMS. Upon the last day of the student's attendance, a "check-out sheet" will be circulated among the student's teachers. The student's grades, return and condition of textbook, and all teachers' signatures are required on this sheet. The "check-out sheet" will be coordinated by the school counselor.

# Bullying

## **Bullying, Harassment, Intimidation, and Hazing Policy:**

The Board of Trustees of Havre Public Schools will strive to provide a positive and productive learning and working environment. Bullying, harassment, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying, harassment, or intimidation means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- 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.

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 intimidation 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 subjected to wearing or carrying any obscene or physically burdensome article, assignment or pranks to be performed, or other such activities intended to degrade or humiliate.

## **Bullying Reporting:**

The District encourages: 1) students who believe they are being subjected to bullying, harassment, intimidation, or hazing by anyone and/or 2) students who have first-hand knowledge of such behavior to report the matter promptly to a teacher, counselor, bus driver, coach, building administrator, or District administrator. Upon receipt of such complaint, the matter will be promptly investigated.



# Code of Character

HMS 4 PILLARS	Bus & Bus Stop	Hallways	Classroom	Cafeteria	Bathrooms	Auditorium	GYM & Locker Rooms
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Dress for the weather</li> <li>• Enter and exit the bus by walking</li> <li>• Report problems to the Driver</li> </ul>	<ul style="list-style-type: none"> <li>• Have your passport</li> <li>• Get to class quickly</li> <li>• Keep lockers neat &amp; clean</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared for class</li> <li>• Fill out assignment notebook</li> <li>• Complete all work on time</li> <li>• Check for missing work and complete as soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Go immediately to cafeteria or gym during lunch</li> <li>• Clean up your area and throw garbage away</li> <li>• Do not take food out of cafeteria</li> <li>• Ask to leave</li> </ul>	<ul style="list-style-type: none"> <li>• Wash your hands with soap &amp; water</li> <li>• FLUSH the toilet</li> <li>• Put trash in the garbage</li> <li>• No cell phones in bathroom - EVER</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in your designated area</li> <li>• Keep your seating area clean</li> <li>• Use the stairs and aisles to get to your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared and have gym clothes</li> <li>• Dress quickly</li> <li>• Keep your locker locked</li> <li>• Always use appropriate language</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Stay seated on the bus</li> <li>• Keep all objects and body parts inside the bus windows</li> <li>• Use sidewalks and crosswalks</li> <li>• Be alert around the bus and loading zone</li> </ul>	<ul style="list-style-type: none"> <li>• Follow STROLL</li> <li>• Walk on the right side of the hallway</li> <li>• Use open pathways</li> <li>• Keep hands, feet &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Move in a safe manner</li> <li>• Keep hands, feet &amp; objects to yourself</li> <li>• Handle school property with care</li> <li>• Follow all safety plans &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Always walk in the cafeteria</li> <li>• Clean up spills on the floor</li> <li>• Enter &amp; exit in an orderly manner</li> <li>• Stay seated until dismissed</li> <li>• Teachers will dismiss tables</li> </ul>	<ul style="list-style-type: none"> <li>• Report spills, messes and problems to the custodian or an adult</li> <li>• Take care of your business and get back to class</li> </ul>	<ul style="list-style-type: none"> <li>• Enter &amp; exit in an orderly manner</li> <li>• Keep hands, feet &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Do not run in locker rooms</li> <li>• Follow game rules and use equipment correctly</li> <li>• Perform all activities correctly</li> <li>• Report problems in locker room to an adult</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Show respect to the Driver and all passengers</li> <li>• Use appropriate language always</li> <li>• Throw your trash away and keep your seat clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voice</li> <li>• Use appropriate language</li> <li>• Respect others &amp; their property</li> <li>• Put litter in the garbage can</li> <li>• Remove headgear when entering the school</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> <li>• Show respect for people &amp; property</li> <li>• Be cooperative</li> <li>• Follow all teacher expectations</li> <li>• Be helpful to others</li> </ul>	<ul style="list-style-type: none"> <li>• Use manners – please &amp; thanks</li> <li>• Stand in line respectfully</li> <li>• Never throw food</li> <li>• Scrape your tray and stack it the right way</li> </ul>	<ul style="list-style-type: none"> <li>• Allow for the privacy of others</li> <li>• Use appropriate voice levels</li> <li>• Be respectful to people and school property</li> </ul>	<ul style="list-style-type: none"> <li>• Treat all guests and speakers with courtesy</li> <li>• Be quiet &amp; attentive during presentation.</li> <li>• Give appropriate applause when it is time</li> </ul>	<ul style="list-style-type: none"> <li>• Show respect for people &amp; property</li> <li>• Be cooperative</li> <li>• Follow all teacher expectations</li> <li>• Be helpful to others</li> </ul>
<b>Be a Learner</b>	<ul style="list-style-type: none"> <li>• Enter and exit the school by walking quietly</li> <li>• Help others who are not aware of bus expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Be in class, not in the hallway</li> <li>• Get where you need to be quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Participate every day</li> <li>• Ask questions</li> <li>• Ask for help when needed</li> <li>• Use class-time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Eat a variety of foods</li> <li>• Make healthy &amp; nutritious food choices</li> </ul>	<ul style="list-style-type: none"> <li>• Know what good hygiene is</li> <li>• Practice good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Gain new knowledge from our assemblies</li> <li>• Understand your role during the presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Give your best effort</li> <li>• Practice healthy habits</li> <li>• Take what you learn and be active outside of school</li> </ul>

# Code of Character

All students have the right and privilege to receive an education in an environment which is conducive to a positive learning experience and where there are clear rules and expectations. No student's behaviors shall interfere with the rights of others to learn. In order to maintain this positive atmosphere, there are school rules that have been established to guarantee that all students will have a safe, secure, and positive school environment. Students with repeated behavior offenses may be excluded from school field trips or co-curricular activities such as mock trials, last day activities, and so forth.

## **Classroom Rules:**

Classrooms will follow MBI (Montana Behavioral Initiative) concepts of teaching and re-teaching appropriate behaviors of the conduct code. If a student violates a classroom rule, it will be handled by the teacher on a weekly basis with the following three step plan:

- 1<sup>st</sup> Classroom Violation:        Warning - Name on clipboard, teacher conference as decided by the teacher.
- 2<sup>nd</sup> Classroom Violation:        15 minute school detention. (AM or PM) **Teacher will contact parent by telephone.** If no home telephone, then parent will be contacted through written notification. If student receives more than two after school detentions in one day, the balance will be served on the following day. All detentions require parents to have one day to arrange for student transportation.
- 3<sup>rd</sup> Classroom Violation:        Office Referral.

The teacher will contact parents/guardians if a student is having a classroom problem. If a student is referred to the office from the classroom, it will be for one or more of the following reasons:

1. Defiance of Authority; refusal to follow directions, failure to meet with teacher after school, etc.
2. Fighting/Sexual Harassment/Threats/Intimidation
3. Stopping the Classroom From Functioning; verbal outbursts, profanity, insubordination, etc.
4. Vandalism and/or a Major Offense
5. Failure to Follow Classroom Discipline Plan; stated plan above.

## **Tardies/Unprepared:**

Parents are responsible to notify the office when their son/daughter will be tardy, or the tardy will be counted against the student. Parents may notify the office by signing the student in at the office, sending a note with the student, or telephoning the main office.

Unprepared to class includes incomplete assignment notebook or arriving without materials needed for the class which includes but is not limited to textbooks, AR Books, IPAD, paper, folders, completed homework/assignments, pens, and/or pencils.

Teachers will record each tardy and unprepared. The office will be notified when the student receives his/her 2<sup>nd</sup> tardy or unprepared. Students will be notified by the office when they reach infraction #2 and beyond. Consequences are as follows:

- #1: Warning
- #2: Teacher notifies the office - official notice from office - recorded in student file - official notification sent home - student will receive one day of 20 minutes after school detention.
- #3: Teacher notifies the office - official notice from office - recorded in student file - official notification sent home - student will receive two days of 20 minutes after school detention.
- #4: Teacher notifies the office - official notice from office - recorded in student file - official notification sent home - student will receive three days of 20 minutes after school detention.
- #5: Teacher notifies the office - official notice from office - recorded in student file - official notification sent home - student will receive four days of 20 minutes after school detention.
- #6: Teacher notifies the office - student will receive an office referral and parent will be contacted.

Habitual tardies to school will be investigated by the Assistant Principal and may result in further disciplinary action. Tardy and unprepared consequences accumulate quarterly and start over each quarter.

Noon detentions may be assigned by administration.

**Office Referrals:**

The following procedures may be followed for discipline referrals. Referrals accumulate throughout the year.

- Step #1: Disciplinary referral, removed from class for the period, parent/guardian contacted, three after school detentions assigned, & letter home.
- Step #2: Disciplinary referral, removed from class for the period, parent/guardian contacted, one day of In School Suspension, & letter home. Loss of all extracurricular activities for the week.
- Step #3: Disciplinary referral, removed from class for the period, parent/guardian meeting required with Vice Principal and teacher, one day of In School Suspension, & letter home. Loss of all extra-curricular activities for two weeks.

- Step #4: Disciplinary referral, removed from class for the period, parent/guardian meeting required with Vice Principal, two days of In School Suspension, & letter home. Vice Principal initiates a home-school action plan. Loss of all extra-curricular activities for two weeks.
- Step #5: Disciplinary referral, removed from class for the period, parent/guardian meeting required with Vice Principal to review action plan, one day of Out of School Suspension, & letter home. Parent/guardian will accompany the student at school the day following the suspension. Loss of all extra-curricular activities for 20 days.
- Step #6: Disciplinary referral, removed from class for the period, parent/guardian meeting required with Administration to consider possible alternative setting, modified schedule or other options, two days Out of School Suspension, & letter home. Loss of all extra-curricular activities for 90 days.
- Step #7: Disciplinary referral, removed from class for the period, three days of Out of School Suspension. Causality hearing between parent/guardian and school Administration. The Administration will determine if a longer period of suspension is appropriate and/or if an expulsion hearing will be recommended.

If at any time a student is determined to be a clear and present danger to him/herself and/or other students, the student will be removed from the building. The following recommendations could occur: 1) long-term suspension, 2) expulsion, or 3) change of placement.

### **After School Detention:**

- A. Detention may be given by individual teachers after reaching step two on the classroom discipline plan.
- B. Detentions may also be given to students that chronically fail to complete their homework. Parent contact will be made prior to the detention by the classroom teacher, and the detention will be served with the classroom teacher.
- C. Detention will be scheduled from 3:20 pm. - 3:40 pm. on Monday through Thursday weekly.
- D. No student will be admitted after 3:20 pm. If a student misses detention without a legitimate excuse, a disciplinary referral may be given. Failure to show up to a reassigned detention will result in a disciplinary referral.
- E. Students will be expected to bring school work, reading materials, and everything they plan to take home to detention.
- F. Students will not be given permission to talk or leave the detention room.
- G. Students need to make their own transportation arrangements home.
- H. Students will be given one warning to cooperate in detention. The second warning may result in a disciplinary referral.

Noon detentions may be assigned by administration.

### **In School Suspension:**

The student with ISS will pick up their school materials and textbooks and report to the ISS room at the beginning of the school day.

- A. Assignment sheets will be filled out individually by the student's teachers prior to the beginning of school and attach any/all materials needed for said school day.
- B. The student must work on school-related assignments during ISS. This work will be determined by the assignment sheets filled out that day and any and all applicable failing grades. If the student does not have work to do, work will be provided.
- C. During ISS, students will remain in the ISS room and will not be allowed to use the telephone.
- D. After the second warning for violation of ISS classroom rules, additional time in ISS will be assigned by the Principal/Assistant Principal.

### **Out of School Suspension:**

OSS is used only after ISS has proven ineffective for a student or for a major offense that is viewed serious enough to warrant suspension. Students who are serving OSS may not attend school functions or school sponsored activities for the duration of their OSS.

During the time that a student is out of school on suspension, the student has the right to request the school work that will be done in his/her regular class and to do the same work on his/her own. **Students have total responsibility for obtaining the assignments, doing the work, and turning in the work.** Students who make the effort to gather the assignments and complete the work will earn a maximum of 75% credit. This will also include tests or quizzes.

### **Major Student Violations:**

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- A. 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;
- B. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- C. Traveling to and from school or a school activity, function or event;
- D. Anywhere, that the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.
- E. Three (3) major violations of the school handbook may result in a causality hearing.

**Disciplinary Measures:**

Disciplinary measures include, but are not limited to:

- A. Expulsion
- B. Suspension
- C. Detention, including Saturdays
- D. Clean up duty
- E. Loss of student privileges
- F. Loss of bus privileges
- G. Notification of juvenile authorities and/or police
- H. Restitution for damages to school property

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

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

- A. Using, possessing, distributing, purchasing, or selling tobacco products.
- B. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- C. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- D. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy.
- E. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- F. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
  
- G. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- H. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- I. Engaging in any activity that constitutes an interference with school purposes, an educational function, or any disruptive activity.
- J. Un-excused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- K. Hazing.

- L. The forging of any signature, or the making of any false entry, or the authorization of any document used to or intended to be used in connection with the operation of the school.

### **Fighting**

Students receiving a referral for fighting will receive three days of Out of School Suspension. Law enforcement will be contacted and the student may be subject to a fine and/or other legal consequences.

### **Gang-Related Behavior:**

The Havre Public Schools and its Board of Trustees are committed to ensuring a safe and orderly environment where teaching and learning may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang behavior creates an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang behavior and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which engage in gang-related behavior will be restricted from school transportation, school grounds, and school activities.

Students on school property, on the way to or from school, or at any school-sponsored activity shall not:

- A. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, or items which are evidence of membership in or affiliation with any gang and/or is representative of any gang.
- B. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or representative of any gang.
- C. Engage in any act furthering the interests of any gang or gang activity including, but not limited to:
  - 1. Soliciting membership in or affiliation with any gang.
  - 2. Soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
  - 3. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols or signs on school property and/or their own property.
  - 4. Engaging in violence, extortion, illegal acts, or violation of school property.
  - 5. Soliciting any person to engage in physical violence against any other person.

Students who engage in the behaviors cited above may be recommended for expulsion and reported to the police.

**Drug/Alcohol/Tobacco Policy:**

- A. Any student of the District who possesses, furnishes, or uses drugs, alcohol, tobacco or other intoxicants on school premises or at school functions shall be subject to appropriate corrective action which may include the District-Approved Chemical Education Program and In or Out of School Suspension. **In addition, all offenses will be reported to the police department.**
  
- B. Any student who pushes or has saleable possession or has second and subsequent personal possession of alcohol and other drugs, shall be subject to appropriate corrective action which may include an educational program, long-term suspension, or recommendation for expulsion. All violators will be reported to the police department.

Appropriate District-Approved Chemical Education Program shall mean that in lieu of, or in conjunction with, implementing disciplinary proceedings provided in this section, the principal may offer the student an opportunity to participate in an appropriate chemical dependency program and defer enforcement of suspension. Failure of the student to comply with the requirements of the substance abuse program shall revoke the alternative program and reinstate the appropriate disciplinary actions. The student is responsible for all associated fees thereof.

Appropriate District-Approved Tobacco Education Program shall mean that in lieu of, or in conjunction with, implementing disciplinary proceedings provided in this section, the principal may offer the student an opportunity to participate in an appropriate tobacco education program and defer enforcement of suspension. Failure of the student to comply with the requirements of the tobacco education program shall revoke the alternative program and reinstate the appropriate disciplinary action. The student is responsible for all associated fees thereof.

Personal Possession shall mean possessing small amounts of drugs, including marijuana, alcoholic beverages, tobacco, intoxicants or any other substance defined by law as a "controlled substance" or "dangerous drug" intended for personal use.

Saleable Possession shall mean possessing amounts of drugs, including a "controlled substance" or "dangerous drug" in quantities large enough to indicate intent to sell, give, or supply to others.

**Drug/Alcohol Consequence:**

The discipline for repeat offenses to the drug and alcohol rule is cumulative during the time spent at Havre Public Schools.

- First Offense: Five days Out of School Suspension. Two of the five day suspension may be waived by the building principal if student enrolls in a District-Approved Chemical Education Program within 24 hours. This requires written verification from program facilitator.
- Second Offense: Ten day Out of School Suspension.
- Third Offense: Recommendation for Expulsion.

**Tobacco Consequences:**

The discipline for repeat offenses to the tobacco rule is cumulative during the time spent at Havre Middle School.

- First Offense: Three days of In School Suspension.
- Second Offense: Five days of In School Suspension.
- Third Offense: To be determined by school administration.

**Gun-Free Schools:**

A student who uses, possesses, controls, or transfers a firearm (or any object that can reasonably be considered, or looks like, a fire arm) shall be expelled for a definite period of time of at least one calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student’s conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with §20-5-202, MCA, and Policy 3300.

**Course Offerings**

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<u>Required Courses:</u> -Choir -Communication Arts -Computers -General Science -Health Enhancement -Math -Reading -Social Studies -Spanish	<u>Required Courses:</u> -Communication Arts -Computers -Health Enhancement -Life Science -Math -Reading -World Geography	<u>Required Courses:</u> -Communication Arts -Earth Science -Health Enhancement -Math -Reading -US History
<u>Electives:</u>  Havre Middle School will offer a variety of elective courses each quarter. The courses offered will be determined by current staff and scheduling considerations.	<u>Electives:</u>  Havre Middle School will offer a variety of elective courses each quarter. The courses offered will be determined by current staff and scheduling considerations.	<u>Electives:</u>  Havre Middle School will offer a variety of elective courses each quarter. The courses offered will be determined by current staff and scheduling considerations.

### **Additional Courses/Programs:**

#### **Academic Learning Center:**

The ALC focuses on the teaching of reading and math skills. Students will be instructed on and apply reading strategies such as: comprehension skills and content reading/study strategies. Students will also be instructed on and learn to apply various basic math skills. Students are instructed in small groups, partners, and through individualized instruction.

Students are identified and placed in the ALC through various means of assessments, teacher recommendations, and grades. Students placed in the ALC for instruction may be in the program for one quarter to a full year depending on student needs.

#### **Study Hall/Advisory Expectations:**

- A. Students are expected to bring work or reading material to study hall.
- B. Students failing in a subject are expected to bring material from that subject to work on.
- C. Every effort will be made by the study hall teacher to assist students having difficulties.

#### **Promotion System:**

Havre Middle School students must successfully complete a minimum of 4.5 courses per year, to be considered for promotion to the next grade level. Students are required to complete and receive passing grades in 3 out of the 4 core subject classes (Communication Arts, Math, Social Studies, and Science). Failure of a core class for three quarters constitutes failure for the year. Students can accumulate a minimum of 1.5 additional courses through successful completion of elective classes. Promotional consideration will not be received for advisory or study hall. Failure to successfully complete the minimum number of classes will result in the possibility of retention, re-teaching of failed skills through repetition of the subject area in a remedial class, summer school attendance, or other program of improvement decided upon in consultation with school administration.

#### **Elective Class Changes:**

Students may drop/add an elective class, with parental approval, within the first five days of each quarter. After five days, parent and school administration approval is required.

## **Custodial Rights**

Parents/guardians must provide the school with information regarding custody, primary custodian, visitation rights, and authorization to share information. It is mandatory that a copy of this legal document detailing the information be on file in the school office.

## Dances

As a general rule, one dance per semester may be held for 7<sup>th</sup> and 8<sup>th</sup> graders. Under special circumstances 6<sup>th</sup> graders may be included. Dance rules are as follows:

- A. All visitors must be approved in advance by the school administration.
- B. All students will be expected to follow Havre Middle School rules.
- C. Dances will be held from 7:00 pm. to 9:00 pm.
- D. Students will not be admitted after 7:30 pm., without a parent escort.
- E. When a student leaves the dance, he/she will not be allowed back in the dance. Students who leave the dance early may not remain on school grounds or return at the end of the dance.
- F. Students may not participate in a school sponsored dance if they did not attend their afternoon classes for that day. The morning absence must not be unexcused. The only exception would be a pre-arrangement made with middle school administration.
- G. A minimum of four school chaperones (teachers) will be required. Parents are welcome to attend and/or help chaperone.
- H. Students who earn OSS will not be allowed to participate in the dance within 20 days of suspension.

### **HMS STUDENT DRESS AND PERSONAL APPEARANCE POLICY:**

Havre Middle School acknowledges that a correlation exists between good grooming, personal attire, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct.

The following HMS student dress code and personal appearance guidelines are designed to allow for student comfort while maintaining an environment conducive to learning in the educational setting:

- Shirts and tops that do not expose bare backs, waists or cleavage. Appropriate tops and shirts should have at least 1" wide shoulder straps and cover undergarments. Inappropriate shirts and tops include halter tops, backless or low-back shirts, muscle shirts, T-shirts without sides, cut shirts.
- Shorts, skirts, and dresses that are not shorter than mid-thigh.
- Students must wear shoes or sandals (slippers will not be allowed).
- Pants or any other dress that detracts from the learning environment: no pajamas pants, no exposed underwear, no intentionally torn or cut/slashed pants that are considered indecent exposure by exposing skin above mid-thigh.
- Any article or apparel which displays obscene words, pictures, or designs that convey a sexually suggestive remark, a pro-alcohol message, a tobacco and/or drug related message are inappropriate.
- Clothing and jewelry that communicate messages that are obscene or communicate sexual innuendo or that are sexist in nature are not allowed.

- Hats or items covering the head may not be worn in the school building and must be kept in a locker except when leaving the building.

Students whose apparel is not in keeping with the provisions of the HMS dress and personal appearance policy will correct the situation at school, will be sent home to change, or will accept appropriate disciplinary consequences.

## **Electronic Devices**

Cell phones, tablets, laptop computers, laser pens, and other electronic devices that distract from the educational process will not be allowed during the school day.

- A. Cell phones and or other electronic devices must be put away and turned off during the school day which runs from 8:00 a.m. to 3:15 p.m.
- B. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person.
- C. Unauthorized use is grounds for confiscation by school personnel.
- D. Ear Phones/Ear Buds may not be used during the school day unless students are specifically instructed by staff to do so. Ear phones/Ear Buds must be used for instructional purposes only.
- E. Classroom teachers may utilize personal student devices for classroom instruction on occasion. Students will be notified in advance.

### **Electronic Devices/Cell Phone Consequences:**

The discipline for repeat offenses to the cell phone and other electronic device rule is cumulative during the time spent at Havre Middle School.

- |                      |  |
|----------------------|--|
| First Offense:       | The device will be returned to the student at the end of the school day.   |
| Second Offense:      | The student's guardian must come to the school and get the device back from school administration.   |
| Third Offense:       | The student's guardian must come to the school and get the device back from school administration. A conference with school administration, guardian, and student will accompany the second offense. The student consequence will be one day after school detention. |
| Fourth Offense:      | The student's guardian must come to the school and get the device back from school administration. A conference with school administration, guardian, and student will accompany the third offense. The student consequence will be one day In School Suspension.    |
| Additional Offenses: | Appropriate disciplinary consequences will be determined by school administration, including but not limited to, a behavior plan.  |

## **Electronic Information Resources/Student Access**

Havre Public Schools (HPS) is pleased to offer access to the District's electronic information resources. Board policy defines access to the District's electronic information resources as a privilege and outlines the rights and responsibilities as well as the consequences for abuse or inappropriate behavior. It is the intent of the Board of Trustees of the Havre Public School District to adhere to all state and federal laws pertaining to acceptable use of District electronic information resources. If you do not want your child to have access to these resources, we ask that you contact the school and complete the appropriate paperwork on an annual basis. If you do not contact the school about such a concern, it will be understood that your child may have access to these electronic resources and that you can expect HPS to provide reasonable supervision and monitoring in such settings. If you would like a copy of District documents relating to this issue, please contact your child's school and request copies.

## **Emergency Procedures**

### **Emergency Dismissal:**

Students that ride on in-city buses will be returned home on their regular buses should inclement weather cause a school closing. Rural students will be bused home first. If an emergency should cause an immediate evacuation of the building, middle school students will relocate to an undisclosed alternate location. Parents will be notified of the evacuation at the earliest possible time via the Infinite Campus notification system. It is important that parents/guardians keep contact information up to date at all times. Announcements of school closings, evacuations, or other emergency information will also be made via local radio, newspaper, school websites, and social media if appropriate.

### **Emergency/Fire Drills:**

Emergency/fire drills are held at irregular intervals throughout the school year. Check the posted instructions in each classroom indicating how to leave the building in case of an emergency.

## **Grading**

### **Grading and Reporting Procedures:**

Individual teachers will provide each student with a copy of their course syllabus on the first day of class. This syllabus will contain course description, course objectives, course outline and learning activities, grading criteria (weighting of homework and testing toward a final grade), specific materials required for the class, and classroom rules and procedures. Class syllabus will also be available for parents during conferences and open house.

Mid-term grade reports will be mailed to your residence at the midpoint of each quarter. All teachers will complete grade reports for all students. If a student has received a modified grade, there will be a comment accompanying the grade. Report cards will be issued the week following the end of each quarter as indicated in the school calendar.

The pass/fail grade may be used, but will not be calculated in a student's GPA.

Honor roll will be calculated each nine weeks with a minimum 3.5-3.99 GPA required for Silver Achievers and a 4.00 GPA required for Golden Achievers.

Reinstated students returning from a parent requested or court-ordered evaluation will be graded on prior homework, test scores, and/or grades received during the remainder to that quarter.

Students that receive an "Incomplete" on their nine-weeks report card, will have ten school days to complete all missing assignments before the "Incomplete" reverts to a calculated grade.

### **Grading Scale:**

All letter grades will be based on the following percentages and will be used at all grade levels:

**A+** = 98% - 100%

**A** = 94% - 97%

**A-** = 90% - 93%

**B+** = 88% - 89%

**B** = 84% - 87%

**B-** = 80% - 83%

**C+** = 78% - 79%

**C** = 74% - 77%

**C-** = 70% - 73 %

**D+** = 68% - 69%

**D** = 64% - 67%

**D-** = 60% - 63%

**F** = 0% - 59%

**INC** = Incomplete

### **Retention:**

In order to assure the best decisions are being made regarding a child's potential retention, District Policy 2421 and 2421P will be followed.

The final decision for promotion or retention is left to the discretion of the teacher and principal. When retention is not in the best interest of the child but his/her academic performance is below grade level, the student will be assigned, not promoted, to the next grade. Decisions to assign will be made jointly by the teacher and principal. A letter will be sent to the parent and a copy will be placed in the student's cumulative folder.

## **Guidance & Counseling Services**

Guidance and counseling services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, assistance with personal concerns, or any questions the student may feel he or she would like to discuss with the counselor. If a student wishes to visit with one of the counselors, he or she will need to secure a pass from the counseling center. If a parent wishes to visit with a counselor, please call 265-9613 to schedule an appointment. Student requests to see the counselor on an emergency basis will be honored.

## **Plagiarism**

Plagiarism is defined as the unauthorized use of someone else's material, which is presented as the result of the plagiarist's own primary research, creative impulse, or insight. Copying or paraphrasing material/text from the work of another student, from published sources, and/or from the internet without proper documentation, constitutes academic theft.

First Offense: Staff will contact parents and the assignment may be redone for a reduced grade.

Additional offenses: Students will receive an office referral and be placed on the school-wide discipline plan.

## **AltaCare, a Comprehensive School and Community Treatment Program (CSCT):**

AltaCare is Montana's leading provider of in-school mental health services. AltaCare partners with parents and school to provide a quality early intervention service designed to allow children to succeed in their educational setting, their community and hopefully in their lives. With AltaCare, children and adolescents can receive outpatient treatment while they attend school, causing little to no disruption of their normal lives. Call the school for further information regarding admittance.

## **Library**

The library/media center is designed to assist students with research, study and book checkouts. In addition to assuring a place for quiet study, the librarians will help students find materials and use library resources. Students are encouraged to use the library before and after school, as well as during school hours. Library books (three maximum) are checked out for two weeks and can be renewed. Students coming into the library must have all materials they need and a passport. Students are required to pay for lost and damaged materials. Replacement costs will be charged for books that are damaged or lost. Library computers are used to access the automated card catalog, for research, and to take Accelerated Reader Tests. Surfing is not allowed! Remember, the library is open from 8:00 am to 3:30 pm, including both lunch periods.

## **Lockers/Health Enhancement Lockers**

Lockers are issued to students at the beginning of the year through the office. Your locker must be kept locked at all times. Students are cautioned against telling their combinations to each other or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse or vandalism will result in loss of locker privileges and possible monetary charges. Any locker malfunction should be reported to the student's advisor or the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the teacher or office for safe keeping. Locker use is a privilege, not a right.

Health Enhancement lockers are issued to the student by the course instructor at the beginning of the semester. These lockers should be kept locked at all times. If a student cannot afford a

lock, one will be provided for the student. This lock is to be returned to the course instructor at the end of the semester in its original working condition. If the lock is lost or damaged beyond use, the student will be assessed a lock fee of \$5.00 for each lock lost or damaged. Care for Health Enhancement lockers will follow the same guidelines as those established for school lockers.

## **Lost & Found**

Students who find articles are asked to take them to the office where they can be claimed by the owner. Check at the office for any lost articles. Unclaimed items will be donated to a non-profit organization two weeks after the completion of the school year.

## **Lunch/Breakfast Program**

Havre Middle School will continue using a computerized lunch and breakfast program this year. An information sheet describing how the program works will be distributed when your child registers for school. The following guidelines will be in effect:

- A. Student lunches are \$3.00 and breakfasts are \$2.50. Students may purchase either ala' carte or hot lunch.
- B. Parents need to notify the cashier whether they are purchasing ala' carte or hot lunch by noting which one their student is purchasing in the check memo section.

All inquiries regarding the lunch program should be directed to Mrs. Debbie Otto, Food Services Supervisor at 395-8551.

## **Medication**

Medication shall be administered in school only when the student's health requires that medication be given during school hours.

In order for your child to receive medication at school, the following conditions must be met. If these conditions are not met, the medication will not be administered. No medicine will be administered until the completed forms have been turned into the school office. Forms are available from any school office.

### **Conditions:**

- A. Medication must be supplied in ORIGINAL BOTTLE (Prescription or Non-prescription). Ask your pharmacist for the medication to be divided into two bottles, completely labeled: one container for home and one for school.
- B. The parent and/or responsible adult must bring medication to the school office and discuss administration procedure with the employee in charge of medications. The medications will be counted by the school personnel and verified by parent or responsible adult.

- C. If pills need to be cut in half, this must be done before medication is brought to the school.
- D. A 45 school day supply of prescription medication can be stored at school.
- E. Students requiring non-prescription medication during the school day need to have a medication form signed by the parent and on file in the school.
- F. Students requiring prescription medication during the school day need to have a medication form signed by the parent on file in the school.
- G. The prescription medicine is to be in a bottle or capped container with a label on which is printed:
  - 1. Name of Student
  - 2. Name of the Medicine
  - 3. Amount of Each Pill, Capsule, or Teaspoonful  
(Example: Ritalin 5 milligrams, Zarontin syrup 250 mg/5 ml teaspoonful)
  - 4. Time the Medicine is to be Given  
(Example: 11:00 am, with lunch, or 1:30 pm)
  - 5. Name of the Doctor who Prescribed the Medicine
- H. If the student is to take more than one kind of prescription medicine at school, a container for each must be used. If the student takes Tegretol and Phenobarbital, then the Tegretol is to be in one bottle and the Phenobarbital in the other, labeled as described above.
- I. At the time a student is to take any medicine, the student will report to the school office where an employee in charge of the medications will assist with self-administration of the medication. However, special accommodations will be made when necessary.
- J. Each school must maintain the daily log form. This form documents the self-administration of any medication and when the student took the medicine. The form is completed by writing the student's name, name of medication, dosage, and time.
- K. If a student's prescription medicine is changed in any way, a new medication form denoting the changes must be completed and sent to school with the changes. The bottle(s) in which a student's medicine sent to school must have the new changes on the label(s).

**Administrative Procedures for Self-Medication/Self-Keeping of Medication:**

Students, who for medical reasons, need to keep specific medications on their person may self-administer these medicines provided the following criteria are met:

- A. A physician or dentist provides a written order for self-medication/self-keeping of said medication.
- B. There is written authorization for self-medication/self-keeping of medication from the student's parent or guardian.
- C. The above authorizations must be presented to appropriate personnel in the school office to be maintained in the student's health file.

**Notice of Non-Discrimination**

The Havre Public Schools does not discriminate on the basis of race, color, national origin, gender, handicap (or disability), or age in any of its policies, procedures, or practices, in

compliance with Title IV of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IV of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This non-discrimination policy covers admission and access to, and treatment and enjoyment in, the District's programs and activities. The lack of English language skills will not be a barrier to admission and participation in the District's programs. Inquiries regarding equal opportunity, the filing of grievances, or requests for a copy of the grievance procedures covering discrimination complaints may be directed to:

Karla Geda, Title IX and 504 Coordinator  
425 6<sup>th</sup> Street  
P.O. Box 7791  
Havre, Montana 59501  
(406) 395-8550

The District recognizes its obligation to provide overall program accessibility throughout the District for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding federal laws and regulations concerning non-discrimination in education or the District's compliance with those provisions may also be directed to:

U.S. Department of Education  
Office of Civil Rights  
Old Federal Building  
50 United Nations Plaza, Room 239  
San Francisco, California 94102

## **Parent Portal**

Havre Public Schools understands that parental access to information is an important link in guiding and supporting students. The Parent Portal for Parents is designed to help you stay up-to-date with your student's assignments, activities, and academic progress.

In this secure site, confidential information about your student is just a click away. You can view assignment details, e-mail teachers, track attendance, and print report cards and transcripts.

Teachers and other school staff publish information as it is available, giving parents access to ongoing student performance. You can login to the Parent Portal to view your student's information from any convenient location that has internet access.

Schools post announcements, important notices, meetings and other “backpack” type messages quickly and efficiently onto the Portal, allowing busy families to schedule, plan and stay informed.

Procedures to acquire access to Parent Portal, instructions for establishing an account with a user name and login are provided at the Parent Portal website at:

<https://campus.havre.k12.mt.us/campus/portal/havre.jsp> Use this same URL for access to log into the Parent Portal or go to the main District website at: [www.havre.k12.mt.us](http://www.havre.k12.mt.us) and look for the Parent Portal link.

Please note that the new Campus Portal app available for tablets and smart phones allows easy access to student information in an easy to read and navigate format. Please feel free to contact us for more information about this free app.

## **Photographic Images of Students**

From time to time still pictures or video images are taken of students for school related projects including website content and student teaching activities by students from various universities. Your child’s image may appear in one of these pictures or video tapes. If you would prefer that efforts be made to prevent your child from being photographed or videotaped in this process, please contact your child’s teacher.

## **Searches and Seizures**

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable suspicion to believe that any student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search. To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. The authorized administrator may perform random searches on any locker, car, or container of any kind on school premises without notice or consent. Searches may be conducted using specially trained canines.

- A. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school controlled property.
- B. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material. Searches may be conducted using specifically trained canines.

- C. School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive of the age and sex of the student and the nature of the infraction.
- D. 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.

## **Sexual Harassment**

Sexual harassment is illegal according to federal and state law. All students have the right to attend school in a harassment free environment. Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other physical, verbal and/or visual contact of a sexual or gender directed nature. It may involve a hostile educational environment with unwelcome sexually oriented jokes, innuendos, obscenities, pictures, or any action with sexual connotations that makes the student feel uncomfortable. It may be harassing behavior that affects class performance and learning, whether or not sexual in connotation when directed toward individuals based on their sex.

The following are some examples, but not limited to, sexual harassment or intimidation:

- A. Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- B. Sexual gestures, verbal abuse, sexually-oriented jokes, innuendo or obscenities.
- C. Displaying of sexually suggestive objects, pictures, cartoons, or posters.
- D. Sexually suggestive letters, notes, or invitations.
- E. Employment or education benefits affected in exchange for sexual favors.
- F. Physical conduct such as assault, attempted rape, impeding or blocking movement, unwelcome touching, or departing.
- G. Hazing, or daring to perform unsafe work or learning practices, particularly directed toward students or employees in nontraditional settings.

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

### **Sexual Harassment Reporting:**

The District is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor,

volunteer or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex.

The District will take prompt, effective and remedial action on complaints, grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, the Equal Employment Opportunity Officer, or the first level supervisor who is not involved in the alleged harassment. Title IX complaints can be taken directly to any of the above or may be reported to a staff member you trust. Persons who feel they are being harassed or intimidated should take the following steps:

- Step One: Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate. DO NOT assume or hope that the problem will go away.
- Step Two: Notify a counselor, the Principal, Assistant Principal, the Title IX Coordinator or any teacher or staff member you feel comfortable with right away. Early reporting assists any investigation.
- Step Three: Request a copy of the District's sexual harassment policy so that reporting processes are clear.
- Step Four: Keep notes. Keep a record of dates, times, places or witnesses and descriptions of each incident. Save all notes or records in a safe place.

Once a report has been filed with an administrator or Title IX Coordinator, a confidential and expeditious investigation shall begin following the procedures as outlined in the INVESTIGATION AND ACTION PROCEDURE.

The District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulation prohibiting discrimination and will lead to disciplinary action against the offender.

## **Student Directory Information Statement**

Directory information on individual students will be released by the District, in accordance with federal law, unless notified in writing by the student's parent/guardian or majority age student. This notification must be received at each student's respective school no later than September 15<sup>th</sup> of each school year, or within ten days of the student's enrollment.

Havre Public Schools has designated the student's name, address, and telephone number as directory information. Directory information will only be released to organizations who request it for reasons relevant to educational purposes, as determined by the District.

## **Due Process/ Student Grievance Policy**

Prior to any disciplinary action, an informal conference between the administrator and student will occur. At this conference the student shall be given an opportunity to present his/her perspective regarding the event and be informed of the reason for any disciplinary action.

Any student or parent that believes they have been discriminated against for any reason can institute the District-Wide Uniform Grievance Procedure 6430.

A copy of the board policy regarding this issue will be provided upon request at the HMS main office.

## **Surveillance Cameras**

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

## **Telephone**

The main office phone is available for students to use for school related items and emergencies.

## **Textbooks**

Textbooks are loaned to students for their use during the school year. Students are responsible for paying for damaged, lost, or missing textbooks at their replacement value. Fines will be assessed for texts abused beyond normal wear. Students that lose or destroy a textbook will not be issued a new textbook until the original book is paid for.

## **Visitors/Visitor Badges**

Havre Middle School welcomes visitors. Advance notice of visits is preferable to avoid disruptions in our schedule. Due to security issues all visitors must report to the main office immediately upon entering the building and/or school grounds. To keep a record of the visitors to our school, we ask that you sign in when you enter and let us know when you are leaving. Student visitors must receive advance approval from the Assistant Principal/Principal. Student visitors who are approved are welcome to visit for lunch. Generally, student visitors will not be allowed to attend classes. We hope you will enjoy each visit as much as we look forward to seeing you.

# Student/Parent Handbook Confirmation

Student Name: \_\_\_\_\_

Student

Your signature indicates that you have been provided a copy of the Havre Middle School Student/Parent Handbook and understand that you are responsible for adhering to the rules and regulations within, as approved by the Trustees of School District 16-A.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Parent/Guardian

Your signature below indicates that your child has received a copy of the rules and regulations in the HMS Student Handbook. Please understand that your child must adhere to these expectations / procedures.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date