

HAVRE HIGH SCHOOL STUDENT HANDBOOK

2022-2023



TABLE OF CONTENTS

Academic Awards for Excellence.....	9
Academic Letter.....	8
Activity/Participation Agreement.....	27-28
Additional Credit Opportunities.....	7
Attendance.....	10-12
Cell Phones/Personal Electronic Devices.....	18
Class Load.....	6
Class Rank.....	8
Class Schedule.....	5
Co-Curricular Activities.....	22-23
Dance Rules.....	19
Directory Information Statement.....	23
Discipline Policies/Infractions/Consequences.....	13-18
Dress Code.....	12-13
Dropping and Adding Classes.....	9
Drug/Alcohol/Tobacco Policy.....	15-16
Dual Credit.....	7
Early Graduation.....	8
Emergency Control.....	23
Expulsion Statement.....	17-18
Gang Related Behavior.....	18-19
Grading Scale.....	9
Graduation Policies and Procedures.....	6
Handbook Confirmation Sign-Off Sheet.....	29
Health Screening.....	24
Honor Cords.....	9
Honor Pass.....	10
Honor Roll.....	8
Incompletes.....	8
Lockers.....	19
Lost & Found.....	24
Lost or Damaged Materials.....	20
Medication.....	21-22
National Honor Society.....	9
Open Campus Lunch Privilege.....	24
Parent Portal Information.....	10
Personal Vehicles/Traffic Regulations.....	19
Plagiarism.....	15
Policy on Discrimination.....	20-21
Senior Class Funds.....	23
Semester Finals Schedule.....	24
Sexual Harassment/Intimidation.....	20-21
Simultaneous Registration: Havre High School and MSUN.....	7
Student Academic Assistance Programs—Supervised Academic Time (SAT).....	8
Student Acceptable Use & Safety Agreement.....	25-26
Student Rights.....	20, 24
Surveillance Cameras.....	19
Tardies.....	12
Transfers.....	6
Travel for Student Activities.....	23
Withdrawal from School.....	12

Students of Havre High,

Welcome to the school year of 2022-2023! I am so excited for this upcoming year and I can't wait to see all the memories that we will make. I have a great feeling that this year will definitely be one to remember. With that being said, I have some words of advice to my fellow peers to ensure we have an amazing and eventful year. The advice I am about to give is as follows:

1. **Apply Yourself:** Applying yourself to any situation in life will definitely benefit you in the long run. Practicing good work habits in school can create a wonderful routine of success. Whether it's in the classroom, on the stage, or on the sports field, projecting your best effort in your activities will give you a benefit to succeed. With that, make certain to stay on top of your assignments and check your grades often. Trust me, it is never good to have missing assignments;).
2. **Get Involved:** Havre High presents many opportunities for their students to participate in extracurriculars. Whether it is academic, athletics, or the arts, there are certainly plenty of chances to become active. Finding a passion in a club, sport, or class can really make yourself into a more knowledgeable and understanding person. Don't be afraid to take a chance in trying something new. There will always be a group of phenomenal students to assist you in the activities you choose to join.
3. **Possess Pony Pride:** I know that you probably heard this time and time again, but obtaining pride in our school is a huge priority. Making sure that we always support and respect our peers and school creates an amazing atmosphere within our school. We might not always understand or reason with one another, but treating each other with kindness can really build a path to a more united school. Also, don't be afraid to congratulate our school's accomplishments and participate in school wide events. Going to a football game, band concert, speech and debate meet, or even just supporting each other in the classroom could further your Pony Pride immensely.
4. **Ask for Help:** Ensuring that every student succeeds is one of the main principles that our school upholds. No student or staff in this school ever wants to see a student fail. If you ever need any advice and/or assistance, we have an incredible staff along with some very advice filled counselors who would love to give you some guidance. And if you feel uncomfortable with talking to adults, there are plenty of students who are here to help guide you to success. If you have any questions, comments, or concerns, I am always here to listen. No matter how big or small your problem may seem, somebody in this school will be glad to assist you.

As I said before, I can't really put into words how thrilled I am for this year! I can't wait to meet you all and create some more remarkable memories with you guys. By following this advice, I believe we can have a spectacular year while still maintaining our Tradition of Excellence. As always, best of luck and Let's Go Ponies!

Sincerely,

Alisyn Maloughney
Student Body President 2022-2023

HAVRE HIGH SCHOOL STUDENT EXPECTATIONS

As Havre High School’s elected student representatives, Student Congress believes the following standards are expected by our members, as well as students to ensure a positive school environment, academic integrity, and positive personal growth:

1. Students should uphold all school and district policies
2. Conduct oneself in an appropriate manner in person or on social media by refraining from negative remarks towards students or Havre High staff or posting pictures/comments that suggest or involve illegal activity
3. Refrain from actions that could jeopardize one’s academic integrity and ability
4. Maintain a level of respect for all students regardless of grade level, background, or social group



PREPARING STUDENTS TO: MAKE A LIVING, MAKE A LIFE, MAKE A DIFFERENCE HAVRE HIGH SCHOOL STUDENTS ARE



	SAFE	RESPECTFUL	RESPONSIBLE	EDUCATED
SCHOOL	<ul style="list-style-type: none"> -Know and follow student handbook expectations -Know and follow emergency procedures -Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> -Be considerate of others’ learning -Use appropriate language and voice levels -Stop rumors and gossip -Help others -Comply with adult requests -Park in student areas 	<ul style="list-style-type: none"> -Follow through on commitments -Be truthful -Alert staff if someone or something needs attention -Set goals for classes, for high school, and beyond 	<ul style="list-style-type: none"> -Make intelligent choices -Display a positive attitude -Learn from mistakes -Use time wisely -Keep phones in lockers
CLASSROOM	<ul style="list-style-type: none"> -Know evacuation routes and meeting places -Handle equipment and materials as instructed by the teacher 	<ul style="list-style-type: none"> -Speak politely to teachers, substitutes and classmates -Allow others to speak without interruption -Cooperate and work well with others -Get to know and communicate with teachers 	<ul style="list-style-type: none"> -Be on time -Be prepared -Listen and follow directions -Finish and turn in work, including make-ups, on time -Check Infinite Campus regularly 	<ul style="list-style-type: none"> -Stay on task -Participate -Ask for help -Keep planner or assignment notebook
SHARED PUBLIC AREAS	<ul style="list-style-type: none"> -Walk to the right; go around others who are in conversation -Flush and wash hands 	<ul style="list-style-type: none"> -Keep open pathways -Allow for the privacy of others -Be patient in crowded areas; wait in the lunch line -Remove headgear when you enter the building 	<ul style="list-style-type: none"> -Put litter in trash cans -Clean up after yourself -Carry a pass in the halls 	<ul style="list-style-type: none"> -Manage passing times efficiently -Return to class promptly -Make nutritious food choices
ACTIVITIES & ASSEMBLIES	<ul style="list-style-type: none"> -Enter and exit in an orderly manner -Know and follow all bus rules and guidelines 	<ul style="list-style-type: none"> -Demonstrate sportsmanship -Be quiet and attentive during performances and presentations -Treat presenters with courtesy 	<ul style="list-style-type: none"> -Be positive -Sit in designated areas -Follow activity agreements and rules 	<ul style="list-style-type: none"> -Participate -Accept consequences for your actions

CLASS SCHEDULE

2022-2023

<u>Period</u>	<u>Time</u>
1	8:05-9:03
2	9:07-9:57
3	10:01-10:51
4	10:55-11:45
Lunch	11:49-12:34
5	12:38-1:28
6	1:32-2:22
7	2:26-3:16

**1st period has 4 minutes added for announcements.

Graduation Policies and Procedures

Requirements for Graduation

Students are required to earn 22.5 credits to receive a Havre High School diploma. These include the following classes:

4 credits of English

3 credits of Social Studies (0.5 credit of Am. Indian Culture or Local History and 0.5 Credit Government, 1 credit of World History and US History)

2 credits of Science

3 credits of Mathematics

1 credit of Vocational-Practical Arts (Business Ed, Technology Ed, Family & Consumer Science)

0.5 credit of Personal Finance and Management or Agricultural Business (recommended junior and senior level)

1 credit of Fine Arts (Art) Music (Choir, Band, Guitar, or Piano)

1 credit of Health Enhancement (HPE 9 and HPE 10)

Students are required to complete 15.5 core credits and 7 elective credits.

Class Load

Freshmen, Sophomores, Juniors, and Seniors are expected carry at least six courses for credit and one study hall per semester, or seven classes per semester. The credit requirements for grade-level classification are as follows: entering 9th grade with no credits is classified as a freshman; more than 4 credits - sophomore; more than 8.5 credits - junior; 15.5 or more credits - senior.

The student shall have been in attendance in grades nine through twelve in an accredited junior and/or senior high school for no fewer than eight full semesters. Early graduation is the exception.

Transfers

To qualify for graduation, a student must be in attendance at Havre High School the entire semester at the end of which he or she is to graduate. The exception to this is the student whose family (parent) relocates from another school district to School District #16A. In this instance, upon the judgment of the local high school Principal or his designee, an effort will be made to coordinate with the sending school in order that the student may meet requirements for the sending school's diploma.

In the event that a student transfers from Havre High School during the semester at the end of which he/she is to graduate finds that he/she cannot meet the graduation requirements at the receiving school, Havre High School, at the discretion of the local Principal, will accept credits earned at the receiving school toward fulfilling Havre High School graduation requirements.

A student who must transfer from Havre High School during the semester at the end of which he/she is to graduate but wishes to send credits earned at the receiving school back to Havre High School to fulfill local graduation requirements may do so. This arrangement must be made with the Havre High School Principal prior to the student's checking out of Havre High School.

A student who finds that he/she will not be able to graduate at his/her home high school should not expect to transfer to Havre High School and graduate at the end of that same semester regardless of differences in graduation requirements at the two high schools. Circumstances will be reviewed with the sending and/or receiving high school principal. Students in a cooperative enrollment will not be eligible for the Top 10% Honor Cords at Graduation.

Students may repeat a course with administrative approval. Students will receive the highest grade achieved, but will only receive credit for each passed class, one time.

Circumstances that are not covered by the above statements will be reviewed by the principal.

Additional Credit Opportunities

Credit may also be earned from the following with *administrative approval*:

- **Havre High School Independent Study Programs**—a maximum of one-half (1/2) credit per semester in current school year may be earned. Independent study may not be taken if a comparable course is being offered simultaneously, unless approved by the principal.
- **Correspondence Study Programs**—Credit earned through an accredited university correspondence school under the supervision of the head counselor or his designee. Correspondence credit must be completed by the 2nd Friday of May for seniors, and for other students, before the last 2 days of finals. Correspondence credit will only be accepted from an accredited correspondence program and can be used for elective credit only. A maximum of one (1) credit from a correspondences course will be accepted per year.
- **Montana Digital Academy (MTDA)**—MTDA will allow students to access curriculum that is not offered at Havre High School. Classes that are offered at Havre High School will not be replaced by MTDA, unless specifically approved by the principal. Special consideration will be given to those students that find MTDA classes that fit into their post-secondary planning or for credit recovery. This opportunity may require a fee at some point in the future. *A request must be completed through the Counseling Center by the second Friday in May.*
- **Summer School Programs**—Summer School Programs will be available at Havre High School. Information and registration forms are in the Counseling Center. This program's focus is credit recovery.
- **Dual Credit**—Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a post-secondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high-quality, introductory, college level courses to high school students. Havre Public Schools have a dual credit partnership with the Montana State University System. 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's on-campus attendance eligibility requirements for activity participation. A request must be completed through the counseling center.

Simultaneous Registration: Havre High School and Montana State University-Northern

Montana State University-Northern will accept only students who are juniors or seniors. Coursework taken at Northern may not count for credits at the high school. Each Havre High School student must fulfill the requirement of twenty-two- and one-half credits. This program is for enrichment of a student's education. There is no intention to supplant any of the high school programs.

Credits earned at Montana State University-Northern will be "banked" in the registrar's office and released as college credit upon graduation from high school. Grades earned become a part of the student's permanent Montana State University-Northern record.

The student must carry a minimum of three courses at Havre High School while carrying six credits at Montana State University-Northern, or four courses at Havre High School and three credits at Montana State University-Northern. Students participating in M.H.S.A.-sponsored activities must carry at least four high school courses. All costs of attending Montana State University-Northern will be borne by the student.

The student shall discuss his or her plan with a counselor and then:

- Go to the registrar's office at MSU-N to start registration procedure.
- Visit MSU-N personnel to discuss the matter and receive approval.
- Register and pay the necessary fees at the proper time.
- Return to the counselor at Havre High School with evidence that the student did register for a course(s) at Montana State University-Northern.

The procedure for taking courses at Montana State University-Northern in the summer between the junior and senior year is the same.

Student Academic Assistance Programs—Supervised Academic Time (SAT)

A teacher supervised lunch study session is available Monday through Thursday for students who would like assistance with their homework or classwork. Parents may require their students to attend. Students may be assigned to SAT if they are not passing classes.

Early Graduation

In accordance with provisions of Section 20.9.313 of Montana School Law, the Board of Trustees hereby authorizes the high school Principal to grant permission for students to graduate who have completed the minimum requirements for graduation after completion of the seventh semester.

Procedure:

- The student contacts the Principal's Secretary and asks for an early graduation form by the end of 3rd Quarter of the student's junior year.
- The counselor checks the student's transcript for credits and fulfillment of all required courses.
- The student completes a request form and returns it to the principal's secretary.
- The principal conducts an interview with the student. Parents/guardians may attend.
- The request for early graduation must be initiated by the student, and the form must be filled out and returned by May 15th. Classes that need to be taken consecutively cannot be taken concurrently. All regular graduation requirements apply.
- Extenuating circumstances may be approved by the principal.

Incompletes

All incomplete work must be made up within 5 school days following each grading period or the student will receive an "F" for the course in question.

Honor Roll

Four honor rolls per year are published using nine-week grades. The minimum grade point average for inclusion on the Honor Roll is 3.500. To be eligible for the Honor Roll, a student must carry at least five courses that qualify for Grade Point Average calculation. MTDA and other correspondence courses will not qualify for calculating honor roll or class rank.

Class Rank

Class Rank is compiled from semester grades. Courses not eligible for Grade Point Average calculation are designated as such in the registration booklet. If you have questions regarding this, please contact a counselor.

Academic Letter

Academic success and achievement are priorities at Havre High School. To promote these priorities and display a tangible reward for academic success and high achievement, Havre High School officially recognizes the attainment of the "Havre High School Academic Excellence Letter."

As we recognize high achievement in extra- and co-curricular activities with the "Havre High School Excellence Letter," so, too, do we recognize the same for students excelling in the primary purpose of our mission at Havre High School.

To earn the letter, a student must have maintained a 3.8 Grade Point Average for the three prior semesters. A transfer student who has earned a 3.8 Grade Point Average in one semester of residence at Havre High School and who achieved a 3.8 Grade Point Average in each of the prior semesters to his/her entering Havre High School will also qualify for a letter.

The student will receive a letter and certificate. As in all letter attainments, only one "Havre High School Academic Letter" may be received. Subsequent letter attainments are recognized with the awarding of an appropriate symbol and a certificate. The student must maintain a 3.8 Grade Point Average for two consecutive semesters. Letters will be awarded, and students recognized in an

appropriate manner at the spring Awards Assembly. It is our belief in awarding the academic letter that students will have another positive incentive to be recognized for academic success with the same pride of accomplishment found in other activities that award our letter.

Academic Awards for Excellence

The purpose of the academic awards is to honor those students who have excelled academically and have demonstrated the ability, desire, and attitude necessary for excellence. At least one student is recognized by each department with an Academic Award for Excellence in the spring Academic Awards Assembly. This is one of the school's highest honors.

Qualifications to earn an Honor Cord

In order to wear the honor cord during the Havre High School graduation ceremony, students must finish in the top 10 percent of the graduating class according. Students must be enrolled with a full-time schedule (five HHS classes). Early graduates will not be considered. ***Only Honor Cords given by HHS may be worn at graduation.***

National Honor Society Membership

At Havre High School, you must be a sophomore, junior or a senior with a cumulative Grade Point Average of 3.0 or above to be considered for membership in the National Honor Society. If you meet those two requirements, the Faculty Awards Committee will then look at your qualifications in the areas of character, service, and leadership. Each of the three areas accounts for 17% of the total points. Scholarship (Grade Point Average) is the other 50%. (Yes, that makes a total of 101 points!!!) If you are interested in being selected for membership, you need to earn points in all four areas. So, keep those grades up (scholarship). Join clubs and activities that are meaningful to you and participate in them fully (service). Run for an office, or two, or acquire some special awards (leadership). And finally, stay out of trouble (character). If you do all of these things, you will be considered for the National Honor Society, but you are still not guaranteed membership. The Faculty Awards Committee goes through a rather complicated process of assigning points. If you have the required number of points and no blemishes on your record, you will be selected. Good luck to all of you this year in school and in achieving your goals. If you still have questions, please see Mr. Shellenberger.

Standardized Grading Scale

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 0-59%

Staff members have a disclosure document for each class and in this document the grading scale and grading procedures are explained. During the first week of school and at the beginning of each semester, the staff will discuss the disclosure documents with students. Teachers using a grading scale other than the standard grading scale must have that grading scale in the disclosure document and it must also be posted in the classroom. Teachers using alternative grading scales must also include rationale for using the alternative grading scale in their disclosure documents.

Dropping and Adding Classes

A student may add a class up to 5 days into the semester. A student may drop a class up to 5 days into the semester. All students must maintain the minimum class load. Any class dropped after 5 days will become an "F" on the student's transcript. Students who wish to add or drop a class must see a counselor to start the process. Administration may move a student to another class or online program after consultation with parents/guardians.

Havre High School Parent Portal Information

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

In this secure site, confidential information about your student is just a click away. Assignment details, e-mail teachers, track attendance, report cards and transcripts can be viewed. Report cards and transcripts can be printed.

Teachers and other school staff publish information as it is available, giving parents access to ongoing student performance. You can log in 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 important messages quickly and efficiently onto the Portal, allowing busy families to schedule, plan, and stay informed.

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

<https://mtdecloud2.infinitecampus.org/campus/portal/havre.jsp>. Use this same URL for access to log into the Parent Portal or go to the main school district website at blueponyk12.com and look for the Parent Portal link.

Honor Pass

Havre High School Juniors and Seniors who are on course to graduate in accordance with District standards and the criteria set forth who have completed the application and have written parental permission may receive an honor pass to leave campus during their scheduled study hall period. See the registrar for application and criteria.

Attendance Policy

Attendance Philosophy

The State of Montana has made education compulsory for all children from the ages of 7 to 16. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law. Adults who are 19-21 years of age on or before September 10th must have School Board approval to attend. Contact the principal to initiate the process.

In order to graduate from Havre High School, students are required to complete 22.5 credits. Completion of a course at Havre High School will be defined as mastery of the material, and attendance to include not more than 10 absences per semester. This 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. The general welfare of all students is best served by regular attendance.

So important is the regular attendance of its students that Havre High School will cooperate with every local agency, including legal agencies, to ensure that regular attendance.

Once a student has entered school for the day, they may not leave the school without being checked out from the office. This will require permission from a parent or guardian who contacts the main office.

Attendance of all classes and study halls by students enrolled in Havre High School, unless excused, is mandatory; and students are responsible for being in class on time and prepared to participate.

Attendance Procedures

If a student is going to be absent from school, a parent or guardian is expected to telephone the attendance office as soon as possible on the day of the absence or enter the absence using Infinite Campus Absence Request. If the parent or guardian does not have access to a telephone, a note verifying knowledge of the absence will need to be written. The school must be contacted within 24 hours of the beginning of the absence, or the absence will be unexcused. Students checking out must leave the building unless attending tournaments or music festivals, and if so, must stay in the area of that activity.

When a student knows in advance that he or she will be absent for an extended absence, the student should, at least 3 days prior to the planned absence, bring a note from a parent or guardian verifying the absence and obtain a pre-excused absence form from the attendance office. After completing the form with his or her teachers, the student will present the form to the principal for approval before he or she leaves.

An automated call from Infinite Campus will be made to notify the parent or guardian if a call or a note has not been received concerning an absence. Letters from the attendance office concerning excessive absence will periodically be mailed to the home.

Attendance Policies Related to Emancipated and Majority-Age Students

- All students regardless of age, who are living at home or in foster care are considered to be under the supervision of their parents or guardians; and the parents or guardians of these students will be required to verify or sign all appropriate school documents.
- If a student is 18 years of age or older and is not living at home, the student may be held responsible for his or her absences, signatures, and behavior.
- If a student is under the age of 18 and is married, he or she may be considered emancipated and considered in the same manner as those 18 and over and not living at home.
- A student who is under 18, not married, and not living at home may be considered emancipated and treated in the same manner as a student who is 18 and not living at home if the parents verify the emancipation. A statement to this effect that is signed by the parents or guardians and notarized will be required by the school.

Attendance Definitions

- ***Excused Absence:*** This type of absence has been approved by a parent or guardian. The student must be out of the building unless attending a local tournament or festival.
- ***Checking out:*** After arriving at school in the morning, when wishing to leave school students must check out through the attendance office. A staff member visits with parent/guardian that approves the student leaving the school. The student must also sign out on the in/out sheet on the counter.
- ***Activity-related Absence:*** This type of absence is an absence caused by a school-sanctioned activity. All work that is missed due to an activity-related absence must be made-up. Students and their parents or guardians are advised to give careful consideration to the number of class periods the students miss because of participation in school-related activities.
- ***Truancy:*** This type of absence from class or study hall is an absence that does not have the approval of a parent or guardian, is the result of a student leaving the school without checking out through the attendance office, leaving class without permission of the teacher, or is the result of the failure of the parent or guardian to notify the school within 24 hours of his or her knowledge of the absence. While students are encouraged to complete any

work, they missed during classes from which they were truant, they will not receive credit for the work.

- **Suspension:** Students who are suspended from school are encouraged to complete any work they missed during their suspensions, but they will not receive credit for the work. See Out of School definition in the Discipline section for exception.

Truancy-Related Consequences

Truancy #1: The attendance office will make every reasonable effort to notify the parent or guardian by phone and the student will receive a written behavior referral. The assistant principal will conduct a conference with the student and assign one day of In-School Suspension.

Truancy #2: The attendance office will make every reasonable effort to notify the parent or guardian by phone and the student will receive a written behavior referral. The assistant principal will conduct a conference with the student and assign two days of In-School Suspension.

Truancy #3: The attendance office will make every reasonable effort to notify the parent or guardian by phone and the student will receive a written behavior referral. Administration will work with parents/guardians and staff to create a behavior plan as outlined in the “Discipline Plan” section of this handbook.

Tardy Policy

Students are expected to be in class before the bell rings. Any student reporting late to class, within five (5) minutes, will be considered tardy. Parents are responsible to notify the office when their child will be tardy (using Infinite Campus Absence Request, sending a note to the office, calling the office, or signing the student in). Tardy consequences accumulate quarterly, then start over the next quarter.

Tardies will accumulate and will be counted by class period. Students will receive a warning for the first tardy in a class period. Each subsequent tardy will receive a 30 minute after school or lunch detention.

Withdrawal From School

When a student plans to withdraw from school, for any reason, the following steps must be taken:

- A parent or guardian contacts the registrar/guidance secretary in person, by telephone, or in writing to authorize the withdrawal.
- The student meets with the registrar/guidance secretary and begins the process of checking out.
- Teachers record the student's grades at the time of the withdrawal on the form as well as any fines to be paid in the financial secretary's office that the student may have incurred.
- The student will return all school property i.e., textbooks, Chromebook, etc. before withdrawal will be complete.
- The student returns the completed form to the registrar/guidance secretary.

Student Dress Code And Personal Appearance Policy

The following philosophy and procedures for dress code are in accordance for in school instruction. Havre High 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 HHS 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 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 (no slippers).
- 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.
- Any article or apparel which displays words, pictures, or designs that convey a sexually suggestive remark, a pro-alcohol message, a tobacco and/or drug related message, or depict weapons 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 (hoods) or face (masks) may not be worn in the school building (all classrooms and labs) and must be kept in a locker except when leaving the building after fourth period and seventh period. Such items may be confiscated and not returned. **Face masks may be required by Policy 1905 and will be required if directed by that policy.
- If headbands are worn, they must be 1” or less in width. Bandanas and/or “do-rags” are not acceptable.
- Other items of concern are at the discretion of administration.

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

DISCIPLINE

Discipline Policy

The following philosophy and procedures for discipline are in accordance with school instruction. All students who attend the district's schools shall comply with the written policies, rules, and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of teachers, principals, all school staff, and Superintendent of Schools.

All students are subject to the control and authority of the teachers, principals, all school staff, and superintendent while in school or on the premises, or on the way to and from school. Surveillance cameras are in operation both inside and outside of Havre High School and may be used to help facilitate discipline issues. District Policy 3235 outlines the districts right to have that video and the process for viewing or obtaining it.

Definitions

Disciplinary Reassignment: The transfer of a student to another room, program, or alternative placement for a specified period of time.

Detention:

After School Detention 3:20pm to 3:50pm (30 min)

Lunch Detention 11:50 am to 12:35pm (45 min)

Failure to report to assigned detention will result in additional detentions assigned. Continued failure to report will result in ISS.

In-School Suspension: The removal of a student from the regular class day. Student will have loss of privileges to participate in any co-curricular or extracurricular activity for the duration of the suspension. Student will attend a specific ISS room for a half or whole day. Students will do their daily work in the ISS room, and complete make-up work for any missing assignments.

Out-of-School Suspension: Students on Out-of-School Suspension are not allowed to participate in or attend any school activities until they have returned to school. Students who are on Out-of-School Suspension are encouraged to make up the work missed according to the teacher's make-up policies. Members Havre High School activities will not be allowed to participate in a practice or a contest during the assigned Out-of-School Suspension.

Work Toward Academic Progress

Students may be referred to the office after a teacher has exhausted their efforts to motivate a student to complete classroom assignments. Teachers will notify parents of the issue via phone call or email prior to plan implementation. These infractions will start over each semester and will not progress a student on discipline plans.

- 1st offense: One Detention
- 2nd offense: Two Detentions
- 3rd offense: Three Detentions
- 4th offense: Parent meeting with teacher and administration to determine placement of student

Discipline Infractions

Students may be disciplined by school officials, including detention, suspension, and expulsion for conduct on school property, in school-sponsored activities, or on the way to and from school. Prohibited conduct encompasses any behavior incompatible with the workplace and includes, but is not limited to, the following:

Severe Infractions

Below is a list of infractions and a continuum of discipline. Major school infractions cause a substantial disruption to the educational environment of Havre High, endanger the individual student and/or other students and staff in the school, and can be criminal in nature.

Gross Insubordination, Defiance and/or Classroom Disruption:

Verbal abuse, insulting, obscene language, profanity, or gestures, refusing adults directions, and/or major disruption of the learning environment. This may include tampering with the fire alarm system, bomb threats, arson, extortion, illegal entry, and trespassing.

Use/Possession/Transfer/Distribution/Sale of Drugs and/or Alcohol:

Student shows evidence of being under the influence or in possession of alcohol or other controlled substances by appearance, smell, action or result of Passive Alcohol Sensor (PAS). Refusal to participate in oral drug test. Includes the possession of alcohol or drug paraphernalia.

Use/Possession of Tobacco and/or Nicotine products:

Use or possession of tobacco and/or Nicotine products is strictly prohibited in the school or on any school grounds.

Weapons Possession:

Having or transferring weapons, (including but not limited to) knives, guns, martial arts weapons, flammables, explosives, or anything that could cause danger to the health and safety of students or staff. (Facsimiles of weapons are considered to be weapons). Knives of any size are not allowed on campus.

Harassment – Race, Religious, Cultural, Age, Disability or Sexual:

Any degrading or threatening act that fails to respect the rights and feelings of others. If the behavior or its implication creates a disruption of the learning environment, administrators reserve the right to discipline students who threaten and/or harass their classmates regardless of where or how the specific behavior occurs. (Includes social media, inappropriate physical contact, sexual insults and unwelcome sexual jokes).

Vandalism/Theft/Malicious Mischief:

Stealing from the school or peers. The defacing/destruction of personal or school property.

Fighting/Assault/Altercation:

Physical attacks, verbal quarreling, physical challenge or fights.

Inciting, Encouraging or Supporting a Fight:

If a staff member responds to the scene of an altercation/fight and orders the crowd to disperse, anyone who does not leave the scene, is video-taping, or is found to have posted to social media, will be disciplined.

Public Safety: *Any act that can be constituted as a direct threat to the staff or students at Havre High School. This can include but is not limited to: hitting or threatening to hit a staff member, sending threatening messages to staff or students, engaging in behaviors that warrant others to feel unsafe.*

Other School Infractions

Below is a list of various infractions. These infractions impact the school day, can endanger the individual student, other students, and staff members, but are not usually criminal in nature. This is not an exhaustive list of infractions.

Insubordination and/or Classroom Disruption – *Any behavior where the individual student cannot learn, other students cannot learn, and/or teachers cannot effectively teach the class.*

Cheating/Forgery/Pass Violations – *An effort to improve grades by copying notes, papers, looking at another’s paper or test, plagiarism, etc. Using signatures not authorized by parent to school authorities on progress reports, excuse slips, passes, or impersonating parent calls for excuses.*

Plagiarism - *This 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.*
*** HHS recognizes the citation criteria of the MLA and APA.**

Failure to properly check-out/leave class without permission – *Student fails to sign out of the main office, leaves prior to parental permission. Student leaves a classroom without the teacher’s permission. Can include Unexcused Absences.*

Skipping or failing to attend lunch and/or after school detention and/or failure to comply with the detention rules.

Drug/Alcohol/Tobacco/Nicotine Policy

Any student of the district who possesses, furnishes, is under the influence of, or uses drugs, “look-alike” drugs, alcohol, tobacco, nicotine, or other intoxicants on school premises or at school functions shall be subject to appropriate corrective action which may include an education program and out-of-school suspension. In addition, all offenses may be reported to the police department.

Any student who pushes or has saleable possession or has second and subsequent personal possession of alcohol, tobacco, nicotine, and/or 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 education 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 action. 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.

Drug/Alcohol Consequence

The discipline for repeat offenses to the Drug & Alcohol Rule is cumulative during the time spent at Havre High School. The discipline is as follows:

- **First Offense:** 5 days Out-of-School Suspension (Two days of the Out-of-School Suspension for the first offense may be waived if the student enrolls in a district-approved chemical education program. Verification of enrollment must be presented to the school administration within 24 hours of the offense.)
- **Second Offense:** 10 days Out-of-School Suspension
- **Third Offense:** Recommendation for expulsion

Tobacco/Nicotine Consequence

The discipline consequence for tobacco use at Havre High School will be as follows:

- **First Offense:** ISS (1-3 Days) and referral to addiction counseling
- **Second Offense:** ISS (4-5 days) and long-term addiction counseling
- **Third Offense:** OSS (1-5 days) and continued routine addiction counseling

Disruption to Classroom or School Building/Grounds

A disruption of the educational process and any behavior that interferes with instruction, learning, and a safe and orderly environment including, but not limited to creating an unsafe environment, purposely blocking of security cameras, blocking of hallways or exits, throwing objects, horseplay, refusal to obey reasonable adult requests, trespassing, and senior pranks. These acts will be subject to consequences based on individual occurrence and could include detention, in-school suspension, out-of-school suspension, request for expulsion, losing the ability to walk at graduation, or having a diploma withheld until consequences have been served (MCA 20-5-201, School Policies 2333, 3310, 3520).

Other possible infractions (not an exhaustive list):

- Gambling in any form.
- Inappropriate display of affection.
- **Backpacks:** Backpacks will not be allowed in class. Students may use them to bring material to school and back home, and at lunch. During the school day, backpacks and assorted totes must remain in the lockers.
- **Beverages:** Beverages in the classroom will be under the individual discretion of the classroom teacher. Beverages are not allowed in the auditorium.
- Disrespect toward any administrator, teacher, or staff member.
- Interference with school authorities: interference with any administrator, teacher, or staff member by force, violence, or coercion.

- Unauthorized presence in the school, on the school grounds, or on school buses, or failure to leave promptly after being told to do so by the administrator, teacher, or staff member in charge.

Discipline Consequences

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline consequences will be administered by the Principal and Assistant Principal when any individual's actions interfere with the rights of teachers to teach and students to learn. Discipline may range from informal talks to expulsion depending on the infraction and number of individual student infractions. Students are reminded that any teacher or staff member in the school has the right to correct inappropriate behavior at any place and at any time. Students will be held responsible for their behavior.

Parental contact by the teacher is vital for effective discipline. If the classroom discipline plan has been exhausted, then administrative discipline procedures shall go into effect. Students will receive progressive discipline. The system-wide discipline plan is progressive unless immediate measures must be taken.

Discipline may include: Warning, Detention, Multiple Detentions, In School Suspension (1- 4 days), Out of School Suspension (1-10 days) or Loss of credit/removal from class. Law enforcement will be contacted whenever the behavior directly violates federal or state law. In some circumstances, a Risk Assessment may be required before student returns to school. Implementation of a Behavioral Contract and/or a recommendation to the Superintendent for expulsion may be made by school administration. Other disciplinary actions not noted may also be applied depending on the specific situation upon the discretion of Administration.

Discipline Plan

The continuous infraction of school rules by a student is a sign to the school's staff and to parents that dramatic steps may need to be taken in order to help the student focus on behaviors that are required for personal and academic success. A student may be placed on a progressive discipline plan at any time based upon the discretion of the Principal/Assistant Principal.

A Discipline Plan which progresses generally includes, but is not limited to, the following:

1. Student/parent conference, discipline given (In School Suspension of a length determined at the meeting) A plan for improvement will be developed and counseling may be assigned.
2. Student/parent conference, discipline given (Out of School Suspension of a length determined at the meeting) A plan for improvement will be adjusted during this meeting. Counseling will be assigned.
3. Student/parent conference, discipline given (Out of School Suspension no less than 3 days)
4. Student/parent conference, discipline given (long term suspension administered and recommendation for expulsion may be made to HPS Superintendent)

Expulsion Statement

The Board of Trustees recognizes expulsion as a legitimate means of ensuring appropriate student conduct and discipline. Insofar as school authority and responsibility extends, if the morals of any student are deemed to be of a nature detrimental to the school and other students, then possible expulsion of that student will be considered and acted upon. Refusal to comply with school regulations, willful and continued disobedience, and open defiance of the authority of a teacher or Principal is recognized by law as justifiable cause for expulsion.

Expulsion shall be defined as the exclusion from school premises and all school related activities by action of the Board of Trustees for the remainder of the semester with the loss of all credit for

courses being taken during that current semester or exclusion for an additional period of time at the discretion of the Board of Trustees.

The following procedures will be implemented for all expulsion cases:

- A student being considered for recommended expulsion and the student's parents or guardian will receive written notification of the intent from the Principal or designee.
- The student, parent, or guardian will be provided the opportunity for a hearing by the Superintendent or designee.
- If the Superintendent or designee does not reinstate the student, a request for expulsion will be made in writing and sent to the Superintendent and Board of Trustees Chairperson.
- A copy of the letter will be sent to the student and the parent or guardian and will contain the list of reasons for the recommended expulsion.
- The student, parent, or guardian will be informed by the Superintendent or designee that the student is entitled to a hearing before the Board of Trustees and to be represented by counsel if they so choose.

The **Board of Trustees**, after the hearing, will act upon the Superintendent's or designee's request.

Cell Phones and Personal Electronic Devices

At Havre High School we believe that portable communication and other electronic devices can enhanced the educational environment. All students may use cell phones and other personal electronic devices during non-instructional school time (before school, lunch, passing times, and after school). Students should have devices turned off and out of sight during instructional time unless the teacher has allowed devices to be used for instructional purposes. The use of these devices is a privilege and not a right during school hours. Students are expected to follow the teacher/classroom policies and school policy regarding any device. Students may not use electronic devices while in the bathrooms, locker rooms, or other locations where such operation may violate the privacy rights of another person. Unauthorized use will result in confiscation of the device by the classroom teacher, administrator, or any other staff member. Students are expected to give their device to school staff when requested. Failure to adhere to classroom or school policy for the use of electronic devices on school grounds or in the school building will result in a discipline referral.

Discipline process:

Electronic Device confiscated by staff member and sent to the office

- Step 1: Administration will discuss the issue with student and return device
- Step 2: Parents/guardians will be required to pick up the device
- Step 3 and following: Student will receive a discipline referral

Violation of Privacy:

Students may not use electronic devices while in the bathrooms, locker rooms, or other locations where such operation may violate the privacy rights of another person.

- Use of personal device in such areas for any reason will result in discipline to be determined by administration and may be cited in accordance with local and state law.

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 shall be restricted from school grounds or at school activities.

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

- 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.
- Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or is representative of any gang.
- Engage in any act furthering the interests of any gang or gang activity including, but not limited to:
- Soliciting membership in or affiliation with any gang.
- Soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
- Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols or signs on school property.
- Engaging in violence, extortion or any other illegal act or other violation of school property.
- 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.

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. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District will comply with all applicable state and federal laws related to maintenance and retention.

Personal Vehicles and Traffic Regulations

Driving a vehicle of any kind to school is a privilege. Students who drive are expected to adhere to all laws pertaining to the operation of vehicles. Students are to operate them in a safe and prudent manner at all times. This applies to cars, trucks, motorcycles, and all other vehicles. School discipline and referral to law enforcement will be administered upon any reckless driving action.

Lockers

The student to whom a locker is assigned is responsible for its condition and contents. It is the student's responsibility to notify the attendance office if the locker is defective or damaged. Student lockers are owned by the school. The school exercises control over the school property, and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Searches will include and are not limited to the use of canines.

Students may be charged for damage to locks or lockers. Locker combinations will be given only to the student assigned to that locker. Under no circumstances should lockers or locker combinations be shared by students.

Dance Rules

Students attending dances must be currently attending Havre High School. Students may invite a guest to formal dances and must register the guest in the office two (2) days prior to the day of the dance. Guests **may not** be over 20 years of age. All handbook rules apply. Anyone who leaves the dance will not be readmitted.

Grinding (front to back dancing); straddling legs or torso or any other objects on dance floor; "Moshing" (physically dangerous and destructive group dancing) will not be allowed on or off dance floor. Students who fail to follow these expectations will be removed from the dance without refund. Parents will be called notifying them of the removal during the following school day. Dances will end at 12:00 midnight.

Lost or Damaged Materials

Students must remunerate the school district for any lost or damaged materials for which they have been responsible. If deemed to be purposeful, discipline and contact with law enforcement will be take place.

Individual Rights

Student Rights

The following are a list of rights to which Havre High School students are entitled:

- The right to participate in school activities regardless of race, sex, religion, ethnic origin, or economic status.
- The right to due process: Due process requires, in connection with a suspension of ten days or less, that the student be given oral or written notice of the charges against him/her and, if the student denies them, an explanation of the evidence the authorities have and an opportunity to present his/her side of the story. Due process requires at least these precautions against unfair or mistaken findings on misconduct and arbitrary exclusion from school.
- There need be no delay between the time "notice" is given and the time of the hearing. Notice and hearing should precede removal of the student from school or other disciplinary action. The disciplinarian may informally discuss the alleged misconduct with the student minutes after it has occurred. The students will be given an opportunity to explain their versions of the facts and will be told what they are accused of and what the basis of the accusation is.
- Students whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and hearing should follow as soon as possible. Students and parents/guardians have the right to appeal decisions made at the principal-level to the Superintendent and the Board of Trustees.
- The right to freedom of speech and expression as long as it does not abuse the rights of others and/or disrupt the educational process.
- Students who participate in extracurricular activities are held to a higher standard as explained in the participation agreement.
- The right to freedom from unreasonable search and seizure. Student lockers, desks, and other such property are owned by the school. The school exercises control over the school property, and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school-controlled property. Searches may include but are not limited to the use of canines.
- Students have the right to access their personal records.
- Students who do not wish to have their names released to colleges, printed on school programs, or given to school affiliated groups (Booster Club, Music Parents, Senior Parents) must contact the Main Office and fill out the appropriate form.
- *No rights are absolute.* When exercising one's rights, one must not infringe on the rights of others. To ensure that the rights of all are protected, it becomes necessary to discipline students destructive of those rights. You have personal rights until your assumed rights interfere with the rights of others.

Havre School District's Policy on Discrimination, Sexual Harassment and Intimidation (Policy 3200, 3210, 3225)

The Havre School District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services,

or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

- Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.
- Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator.

Title IX Coordinator & District Section 504 Coordinator
Office Address: 425 6th Street, Havre, MT 59501
Phone number: 406-395-8550

Form 3225F will be made available to all students requesting it in order to file a complaint alleging a violation of Policy 3200 – Student Rights and Responsibilities.

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.

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.

This policy applies to individuals attending any events on District property, or during remote learning, whether or not District-sponsored, and to any school-sponsored events, regardless of location.

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. Persons who feel they are being harassed or intimidated should take the following steps:

- DO NOT assume or hope that the problem will go away.
- Notify a counselor, the Principal, the Title IX Coordinator, an administrator, or any teacher or staff member you feel comfortable with right away. Early reporting assists any investigation.
- Request a copy of the District's sexual harassment policy so that reporting processes are clear.
- Keep notes. Keep a record of dates, times, places and 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.

Medication

Medication shall be administered in school only when the student's health requires that medication be given during school hours. For the child to receive medication at school, specific 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. The conditions are as follows:

1. Medication must be supplied in ORIGINAL BOTTLE (prescription and nonprescription). Ask your pharmacist for the medication to be divided into two bottles, completely labeled: one container for home and one for school.
2. 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 school personnel and verified by parent or responsible adult.
3. If pills need to be cut in half, this must be done before medication is brought to the school.
4. A forty-five (45) school day supply of prescription medication can be stored at school.
5. 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.
6. Students requiring prescription medication during the school day need to have a medication form signed by the parent on file in the school.
7. The prescription medicine is to be in a bottle or capped container with a label on which is printed:
 - a) student's name
 - b) the name of the medicine
 - c) the amount of each pill, capsule, or teaspoonful
(example): Ritalin 5 milligrams, Zartotin syrup 250 mg/5 ml teaspoonful
 - d) the time the medicine is to be given
(example): 11:00 a.m., with lunch, 1:30 p.m.
 - e) the name of the doctor who prescribed the medicine
 - f)
8. If the student is to take more than one kind of prescription medicine at school, a container for each kind must be used. That is, if the student takes Tegretol and Phenobarbital, then the Tegretol is to be in one bottle and the Phenobarbital in the other, labeled as shown in No. 7 above.
9. 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 the self-administration of the medication. However, special accommodations will be made when necessary.
10. 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.
11. 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 is sent to school must have the new changes on the label(s).

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 physician or dentist provides a written order for self-medication/self-keeping of said medication. There is written authorization for self-medication/self-keeping of medication from the student's parent or guardian.

The above authorizations must be presented to appropriate personnel in the school office to be maintained in the student's health file.

Co-Curricular Activities

Any student representing Havre High School in an activity will adhere to all the rules and regulations of Havre High School. Any student who violates any rule(s) or exhibits flagrant conduct of any kind shall be referred to a school administrator for a review of any possible violation of any school rule. A student who violates any rule(s) on trips will receive the same punishment as if the student were in school and violated rule(s).

If a student is going on a school-sponsored extracurricular activity trip and has a test, the student must see the teacher before leaving to make arrangements to take the test at the teacher's discretion. An extracurricular trip does not relieve the student from his/her test responsibilities.

Students and parents must be concerned with eligibility and assume related responsibilities. To be eligible to practice, a student must be regularly enrolled in school.

Students must be in attendance the three periods immediately prior to departure time or the end of the school day, whichever is applicable, to participate in an activity. The only exception to the above would be a pre-arrangement made with the high school administration. Saturdays are not considered for this absence rule.

In addition to the MHSA requirement that says, "*a student must have passed 4 subjects the last preceding semester he or she was in attendance,*" the Board of Trustees requires that students must be passing in all subjects they are taking before they are allowed to miss school or are eligible for participation in any extra-curricular activities. "Activities" include co-curricular and club activities.

- Students must be eligible for the final regular season event in order to be eligible for the post season.
- Pass a physical examination (Athletics).
- Comply with the semester rule, participation limits and transfer rules.
- Not be 19 years of age before August 31 of a given year.

Travel for Student Activities

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, and respect for property, etc.

Students will travel to and from out-of-town events on official district transportation unless prior arrangements have been made by the parent (forms available in main office). Students may be released to no one other than their parents or legal guardians.

Local transportation at off-site competitions or practices is the responsibility of the student and parent. Safe travel should be emphasized at all times.

All Juniors and Seniors will attend college days at Montana State University-Northern early in the school year.

Senior Class Funds

The monies left in the Seniors' activity fund at the time of their graduation are to be disbursed in the following way: (a) \$200.00 to the following year's Freshman class; (b) a maximum of \$500.00 to a bank account to be applied towards expenses associated with the class's first reunion; (c) the remaining monies, if any, to the Student Congress. For information regarding the establishment of a "reunion account", Senior officers and their advisor must consult the deputy clerk in the district's business office.

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 15th of each school year, or within ten days of the student's enrollment. The Havre Public School District 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. Students' pictures may be included in the Havre Public Schools' data base. This may include but is not limited to grade books and attendance sheets.

Emergency Control

Fire / emergency drills at regular intervals are required by law and are an important safety precaution. When the signal is given, students and staff will follow the correct emergency protocol for the specific drill. The teacher in each classroom will give the students appropriate instructions. If permanent evacuation of the school is needed for any reason, students will be relocated to an appropriate site for parental pick-up.

Lost and Found

Lost and found items are kept in a box by the main office.

Health Screening

Vision and hearing screenings will be conducted annually according to state guidelines. Dental screening may be conducted on a voluntary basis.

Open Campus Lunch (is a privilege)

All students will have the privilege to leave for lunch. Students have the opportunity to make responsible choices pertaining to academics, attendance, and behaviors. Revoking the open lunch privilege is a possible discipline procedure.

Parental Right to Review

Parents have the right to request a review of their student's educational information and to request a meeting. If a parent would like to meet regarding tardies, absences, referrals, or academics, it is the responsibility of the parent to set up a meeting with the party they wish to meet (administrator, counselor, teacher(s) or others who may have an academic interest in the student). Parent meetings may occur in the case of unforeseen circumstances regarding a student's attendance or other extenuating situations.

Student Rights

Students who are failing one or more classes may be called to the office for a discussion with a counselor or administrator. The counselor or administrator will give an explanation of the policy and will review possible discipline consequences of failing to follow the school policies. The purpose of these warning meetings is to further encourage students to understand the importance and impact of attendance and effort on their grades.

Semester Finals Schedule:

First Semester: January 12th and 13th, 2023

Second Semester: May 30th and 31st, 2023

Day1

First bell 8:10
Period 1 8:15 – 9:40
Period 3 9:50 – 11:15
LUNCH 11:15 – 12:10
Period 5 12:15 – 1:40
Period 7 1:50 – 3:15

Day 2

First bell 8:10
Period 2 8:15 – 9:40
Period 4 9:50 – 11:15
LUNCH 11:15 – 12:10
Period 6 12:15 – 1:40
Make-ups 1:50 – 3:15

Other Information

Alternative High School Courses

- see Administrators or Counselors for information / application.

Summer School

- see Counselors and Admin secretary for information / application.

Senior Work Release

- see Admin Secretary/Administrator.

HPS STUDENT ACCEPTABLE USE & SAFETY AGREEMENT 2022-2023

Havre Public School is pleased to offer our students' access to the World Wide Web and other interconnected computer systems. We must remember that access is a privilege, not a right, and carries responsibilities for all involved. The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse violates school board policy or school rules. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access. Students will incur school disciplinary consequences as well as civil and criminal penalties for misuse of the Internet on any device while at school or on school grounds.

Students must:

1. Respect and protect the privacy of others. Students will:

- a. Use only their own student assigned network accounts and not share personal user IDs and passwords required to access network resources
- b. Not use personal addresses, phone numbers or last names of any student while on the Internet
- c. Not post identifiable photographs on the Internet without prior permission of a parent or guardian or teacher.
- d. Students will not publish student work on a website without prior permission of a parent or guardian or teacher.
- e. Not view, use or copy unauthorized passwords, data, or network information not open to students

2. Respect all electronic resources integrity, availability and security. Students will:

- a. Not access the Internet without permission of the classroom teacher
- b. Observe all posted network security practices - Not send or forward inappropriate, threatening, offensive, or libelous electronic email, blog posting, instant messaging, text messaging or any other form of electronic messaging through the HPS network
- c. Not engage in hacking, vandalism, illegal uploading, downloading, or tampering with hardware, software, or deleting computer files or data while using the HPS network
- d. Inform the teacher immediately if they feel their computer has a virus or is not operating properly
- e. Inform the teacher immediately if inappropriate images, documents, or text appear on the computers they are using
- f. Not use proxy sites to avoid the district web filter while at school
- g. Not sign up for Internet web resource accounts without teacher and/or parent or guardian permission

3. Respect and protect others intellectual freedom. Students will:

- a. Follow all copyright laws. (No illegal copies of documents, software, music, games or movies.)
- b. Not engage in any form of plagiarism; the use of another's words, ideas or thoughts and claim them as their own
- c. Follow the rules and regulations of the US Copyright Law including the Fair Use Guidelines for educational purposes and observe all conditions and requirements of Creative Commons Licenses giving credit to the holder for his/her work.

4. Respect and practice the principles of community. Students will:

- a. Communicate while online in a kind and respectful manner.
- b. Inform the teacher immediately if materials are inappropriate, threatening or discomforting.
- c. Not use profanities, vulgarities, suggestive, obscene, belligerent or threatening language while on a computer or online
- d. Not knowingly access, transmit, copy or create material that violates the law (material may be pornographic, threatening, discriminatory, or meant to harass or bully).
- e. Not knowingly promote commercial, political, illegal, financial or religious affiliations while using the HPS network.
- f. Not buy, sell, advertise, gamble or otherwise conduct business unless approved by school personnel.
- g. Use only district approved Social or Educational Networking resources from any school computer or equipment or personal wireless devices and only with prior permission from school staff.

HPS STUDENT ACCEPTABLE USE & SAFETY AGREEMENT 2022-2023 Consent Form

As a parent or legal guardian of,

_____,
I have read and understand the Acceptable Use Policy and I understand that my son or daughter will be using a school computer and or network software provided by Havre Public Schools as part of his or her education. . I understand that my son or daughter will have access to Internet services provided and filtered by Havre Public Schools. I also understand that teachers may from time to time post unidentified student work online to share with students and families. Teachers may also post unidentified student photographs online as part of their classroom activities and communication.

Student's Name (Please Print): _____ Date: _____

Student's School _____ Date: _____

Student's Signature _____ Date: _____

Parent's/Guardian's Signature _____ Date: _____

*Please initial here if you do **NOT** want your students photograph to be posted online.*

(initials)

Student-Athlete Name (Last, First) _____ Grade: _____

Activity: _____ Telephone Number: _____

Activity Agreement Havre High School

Academic Eligibility

I understand that in order to participate in an Association Contest, a student must be eligible by the Montana High School Association standard that states, “a student must have passed 20 hours of class the last preceding semester he/she was in attendance.” Ineligibility is for a semester. Furthermore, I understand that everyone participating in an activity must be eligible by the Havre School Board Policy 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.” Ineligibility is for a week, Monday to Monday.

Insurance

I understand that insurance is not the school’s obligation. Furthermore, I understand that I have the option to insure my son/daughter with my own insurance carrier and/or with Northwestern Scholastic Insurers. Forms are available in the main office at the high school. Please indicate your choice:

- I will insure our son/daughter with our family policy

Company Name: _____ Policy #: _____

- I would like to purchase insurance through the school. I understand the premium must be paid before my son/daughter can practice.

Risk Warning

My student and I have received the risk warning document for the activity and have reviewed it together. The signed copy has been turned in to the coach.

Emergency Care

In case my son/daughter should need emergency medical attention and the school cannot get in touch with you, I give my permission to seek emergency medical attention. Furthermore, I shall not hold the school responsible for any debts incurred.

Participation Agreement

I have read and understand the Havre High School Activity Participation Agreement as shown on the backside of this form. This agreement will be in effect from the first day of the activity to the last day of the activity.

Your signature indicates that you have read the Havre High School Activity Agreement and understand the rules and regulations as approved by the Trustees of School District 16-A.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

*Program information: Information such as height, weight, grade, and name may be included in activity programs. If you choose to not have this information included in activity programs, you must notify the Activities Office in writing within 10 calendar days of completing this form. If you have questions, please call 406-395-6223.

Activity Participation Agreement Havre High School

Students participating in Havre High School activities are representatives of the school and community and have the responsibility to demonstrate positive personal attributes including those related to citizenship, scholastic achievement, common courtesy, role modeling for younger students and leadership. The following rules and consequences will be in effect.

- A. Investigation of felony crime or conviction thereof.
 - a. Suspension from participation may occur during the official investigation of a felony allegation.
 - b. Students who are found guilty of a felony while this agreement is in effect will be suspended from participation for the duration of this agreement.
- B. Illegal drugs, alcohol, tobacco and nicotine products.
 - a. No use or possession of alcoholic beverages.
 - b. No use or possession of illegal drugs.
 - c. No use or possession of tobacco of any kind.
 - d. No use or possession of any nicotine products.
 - e. Be at or stay around an event where drugs/alcohol are present or being used.

*Any infraction will result in a suspension for ten pupil instruction days (not to exceed two weeks of competition) and loss of letter. The student is placed on probation for the remainder of the school year and another violation of this Agreement or any other Participation Agreement will result in the student being declared ineligible for the remainder of the school year from any extracurricular activities.
- C. Theft
 - *Any infraction will result in a suspension for ten pupil instruction days (not to exceed two weeks of competition) and loss of letter. The student is placed on probation for the remainder of the school year and another violation of this Agreement or any other Participation Agreement will result in the student being declared ineligible for the remainder of the school year from any extracurricular activities.
- D. Conduct - Activity students will not:
 - a. Display unsportsmanlike conduct.
 - b. Be insubordinate or disrespectful toward those in authority.
 - c. Violate other rules specific to the activity as outlined by the supervisor.

*Any infraction of rule D will result in a suspension for ten pupil instruction days (not to exceed two weeks of competition). The student is placed on probation for the remainder of the season and a repeat infraction will result in the student being suspended for the remainder of the season.
- E. Rumors about students are not grounds for disciplinary action. However, rumors will be checked out as thoroughly as possible and disciplinary action will result if proof of an infraction is found. Disciplinary action, including immediate suspension, will be considered upon report of a violation by the coach, director, or supervisor to the Activities Director.

It is the responsibility of the supervisor to determine whether there are grounds for disciplinary action. Students have a right to due process and can request a hearing with the Activities Director concerning disciplinary action.

A student can appeal the decision of the Activities Director to the Principal, the decision of the Principal to the Superintendent, and the decision of the Superintendent can be appealed to the Board of Trustees based solely on whether or not policy has been followed as per Policy 6430.

STUDENT/PARENT HANDBOOK CONFIRMATION 2022 - 2023

Name: _____
(Student)

STUDENTS

Please sign below and return to Havre High School Main Office. Your signature indicates that you have read the Havre High School Student/Parent Handbook and understand the rules and regulations as approved by the Trustees of School District 16-A.

Signature of Student _____

PARENT/GUARDIAN

As an informed parent, your signature below indicates that you have read the rules and regulations of the Havre High School Student/Parent Handbook. This does not imply approval or disapproval. This is for your benefit.

This form must be signed and returned to the main office no later than Friday, September 2, 2022.

As a parent or legal guardian of, _____, I have read and understand the Acceptable Use Policy and I agree to the following:
(Please initial where appropriate):

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to use a school computer or network software provided by Havre Public Schools.

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by Havre Public Schools.

_____ As the parent or legal guardian of the student named above, I grant permission for my son's or daughter's photo without identifying name or caption to appear on the district, school or teacher website connected with Havre Public Schools.

_____ As the parent or legal guardian of the student named above, I grant permission for my son's or daughter's school work to be published without identifying name or caption to appear on the district, school, or teacher website connected with Havre Public Schools.

Please sign below indicating that you have read the rules and regulations.

Signature of Parent/Guardian _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (home) _____ (cell) _____