

*****THIS PAGE LEFT BLANK*****

PARENT REQUEST
CAMPUS PORTAL ACTIVATION KEY

DATE: _____

I, _____, am hereby requesting my Personal Activation Key so that I may access my child/children's information using the Parent Portal system online.

I understand that I should not give this Key to others, as it will allow them access to my household data online.

*If you believe that your household data has been accessed because of an obtained Key, please contact the office immediately so that it can be changed.

Signature of Parent/Guardian and Date

PLEASE RETURN THIS FORM TO THE HIGH SCHOOL OFFICE

.....

DIRECTIONS FOR ACCESSING THE PARENT PORTAL

1. Go to www.baker.k12.mt.us
2. Click on the PORTAL link at the top of the page
3. **FIRST TIME ACCOUNT CREATION USING THE ACTIVATION KEY**
 - a. On the Login page, expand the Help Option. Options for forgetting your password or other Login problems display.
 - b. Select the **If you have been assigned a Campus Portal Activation Key, Click Here** options. An Activating your Campus Portal Account screen displays.
 - c. Enter the **Activation Key**: xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx. Once the Activation Key has been used to create an account, it cannot be used again.
 - d. Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.
 - e. Enter the **Username** that you create.
 - f. Enter the **Password** that you create.
 - g. Reenter your Password in the **Verify Password** field.
 - h. Click the **Create Account** button.
 - i. The username and password will be verified, and upon approval, the portal account will be created. Use the **Click Here** link on the account creation page to enter the username and password to access the Portal Information.
 - j. Make sure to keep your username and password in a safe place for future use.

If you have any questions, you may call the Baker High School/ Baker Junior High office at 778-3329.

*****THIS PAGE LEFT BLANK*****

ALPHABETICAL TABLE OF CONTENTS

Absences & Tardies	10
Academics	15
Accident Insurance	24
Accident Prevention	24
Alternative Programs (To meet graduation requirements)	33
Attendance Policies	10
Behavior	12
Bell Schedule (The School Day)	9
Bullying /Harassment/Intimidation/Hazing	15
Canine Inspections	19
Cafeteria Services	23
Cell Phones	19
Chromebook Pledge	47
Chromebook Signature Page	49
Classroom Behavior	13
College Admission Requirements	35
Communicable Diseases/Conditions	25
Complaints by Students/Parents	18
Computer Resources	20
Corporal Punishment	13
Correspondence Courses	17
Course Offering Decisions	31
Counseling	23
Definitions (Educational Planning)	32
Discipline Policy	12
Drug Detection Dogs	25
Dual Enrollment Courses	34
Early Graduation	34
Education of Homeless Children	39
Educational Planning	31
Electronic Mail (E-mail)	20
Emergency Medical Treatment and Information	24
Extracurricular Activities, Clubs, and Organizations	27
Fees	29
Firearms and Weapons	26
Fire Drills	25
Fund Raising	29
Get Involved! (List of Activities/Clubs/Organizations)	29
Graduation Requirements	33
Hall Pass Procedure	11
Health and Safety	24
Honor Study Hall	15
Honor Study Hall Request Form	43

Baker High School and Baker Junior High 2021-2022 Student Handbook

Immunization	24	
Insurance	24	
Law Enforcement	26	
Lockers	19	
Locker Inspections	19	
Lost and Found	22	
Lunch Behavior	13	
Make-up Work	11	
Medicine at School	25	
Mission Statement	8	
Montana Digital Academy	35	
Montana University System Admission Policies	35	
Operations and Procedures	18	
Oversleep	11	
Parent Portal Access Form	4	
Parent/Student Signature Page	1	
Parking Lot Regulations	25	
Portal Access	9	
Permits to Attend	10	
Permits to Leave the Building	11	
Personal Appearance	13	
Planning a Student's Class Schedule (4-year Plan)	32	
Principal's Welcome	7	
Promotion and Retention	15	
Protection of Student Rights	9	
Registration Decisions	32	
Release of Directory Information	8	
Release of Directory Information Form	45	
Release of Students from School	11	
Schedule Changes	32	
Scholastic Eligibility	27	
School Assemblies	22	
School Directory Release/Restriction Form	45	
School Services	23	
Searches	25	
Section 504 of the Rehabilitation Act of 1973	17	
Sexual Harassment/Sexual Discrimination	14	
Spartan Lunch	16	
Special Education	17	
Special Education Records	18	
Staffing Decisions	31	
Student Portal Access Form	1	
Student Records	17	
Study Halls	15	
Substitute Teachers	22	
Testing Program		38
Technology Acceptable Use Policy	20	
Textbooks	16	
Traffic Education	24	
Transportation	23	
Training Rules for Athletics and Speech and Drama	27	
Truancy	10	
Valedictorian/Salutatorian	34	
Vehicles on Campus	25	
Videotaping of Students	19	
Vision Statement	8	

Visitors	19
Web Publishing Guidelines	21
Withdrawals	12

PRINCIPAL'S WELCOME

Dear Parents and Students:

The following policies and procedures that you will find in the handbook are a result of the faculty and administration of Baker High School and Baker Junior High School. These policies and procedures will be used daily, throughout the year. Please find this information useful to help you adjust to our school and the school community.

Education is an essential part of becoming successful in society. Your attitude and effort as a student, athlete, and most importantly, person will directly impact your success at our school. We also encourage you to take part in our many activities offered and in doing so will better prepare you for the complex and challenging life after high school.

Baker High School and Baker Junior High School would like to welcome you to our school. We hope that you will make these years an outstanding, learning experience. Please help us by following the requirements and rules of this handbook to make this a great school year. Life is all about choices and we hope that you make positive ones along the way. Have a great year!

Sincerely,
Rob Nyby
Principal

Baker Public Schools is an equal opportunity educator and employer.

EQUAL EDUCATION, NONDISCRIMINATION

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. 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.

STUDENT HANDBOOK

OUR VISION

**“Striving for excellence today to prepare students to succeed
in a challenging world tomorrow.”**

OUR MISSION

Our mission is to provide a safe, supportive, and intellectually stimulating environment built upon the foundation of a cooperative learning partnership of parents, staff, students, and community. Our emphasis is upon the individual learner's development of social, emotional, physical, vocational, and intellectual skills necessary to succeed as a responsible and productive citizen. We will focus on developing within our students a desire to seek their fullest potential by becoming lifelong learners, recognizing individual learning styles, and acquiring self-sufficient life skills necessary to succeed in an ever-changing global community.

RELEASE OF DIRECTORY INFORMATION

Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. To exercise your right to limit release of this information, you must complete the Student Directory Information Notification and return it to the school. ***You may find this form page 43 at the end of Handbook for Release/Restriction Form.***

Rights concerning a Student’s School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student’s education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without

Baker High School and Baker Junior High 2021-2022 Student Handbook

- consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
 5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.
 6. The right to request that information not be released to military recruiters and/or institutions of higher education.
 7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

PROTECTION OF STUDENT RIGHTS [District Policy 2132]

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

THE SCHOOL DAY

PERIOD	MONDAY-THURSDAY	PERIOD	FRIDAYS	PERIOD	HOLIDAY
0	7:25-8:21	0	7:30-8:21	0	7:50-8:21
1	8:24-9:17	1	8:24-9:07	1	8:24-9:05
2	9:20-10:12	2	9:10-9:52	2	9:08-9:49
3	10:15-11:07	3	9:55-10:37	3	9:52-10:33
4	*11:10-12:02*	4	10:40-11:22	4	10:36-11:16
LUNCH	12:02-12:42	5	*11:25-12:07*	5	*11:19-11:58*
5	12:42-1:34	LUNCH	12:07-12:44	LUNCH	11:58-12:35
6	1:37-2:29	6	12:47-1:29	6	12:38-1:02
7	2:32-3:25	7	1:32-2:15	7	1:05-1:29

Please do not plan to be on the school grounds before 8:14 AM or 12:25 PM, unless you are attending a zero hour class.

7th and 8th grade students are released @ 5 minutes early for lunch.

THE INFINITE CAMPUS PORTAL

Parents of students in grades 7-12 may access their student's grades, attendance history and other information online through the Infinite Campus Portal. Parents must first fill out a request form to obtain their Activation Keys. Students must first fill out a request to receive their Login information. Please see the sign-off pages located at the beginning of this handbook for both the student and parent request forms that must be filled-out and returned to the high school office prior to gaining access to the portal.

ATTENDANCE POLICIES

Regular school attendance is essential for the student to make the most of his or her education in order to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires that a student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

ABSENCES & TARDIES

The academic standards of Baker High School require that a student must attend each class at least 90% of the time to receive credit in that class. All absences will be counted except school functions that require absence from school.

Three tardies equal one absence. Any tardy of more than fifteen minutes may be counted as an absence by the teacher. Upon the 3rd tardy in one week, time will be made up in detention at the discretion of the principal. A student who is absent nine (9) times is in jeopardy of losing credit in that class. (N/C for the Semester) As part of due process:

1. Parents will be notified, in writing, by the school when a student has accumulated 5 absences and again at 9 absences, when the student enters into a written contract with the attendance officer. If first notice occurs after 5, but before 9 days of absences, first notice will be adjusted back to 7.
2. A student, and/or, the parents may appeal the loss of credit, in which case the situation will be reviewed by the administration and the school board.
3. If there was a prolonged (over 3 days) hospital confinement or other serious extenuating circumstances, the number of absences may be adjusted by administrative appeal.
4. Once a student signs an attendance contract to preserve credit, the only absence accepted not to be in violation of contract are:
 - School sponsored activities
 - Legitimate Illness
 - Family Emergencies
 - Doctor appointments & dental appointments that cannot be scheduled outside of school time.

NOTE: Students in grades 7 and 8 ARE NOT subject to loss of credit due to attendance.

TRUANCY

Any time a student leaves the building, regardless of the reason, the student must check out in the office.

NOTE: For Penalties – See hall pass procedure.

Minimum Penalty: Detention

This stipulation includes honor study hall students.

Baker High School and Baker Junior High 2021-2022 Student Handbook

Truancy also includes leaving a class and not arriving at the destination that was specified. (i.e. Checking out of study hall to the library and not arriving at that destination.)

Truant or cutting class will result in:

1. "0" for each class missed, plus the student will make up the time missed during detention.
2. Truant from 2 class periods will result in detention to make up lost time, plus zeros for each class missed.
3. Three or more periods truant will be left to administrative discretion, with a minimum of 1 day ISS.

MAKE-UP WORK

Students shall be permitted to make up assignments and tests following any absence. All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences and absences due to suspension.

- Makeup work is available to all students. Students are responsible for asking teachers for the makeup work upon returning to class. If the assignment is not clear or additional materials are needed, it is the responsibility of the student to contact the teacher to make arrangements for clarification and/or materials.
- A student will be given as many school days as he or she was absent plus one school day to make up tests and other missing assignments, unless other arrangements/agreements have been made with specific classroom teachers.
- Students will receive full credit for satisfactory makeup work within the allotted time. If a student does not complete the work assigned within the allotted number of days, then no credit will be given for the missed work.
- Teachers may provide assignments prior to an absence; it is the student's responsibility to inform the teacher and to collect the work that will be missed.
- **Exceptions** may be granted by the Principal in extreme circumstances.

HALL PASS PROCEDURE

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

1. Each student leaving a classroom or study hall must have a hall pass.
2. Students must have a permission note prior to the study hall period from an instructor to be allowed to go to that classroom. (Art, Shop, FCS, etc.,)
3. One hall pass per student.
4. Each instructor will handle restroom passes. One student out of the room at a time.

Penalties:

1st Occurrence: Loss of hall pass privileges for one week.

2nd Occurrence: See Principal

3rd Occurrence: See Principal

OVERSLEEP

1st Occurrence: During a semester will result in making up time, minute by minute in detention.

Additional Occurrences: Will follow Truancy Guidelines.

PERMITS TO ATTEND

Non-participating students wishing to attend out of town school activities must obtain a Permit to Attend form from the office. This form must be signed by a parent and approved by the administration and those teachers whose classes will be missed. Remember the entire school and community is judged by

your actions at activities. Students shall conduct themselves in a good sportsmanlike and courteous manner at all times.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parents that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parents.

PERMITS TO LEAVE THE BUILDING

Students who need to leave the building (other than Honor Study Hall Students) must have a note or phone call made by a parent to obtain a pass. These passes must be obtained in the office in order to leave the classroom. Teachers and Study Hall Supervisors will not excuse any students wishing to leave the building without the pass.

WITHDRAWALS

A student who is going to withdraw from school must first obtain a withdrawal form from the office. Teachers must sign this form to indicate that the student has checked out of that class and that textbooks and other materials have been returned. The library must also indicate that all books have been returned. Unless all materials are returned and other obligations met for each teacher, the slip will not be signed and all transcripts and other records will remain in the possession of the school.

BEHAVIOR

DISCIPLINE POLICY

Procedures & Expectations:

The following policy concerning discipline, expectations and procedures, has been established so that students and faculty will have a clear understanding of the expectations of the Baker Public School Board of Trustees and the Baker Public School Administration.

In order to maintain the proper atmosphere for learning, students must refrain from action, behavior or dress that could be considered disruptive.

Specifically forbidden are the following:

- Using, possessing, distributing, purchasing, or selling tobacco products, electronic nicotine delivery systems or vaping in any form.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, inhalant or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in Board Policy 3311.

Baker High School and Baker Junior High 2021-2022 Student Handbook

- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Board Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board Policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Destroying or defacing any school property or the property of others.
- Fighting or brawling on or near school property or at any school function.
- Hand holding or other displays of affection.
- Having open containers of pop or beverages in the school building except during organizational activities or by permission of the administration or faculty.
- Impeding the flow of traffic in the hallways by running or loitering.

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

- 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.
- Off of school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

Failure to comply with rules and regulations of Baker High School may result in a conference with the administration and parents, detention, and in-school suspension or an out-of-school suspension. The Board of Trustees may expel a student for serious or continuous violation of school rules and regulations.

CLASSROOM BEHAVIOR

When in attendance, students are expected to be in class and on task. Classroom discipline is the responsibility of each teacher. Teachers should make every effort to handle classroom situations in whatever professional manner they deem necessary. When a teacher's efforts have been exhausted, and a student is referred to the office, the following guidelines will be in effect:

Disciplinary Steps

When a student is referred to the office;

1st Occurrence: Minimum consequence = "0" for the day, plus makeup class time lost in detention. If insubordinate, disrespectful or untruthful after final consultation, minimum consequence = 1 day ISS. Maximum consequence is 10 days Out-of-School Suspension.

2nd Occurrence: Minimum consequence = "0" for the day and 1 day ISS. Maximum consequence if insubordinate, disrespectful or untruthful after final consultation, is 2 days ISS to 10 days Out-of-School Suspension.

3rd Occurrence: Minimum consequence = "0" for the day and 2 days ISS. Maximum consequence if insubordinate, disrespectful or untruthful is 3 to 10 days Out-of-School Suspension.

A parent conference may be requested after any occurrence!

LUNCH BEHAVIOR

High School and Middle School students may not drive or ride to Longfellow School for hot lunch. The alley north of the church is off-limits to those students walking to hot lunch. The following action will be taken if a student drives or rides to hot lunch or commits an alley infraction:

1st Occurrence: Loss of hot lunch privileges for 1 week.

2nd Occurrence: Loss of hot lunch privileges for 2 weeks.

3rd Occurrence: Loss of hot lunch privileges for 4 weeks.

4th Occurrence: Loss of hot lunch privileges for an indefinite period of time.

The privilege of eating hot lunch can be suspended at any time by the administration because of undesirable behavior displayed by a student at hot lunch or commuting to and from hot lunch.

CORPORAL PUNISHMENT

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

PERSONAL APPEARANCE (Board Policy 3224)

Student's dress is concerned with general social acceptance, cleanliness, safety, disease prevention and good grooming within the realm of accepted styles and fads. Extreme or bizarre dress will not be acceptable. No chains, spikes or potentially dangerous "hardware" may be worn or carried.

Students who do not conform to these standards will be sent home by the administration and after repeated violations will face suspension.

Students should dress as young ladies and gentlemen at all times. Because there are many Do's and Don'ts concerning student dress, only a few items about the personal appearance will be listed below; however, it is necessary for each student to be properly dressed and groomed at all times.

Tank tops are not to be worn, excessively tight, short or immodest clothing must not be worn. Footwear is to be worn. Outdoor garments are not to be worn in the school building, but should be left in the lockers. Dressing in good taste implies that extreme styles are excluded. Hair should be neat, clean, and well groomed. No clothing will display wording, art work or logos with alcohol, tobacco, drug or other inappropriate suggestive material.

Grooming, dress and sanitation are a reflection of a student's and parent's judgment, maturity and consideration for others. Let us see to it that we reflect the best image for ourselves, Baker Public Schools, and the community within which we live.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION (Board Policy 3225)

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or vice-principal, or the District Title IX coordinator for students.

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

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person

Baker High School and Baker Junior High 2021-2022 Student Handbook

of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

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

BULLYING / HARASSMENT / INTIMIDATION / HAZING

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

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

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

[See District Policy 3226]

ACADEMICS

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance.

[Refer to District Policy 2421]

HONOR STUDY HALL (*High School Only*)

Honor study hall privilege enables a student to check out of a regular study hall. The student is then free to utilize that time period at his/her discretion. The student must realize that this choice must not result in disruptive activity in either school or community. When checking out of the honor study hall, the student must check out in the study hall and must then leave the building. Two tardies to a class following the honor study hall will result in five days' loss of privileges for honor study hall. Any additional tardies to the class following the honor study hall will result in a loss of honor study hall privileges for that student for a time period to be determined by the administration. Disruptive behavior will result in loss of privileges also. The honor study hall privilege can be suspended at any time at the discretion of the Principal or Vice Principal. If a student checks out of school for an honor study hall prior to an assembly, he/she must return to school for the assembly.

Baker High School and Baker Junior High 2021-2022 Student Handbook

To qualify for the honor study hall privilege, a student must achieve a grade average of “B” or 3.0 for the preceding grade period with no failing or incomplete grade. The student then has the option to participate in the honor study hall program during the next nine week grading period by presenting to the study hall teacher a request signed by the student’s parent or guardian. *(See page 41 for request form)* Students must maintain honor roll status to be eligible each succeeding nine-week period. The Baker Public Schools Honor Roll is published at the end of each nine-week period.

STUDY HALLS

A student’s free period during the day is spent in study hall. Books and other materials needed for study are to be taken there at the beginning of the period. Each student is assigned a regular seat. Anyone not in his/her assigned place when the bell rings will be recorded as tardy. Students may check out of the study hall to the library with a pass signed by the study hall teacher. Students may check out to individual classrooms only by presenting a signed request to the study hall teacher from the classroom teacher. No student may interrupt a class in progress. Students may not check out to the recreation complex without special permission of the administration.

Baker Middle School & High School Study Hall Guidelines

PREMISE : A Study Hall is an area for students to work on school work in a quiet atmosphere.

In line with the above premise, the following rules and regulations are necessary to insure the proper atmosphere.

- Study Hall is to be used for completion of assignments and projects as well as for studying for exams. This means that the room is to be quiet. You must come to the study hall prepared to work every day.
- Have your books, notebooks, and a pencil or pen available and ready.
- No cell phones or other electronic gear are allowed in study halls or in school.
- Students may check out of study hall only when requested by the teacher they are going to see.
 - Students must present their pass to the study hall teacher any time after she / he has taken roll.
 - If students need to work in a teacher’s room or need help from a teacher during the teacher’s preparation period, **the student should see the teacher before school, at noon, or between periods for a pass.**
 - If the teacher is free during the period and willing to let the student come to the classroom, the student will get a pass from the teacher asking that the student be excused from the study hall.
 - Students will not be allowed to leave study hall to get a pass from another teacher
- Students may work/study in groups only if productive and relevant.
- The computer labs’ focus is for schoolwork; games, e-mail, instant messaging, and on-line chatting are **not** allowed. Internet browsing will be allowed with permission from the study hall supervisor, computer lab supervisor or librarian.
- Students on the D-F mid-term or 9-week grading list may not go to the library or computer labs during the remainder of the grading period except for curricular purposes. The student’s privileges will be restored at the beginning of the next quarter or at the next mid-term, whenever their grade(s) rise above a D. *(Honor Roll students are exempt from the D-F rule.)*
- Students not on the honor roll must bring appropriate reading material to study hall and are expected to use it when their homework is completed.
- **Students with Honor Study Hall** privileges who remain in the building during Honor Study Hall are subject to these study hall guidelines.
- Students who are in Driver’s Education are assigned to a study hall during other student’s driving hours. They are subject to these study hall guidelines when in study hall.

Baker High School and Baker Junior High 2021-2022 Student Handbook

If a student is a habitual offender of study hall guidelines, the administration will be notified and the students will be sent to an alternative study hall setting.

Use the study hall and all its resources to your utmost advantage.

We are here to assist you in achieving success in all your classes.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

SPARTAN LUNCH

Students who are not passing an academic subject or who are missing assignments will be referred to Spartan Lunch by a teacher and/or administrator. Spartan Lunch is held during lunchtime on Monday through Friday in Room 33 or the ITV room.

Students will be referred to SL (Spartan Lunch) by their classroom teachers via e-mail or by pulling the missing assignment list in Infinite Campus. The main office will then compile a list of students who are referred to attend. Students will be notified that they will be attending Spartan Lunch each day they are required to attend. Failure to attend SL when referred will carry the same consequences as skipping a class.

Students will have 5 minutes from the noon dismissal bell in which to report to the room. After 5 minutes, the student will receive a tardy. Supervision and tutoring will be available daily.

The students' lunch will be delivered, or a student may bring their own lunch from home, or a lunch can be delivered by a parent or family member. (Please no restaurant deliveries or deliveries by friends.)

Students will report to Room 33/ITV room during lunch to work on subjects that have missing assignments in or are failing. Students that finish their work, must show it to the SL supervisor in order to be dismissed. Students that are failing will no longer be required to attend when they are passing the class(es), or have completed their work for which they were referred.

CORRESPONDENCE COURSES

The District permits high school students to take correspondence courses for credit toward high school graduation. All courses taken for credit must be approved in advance by the high school principal. See District Policy 2410P.

SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure.

Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to District Policy 2162 & 2162P.

SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

Baker High School and Baker Junior High 2021-2022 Student Handbook

Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight

and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if expired, the material will be deleted from the records but the records will be maintained until the time has expired.

OPERATIONS AND PROCEDURES

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply via a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his locker is kept locked and in order at all times. School combination locks are to be used. For your protection, do not store money or valuables in lockers. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Get study materials for your morning classes when you arrive in the morning, and materials needed for the afternoon classes during the lunch period. No one should leave class to go to his/her locker except with special permission.

LOCKER INSPECTIONS (Board Policy 3231)

While students are entitled to the guarantees of the Fourth Amendment, school officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student may be in violation of the law or rules of board policy.

Lockers and desks are the property of School District #12 and at no time does the School District relinquish its exclusive control of the lockers. Periodic inspections of lockers and their contents may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. All lockers and all items that students choose to store in the lockers (e.g., purses, book-bags, coats, etc.) are subject to inspection under this policy.

If a search of a student or his/her property yields illegal or contraband materials, such materials may be turned over to proper legal authorities for disposition. The administration may utilize the services of the police department, canines, and metal detectors if deemed necessary.

CANINE INSPECTIONS (Board Policy 3231 & 3231P)

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband on school owned property and vehicles parked on school property. Canines shall not be used to search students. The non-aggressive canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property shall be reasonable cause for a further search by school officials. Once an indication at a locker is made 1) the school official will secure all suspected lockers; 2) the student is called out of class and the locker is opened and searched. 3) If contraband or illegal items are found, the student is taken to the office and parents are notified. 4) The

investigation is then turned over to the police department. 5) The school responds to the police report and finds the appropriate consequences.

VIDEOTAPING OF STUDENTS (Board Policy 3235)

The District uses video cameras, which may include audio, on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Parents and others are welcome to visit our District's schools. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

CELL PHONES AND OTHER ELECTRONIC DEVICES (Board Policy 3630)

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. 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 right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends or when individual instructors grant permission. Unauthorized use of such devices disrupts the instructional programs and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

- First time confiscated devices will be returned to the student at the end of the school day.
- Any device confiscated a second time will result in the device being returned to the parent/guardian.
- Any subsequent infractions will result in student suspension and parent/guardian retrieval of the device.

Building-level administrators may grant permission for individual students or classes to use and/or possess cellular phones, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student.

Students who choose to register their privately owned device as required by Board Policy #3620, "Bring Your Own Device," will be allowed to utilize their registered devices as long as they follow guidelines as outlined in that policy as well as follow all requirements of Board Policy "3612, Technology Acceptable Use Policy."

Cell Phone Usage Guidelines

Cell phones have become a big part of our daily lives. They can be utilized as calculators, research tools, for data collecting, recording notes, etc. They can be a very viable and important resource for a classroom. However, they can also be a distraction to the educational process and a liability if used in certain areas of the school. Therefore, Baker High School and Middle School will follow this cell phone policy:

Zone Designations

Red Zone – Cell Phone use is strictly Prohibited

Yellow Zone – Cell Phone use is Permitted by Supervisor or Teacher rules only

Green Zone – Cell Phone use is Permitted

Assigned Zones

Baker High School and Baker Junior High 2021-2022 Student Handbook

Red Zones – Bathrooms and Locker Rooms or other locations where such operation may violate the privacy of another person.

Yellow Zones – Classrooms, library and gymnasium (during class hours). Teachers will write the rules for cell phone use in their classrooms. The rules will be posted along with their other classroom rules.

Green Zones – Hallways, gymnasium (during non-class hours to include before and after school and during lunch hour) concession area, 7th and 8th grade waiting areas and the main office.

Signage will be posted in the school that clearly designates the usage (green and yellow) and non-usage (red) areas.

If a student is found in violation of the cell phone policy, the following steps will be taken:

1st Occurrence: Warning. Cell phones will be confiscated (turned over to the administration) and returned to the student at the end of the school day. The student will be reminded of the cell phone policy.

2nd Occurrence: Cell phones will be confiscated (turned over to the administration). Student will serve detention and the parents/guardians will pick up the cell phone from the administration.

3rd Occurrence: Cell phone will be confiscated (turned over to the administration). Student will be placed on In-School Suspension. Parents will pick up the cell phone from the administration.

In addition –

- Any student believed to be in violation of inappropriate conduct on Baker Public School campus is subject to Baker Public School's acceptable use policy which follows in this document. (Board Policy R-3630, Cell Phones and other Electronic Devices) This includes all acceptable use policies up to and including confiscation and search of cell phone or mobile device.
- It is prohibited to use a mobile (cell) phone in any way that denigrates or humiliates another student or district employee through posts, pictures, videos and text messages. It is also prohibited to upload material of any kind about another student or district employee to a website or social media site that denigrates or humiliates that student or district employee in any way. (Board Policy R-3226, Bullying/Harassment/Intimidation/Hazing)
- Any student caught using a mobile (cell) phone to cheat on homework, exams or assessments will face disciplinary action.
- Any student or district employee who uses vulgar, derogatory, or obscene language while using a mobile (cell) phone will face disciplinary action.

ELECTRONIC MAIL (E-MAIL) (Board Policy 3612)

Electronic mail ("e-mail") is an electronic message that is transmitted between two (2) or more computers or electronic terminals, whether or not the message is converted to hard-copy format after receipt, and whether or not the message is viewed upon transmission or stored for later retrieval. E-mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

The District e-mail and Internet system are owned by the District and are intended to be used for educational purposes only. Students should have no expectation of privacy when using e-mail or Internet systems for any purpose.

Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action.

E-mail sent or received by the District or the District's students may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored. Technical support employed or contracted by the district will have unlimited access to all files stored on servers and workstations which includes all email.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to

students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.
[For additional information, see District Policies 3612, 3612P]

TECHNOLOGY ACCEPTABLE USE POLICY (Excerpts from Board Policy 3612)

The Baker Public Schools recognize that use of new technologies is necessary to develop students who will be prepared to deal with the changing world. In order to accommodate students and still maintain order within the school Network, the Baker Public School Board has adopted a Technology Acceptable Use Policy:

Technology Usage: The Baker Public Schools recognized that use of new technologies is necessary to develop students who will be prepared to deal with the changing world. In order to accommodate students and still maintain order within the school Network, these rules are adopted:

1. "Users" in this policy refers to students, teachers, administration, or other staff members who may have access to the Baker School Network.
2. Users will respect the privacy of all information on the Network and individual computers. Users will not attempt to read, delete, or modify files belonging to other users, nor will they attempt to gain unauthorized or illegal access to resources on the Network or elsewhere.
3. Users will not copy or transfer any copyrighted software on workstations or on the network without appropriate permission. Furthermore, users will not install any software or hardware without prior consent of the network administrator. Personal software is not permitted on Baker Public School Computers.
4. Users will act responsibly to help ensure safe computing both at home and at school and will not intentionally introduce a virus on a workstation or on the Network.
5. Users will not write, produce, or generate any computer code or message on the Network that might disrupt or adversely affect any Network users or resources.
6. Users will not use the computer to annoy, hinder, or harass other users on the Network or in electronic communications.
7. Users will use appropriate language on the Network and in all communications that they send over the Network. Users will not use obscene, abusive, or threatening language nor will they store or print obscene or pornographic text or images.
8. Users understand they use the Baker Public Schools Network at their own risk. Baker Public Schools assume no responsibilities for:
 - a) The content of any advice or information received by a user from a source outside the Baker Network, or any costs incurred as a result of seeing or accepting such advice.
 - b) Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Baker Network.
9. Users will not tamper with or alter computers or associated equipment, including software. Users will report any problem to the teachers or administrators, as soon as possible.
10. Users should be courteous by quitting applications and logging off the Network appropriately. Users should not use finite resources wastefully including access time on the Network. Personal & Recreational use of network resources should be kept to a minimum to assure adequate bandwidth for educational purposes.
11. Baker City Schools have the right to monitor user activities, as necessary, to ensure smooth network operation and acceptable use. The system administrator(s) may set quotas for and monitor disk usage and access time. Furthermore, they reserve the right to remove files if, after appropriate warnings, disk space quotas are not maintained.
12. Users permitted to have laptops or mobile devices both on and off site be responsible for proper care, storage, and safe keeping of such devices. Laptops and Mobile Devices taken off site may not have student data available on the device.
13. Users will not use the Baker City Schools Network for financial or commercial gain.

Baker High School and Baker Junior High 2021-2022 Student Handbook

14. Outside internet devices (ex: Wireless Internet Cards, Cellular Hotspot Devices) are not permitted on Baker Public School Computers.
15. Purchasing of Technology Items will be the responsibility of the technology committee and administration.
16. All obsolete and/or expired technology equipment will be disposed of following all State and Federal Laws.
17. Personal laptops or any personal networkable device will not be allowed on the network without prior approval of technical support and/or administration.

(Any infractions to the Technology Acceptable Use Policy will be reviewed by the administration. Possible disciplinary action may result at the discretion of the administration.)

WEB PUBLISHING GUIDELINES (Board Policy 3612)

The creation of web pages provides a means of two-way communications for the purposes of sharing information between Baker School District and the world about school curriculum and instruction, school-authorized activities, and other information relating to schools and our mission. Web pages can also be a format for providing instructional resources – policies, forms, guides, etc. – for staff and students.

This document is provided as a guide to the school web page. Any staff member who publishes classroom or school work must follow these guidelines and agree to accept responsibility for the appropriateness, authenticity, legality, and educational content of the web pages published under his/her supervision.

1. All publishing must comply with all state, federal and international laws concerning copyright, intellectual property rights and legal uses of network computers.
2. All publications must comply with the board policies and administrative regulations.
3. All pages must reflect educational goals. This means that all school web pages should clearly demonstrate the connections to educational projects, activities, or goals.
 - a. All information must be verified.
 - b. Publications should be appropriate to grade level and designed for clarity and readability. If the works of primary grade children are posted, developmentally appropriate spelling and grammar are acceptable.
 - c. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
 - d. Use for the pursuit of personal financial gain is prohibited.
 - e. Only student created advertisement for the means of fundraising for a school sanctioned group is permitted on official school web pages with the consent of the administration.
 - f. No games or links to games may be included in your site unless the game specifically relates to the curriculum.
 - g. Large files such as video and audio files must be approved by the media and technology department prior to being included on school websites to ensure that available bandwidth is not overly congested.
4. There must be a teacher or adult supervisor for every page published on the school website.
 - a. At no time will files be posted that are submitted directly by students.
 - b. All publications must include the District email address of the adult maintaining the page.
 - c. Maintenance of the web page is primarily the responsibility of the sponsoring adult.
 - d. It is recommended that a date indicating the last update be provided.
 - i. The adult supervisor should make efforts to ensure that all links are operational, all information is accurate, appropriate, and of high quality.
 - ii. If a page is not updated in a timely and appropriate manner, the page may be removed without the sponsor's consent. When possible, the sponsor will be notified of the removal of web pages.
5. Student safety and privacy will be protected in the publication of district web pages.
 - a. No student email addresses should be listed on any district web page.
 - b. Web pages shall not contain the personal addresses or phone numbers of students. Student's full names may be used in compliance with the Family Educational Rights and Privacy Act. (FERPA)
6. Publication of Student photographs and likenesses and/or student work must conform to the

Baker High School and Baker Junior High 2021-2022 Student Handbook

following guidelines:

- a. Grades Pre-K-6: Photographs or likenesses of student or student work shall not be published on any district website without the prior written consent from the parent/guardian of each child whose work or picture is involved. Consent must be given for each publication of a student photo or work.
- b. Grades 7-12: Photographs or likenesses of students or student work shall not be published on any district website without prior written consent from the parent/guardian of each child whose work or picture is involved. Consent must be given once a year prior to publication and will cover all publications during the year.
- c. Written consent forms must be kept on file during the time that any photographs, likenesses or projects are published.
- d. Publication of students' work on a school website does not constitute the student relinquishing the ownership of the work.
- e. Exceptions to any publishing guideline listed above may be granted through recommendations of the District Internet Publishing Committee, with final approval from the District Superintendent. This committee will include all district librarians, the district webmaster(s), and one building principal.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teacher.

LOST AND FOUND

Students who find lost articles are asked to take them to the office, where they can be claimed by the owner. The lost and found department is in the High School Office.

SCHOOL ASSEMBLIES

School assemblies are part of the curriculum of Baker High School. All students must attend.

SCHOOL SERVICES

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact the high school office to apply.

Lunch prices are as follows but are subject to change: Adult - \$3.50, Student Full Price - \$2.00, Student Reduced Price - \$.40

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements**]

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

***Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.*

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by contacting the High School Principal. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Remain seated while the bus is moving.

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

Transporting Students with District/Personal Vehicle

Any person transporting students in a personal vehicle must provide the District with proof of current driver license and car insurance.

TRAFFIC EDUCATION

Baker K-12 Schools will provide a drivers' training instruction program for students who live within the geographic boundaries of the public school district, whether or not they are enrolled in the public school district and provided that students enrolled in the course will have reached their fifteenth (15th) birthday within six (6) months of course completion and have not yet reached nineteen (19) years of age on or before September 10 of the school year in which the student participates in traffic education.

HEALTH AND SAFETY

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty

Baker High School and Baker Junior High 2021-2022 Student Handbook

(30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see Board Policy 3413]

EMERGENCY MEDICAL TREATMENT AND INFORMATION (Board Policy 3431)

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

ACCIDENT PREVENTION

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained at the office. Form 3431F

Students MUST tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor PRIOR to seeking a physician's care is very important. The insurance carrier for Baker School WILL NOT process any paperwork without first having an accident report on file.

ACCIDENT INSURANCE

The school district does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the office for additional information. This insurance covers while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the school office. The office personnel will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. *[Refer to Board Policy 3416, 3416F]*

COMMUNICABLE DISEASES / CONDITIONS

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

These diseases include, but are not limited to:

Amebiasis
Campylobacteriosis

Hepatitis
Influenza

Rubella (German Measles), including congenital
Salmonellosis

Baker High School and Baker Junior High 2021-2022 Student Handbook

Chickenpox	Lyme disease	Syphilis
Chlamydia	Malaria	Scabies
Colorado Tick Fever	Measles (Rubeola)	Shigellosis
Diphtheria	Meningitis	Streptococcal disease, invasive
Gastroenteritis	Mumps	Tuberculosis
Giardiasis	Pinkeye	Whooping Cough (Pertussis)
Hansen's disease	Ringworm of the scalp	

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

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

PARKING LOT REGULATIONS

The student parking lot is for student convenience. Certain parking and driving regulations are in effect and will be enforced. State law stipulates the maximum driving speed adjacent to school property is 15 mph.

Students are not to be in their automobiles or in the parking lot during class time. The first two rows in the South Gym Entrance Parking Lot are reserved for faculty, salesmen and visitors. Open parking is permitted on the remainder of the parking lot. Open parking is permitted in the North parking lot. Students are not to park in the faculty area, fire zones, unloading areas, handicapped areas, shop area, or traffic lanes. Bicycles are to be parked in the stands provided.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

DRUG DETECTION DOGS

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See District Policy 3231. The parent will be notified if any prohibited items are found in the student's desk or locker.

Students are permitted to park on school premises as a matter of privilege, not of right. The school district retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student's automobiles on school property. The interiors of student vehicles may be subject to search whenever school officials have reasonable suspicion that illegal or unauthorized materials are contained inside. Such inspections and any resulting searches may be conducted without notice and without student consent.

FIREARMS AND WEAPONS

It is the policy of the Baker K-12 Schools to comply with the Federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. *Refer to District Policy 3311*

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student’s physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer’s identity and, to the best of his or her ability, will verify the official’s authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. [Refer to District Policies 4410-4411]

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

***Please note:** Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply, in addition to any consequences specified by the organization.*

SCHOLASTIC ELIGIBILITY

Baker High School adheres to the regulations of the Montana High School Association. Article II, Section (2) ELIGIBILITY amended, states:

To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned incomplete or a condition in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be made-up in any way.

TRAINING RULES FOR ATHLETICS & SPEECH AND DRAMA

The public judges our entire student body by the actions of our athletes and other performance groups. Let's be proud to be Baker Spartans!

1. Participation in extracurricular activities is an extension of a normal school day – thus all school policies and rules apply.
2. Penalty for violations in one school year. Students will be suspended for the remainder of the season for any two (2) infractions of training rules, rules 1 through 16, in a single season. (Example—Sept. 2, curfew violation #14, Sept. 30, MIP Violation of # 3—done)
3. Use or possession of and/or association with someone using or possessing tobacco, electronic nicotine delivery systems, vaping in any form, alcoholic beverages, inhalants, intoxicants, and non-prescription drugs is prohibited.

Penalty for violation:

1st offense – The student will be suspended for two weeks of competition. (10 school days) and students will be required to successfully complete (2) two counseling sessions with a school counselor or district psychologist before being allowed to represent BHS in any of the activities covered by this policy.

2nd offense – The student will be suspended for two weeks of competition (10 school days) and must successfully complete (3) three counseling sessions with school counselor or district psychologist (one of which the student's parents/guardian should attend) before being allowed to participate or represent BHS in any of the activities covered by this policy.

a.) Any student participating in mandatory counseling will be required to have a release form filled out by the counselor that the requirements have been met by the student.

b.) If a student chooses to use a counselor of their choice under 1 or 2 he or she must be approved by the administration.

3rd offense—the student will be suspended for two weeks of competition, and be required at student's expense to:

a) Seek and complete a drug evaluation

b) Enroll in a drug intervention/rehabilitation course before being allowed to return to participate or represent BHS in any of the activities covered by this policy.

4th offense—Students will not be allowed to participate in any activities that are covered under this policy for the remainder of the school year. Self-reporting of any violation will excuse students from (1) one counseling session. If an offense occurs during spring, terms of counseling must be completed before a student is allowed to participate in fall activities.

The period of suspension will start immediately upon final determination of a rule violation.

4. All participants must attend all scheduled practices unless specifically excused by the coach.
5. A student who is suspended from the team for an extra-curricular infraction must practice during the period of suspension according to a routine established by the coach. The student who fails to

Baker High School and Baker Junior High 2021-2022 Student Handbook

practice during this time period without permission of the coach and administration will be subject to increased suspension or eliminated from the team.

6. While attending overnight contests, participants may not change room assignments without permission of the coach or sponsor. Penalty for violation: 1st offense – the student will miss that week's contest. 2nd offense – the student will be suspended for the remainder of the season.
7. Any destruction of property when a student is representing Baker High School in any activities under this policy will result in a suspension of no less than one week and student will be responsible for restitutions.
8. Students representing Baker High School in extra-curricular activities will be required to dress in an appropriate manner as determined by the sponsor and administration.
9. Grades must be maintained so that the participant is passing at least four one credit courses. If a student falls below this he or she automatically becomes ineligible with Montana High School Association rules.
10. Excessive tardiness to activities and practice could result in suspension from the team for the remainder of the season. The sponsor of the activity will warn the student once about excessive tardiness and after the warning the participant is subject to dismissal if tardiness continues.
11. When a student has been engaged in such activities that he or she is given a sentence, suspended sentence, or is declared to be under the supervision of the court, the student shall be declared ineligible to represent Baker Schools. The period of ineligibility shall not be less than five (5) school days and not more than ninety (90) school days from the effective date of ineligibility. Students charged with serious misdemeanors and felonies may be suspended from the squad pending disposition of the case. Following a joint conference by the administration and sponsor, the individual cases shall be acted upon.
12. Participants may be suspended from the team for any action unbecoming a student representing Baker High School. Following a joint conference by the administration and sponsor, the individual cases shall be acted upon. Students should conduct themselves in an exemplary manner at all times.
13. Hazing or harassment of any student or group of students is forbidden. This restriction applies to all individual students and all organizations of students in all Baker Schools. Penalty for violation: suspension from team for remainder of season following a joint conference of sponsor and administration.
14. All participants must be home by 10:00 p.m. Sunday through Thursday. If there is a contest on Saturday, all participants must be home by 10:00 p.m. or one hour after a Friday contest, whichever is later. If there is not a contest on Saturday participants will be in by 12:00 (midnight) on Friday and Saturday. Loitering in bars is prohibited without official permission by the administration. Penalty for 1st offense: the student will be suspended for one activity; the student will be suspended for the rest of the season for any second offense.
15. Any student given an out-of-school suspension shall not be allowed to practice during the suspension. A student may not participate in inter-scholastic contests during the time of suspension. A student given an out-of-school suspension during the week will be ineligible to compete in interscholastic competition for that weekend. The second out-of-school suspension during a season shall make the student ineligible for the rest of the season. These rules do not apply for in-school suspension.
16. No participants will be suspended from an extra-curricular activity until the coach or sponsor and the administration have a joint conference to determine the appropriate punishment if it is deemed that a violation of the above rules has occurred.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to

Baker High School and Baker Junior High 2021-2022 Student Handbook

extra-curricular activities

- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.

Please note: Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Athletic Director or Principal.
(Refer to Policy 3520)

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least five days before the event. Except as approved by the Superintendent, fund-raising by non-school groups is not permitted on school property.

GET INVOLVED!!

The activity programs at Baker High School are diverse and full of opportunity. There is virtually something for everyone. Students are encouraged to select activities that utilize and develop their interests and talents. Below is a brief summary of the various activities

Academic Olympics –

The Academic Olympics Program, sponsored by the Southeast Montana School Administrators, is a college-bowl type competition between teams of students from grades 9-12 in our region. The competition includes a written test followed by participation in a quiz-bowl type format where students answer a variety of questions based on an array of topics. Participation is voluntary.

Boys Basketball - Boy's Basketball has always been a popular spectator and participation sport at Baker High School. The Spartans captured state championships in 1970 and 2000.

Business Club (BPA) - The Business Club is a professionals club whose activities are directed toward employment knowledge and career exploration. Local club activities involve community services, fund raising, social activities and projects for competition. Membership requires you to be enrolled in a business class.

Cheerleading – The cheerleading squad consists of enthusiastic, dynamic, fun, hardworking students whose mission is to primarily represent BHS with a spirit of support for teams, fans and the entire Spartan community.

Close-Up - Close-up offers a challenging, inspirational and fun program for high school students and teachers. Using Washington DC as a living classroom, the program gives students a “close up” experience of government and democracy in action. Students learn firsthand the role that they, as ordinary citizens, play in the United States’ democratic process.

FCCLA - FCCLA is an organization whose membership consists of both males and females. The organization promotes quality in the home and family. Group activities include district and state conventions, fundraising events, community service projects, and recreational activities. FCCLA also encourages each member to achieve a personal growth project and participate in the Group Impact Project.

FFA - Students enrolled in Vocational Agriculture may voluntarily join the FFA Chapter. Requirements for membership in good standing are 1) payment of dues 2) attendance at meetings 3) participation in Chapter activities. Advancement in Degree of membership is based on achievement in productive ownership of agribusiness work experience programs, leadership abilities and cooperative efforts in promoting FFA at the local, State and National levels.

Students who excel may be selected to represent the Chapter as members of judging teams competing against teams from other Chapters at District, State and National levels. Areas of competition include livestock judging, crops and range identification and soils evaluation, farm mechanics skills and leadership activities. A parent-member awards dinner is conducted annually to give recognition to member and adult achievements.

Football - Football has become another very strong athletic program at Baker High School. State Titles in 1986, 1999, 2001, 2003, 2004, 2007 and runner-up finishes in 1996, 1997 and 2013, add to the luster of this program. Those individuals who participate in the program find that off-season work in the weight room increases their chances of being on a play-off qualifying team or a Conference Championship team.

Girls Basketball - This female sport was started in 1972 at Baker High School. It has become a popular spectator sport within the community. Highlights include the 1989 Lady Spartans produced a 27-0 season record and a State Championship. A 54 game winning streak during the 1989-90 seasons along with State Titles in 1996 and 2001 and a 3rd place finish in the 2000-01 season document the power of the Lady Spartans.

Golf - Golf is a lifetime sport for both our male and female athletes at BHS. It is a sport where students can compete against themselves and other students. The Lady Spartans have had one individual State Champion and the Boys program placed 3rd in 1998 at the State meet.

Music - Band and Choir have been important activities at Baker High School throughout its history. These students use their skills to entertain at many school and community events. The elite music student can participate at Divisional, State and Regional music competitions. Presently our programs rank at the top of the state.

National Honor Society - Each year we select our finest students and leaders for installation into the National Honor Society. It is indeed an honor to be chosen for this organization and is a reward to those students who wish to put forth the effort.

PALS - Positive Adolescent Learning Study (PALS) is a program to assist children with needs in the areas of education, social and personal skills by the use of a young adult mentor in both a classroom and out of school setting. The program supervisors collaborate with the classroom teacher and the parents of the child, to ensure the child’s needs will be met. Each young adult or PAL will receive a pass-fail grade for participation in the program.

Spartanettes - It is important that school systems have a group of followers who support the cheerleaders at activities and also help decorate lockers and work to promote school spirit. In our school, it is the Spartanettes who fulfill this duty.

Speech & Drama - Speech & Drama is a program in which males and females can participate in a team endeavor. Many social skills and communication skills are developed which will benefit students for the rest of their lives. This program has been extremely successful at both the Divisional and State levels.

Student Council

Student Body President, Vice-President, Secretary and Treasurer are offices elected by members of the BHS student body. Those officers, the class officers, and class and organization representatives then become members of the high school student council. Members may attend the district, state and national conventions. The Student Council is responsible for a myriad of school activities throughout the year.

Student Union/SADD - Promoting a healthy and drug-free lifestyle is the focus of the students who are members of the Student Union. The group meets twice monthly and participates in Positive Choices and plans events during Red Ribbon Week and the American Smokeout. They recognize events throughout the year such as "Spread the Word to End the Word" and participate in other fundraising efforts to support their drug-free activities and efforts throughout the year. Membership requirements include that students sign a no-use agreement form for the duration of the school year.

Tennis - Tennis was started at BHS in the spring of 1986 and is just for our female athletes. During the 1990 spring season we had a singles state champion and the team placed 2nd at the state tournament.

Track & Field - Track & Field offers both the male and female population at Baker High School the chance to enhance their individual physical skills. Participants can compete in many individual and/or team events. Baker High School Track & Field has produced many Individual State Champions. Both male and female programs have numerous District and Divisional team trophies, and the Boys team has taken home a 3rd in 2000 and 2nd in 2002-3 from the State meet.

Volleyball - Volleyball was started at BHS in 1984 and our teams have been very competitive through the years. Volleyball is a very popular sport and we have a high participation rate.

Wrestling - Wrestling has been very successful at Baker High School throughout its history. Team wise, the Spartans have claimed State Championships in 1968 and 1969, and a runner-up in 1988-9. Each year this group of young men is extremely competitive at both the Divisional and State level. The wrestling program has also produced 14 individuals that won 22 State Championships and many Divisional Champions.

EDUCATIONAL PLANNING

STAFFING DECISIONS

Decisions regarding who teaches which classes are made by the Board of Education, Superintendent of Schools and Building Principal.

COURSE OFFERING DECISIONS

Baker High School and Baker Junior High 2021-2022 Student Handbook

Decisions regarding which classes will be offered are made by the Building Principal, Teachers and Students. The school administration uses spring student registrations to determine which classes will be offered the next year. When students sign up for classes in the spring, they are helping choose the classes that will be scheduled for the next year. Thus, if there are just a few students that request a class, then there is a good chance that class will not be offered. When students come to school in the fall and suddenly decide to make schedule changes, the new classes they desire may not be available.

REGISTRATION DECISIONS

The School Counselor and Teachers assist students with their registration decisions. Students register for classes by talking with their teachers, entering their choices into the Academic Planner on the Infinite Campus Portal or by turning them into the School Counselor.

SCHEDULE CHANGES

All schedule changes are made with the assistance of the Principal, Assistant Principal and the Counselor. Baker High School tries to be very student centered. We want our students to be happy with their schedules. Students may attempt to arrange the times their classes meet by talking with the School Counselor or the Principals; however, when making schedule changes the school must also consider issues such as class size.

Advanced Placement (AP) classes may be dropped at any time during the first nine (9) weeks. Following that, they may only be dropped at the end of the first semester and third quarter.

DEFINITIONS

1. The school year consists of two semesters and four quarters.
2. Unit of Credit – a unit of credit is earned by passing a course for two semesters. One-half credit is earned by passing a course for one semester.
3. Prerequisite – this refers to the requirements and/or course(s) that must be satisfied before taking certain courses.
4. Required subjects – those that must be completed to qualify for a diploma.
5. Electives – subjects that may be chosen by the student; considering interests, aptitudes and future plans.

PLANNING A STUDENT'S CLASS SCHEDULE

DEVELOP A HIGH SCHOOL FOUR YEAR PLAN OF STUDY

Your School Counselor will help you plan your four years of high school in such a manner that your course selections will meet graduation requirements and help you in preparing for the future. The Counselor will also encourage you to take courses that enhance your development and create a well-rounded personality by including the arts, personal interests, and developmental skills during each of your high school years.

A four-year-plan of study will help you determine which classes are prerequisites for other classes, those that provide excellent job skills, or those classes that are required for college admission. A four-year plan of study will help you to understand which classes are required for graduation, which classes are needed for admission into college, and which classes are needed for you to make the most of your high school education.

REVIEW YOUR PLAN OF STUDY EACH YEAR AFTER ADJUSTING TO THE CURRENT COURSE SCHEDULE. YOUR PLAN IS SAVED EACH YEAR AND CAN BE ACCESSED IN THE GUIDANCE OFFICE AND ONLINE ON THE CAMPUS PORTAL.

Due to scheduling conflicts, not every student is able to schedule all of the classes they desire each year. If you are forced to drop a course due to a conflict, you should check your four-year plan of study and make the necessary adjustments. The school administration will schedule courses to accommodate the majority of students' needs, within the constraints of the existing staff and budget. The master schedule is

Baker High School and Baker Junior High 2021-2022 Student Handbook

generated by using student class registrations. If you want the schedule to reflect your wants and needs, be sure to develop a four-year plan of study and to pre-register each spring.

If you are considering a four year college for post-high school education, you will be expected to take numerous credits in general education courses regardless of your major or specialty area. These include social sciences, math, chemistry, physics, humanities, health and wellness, English and history. A well-rounded high school curriculum provides a helpful background to these general education courses. An undergraduate 4-year degree is really a liberal arts degree with a special area of interest. Consider also that in the career world, the average person changes careers numerous times and within careers the knowledge base continually changes. Having knowledge in one subject area is no longer sufficient.

In addition, if you are planning to compete in college athletics, there are specific NCAA and NAIA requirements. See your guidance counselor for more information. **PLAN AHEAD!**

GRADUATION REQUIREMENTS

(High School Only) (Board Policy 2410-2410P)

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

A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3), MCA. In such instances the diploma will be awarded after the official ceremony has been held.

To motivate students toward satisfactory performance in every course of study, the requirements for graduation from Baker High School will be twenty-two credits according to the following schedule:

4 Semesters Physical Education & Health	2 Credits
8 Semesters Language Arts	4 Credits
2 Semesters World History	1 Credit
2 Semesters US History	1 Credit
2 Semesters US Government	1 Credit
2 Semesters Biology	1 Credit
2 Semesters Physical Science	1 Credit
6 Semesters Mathematics	3 Credits
1 Semester Speech	.5 Credit
2 Semesters Practical Arts (1 must be Computer Apps I)	1 Credit
2 Semesters Fine Arts	1 Credit
13 Semesters Elective Courses	5 .5 Credits

Practical Arts Classes:

Agriculture Education, Business, Family & Consumer Science, Technology Education, Industrial Arts, Driver's Education

Fine Arts Classes:

Art, Choir, Band, Web Page Design, Computer Graphic Design, and Fiber Arts (Quilting)

If individual cases arise that seem to make these requirements unrealistic, a study team may be formed that will include the guidance counselor, one administrator, and one instructor. The team may consider the student's status based on a study of the individual case to justify waiver of the twenty-two credit requirement, provided that the individual student has entered a special tutoring program for at least two semesters and meets minimum state standards for graduation. **Please note that students may have only one study hall per year.**

ALTERNATIVE PROGRAMS

Credit toward graduation requirements may be granted according to the following list of suggested procedures for earning credit: (All Alternative Programs must be approved by the High School Principal.

- Satisfactory completion of the content of a course in a period of time either shorter or longer than that normally required.

Baker High School and Baker Junior High 2021-2022 Student Handbook

- Credit given for satisfactory completion of summer school courses as prorated according to the criteria established by the administration, teachers and students who are directly involved.
- Satisfactory completion of special courses in such programs as Job Corps, Upward Bound, Montana Youth Challenge Program, and the Armed Forces Schools.
- Satisfactory completion of unusual experimental programs such as work-study programs and cooperative vocational work experience.

EARLY GRADUATION (Board Policy 2410P)

In accordance with provisions of § 20-9-313, MCA, the Board hereby authorizes the high school principal to grant permission to students who have completed the following procedure.

1. Complete all required and elective courses, per state and local guidelines, and have completed all other graduation requirements by the intended early graduation date.
2. Submit a written request for early graduation to the high school principal two (2) semesters in advance of the intended early graduation date. The written request must be countersigned by the student; the student's parents/legal guardians. Included in the written request should be a valid reason for early graduation.
3. Consideration for early graduation requests shall include documentation of:
 - a) A planned post-secondary education program
 - b) Emergency family considerations
 - c) Demonstrate a hardship situation

(Please note: Working to earn money for further education is not considered a substantial hardship for early graduation.)

Upon receiving the written student early graduation request, the principal must:

- 1) Validate the student's high school records
- 2) Review the written request and documentation of request

If the student's request meets the aforementioned stipulations the principal will then recommend to the Superintendent whether or not to approve the early graduation request. If the principal does not approve the request, the student must be notified in writing by the principal. The student may appeal the principal's denial to the Superintendent. The Superintendent will review the student request and approve or disapprove of the early graduation request. If denied by the Superintendent. The student will be informed in writing by the Superintendent. The student has the right to appeal the Superintendent's decision to the Board of Trustees. The Board decision shall be final.

If the Superintendent approves the request, the student will be allowed to graduate early and the Board will be informed of the early graduation approval.

Students who graduate early will:

1. Be allowed to participate in graduation ceremonies. It is the responsibility of the student to make arrangements and pay for graduation cap and gown, confirming graduation date, practice times, etc.
2. The student will forfeit the right of Valedictorian and Salutatorian or class honors. The student will not be eligible for school and local scholarships.
3. No diploma will be issued until the date of normal graduation during the school year in which they complete their requirements.
4. Student will be ineligible to represent BHS in any extracurricular activities after the date of early graduation. (Example: Student can't continue as basketball team member until basketball season concludes)

Student will not be eligible to hold any class or group offices for which they were elected or appointed for the year of early graduation.

VALEDICTORIAN/SALUTATORIAN

In order for a student to be selected as a valedictorian/salutatorian, he/she must be a full-time student and have met the Board of Regents Rigorous Core requirement of attendance in a full-time

accredited High School for 3 years. The student must have completed two Advanced Placement courses and have the highest grade point average (GPA) of all eligible candidates.

DUAL ENROLLMENT COURSES

“Dual enrollment and other opportunities for Montana students to earn college credit while they are in high school broaden the range of advanced coursework available to Montana students, support students’ academic engagement and college-going focus, strengthen relationships and resource-sharing between Montana’s public schools and colleges, and have the potential to reduce students’ time and expense as they pursue college degrees. Recognizing these values the Montana University System provides operational guidelines for its affiliated campuses to ensure consistency, accessibility, affordability and quality in dual enrollment and other secondary-postsecondary credit opportunities.” *MT Board of Regents Guidelines, 2010*

- A dual-credit course awards both high school credit and college credit for a college course taken by a Baker High School student.
- The dual-credit courses offered at Baker High School are done so in a partnership with Miles Community College in Miles City, MT.
- The Baker High School courses that can be taken for dual-credit include:
 - AP English
 - AP Calculus
 - Accounting
 - Computer Programming I
 - Computer Applications IV
 - United States Government
- Registration forms will be distributed to interested students in the fall of the year.
- Students will be billed in February for the credits that they have chosen to take.
- Price per college credit for high school students is at a much reduced rate compared to the cost for regularly enrolled college students.
- Students do not have to attend Miles Community College to utilize the college credits. Dual Credits earned may be transferred from MCC to other colleges and universities.

MONTANA DIGITAL ACADEMY

Located in The University of Montana’s Phyllis J. Washington Education Center, MTDA is the state’s publicly supported K-12 online school and is specifically designed to offer flexible education options to Montana students. MTDA courses are delivered via the Web. Students can access them whenever and wherever they want. Content is taught by qualified Montana-licensed instructors and aligned to state educational standards, including Indian Education for All. MTDA teachers provide the final course grades, and the schools where the students are enrolled grant credit. Students receive their assignments and submit their homework online. Courses are available 24 hours a day, seven days a week. Students will need to arrange all MTDA course work with the principal.

COLLEGE ADMISSION REQUIREMENTS

Research shows higher ACT/SAT scores and completion of recommended core coursework are closely associated with higher college graduation and persistence rates. Public colleges and universities in each state have their own unique admission requirements as do private colleges and universities. When you are doing your high school course planning it is important to take into consideration the requirements of the colleges you may be interested in attending. As an example of what admission standards may look like, the requirements for the Montana University System are explained below.

In order to enter the four-year programs of the Montana University System, students must demonstrate that they have the math skills needed for college level work by either earning satisfactory test scores or completing a rigorous high school core that includes four years of mathematics.

MONTANA UNIVERSITY SYSTEM ADMISSION POLICIES

In order to be fully admitted to any of the **four-year campuses** of Montana University System, entering high school graduates are required to meet the following standards:

- A. **Complete the Regents' College Preparatory program or the Rigorous Core College Preparatory Program:**
- Regents' College Preparatory Program: Mathematics (3 years), English (4 years), Science (2 years), Social studies (3 years), and College Prep Electives (2 years), which includes Languages, Computer Science, Visual/Performing Arts, Speech, or Vocational Education units.
 - Rigorous Core College Preparatory Program: Mathematics (4 years), English (4 years), Science (3 years), Social Studies (3 years), College Prep Electives (3 years) which include world, language, computer science, visual and performing arts, and career/technical education units that meet the Office of Public Instruction guidelines. The Rigorous Core is an advanced alternative to the Minimum Core for math proficiency standards. High school students who successfully complete the Rigorous Core are eligible for the MUS Honor Scholarship.
- B. **Demonstrate Mathematics Proficiency:** Earn an ACT math score of 22, SAT score of 27.5, or complete the Rigorous Core.
- C. **Demonstrate Writing Proficiency:** Earn an ACT ELA score of 18, SAT writing and language score of 25 or higher, or score 7 or higher on the ACT essay.
- D. **Achieve one of the following requirements:**
- Earn at least a 2.5 high school GPA; or
 - Rank in the top half of the school's graduating class; or
 - Score composite ACT of 22 or higher, or SAT total score of 1120 or higher (Except MSU-Northern requires ACT score of 20 SAT score of 1050)

Provisional Admission

Students who do not demonstrate the ability to meet the mathematics and/or writing proficiency standards may be admitted provisionally to a four-year degree program on any campus of the MUS and without condition to a two year degree program.

Students who are provisionally admitted can gain full admittance by:

- Earning a "C" or better in developmental course work (must be done within the first three semesters); or
- Earning the required score on one or more of the math or writing assessment tests, including the ACT or SAT, required for admissions; or
- Completing an associate of arts or associate of science degree; or
- Submitting a letter to the admissions office documenting a disability that prevented the student from adequately demonstrating proficiency in a test setting if no accommodation was provided at the time of the test.

Exemptions: Entrance requirements do NOT apply to the following groups:

- Non-traditional students (those who do not enter college for a period of at least three years following high school graduation);
- Summer-only students; and
- Part-time students taking seven or fewer credits per semester.

In addition, institutions may exempt up to 15% of first-time, full-time undergraduates from the entrance requirements listed above. This exemption is reserved for students with special talents, minorities, and others who demonstrate special needs.

Open Admission: **Two-year colleges** in the Montana University System offer open admissions that do not require the academic standards listed above. However, certain programs within the college (such as nursing) may have admission standards.

A high school diploma or GED is required for admission to all degree programs.

Course	Minimum Core	Years	Rigorous Core	Years
Mathematics	Algebra I, II, and Geometry (or the sequential content equivalent). Students are encouraged to take a math course in their senior year.	3 <i>*Note: In school systems where a student may take Algebra I in the 8th grade, the student must still complete 3 years of college preparatory math in high school.</i>	Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, or course equivalent) All must have grades of 'C' or better.	4 **
English	Written and oral communication skills and literature	4	Written and oral communication skills, literature, and a designated college-prep composition or research-writing course	4 **
Science	2 lab sciences: one year must be earth science, biology, chemistry or physics. Other year can be one of those sciences or other approved college prep lab science.	2	Full year each: General, physical or earth science; biology; chemistry or physics	3
Social Studies	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year courses. Recommend: ½ yr of other courses such as psychology, humanities	3
Electives	World language (preferably 2 years), computer science, visual and performing arts, or vocational education	2	2 years of a World Language, computer science, visual & performing arts, vocational ed units which meet OPI requirements	3

****Alternate Rigorous Core Math/Science Combination**

Based on course availability, three years of mathematics, including a course beyond Algebra II, and four years of laboratory science may be substituted for the four years of math and three years of science requirement.

TESTING PROGRAM

SENIORS

ACT – College Entrance Level Test (Math, Reading, Science Reasoning, English, optional Writing) - Beginning in the Spring of 2005 an optional writing test was added to the ACT. For an additional fee, the student may register for the writing. *Optional*

SAT – College Entrance Level Test (Math, English, Writing) - A writing test is part of all SAT exams. *Optional*

DISTRICT LEVEL WRITING ASSESSMENT – All seniors complete a writing assessment modeled after the MUSWA. The assessment is scored locally by the English Department.

JUNIORS

ACT – College Entrance Level Test (Math, Reading, Science Reasoning, English, Writing) Given free of charge in the spring to all Juniors in Montana. Became part of the state-wide testing program during spring of 2016.

SAT – College Entrance Level Test (Math, English, Writing) A writing test is part of all SAT exams. *Optional*

ASVAB – Armed Service Vocational Aptitude Battery (General Science, Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, Mathematics Knowledge, Electronics Information, Auto and Shop Information, Mechanical Comprehension.) The ASVAB also provides the student with some excellent career exploration materials.

STRONG INTEREST INVENTORY – A career interest inventory used to assist juniors with post-secondary planning and career pathway choices.

PSAT – Pre-SAT - Qualifying exam for the National Merit Scholarship (Math, Verbal, Writing Skills) *Optional*

DISTRICT LEVEL WRITING ASSESSMENT – All juniors complete a writing assessment modeled after the MUSWA. The assessment is scored locally by the English Department.

SOPHOMORES

ASPIRE – Pre-ACT exam delivered online (Math, Reading, Science Reasoning and English)

PSAT - Pre-SAT - Qualifying exam for the National Merit Scholarship (Math, Verbal, Writing Skills) *Optional*

MAP - Measure of Academic Progress (Math, Reading, Language, Science) A computer-based test that is given to grades 3-10 in the district. The test is given once in the fall and once in the spring.

DISTRICT LEVEL WRITING ASSESSMENT – All sophomores complete a writing assessment modeled after the MUSWA. The assessment is scored locally by the English Department.

FRESHMEN

ASPIRE – Pre-ACT exam delivered online (Math, Reading, Science Reasoning, English and Writing)

MAP - Measure of Academic Progress (Math, Reading, Language, Science) A computer-based test that is given to students in grades 3-10 in the district. The test is given once in the fall and once in the spring.

DISTRICT LEVEL WRITING ASSESSMENT – All freshmen complete a writing assessment modeled after the MUSWA. The assessment is scored locally by the English Department.

EIGHTH GRADE

Baker High School and Baker Junior High 2021-2022 Student Handbook

MAP - Measure of Academic Progress (Math, Reading, Language, Science) A computer-based test that is given to students in grades 3-10 in the district. The test is given once in the fall and once in the spring.

MSA – Montana Science Assessment. This assessment is used to help determine student progress toward Montana’s Content Standards in science. Student participation is important for both federal and state compliance. This assessment is aligned with Montana’s standards and is equitable for all students. It provides a comprehensive system of assessment to support instructional practice, and yields usable scores to describe what every student knows and can do to meet the standards.

SBAC – An on-line assessment linked to the Montana Standards and required by the State of Montana as part of their state-wide testing program.

NAEP - The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas.

Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, U.S. history, and beginning in 2014, in Technology and Engineering Literacy (TEL). Eighth graders may be randomly selected to participate in NAEP testing.

DISTRICT LEVEL WRITING ASSESSMENT – All eighth grades complete a writing assessment modeled after the MUSWA. The assessment is scored locally by the English Department.

SEVENTH GRADE

MAP - Measure of Academic Progress (Math, Reading, Language, Science) A computer-based test that is given to students in grades 3-10 in the district. The test is given once in the fall and once in the spring.

SBAC – An on-line assessment linked to the Montana Standards and required by the State of Montana as part of their state-wide testing program.

DISTRICT LEVEL WRITING ASSESSMENT – All seventh graders complete a writing assessment modeled after the MUSWA. The assessment is scored locally by the English Department.

EDUCATION OF HOMELESS CHILDREN (Board Policy 3125)

EDUCATION OF HOMELESS CHILDREN- Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to children with permanent housing. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out of District agreement and tuition of a homeless child.

Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district.

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

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g. Title 1);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs for vocational and technical education;
5. Programs for gifted and talents students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children. A “homeless individual” is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement of education of a homeless child will first present it orally and informally to the District homeless liaison. To further ensure that the District is removing barriers to the educational access and success of children and youths who are homeless, and to ensure that Title 1 funding is expended in an appropriate manner, the District has adopted the dispute resolution form at 3125F.

Cross Reference: 1700 Uniform Complaint Procedure
3125F McKinney-Vento Homeless Educational Assistance Dispute Resolution
Legal Reference: 42 U.S.C. §§42 U.S.C. § 11301 *et seq.* 11431, *et seq.*
McKinney Homeless Assistance Act
§ 20-5-101, MCA Admittance of child to school

Policy History:
Adopted on: 5/12/2011
Reviewed on: 12/11/2019
Revised on: 12/11/2019

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE
DISPUTE RESOLUTION FORM

School District _____ Liaison _____
Telephone _____

Date of first contact by homeless individual, guardian, or representative _____

Homeless Student's Name _____

Describe the issue(s) in question _____

School District Contact _____ **Telephone** _____
(Superintendent/Principal)

Date _____ **(within 7 business days)**
Resolution of Liaison/School District Level (describe below) Or
Forwarded to OPI Homeless Coordinator (please contact at (406) 444-2036)

Date _____ **(within 15 business days)**
Resolution to OPI Homeless Coordinator Level (describe below) Or
Forwarded to Superintendent of Public Instruction

Describe Resolution
Results _____

Homeless Coordinator Signature _____

This form must be filed with **Heather Denny**
Homeless Coordinator
Office of Public Instruction
Po Box 202501
Helena, MT 59620-2501

HONOR STUDY HALL

An honor study hall enables the student to check-out of the regular study hall to utilize that class period at his/her discretion. However, the student must realize that his/her choice must not be disruptive in regards to the school and/or community.

When leaving the building during an honor study hall, the student is responsible to sign out IN THAT CLASS PERIOD'S HONOR STUDY HALL. Failure to sign-out will result in a loss of privileges to be determined by the Vice-Principal. Upon signing-out, the student must go to the area they signed out to, immediately.

Students are responsible for being on time to the class following an honor study hall. Two tardies to a class following honor study hall will result in five days' loss of privileges for honor study hall. Any additional tardies to the class following honor study hall will result in a loss of honor study hall privileges for that student for a time period to be determined by the administration. Also, disruptive behavior will result in loss of privileges. The honor study hall privilege can be suspended at any time at the discretion of the Principal or Vice Principal. If a student checks out of school for Honor Study Hall prior to an assembly, he/she must return to school for the assembly.

If a student achieves grades that qualify him/her for the honor roll, he/she has the option to participate in honor study halls during the next nine weeks grading period. If the student fails to display the academic excellence necessary to be on the honor roll, he/she is disqualified from participation in honor study hall. To qualify for the honor roll a student must obtain a B average (3.0 on a 4.0 scale) for the previous 9 week or semester grading period with no failing or incomplete grades.

Please sign below and indicate whether or not you want your student to participate in the honor study hall program.

☐ I want my student to participate in honor study hall.

☐ I do not want my student to participate in honor study hall.

Print name of

Student: _____ Date: _____

Student Signature: _____ Date: _____

Print name of

Parent/Guardian: _____ Date: _____

Parent Signature: _____ Date: _____

*****THIS PAGE LEFT BLANK*****

SCHOOL DIRECTORY RELEASE/RESTRICTION FORM

*Please sign and return this form to the school within ten (10) days of the receipt of this form **only** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.*

Date

Dear Parent/Eligible Student:

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

Student's Name

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

- | | |
|--------------------------------------------|------------------------------------------------------------------------------|
| -Student's name | -Enrollment status (e.g., undergraduate or graduate; full-time or part-time) |
| -Address | -Participation in officially recognize activities and sports |
| -Telephone listing | -Weight and height of members of athletic teams |
| -Electronic mail address | -Honors and awards received |
| -Photograph (including electronic version) | -Most recent educational agency or institution attended |
| -Date and place of birth | |
| -Degrees | |
| -Major field of study | |
| -Dates of attendance | |
| -Grade level | |

If you do NOT want directory information provided to the following, please check the appropriate box.

- ☐ Institutions of Higher Education, ☐
- Potential Employers, ☐
- Armed Forces Recruiters, ☐
- Other

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

Parent/Eligible Student's Signature

Date

*****THIS PAGE LEFT BLANK*****

**Baker Public Schools
Pledge for @ School/Home Device Use**

I will take good care of my iPad/Chromebook.

I will never leave my iPad/Chromebook unattended.

I will never loan out my iPad/Chromebook to other individuals.

I will know where my iPad/Chromebook is at all times.

I will charge my iPad/Chromebook's battery daily.

I will keep food and beverages away from my iPad/Chromebook since they may cause damage to the device. This includes taking the iPad/Chromebook to the commons during lunch break.

I will not disassemble any part of my iPad/Chromebook or attempt any repairs.

I will protect my iPad/Chromebook by only carrying it while in the case provided.

I will use my iPad/Chromebook in ways that are appropriate, meet Baker Public Schools expectations, and are educational.

I will not place decorations (such as stickers, markers, etc.) on my iPad/Chromebook or provided case; I will not deface the serial number iPad/Chromebook sticker on any iPad/Chromebook.

I understand that my iPad/Chromebook is subject to inspection at any time without notice and remains the property of the Baker Public Schools.

I agree to provide usernames, passwords, passcodes and other security information upon request of the Baker Public Schools. I will not change usernames, passwords or passcodes without Administrative approval.

I will follow the policies outlined in the *iPad/Chromebook Guidelines* and the *Technology Acceptable Use Policy* (see page 21-22) while at school, as well as outside the school day.

I will notify Baker Public Schools in the event of theft, vandalism, and other acts covered by insurance as well as report to the Baker Public Schools.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the iPad/Chromebook, case and charging cords in good working condition.

School District Damaged/Lost Device Fees

Charging Cord (\$15.00 each)

Damaged Chromebook (\$50.00 each)

Chromebook Case- (\$15.00 each)

Lost Chromebook (Full Replacement Cost)

*****THIS PAGE LEFT BLANK*****

I agree to the stipulations set forth in the above documents including the iPad/Chromebook Guidelines, Procedures, and Information, the Technology Acceptable Use Policy, the iPad/Chromebook Protection Plan, and the Student Pledge for iPad/Chromebook use.

Student Name (please print):

Student Signature:

_____ Date: _____

Parent/Guardian Name (please print):

Parent/Guardian Signature:

_____ Date: _____

Students,
Please initial you received the following:

_____ iPad Case

_____ Charging Cord

_____ Chromebook

Device S/N: _____

Device School IP Assignment _____