

Hellgate Middle School

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Student Handbook 2023 - 2024



This School Agenda/Handbook belongs to:

Student Name: _____

Grade Level: _____



I am proud to be a
Hellgate Middle
School student.

I am . . .

SAFE	RESPECTFUL	A LEARNER
<p>I am free from:</p> <ul style="list-style-type: none"> • Weapons • Alcohol, tobacco, or other drugs • Fighting • Bullying <p>I follow school rules.</p>	<p>I am respectful of:</p> <ul style="list-style-type: none"> • School and personal property • Myself • Others <p>I am responsible for my language, dress, attitude and actions.</p>	<p>I am:</p> <ul style="list-style-type: none"> • On time • Prepared • Honest <p>I give my best effort.</p>

I am ...	Classroom	Hallway	Cafeteria	Restroom	Playground	Assembly	Field Trip	Bus/Bus Line
Safe	<ul style="list-style-type: none"> Maintain/clean up personal space Chairs safely on floor Keep coats, backpacks in lockers Keep hands and feet to self Ask permission to leave 	<ul style="list-style-type: none"> Walk Stay to the right Hands off walls and windows Keep locker combination to yourself No pushing, shoving, jumping Do not gather and block halls and doorways Keep hands and feet to self 	<ul style="list-style-type: none"> Walk Don't throw food or other objects Notify staff of spills Clean up your area after eating Keep hands and feet to self 	<ul style="list-style-type: none"> Practice good personal hygiene: flush, wash hands Stall doors remain unlocked when not in use Help keep bathroom clean 	<ul style="list-style-type: none"> Use equipment, tables, benches appropriately Stay in assigned areas Safe play Dress for the weather Enter/exit building in orderly manner No contact sports or rough play Don't throw ice/snow Don't play on ice Be aware of others and activities around you Tell an adult of an accident/trouble Do not encourage conflict Keep hands and feet to self 	<ul style="list-style-type: none"> Wait for arrival and dismissal signal Stay with your group Walk in bleachers Stay clear of equipment Keep hands and feet to self Ask permission to leave 	<ul style="list-style-type: none"> Follow directions Dress for weather Keep feet on floor/ground Keep hands and feet to self Ask permission to leave 	<ul style="list-style-type: none"> Stay behind yellow line Take your turn boarding the bus Take care when walking between buses and parking area Keep hands and feet to self Follow bus rules
Respectful	<ul style="list-style-type: none"> Speak respectfully Be courteous to & honest with others Respect others' opinions Talk when appropriate 	<ul style="list-style-type: none"> Respect hallways: Decorations; Posters; Lockers Use indoor voice Don't slam lockers Hold doors for others Wait your turn 	<ul style="list-style-type: none"> Use good table manners Use indoor voice Speak respectfully to peers, staff, and visitors Wait your turn (<i>do not take cuts</i>) Return trays to dish room 	<ul style="list-style-type: none"> Use supplies correctly Respect others' privacy 	<ul style="list-style-type: none"> Practice good sportsmanship Help keep playground clean Share; invite others to join Help pick up litter 	<ul style="list-style-type: none"> Be attentive during the presentation Be a polite audience Assembly etiquette (clapping, laughing appropriately) 	<ul style="list-style-type: none"> Leave things the way you found them (or better) Represent Hellgate maturely 	<ul style="list-style-type: none"> Appropriate language Keep noise level down so driver can concentrate
A Learner	<ul style="list-style-type: none"> Follow classroom rules Use good listening and study skills Do your work Turn in your work Ask questions when you don't understand Be a self-advocate 	<ul style="list-style-type: none"> Use time wisely Keep lockers organized and uncluttered 	<ul style="list-style-type: none"> Eat a healthy breakfast, lunch, snack 	<ul style="list-style-type: none"> Use time wisely 	<ul style="list-style-type: none"> Follow game rules Problem solve 	<ul style="list-style-type: none"> Be ready to participate 	<ul style="list-style-type: none"> Participate with positive attitude 	

Welcome to Hellgate Middle School!

Students, what a great time in your lives! You are now entering a stage (grades 7-8) in which you will experience many changes. As middle school educators, we understand these changes and offer our assistance in helping you work your way through them.

You couldn't have selected a better place to attend.

Hellgate Middle School is recognized as a National Blue Ribbon School. It is a place of excellence. We have the finest teachers and an excellent facility. Use them all to the fullest. Don't be afraid to ask questions. Our doors are always open. We are here to inspire you to think, learn, achieve, and care. Meeting these goals will require a cooperative effort on the part of students, teachers, administrators, parents and community.

Hellgate Middle School is dedicated to the intellectual, physical, social, and emotional development of students during the transition from childhood to adolescence. We recognize the uniqueness of these students and strive to provide programs that are centered around their needs. A core of academic courses complemented by a program of specialized and exploratory activities stressing inquiry and creativity are essential. These courses and programs are primarily designed to allow active participation and result in positive educational experiences.

At Hellgate Middle School, students are expected to:

- Be active participants in the learning process
- Conduct themselves in a manner that allows teachers to teach and students to learn
- Work together cooperatively, both academically and socially
- Become independent and divergent thinkers/problem solvers
- Develop decision-making skills that are positive and productive
- Establish positive goals for the future

Please take time to read through this handbook and be sure and ask questions if you don't understand any part of it. This is your book; it has space for recording your assignments and scheduling your weeks and months. It should help you get organized and save you time.



Our vision for students...

Involved, Motivated, Prepared
Excellence: Everywhere, Everyway, Everyday...

Each student will be involved today, motivated for the future, and prepared for the next set of challenges.

Involved: Actively involved and connected to their learning
Motivated: Curious, creative, and intensely motivated, with a deep sense of wonder
Prepared: Excited and eager to learn, prepared to unlearn and relearn as lifelong learners.

Our Mission...

The mission of Hellgate Elementary is to provide an educational learning environment that supports and sustains academic achievement, academic excellence, and life-long learning for all students.



Hellgate District #4

Administration

Dr. Molly Blakely, Superintendent	728-5626
Julie McCarthy-McLavery PreK-1 Principal	721-2160
Chris Clevenger, 2-3 Principal	549-1051
Tiffany Hobbs, 4-6 Principal	721-2452
Jamie Courville, 7-8 Principal	532-4591
Brendan Brown, Special Education Dir	532-4032
Dr. Erin Ellis, Curriculum Coordinator	532-5626
Brent Heist, Dir. Student Services	721-4023
Justine Reese, Business Manager	728-5626
Kelsea Samela, Business Clerk	728-5626
Anne Maloney, HR Specialist/Asst. Clerk	728-5626
Zack Cain, Maintenance Supervisor	728-5626
Dana Schatz, District Secretary	728-5626
Amanda Pham, 7-8 Administrative Asst.	532-4592

Hellgate Middle School Staff

Tiffany Alfson	Food Service Ad.Asst.
Jonkar Arceniega	Social Studies
Dale Asonovich	Technologist
Jamie Blixt	Technology
Craig Cellini	Maintenance
Kacey Criswell	Art
Derek Dungan	Physical Education
Adelle Donohue	Science
Eric Forde	Special Education
Margaret Finley	Language Arts
Heather Flesch	Orchestra
Kendra Fulbright	Language Arts
Gary Glenn	Maintenance
Kristen Guidoni	Band
Katie Gundlach	Spanish
Brian Hall	Counselor
Heidi Hanks	Family Consumer Science
Brad Rykowski	Maintenance
Tyler Lind	Industrial Arts
John Lorenz	Math
Taryn Diehl	Social Studies
Russ Parrish	Math
Mike Plautz	Science
Anastasia Plympton	Speech
Peggy Racicot	Librarian
Katy Reddy	Language Arts
Julie Smith	Food Service Director
Jill Verdon	Social Studies
Haley Von Goedert	Special Education
Nick Weller	Physical Education
Bethany White	Choir/Piano
RJ Wimett	Math

EQUAL EDUCATION AND NONDISCRIMINATION

Hellgate Elementary School District #4 is committed to equality of educational opportunity. Freedom from discrimination is a fundamental right under the Montana Constitution and prohibited by Section 504 of the

Rehabilitation Act of 1973, as well as Title IX Regulations, it is the policy of this district to provide learning and working environment free of discrimination.

All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, and physical or mental handicap, and political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Further, the district is committed to taking whatever remedial action is necessary to eliminate existing discrimination and its effects. Inquiries regarding discrimination or intimidation should be directed to the Hellgate Elementary School District #4, Title IX Coordinator, Dr. Douglas Reisig- Superintendent, guidance counselors, or other school administration for advice, counsel or assistance.

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all student handbooks, employee handbooks, employment applications, etc.

Legal Reference: Board of Public Education Accreditation Standard 10.55.802, Title VI of the Civil Rights Act of 1964 (42 USE Section 2000d), Title VII as amended (42 USE Section 2000e), Title IX of the Education Amendments of 1972 (20 USE Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 USC Montana Human Rights Act), (Title 49, Chapter 2 MCA), the Montana Governmental Code of Fair Practices (Title 49, Chapter 3 MCA) and the implementing federal and state rules and regulations. *Source: OPI Model Equal Education Policy, 1991.*

ATTENDANCE POLICY

Parents will ensure that their students are attending school daily. There is a direct and positive correlation between students who attend school daily and

high academic achievement. Daily and punctual school attendance is essential for:

- Optimum learning, · Development of sound character traits
- Success in the working world.

State law requires that the school know where a child is at all times (during school hours). For the safety and welfare of your child, please notify the school by 9:00 a.m. if your child will be absent or late that day. The phone number is 406/532-4592. There is an answering machine for “before school hours” reporting.

Compulsory attendance

As quoted per Section 20-5-103 – School Laws of

Montana

Any parent, guardian, or other person who is responsible for the care of any child who is 7 years of age or older prior to the first day of school in any school fiscal year shall cause the child to attend the school in which he is enrolled for the school term and each school day therein prescribed by the trustees of the district until the later of the following dates:

- (a) the child’s 16th birthday;
- (b) The date of completion of the work of the 8th grade.

Truancy - As quoted per Section 20-5-106 – School Laws of Montana

- (1) Whenever the attendance officer discovers a child truant from school or a child subject to compulsory attendance who is not enrolled in a school providing the required instruction and has not been excused under the provisions of this title, he/she shall notify in writing the parent, guardian, or other person responsible for the care of the child that the continued truancy or non-enrollment of this child shall result in his prosecution under the provisions of this section. If the child is not enrolled and in attendance at a school or excused from school within two days after the receipt of the notice, the attendance officer shall file a complaint against such person in a court of competent jurisdiction.
- (2) If convicted, such person shall be fined not less than \$5 or more than \$20. In the alternative, he/she may be required to give bond in the penal sum of \$100, with sureties, conditioned upon his/her agreement to cause the enrollment of his/her child within two days thereafter in a school providing the courses of instruction required by this title and to cause the child to attend the school for the remainder of the current school term. If a person refuses to pay a fine and

costs or to give a bond as ordered by the court, he/she shall be imprisoned in the county jail for a term of not less than 10 days or more than 30.

Absence without parent/guardian’s knowledge: If parents do not notify the school of absences either by a note or a phone call, the student will be considered unexcused or truant. Disciplinary actions may follow.

Early dismissal from school during the day: If it becomes necessary for students to be excused during the school day, parents/guardians must report this absence by phone, or in person, giving the date, the student’s name, the specific length of the absence, and the reason for the dismissal.

Professional schedule & early dismissal: School will be dismissed at 2:32 every Thursday. Early-out Professional Schedules on Thursdays are held in order for teachers to attend meetings and for planned professional development. Every attempt will be made so that no athletic events are scheduled on Thursdays. Some exceptions may occur.

Daily Schedule: The school day is from 8:25 AM to 3:32 PM Monday, Tuesday, Wednesday and Friday and from 8:25 AM to 2:32 PM on Thursdays. The school grounds are not supervised until 7:45 A.M. Parents are asked not to send students to school until that time.

Attendance Requirements for 7th & 8th grade students

Applicability:

1. This policy will apply to students in grades 7 – 8.
2. This policy will apply to each course individually;
3. This policy will apply to students with a handicapping condition unless, pursuant to state and federal law, a student's failure to adhere to the policy requirements shall be determined to be a manifestation of the student's handicapping condition;
4. Students attending classes at other facilities, such as a Juvenile Detention Center, Providence, Shodair, etc., will be subject to the attendance policies of those facilities except that this policy shall apply for the portion of the students' program for which they are enrolled at Hellgate Elementary Middle School.



Attendance Requirements:

1. **Full-Year Course:** A student may be absent for no more than 28 absences. A student will be in violation on the 29th absence.
2. **Half-Year Credit Courses and Physical Education:** A student may be absent no more than 14 absences. A student will be in violation on the 15th absence.
3. **Nine Week/Quarter-Year Classes:** A student may be absent no more than 7 absences. A student will be in violation on the 8th absence.
4. **Lateness:** Tardiness to class of more than 20 minutes will be considered an absence.
5. **Absent Notes:** Students are required to bring an absence note on the day they return to school, but no later than five (5) days after the actual absence. The Building Principal’s Office will issue a notice the students must show to teachers informing them that an unexcused absence has been changed to an excused absence.

Attendance Procedure:

Letters of warning for unexcused absences and excused absences that are not made up will be sent according to the table below:

	1st letter	2nd letter	Final letter & meetings with consequences
Full-Year Course	9 Absences	18 Absences	28 Absences
Half-Year Course	5 Absences	10 Absences	14 Absences
Nine Week/Quarter-Year Course	3 Absences	5 Absences	7 Absences

Teachers will be required to maintain attendance records in categories:

1. **Excused Absences:** Make-up work must be completed within the number of days absent, but within no more than five (5) school days after the student's return. If the work is not completed, these absences count toward the total number of absences permitted.
2. **Unexcused Absences:** These absences count toward the absence total whether or not work is made up.
3. **Total Absences:** The number of excused and unexcused absences.

The existence of unexcused absences and excused absences which are not made up will be reported in the comments section for both mid-term progress reports and for the report card grades. This will provide the opportunity for at least seven (7) official

notifications of concern regarding the student's absences, i.e., four midterm progress reports and three report cards. When a student has reached the ninth and 18th absence in a full-year course; the fifth and 10th absence in a half-year course; or the third and fifth absence in a nine week/quarter-year course; the teacher will complete the Attendance Policy Referral Form. This form will be delivered to the building principal.

Teachers will be provided with a form for submission to the building principal.

- On notification of the 18th absence for a full-year course, the 10th absence for a half-year course, and the fifth absence for a nine week/quarter-year course, the student's guidance counselor will arrange a conference to include the student, the parent or guardian, and where appropriate, the teacher, to advise that course credit is in jeopardy due to unexcused absences. At this meeting, the attendance policy will be reviewed and the makeup policy will be outlined again.

When a student exceeds 28 absences in a full-year course;

14 absences in a half-year course or seven absences in a nine week/quarter year course, the teacher will provide written notification to the building principal. A certified letter will be sent to the student and parent, informing them credit has been denied after exceeding the allowable number of absences and also outlining the appeals procedure.

- After the 7th / 14th / 28th absence, course credit will be denied.

Hellgate Elementary Middle School Graduation/Promotion Requirements

Hellgate Elementary Middle School will require six (6) of eight (8) credits for a student to receive a certificate of academic accomplishment required for recognition at the Hellgate Elementary Middle School Graduation/Promotion ceremony. Students who do not achieve the required number of credits will receive a Hellgate Elementary certificate of enrollment but will not be able to participate in any of the graduation/promotion activities, including the graduation/promotion ceremony. Students who transfer into the middle school will have their academic transcripts reviewed and will apply to graduation/promotion requirements.

A student has to complete a minimum of six (6) of (8) credits in order to receive a certificate of academic accomplishment required for recognition at the Hellgate Elementary Middle School Graduation/Promotion ceremony. The six (6) credits must

come from the following courses through their 7th and 8th grade year(s).

- Two (2) credits possible of English language arts
- Two (2) credits possible of Mathematics
- Two (2) credits possible of Social Studies
- Two (2) credits possible of Science

Special Education

Special education students, though held to the same academic requirement standard as all other students, may not, due to their disability, achieve the required number of credits necessary to receive a certificate of academic accomplishment. Regardless, special education students will not be denied a certificate of academic accomplishment. Moreover, special education students will be allowed to participate in the Hellgate Elementary Middle School Graduation/Promotion ceremony graduation/promotion ceremony as well as graduation/promotion activities provided that participation is appropriate for the child as determined on a case-by-case basis.

Grading Guidelines

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

Student & Parent Portal

The district has purchased a student information system (Infinite Campus) that allows parents/students access to their grades, attendance, schedule, lunch account and general notifications. This program expedites the grading process and at the same time allows for personal comments about each child. Your child's teacher will explain their grading process at conferences or at a parent's request. Please contact the teacher if you have any questions. Report cards are sent home at midterm and end of each quarter. Teachers post assignments on the school's website on at least a weekly basis. Completion of work can be accessed on (**Student & Parent Portal**) on the school's website. Each student has an ID number and PIN to provide confidential access to individual progress on Student & Parent Portal.

Students are encouraged to get homework from their teachers ahead of time when they know they will be absent.

HEALTH ENHANCEMENT OPT OUT

CURRICULUM: Parents who choose for their child not to fully participate in parts of the Health Enhancement curriculum instructed in the student's PE/Health (7th & 8th grade) and Family Education (6th grade) class. These are the ONLY PARTS of the Health Enhancement curriculum where this option may be

utilized. The opt out curriculum consists of the following materials:

- HIV/AIDS as a sexually transmitted disease
- Pregnancy and Risk Reduction - Sexual Abuse and Date Rape - Sexually Transmitted Diseases (STD's) For parents who make the choice to have their child opt out of these subjects, the office must receive a note or completed opt out form with the date, a statement of your desire to have your child opt out of these subjects, and the parent's signature

Student Health & Wellness

Hellgate Middle School is committed to providing a school environment that promotes children's health, wellbeing, and ability to learn by supporting healthy eating. We encourage our students to bring healthy foods and beverages for snacks and lunch.

A full time nurse works for Hellgate Elementary School

District Monday through Friday. She is available from 8:00 a.m. until 4:00 p.m. Her duties are numerous and, in addition to taking care of the health concerns of the students, she is an integral part of the committee that reviews the health and sex education curriculum/programs for our district.

The district provides programs each year for screening of problems with vision, hearing, and scoliosis. In the event of a medical emergency, the school nurse will provide immediate care and attention until a parent or guardian is reached. After consulting a physician, the parent is asked to inform the school of the diagnosis and recommended course of action.

Medications: Prescription medications will be given only with a physician's order and parent/guardian permission. Forms are available in the office or on-line. Please ask your doctor for a physician's order for the school and stop by at the office and sign a permission form. Antibiotics that are prescribed three times a day can be given before school, after school, and before going to bed and therefore need not be given at school. Physicians' orders may also be faxed to the school (406) 541-7880.

Over-the-counter medication (such as Tylenol, ibuprofen, antibiotic ointment) requires a **Standing Order** form to be signed by the parent/guardian. These forms are available in the office. Only medications on the Standing Orders will be given. Any medication that is not on the Standing Order form will require an order from your physician. Items NOT on the Standing Order include but are not limited to medications such as Sudafed, aspirin, cough syrup, and Dayquil.

All medication must come in the ORIGINAL pharmacy bottle. We will not accept pills in a baggie or envelope. The pharmacist will give you a second bottle for school if needed.

All medication must be kept at the office in a locked cabinet. A student may not have medication in his/her possession. Students with medication in their possession may be subject to disciplinary action.

Immunizations: State law requires that students may not be enrolled in school without documentation of appropriate immunizations. Parents are responsible to provide this documentation. Only official records signed by a physician, nurse, or health department official are acceptable. Immunizations against the following diseases are required: diphtheria-pertussis-tetanus (DPT), rubella (German measles), mumps, and poliomyelitis. A child may be exempted from the immunization requirement by: certification of a licensed physician that immunizations would seriously endanger life or health or a statement signed by the parent or guardian, and **notarized**, indicating that immunizations are in conflict with his or her religious teachings. Immunization exemptions **MUST** be renewed yearly before the student may enter school.

Peanut/Nut Free Campus Policy: Hellgate Elementary is a peanut/nut free campus facility. This means that the school food service program as well as all classrooms will not allow peanuts/nuts and/or products made with peanuts/nuts in their respective areas out of respect and consideration for the ever-growing number of children with peanut/nut allergies. Please minimize your child's opportunity to bring peanut/nut products and/or products made with peanuts/nuts to school. The district understands that some children will bring cold lunch to school that contains items made from peanut/nut products.

This cannot be completely prevented. The district will take precautions to help children with peanut/nut allergies when and if those situations arise. The district also prohibits families from providing classroom treats to share that contain peanut/nut products and/or products made with peanuts/nuts.

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

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chicken pox	Ringworm of the scalp

Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubella)	Tuberculosis
Meningitis	Whooping cough (Pertussis)

School Breakfast and Lunch

Students are encouraged to eat a healthy breakfast and lunch daily. A student's academic performance can be greatly affected when he/she eats nutritional meals. Students may eat breakfast at home and bring their own lunches from home. Another option is to participate in the Hellgate Elementary School Breakfast/Lunch program.

Nutritious breakfasts and hot lunches are available to all Hellgate students daily. Please check the website for current prices or call the Food Service Department at 721-2452. Monies may be transferred between siblings' accounts. Withdrawals from student accounts are allowed only when the student is exiting the school district. There is a new online payment system available by visiting the district website, labeled Infinite Campus Parent and Student Portal. Students and their parents are asked to limit the practice of charging to truly unavoidable circumstances. School policy sets a maximum of three (3) charges.

If a family needs financial assistance for meals, the appropriate forms are available at the school. A new form must be completed each school year to continue your child's participation in the free and reduced meal program. Students who are on the Free Meal Program but bring a cold lunch from home are not eligible for free milk and must bring 30¢ if they wish to purchase milk.

Students who are allergic to dairy or other food items must supply the school with a letter from their doctor.

While in the cafeteria, students are expected to:

- Help keep the cafeteria clean
- Stay in line without "cutting"
- Stay seated and talk quietly
- Walk
- No throwing food/beverage

The lunchroom is provided for those students who choose to eat. When weather conditions are inclement, students will need to bring a coat to lunch with them. Students will not be allowed to go back to their lockers during lunch.

Parent/School Partnership

Parents are asked to update the contact information on file in the office whenever a change

occurs. It is essential that current phone numbers are on file in the event of an emergency. Parents are also asked to provide the name of a relative or close friend who may be called in the event of an emergency when a parent cannot be reached. State law requires copies of immunization records be presented

to the school before a student enrolls in school (see

Immunizations.)

Parent Teacher Conferences are scheduled for the end of 1st quarter (November) and the end of 2nd quarter (January). This conference schedule pertains to grades 7-8 only. Conferences allow an opportunity for parents and teachers to learn from one another.

Parent Volunteer Program: The Parent Volunteer Program is an organized program of parent participation in the life of the school. Parents assist with tutoring, clerical work, and preparation of instructional materials on a regular basis.

P.T.A.: The Parent Teacher Association is an active organization that supports the educational program in the school.

Classroom Assistance: Teachers welcome the presence of parents to assist with field trips, classroom activities, and projects. *Parents, visitors, and/or volunteers must sign in and sign out at the office.*

SPORTS & OTHER EXTRA CURRICULAR ACTIVITIES

The athletic programs at Hellgate Middle School are designed to involve the largest number of students possible. Competition, skill, physical, and social development in addition to promoting enjoyment of the game are all components of our extra-curricular athletic programs.

A schedule of games is arranged with our county schools (Copper League). This schedule will be developed at the beginning of each sport season. Students and parents will get a copy of their child's home and away game schedule.

Students participating in athletics must supply practice clothes and shoes. It is the responsibility of the student and his or her parents to provide transportation to and from home games and practices. **A PHYSICAL IS REQUIRED EACH YEAR BEFORE A STUDENT PARTICIPATES IN THE ATHLETIC PROGRAM.**

Sports physicals after May 1st are good for the **following** school year. Otherwise a new sports physical must be completed for that current year. Students who stay after school to watch home games are expected to behave in a manner that is respectful and safe. Students who fail to do so will be asked to leave. Students will not be allowed to stay for games on Thursday's early out schedule. School is dismissed at 2:32 on Thursday and games do not start until 4:00 which leaves students unsupervised.

The following training rules will apply to all Hellgate Middle School athletic participants and team managers.

A. Athletes **MUST HAVE** a current doctor's physical and a parent/guardian signed permission slip on file in the office in order to try-out, practice or play in a Hellgate sports activity.

B. Sports physicals must be current and remain valid during the duration of the sport the student is participating in. Sports physicals after May 1st are good for the following school year, a physical received before May 1st is only good that school year. .

C. Profanity, unsportsmanlike conduct, etc. will not be tolerated.

D. Team members that do not behave during practice will be sent home. This will be counted as a missed practice.

The student will not participate in the next game.

E. The official's judgment will be accepted at all times. Athletes, managers, and/or spectators are asked not to argue with any official. If any participant disagrees with an official, he/she is instructed to speak with the coach about the issue.

F. The following are considered unacceptable behavior for any participant:

1. Possession and/or use of alcoholic beverages
2. Possession and/or use of tobacco
3. Possession and/or use of any illegal substance
4. Illegal acts

Violations of the above may result in immediate suspension for the remainder of the season, or from participating in any extra-curricular activity for the rest of the school year.

G. Any member of an athletic team who has received detentions or major referrals for behavioral reasons at school as per the schools discipline plan will be subject to the following consequences:

1. Detentions: Students with multiple detentions may be suspended from one game/meet. The student may participate in practices.
2. Out of School Suspensions will result in a minimum ten 10 school day (two week) suspension from the activity.
3. In School Suspension will result in a minimum five (5) school day suspension from the activity.

H. Eligibility Requirements

Grade checks will occur throughout the season (Mondays).

a. All students receiving an F will be reported to Principal/Activities Director.

b. Any students receiving two (2) or more F's will be

deemed ineligible for a minimum of one (1) week and will continue to be ineligible by one week increments until they are receiving one (1) or fewer F's.

I. Athletes/managers are asked to attend every practice. Missed practices will be unexcused unless prior arrangements have been made with the coach. One missed practice may result in the athlete missing the next game. Three missed practices may result in suspension from the team.

J. Most practices will be from 3:35 to 5:00 every afternoon except Thursday. Depending on the number of teams, some Thursday practices may need to be scheduled, as well as some morning practices before school. Parents are asked to have their athletes on time for practice when morning practice is needed, and to pick students up promptly after practice in the afternoon.

K. Students must be present at school on the day of a given activity in order to participate. On game days, a student must be in attendance by 8:30 A.M. if that participant wishes to play/manage in the game scheduled for that day. Exceptions may include Medical or Dental Appointments any other reason must be approved by the principal.

L. Dress and appearance should be clean and neat both at home and away. How you look and behave is a reflection of our school, our athletic program, and our athletes/managers. Only the school approved team uniform will be acceptable dress for all competitions.

M. Coaches will choose no more than two team managers to help manage any team. Only managers chosen by the coach will be allowed to travel with the

team and/or help manage the team. Managers must also have a permission slip on file.

Sports Schedule

The approximate dates of the athletic seasons are as follows:

Girls' Volleyball (grades 7 & 8) Sept. 8 – Oct. 14

Co-ed Soccer (grades 6 - 8) Sept. 8 – Oct. 14

Co-ed Cross Country (grades 6 - 8) Sept. 8 – Oct. 14

Co-ed Flag-Football (grades 7 & 8) Sept. 8 – Oct. 14

Boys' Basketball (grades 7 & 8) Oct. 19 – Dec. 11

Girls' Basketball (grades 7 & 8) Jan. 25 – March 12

Co-ed Wrestling (grades 6 - 8) Feb. 08 – March 26

Co-ed Track (grades 6 - 8) March 29 – May 14

CLUBS

- Drama Club (grades 6-8) Dec. 10 – Jan. 30
- Book Club meets weekly run by a parent volunteer or a staff member.
- Chess Club meets once a week during lunch and is supervised by a parent volunteer.
- Hellgate Elementary Robotics Club (grades 4-8) meets after school on Wednesdays.
- WINGS is a student leadership & service organization for 6th, 7th & 8th graders. The goal is to provide student leaders with training, skills and opportunities to make a positive difference in school and community. WINGS serves as our student council. Members must maintain good standing in academics, attendance and behavior.
- VISIONS- 8th grade students who are in good standing (academics, attendance, behavior) are allowed to help teachers & tutor students in the lower grades.
- Adventure club meets after school for hike, bike or other adventures
- Art Club meets at break
- Knitting/Crochet club meet at lunch or break

TRANSPORTATION GUIDELINES

Hellgate Transportation

Bus service for all students is contracted with the Hellgate Transportation Company. Students are expected to follow the same guidelines for behavior on the buses as they are in the school. Safety is a major concern on buses. Therefore, students are expected to cooperate in a manner which allows the driver to operate

the bus safely. Bus drivers contact parents or guardians if there is a conduct problem on the buses.

The following is a list of student expectations when riding the bus:

- Form a line to enter the bus and go directly to assigned seat.
- Remain seated at all times.
- Talk quietly using no obscene or foul language .
Carry-on items must be held on the lap.
- Cell phones and electronic music devices must be used appropriately. The bus driver may confiscate the item if it causes a disturbance.
- Keep the aisles and back door clear at all times.
- Obey and respect the driver as well as other students.
- Fighting will not be allowed.
- When crossing the road, cross in front of the bus.
Look both ways.
- The emergency door may not be tampered with.
- Head and arms must be inside the bus at all times.
- Enter and leave the bus in an orderly manner.
- Harmful or illegal substances/objects are not permitted (tobacco, lighters, weapons, matches, etc.)
- Do not deface, damage, or litter the bus.
- Act appropriately at bus stops both in the morning and after school.
- Skates, skateboards, scooters, and roller blades are not allowed to be carried onto the bus. Violation of the above rules could result in disciplinary action ranging from a change in assigned seating to suspension from riding the bus. Length of suspension will be determined by the severity of the infraction and accumulation of offenses. Please call Hellgate Transportation, **549-0594** with questions about bus rules or disciplinary procedures.

Students are assigned the morning and afternoon bus that they are to ride. This assignment, made by Hellgate Transportation, is based on the grade of the student, the student's address, the bus route closest to the student's home, and the number of bus riders. **Students are not allowed to ride an alternative bus.** If an emergency does arise that requires a student being allowed to ride an alternative bus, the parent must contact the school principal well in advance to seek permission. Few exceptions will be granted. Parents are encouraged to be involved in the transportation of their students beyond the normal home to school to home situation.

BEHAVIOR EXPECTATIONS

Hellgate Middle School has the following expectations for student behavior:

I am proud to be a Hellgate Middle School student.

I am ...

SAFE: I am free from weapons; alcohol, tobacco, or other drugs; fighting; bullying. I follow school rules.

RESPECTFUL: I am respectful of school and personal property; myself; others. I am responsible for my language, dress, attitude and actions. **A**

LEARNER: I am on time; prepared; honest. I give my best effort.

OLWEUS BULLY PREVENTION PROGRAM

All of the Hellgate Elementary School District staff has been trained in the *Olweus Bullying Prevention Program* (OBPP). The goals of this program are to:

- Reduce existing bullying problems among students . Prevent the development of new bullying problems
- Achieve better peer relations at school. Implementation of this program includes regularly scheduled classroom meetings in which students participate in conversations about what bullying is, and how they can have a positive influence on the climate of our school.

The anti-bullying rules of our school are:

1. *We will not bully others.*
2. *We will help students who are bullied*
3. *We will include students who are left out.*
4. *If we know that somebody is being bullied, we will tell an adult at school and an adult at home.*

Student Behavior in the Classroom *Each teacher establishes classroom rules, which are intended to ensure a productive learning environment. Classroom rules are explained, taught, and modeled at the beginning of the year and throughout the year. Positive behavioral expectations are visibly posted in each classroom as reminders.*

Student Behavior in the Cafeteria and Other Common Areas: Hellgate Middle School has also adopted these three behavior expectations for the cafeteria and other common areas of our school – gym/locker room, hallway, restroom, playground, assembly, field trip, and bus line. Hellgate staff regularly teaches to each of the behavior expectations for the common areas, and expectations for these common areas will be consistently enforced. The cafeteria is one area where we will focus particular attention because of the large number of students served at one time.

Misuse and/or throwing of food or drink will not be tolerated and will be dealt with severe consequences, up to, and including, recommendation for expulsion. Rules for other common areas of the school will be consistently enforced by all staff. These common

areas include library, hallways, cafeteria, gym, locker rooms, play areas, etc. These rules include, but are not limited to:

- Walk only, while in the building
- Open beverages, food items, or gum allowed only as allowed by classroom teachers
- Respect school property
- Respect the rights of others
- Keep hands, feet, and objects to self
- Other rules as deemed appropriate may be considered

Dress, Appearance & Hygiene: Hellgate Middle School requires students to “dress for respect.” Personal appearance/hygiene should not disrupt or detract from the educational environment of the school. The following examples of clothing not to be worn to school include, but are not limited to: tank tops, halter tops, bare midriffs, pajamas, house slippers, and short shorts or short skirts/dresses. The hem of shorts or skirts shall not be shorter than the wearer’s extended fingertips. Heavy metal chains of any type are not permitted at school. Clothing and accessories with inappropriate writing or pictures advertising alcohol, drugs, gang related issues, obscene language, sexual connotation/innuendo, and clothing that is torn, cut or styled to display the body and/or undergarments is not permitted. Students are further advised that caps, hats, jackets, coats and backpacks are to be stored in the student locker and are not allowed in the classroom. Any headgear to include hats, visors, scarves, sunglasses, bandanas, etc. is to be removed upon entering the building. Shoes must be worn at all times. In case of questions, the administrator will decide what acceptable attire is. Offenders will change, be sent home, or have a change of clothing brought to school.

Inappropriate Display of Affection: Students are asked to refrain from inappropriate displays of affection towards other students. Students choosing not to adhere to this request may be subject to disciplinary action.

Fighting: Fighting will not be tolerated in the Middle School building or on the school grounds. Middle School students are expected to do everything in their power to avoid a fight. Students engaging in a fight could be suspended or expelled. Offenders could also face the possibility of having the police involved and tickets being issued. Students who choose to observe, support, encourage and/or record/video a fight will also be subject to disciplinary action. Students who have knowledge of an impending fight are expected to report this information to an adult.

Threatening Language/Behavior: Hellgate Middle School promotes a safe learning environment for

students free from threatening language and behavior. Threatening behavior means any statement, communication, behavior, or gesture directed toward a student or staff member and which causes reasonable apprehension of physical harm to a person or property.

Weapons: It is a violation of board policy and federal law for any student to possess a firearm. Violation will result in automatic expulsion up to one calendar year. Other weapons are also prohibited and will be grounds for expulsion; these will include and not be limited to sling shots, nun-chucks, knives, brass knuckles, darts, mace, copycat weapons, any explosive material to include gunpowder, etc.

Cell Phones and Other Personal Electronic Equipment: Students are not allowed to use cell phones or text message during the school day or on field trips, 8:25-3:32. If parents require their child to bring a cell phone for after school activities, the phones must remain off during the school day. In the event of an emergency during the school day, students will be allowed to use a school phone. Students will receive escalating consequences each time they fail to follow this rule. Parents will be asked to pick up their child's cell phone from the principal if their child fails to follow this school rule.

Students are not allowed to bring personal electronic equipment to school, including but not limited to handheld video games and personal music devices & accessories. Laser pens are prohibited for use by students. If a student brings these items to school, they will be confiscated, the student will receive disciplinary consequences and the item will be held in the principal's office until a parent/guardian arrives at school to retrieve it. The school will not be held responsible for lost students' lost/ stolen electronic devices.



Intimidation, Bullying, Harassment

A student has the right to attend and participate in school activities in an environment free from harassment, sexual harassment, intimidation, and/or bullying. Hellgate Elementary School District does not tolerate harassment, sexual harassment, intimidation, and/or bullying in any form at school, school-related events (including off campus events), school sponsored activities, or any event related to school business. Neither will inciting, aiding, encouraging, coercing or directing others to commit acts of intimidation, bullying, or harassment be tolerated. **Harassment, sexual**

harassment, intimidation, or bullying means any gesture or act, such as a written, verbal, or physical act that is reasonably perceived as being motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, sexual identity, culture, social origin, political affiliation, mental/physical handicap, or other distinguishing characteristic, that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official 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 education function, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment.

Students or employees who believe they have suffered sexual harassment shall report such matters to the guidance counselor, nurse, or administrator. Parents will notify the principal if they feel other students or adults are intimidating, bullying, or harassing their son or daughter. Complaints shall be handled in a timely and confidential manner.

Consequences for intimidating, bullying, or harassing will be subject to discipline which will include, but not limited to: detention, suspension, expulsion as determined by the principal, superintendent, and/or school board or other legal authority. The school district complaint form is included at the end of this handbook.

Footnote:

Sexual harassment shall mean:

- *Sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act.*
- *Unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature*
- *Conduct of a sexual nature that creates an intimidating, hostile, or offensive school environment including sexually oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, directed toward a student.*
- *Conduct of a sexual nature that is prohibited according to Montana Law.*

Profanity & Vulgar Language Towards Adults.

Students who use profanity and vulgar language directed towards adults at school in verbal, physical, and/or written fashion will be dealt with in the following manner:

- 1st offense: 3 day suspension
- 2nd offense: 5 day suspension
- 3rd offense: 10 day suspension, including a mandatory meeting with the Hellgate Elementary Board of Trustees to determine if the student will be allowed to return to school.

Possession of Alcohol, Tobacco/Nicotine and Other Illegal and Harmful Substances

Student possession of any alcohol, tobacco/nicotine, illegal and harmful substance, copycat substance and matches/lighters is not allowed at Hellgate Elementary School District #4. Possession by a middle school student means to consume or to have available any quantity of alcohol, tobacco/nicotine, or any other illegal drug or any copycat substance.

The use of illegal drugs and the unlawful possession and use of alcohol is wrong and harmful to children and adolescents. They interfere with healthy development and with effective learning. The school district hereby establishes a policy to maintain a drug-free and tobaccofree educational environment.

Any student in possession, using, or under the influence of any illegal substance on school grounds, in a school building, or while representing Hellgate Elementary School in any capacity, shall be subject to immediate suspension, possible expulsion, and/or alternative consequences at the discretion of the superintendent and principal. Illegal substances shall include alcohol and other drugs, drug paraphernalia, or copycat substances.

In order to maintain a quality educational atmosphere and promote safety and security of students, all school property is subject to search. This includes student lockers, desks and personal property of the student when there is reasonable suspicion.

Definitions of Possession: Possession of Alcohol,

Tobacco/Nicotine or Other Potentially Harmful or Illegal Substances and Copycat Substances fall into any of three categories:

1. Possession by Consumption – Possession by having consumed potentially harmful or illegal substances as determined by testing or observable effects.
2. Possession – Having potentially harmful or illegal substances or look-alikes on the body, in clothing, locker or among personal possessions.

3. Possession by Association – Being in the presence of others who are in possession of or consuming potentially harmful or illegal substances.

Drugs, copycat substances, alcohol, alcohol copycats and illegal or harmful substances: We expect students to conduct themselves in an appropriate manner at school, to take their education seriously, and to look after their own welfare. The possession, distribution or use of illicit drugs or alcohol or their copycats is illegal and a violation of school policy. The possession, distribution or use of harmful substances including all items used as inhalants such as but not limited to glue, hair spray, breath spray containing alcohol, white out, aerosol cleaners, etc., is illegal and a violation of school policy. Students will be dealt with accordingly. Students can fully expect to be suspended and/or expelled for violation of this rule. Parents will be fully informed and juvenile authorities involved. Students may be referred to an appropriate counseling or rehabilitation program, the successful completion of which may be a requirement for returning to school.

Consideration of Mitigating Circumstance

School authority shall consider all aggravating or mitigating circumstances prior to dispensing disciplinary action. Aggravating and mitigating circumstances include, but are not limited to:

- Seriousness of the offence
- Program placement
- Attitude and age of the student
- Pattern of behavior
- Degree of cooperation
- Other educational relevant circumstance

Consequences for Violations of Behavior Expectations

The discipline process at Hellgate Middle School is focused upon guidance for each student to better learn self-discipline and to judge the correct course of action in a given situation. Discipline encourages students to act in a positive way and provides consequences which occur when a student chooses to do otherwise. The goals of our

1. Provide a safe, disciplined, and violence-free educational environment, and to
2. Assist the student in correcting inappropriate behaviors with an understanding about how to make better choices in the future.

Consequences for inappropriate behaviors may include:


discipline process are to:

- Warning
- Refocus – The student is sent to another classroom to refocus his/her attention on the inappropriate behavior and to reflect on what he/she could have done differently. The student is admitted back into the classroom after conferencing with the teacher.
- Detention – Before school; morning break; lunch; after school. Students are always provided an opportunity to eat when they are assigned detention during breakfast or lunch. When a student is assigned after school detention, he/she and the parent/guardian will be given at least 24 hours notice and the parent/guardian will be responsible for transportation home.
- In School Suspension – An isolated, supervised study area where students are able to evaluate their behavior and complete assignments independently. In School Suspension may be for part of a day or whole day(s). A teacher or administrator will phone the parent/guardian to inform them of the behavior that resulted in ISS.
- Out of School Suspension – Students will be under the supervision of parents/guardians for a designated period of time. Will follow absence procedures in days allowed to make up school work. Will not be allowed to interrupt or request work during the suspension period. Students should utilize PASS & teacher website's to stay current and upon return may request additional missed assignments. A teacher or administrator will phone the parent/guardian to inform them of the behavior that resulted in ISS.
- Expulsion – The Administration may make a recommendation for expulsion to the Superintendent and the School Board of Hellgate Elementary School District.

If warranted, the In School Suspension/Out of School Suspension/Expulsion process may be accelerated to achieve the behavior expectations. The administration may modify the discipline policy as necessary. Administrators and/or teachers will maintain communication with parents/guardians regarding school behaviors.



OLWEUS BULLYING PREVENTION PROGRAM – HELLGATE MIDDLE SCHOOL LEVELED BEHAVIORS

General Misbehaviors	Verbal Bully Behavior	Non-Verbal Bully Behavior	Physical Bully Behavior	Menu of Consequences
LEVEL ONE				
<ul style="list-style-type: none"> *Violation of Behavior Expectations *Inappropriate display of affection *Littering *Rough housing *Tardy *Use of cell phone *Work completion * Dress Code infraction 	<ul style="list-style-type: none"> *Passing notes *Gossiping *Starting/spreading rumors *Teasing about possessions, clothes, looks, etc... *False reporting (in regard to other's behaviors) *Name calling 	<ul style="list-style-type: none"> *Making threatening or insulting gestures/pictures *Dirty looks *Ignoring or excluding others *Hiding/taking items from others 	<ul style="list-style-type: none"> *Pushing/shoving/poking *In other's space *Blocking other's path 	<ul style="list-style-type: none"> *Teacher communication or phone call home *Reminder/warning *Refocus *Detention (morning, break, noon, after school)
LEVEL TWO				
<ul style="list-style-type: none"> *Cheating; plagiarism; falsification *Computer/internet violation *Defiance of authority; refusing to accept discipline *Lying *Matches/lighters *Misuse/throwing of food/drink *Noncompliance – Task *Snowballs *Truant; unexcused absence (from school and/or class) *Theft *General vandalism *Disrespectful/abusive language, gestures (including profanity) *Disrespectful/disruptive to substitute teacher *Fighting or physical aggression *Chronic/Extreme Level 1 Behaviors 	<ul style="list-style-type: none"> *On-going harassment through email, notes, phone or other forms of communication *Insults based on size, intelligence, race, ability, religion, ethnicity, athletic ability, gender, disability, or sexual orientation *Fighting words or threats *Intimidation through continued gossiping, teasing or destructive humor *Chronic/Extreme Level 1 Behaviors 	<ul style="list-style-type: none"> *Defacing property *Playing tricks to embarrass others *Stealing *Threatening physical harm *Cyber bullying *Inciting/provoking others (by-stander) *Chronic/Extreme Level 1 Behaviors 	<ul style="list-style-type: none"> *Starting fights *Purposeful scratching/headlocks/ biting/spitting *Tripping/kicking *Other physical altercations *Chronic/Extreme Level 1 Behaviors 	<ul style="list-style-type: none"> *Administrative Phone Call Home (except when teacher information is a critical component for the parent, or a parent requests to speak to the teacher) *Detention (morning, break, noon, after school) *Individual behavior contract *Counseling referral (when appropriate) or office referral *Green slip an option through consultation with staff and administration *In-school suspension *Principal determines from Level 3 options
LEVEL THREE				
<ul style="list-style-type: none"> *Aggressive defiance – verbal, physical *Alcohol; drugs; copycat drugs; tobacco/nicotine *Arson *Assault; mutual fighting *Explosive devises *Pornography *Weapons *False reporting *Running away/leaving school grounds *Chronic/Extreme Level 2 Behaviors 	<ul style="list-style-type: none"> *Prolonged harassment *Encouraging total group exclusion of someone by threatening others if they don't comply *Sexual harassment *Making repeated or graphic threats *Retaliation/retribution *Chronic/Extreme Level 2 Behaviors 	<ul style="list-style-type: none"> *Destroying property *Arranging public humiliation *Writing graffiti with a bias against someone *Making repeated or graphic threats *Chronic/Extreme Level 2 Behaviors 	<ul style="list-style-type: none"> *Practicing extortion *Physical cruelty *Repeated acts of violence *Assault with a weapon *Major physical assault *Retaliation/retribution *Chronic/Extreme Level 2 Behaviors 	<ul style="list-style-type: none"> *Administrative Phone Call Home *Green slip *In-school suspension *Out-of-school suspension *Re-teaching with school counselor *Individual behavior contract *Restitution *Law enforcement *Parent meeting *Expulsion

GENERAL INFORMATION

Lockers: The school will assign students a locker in which they will be expected to store books, coats, hats, and school supplies. The school reserves the right to inspect lockers at any time. Please remember that student lockers are the property of Hellgate Middle School.

Abuse of lockers will not be tolerated.

Hellgate assumes no responsibility for locker thefts. Violating the privacy of another student's locker is a serious offense. Any student found guilty of tampering with a locker will receive appropriate consequences.

Lost and Found: Students are asked not to bring anything of value or large sums of money to school. Clothing, school supplies, and personal articles of students should be clearly marked. Anyone finding lost articles should turn them into the Lost and Found Department at the main office, so that the owners can make claim. If items are not claimed in two weeks, they will be disposed to local agencies. We are not responsible for lost items, so check the main office for lost items as soon as possible.

Classroom supplies: Every effort is made to keep the expense of school supplies to a minimum. Teachers do not ordinarily ask students to purchase costly or elaborate school supplies. Pencils, pens, ruler, notebook and paper are the essential tools. If there is a question about supplies, parents should contact the classroom teacher.

Phones: Only in cases of an emergency will students be allowed to use the school phones. Classroom instruction will **NOT** be interrupted.

Deliveries: Deliveries of balloons, flowers, and gifts may not be accepted. Classes will not be disrupted for deliveries of this kind.

Search and Seizure: 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. Searches may include the use of canines.

Discipline and Due Process: Students who violate District policies, rules, and directives are subject to discipline at the discretion of District administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose, or in the

case of expulsion, recommend, the level of discipline deemed appropriate for the misconduct.

Suspension: An administrator has the authority to suspend a student for up to ten (10) school days. The student and parent/guardian are entitled to oral and/or written notification of the charges and are entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

Expulsion: Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parents' rights at the hearing.

Students With Disabilities: Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

Protection of Student Rights

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 seek parental consent prior to and 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
- 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.

Student Records: Access by Parents and Student: A student's school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act. The District maintains two sets of records: a permanent record and a cumulative record. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. 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 building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. 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, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access 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 the Individuals with Disabilities Education Act, or an individually designed program for a student with disabilities under Section 504 of the Rehabilitation Act of 1973; 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. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

Access by Other Individuals and Entities: Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.

The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. The District will grant access to or release information

from any student record as specifically required by federal or state statute.

The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.

The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.

The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.

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 in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

Challenging Content 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 requestor 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 or references to expulsion and out-of-school suspensions through this process.

Directory Information

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows 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. Directory information includes: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school.

Maintenance of Records

Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

Rights Under FERPA

Specific parental and eligible student rights are included at the end of this Handbook.

Videotaping of Students:

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

Video recordings may become 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. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.



COMPUTER and NETWORK ACCEPTABLE USE POLICY

Please read the following carefully. You are required to sign a statement that you understand this policy completely.

With access to computers and people all over the world, there might be found on the Internet information that is not of educational value in the school setting. Hellgate School District has taken every precaution to make sure that users will be restricted from seeing such information. For example, before reaching Hellgate computers, information from the World Wide Web passes through a content filtering computer that screens out objectionable sites on the Internet. The list of such sites is updated nightly. Even so, with such a large amount of information available, there is still a chance that someone may discover controversial information while using the Internet. Although non- educational information can be found, it is firmly believed that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may come upon material that is inappropriate in the educational setting.

Hellgate School District is very proud of its computer-based resources. We advocate the use of technology to enrich the student's learning environment, and consequently, we strive to integrate appropriate technologies into the school curriculum and the classroom. However, use of computers at Hellgate is a privilege, not a right. Those who use our computers and the associated network are required to follow responsible use guidelines in order to maintain the privilege of computer use. Hellgate students are expected to practice good citizenship on the Internet as well as in the Missoula community.

The following is a binding agreement made between Hellgate School District and those who have signed the agreement. By signing the agreement, one acknowledges that he/she has read the terms and conditions carefully and understands their significance.

Rules and Code of Ethics for Hellgate School District Computer Users:

1. Use of Hellgate computing facilities is limited to educational purposes only. Both for-profit and illegal activities are strictly prohibited.
2. Use of the network to develop or distribute programs that infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
3. The use of the district's computers to send or print hate mail, obscene remarks, discriminatory remarks, threats, and other antisocial behaviors are prohibited.
4. Attempts to discover or use other peoples' passwords to access other peoples' files are prohibited.
5. Any user who intentionally tampers with, alters or damages any computer equipment, computer program or computer file on the various Hellgate computers may be liable for the damage including repair or restoration costs. Standard discipline policies of the district will apply.
6. Copyrighted material must not be placed on Hellgate School District's computer system without the author's permission. Only authorized people will be allowed to download programs onto the system.
7. Hellgate School District's computer administrator may access others' files when necessary for the maintenance of the computing facilities. When performing maintenance, however, every effort will be made to insure the privacy of the users' files.
8. No user may send, receive or display obscene or disruptive messages, files or images. Any user who does not comply with the rules and code of ethics in regards to Internet use will lose this privilege for up to 60 school days. Repeated infractions may result in permanent termination of Internet privileges.
9. Technologically assisted forms of communication including, but not limited to, chat rooms, e-mail, and forms may NOT be accessed unless approved or assigned by a staff member.

10. The district may modify the acceptable use policy as the need arises

FERPA RIGHTS

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

The District is providing you notice of these rights, as outlined below:

The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent’s Office or from the Principal’s Office of each school within the District.

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

Family Policy Compliance Office

U.S. Department of
Education 400 Maryland Avenue,
SW
Washington, DC 20202-4605

Hellgate School District No. 4
Policy #1700

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent, within thirty (30) days of the nondiscrimination coordinator's receipt of the written complaint. A coordinator may hire an outside investigator to conduct the investigation. Within fifteen (15) days of the Superintendent's receipt of the coordinator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the

Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make a written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) days of the Board's decision, pursuant to Montana law.

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
Title II of the Americans with Disabilities Act of
1990 Section 504 of the Rehabilitation Act of 1973

Harassment Reporting Form for Students

School _____ Date _____

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

Who was responsible for the harassment or incident(s)? _____

Describe the incident(s). _____

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

Were other individuals involved in the incident(s)? yes no
If so, name the individual(s) and explain their roles. _____

Did anyone witness the incident(s)? yes no
If so, name the witnesses. _____

Did you take any action in response to the incident(s)? yes no
If yes, what action did you take? _____

Were there any prior incidents? yes no
If so, describe any prior incidents. _____

Signature of complainant _____

Signatures of parents/legal guardian(s) _____