

# BE IN SCHOOL~BE A BISON

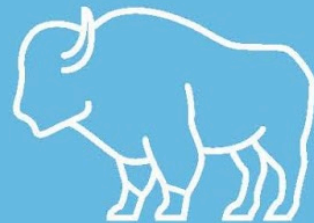


## MAKE GRADUATION YOUR GOAL

- Attend your classes.
- Do your best. Always.
- Get support when you need it. The staff is here to help!

## SHOW YOUR BISON PRIDE

- Wear Bison Blue & White on Fridays.
- Learn the Bison Roll Call, Battle Cry, and Fight song.
- Attend games and events.



## GET INVOLVED IN YOUR SCHOOL

- Try out for an activity or sport.
- Join a club.
- Get to know your classmates.
- Take care of your school and community.

## DO WHAT'S RIGHT

- Take responsibility for yourself and your actions.
- Speak and act respectfully.
- Help keep our school safe for all.



## STAY CONNECTED

- Website: <https://gfhs.gfps.k12.mt.us/>
- Facebook: @GFHBison
- Instagram: @greatfallshighbison
- PowerSchool: Code HQNL

**2024-25**  
**Student Handbook**  
**Great Falls High School**



<https://gfhs.gfps.k12.mt.us/>

<http://www.gfps.k12.mt.us/>

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Great Falls, Montana 59405  
Phone 406.268.6250  
Attendance Phone 406.268.6251

**PRINCIPAL:**

Geoffry Habel

**ASSOCIATE PRINCIPALS:**

Paul Culbertson

Shianne Currey

Tami Faulkner

**SCHOOL RESOURCE OFFICER:**

Detective Brett Munkres

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# A Message from Principal Habel

Welcome Students, Parents, and Families,

As the principal of THEE Great Falls High School, it is my great pleasure to welcome you to a new school year. Whether you are joining us for the first time or are a returning member of our community, we are excited to have you as part of our Mighty Bison family.

At Great Falls High, we take pride in being “Home of the Bison”, a symbol of strength, resilience, and unity. Our school community is dedicated to fostering an environment where every student can thrive academically, socially, and emotionally. We believe that each of us plays a vital role in creating a supportive and vibrant school culture, and we are committed to working together to ensure every student reaches their full potential.

As we set off on this new school year, we are enthusiastic about the opportunities that lie ahead. From engaging classroom experiences and extracurricular activities to community events and celebrations, there is much to look forward to. We encourage you to get involved, stay connected, and take advantage of all the resources and support available to you.

To our students, we are excited to see your growth, achievements, and all of your positive contributions to our school. To our parents and families, we value your partnership and look forward to collaborating with you to provide the best possible education and experience for your student(s).

Let's make this year an unforgettable and successful one. Together, as one big Bison family, we can achieve great things!

Welcome to the 2024-2025 school year at Great Falls High School!

Sincerely,

*Geoffrey J Habel*

Geff Habel

GFH Principal

# A Message from GFHS Student Body President

Dear Bison Students and Family,

Welcome to our 2024-2025 school year! Some of us are close to the end of our high school experience, ready to break from the herd and explore new territory. Others have just dawned as the Mighty Bison of Great Falls High, eager to learn tradition and culture. Though the journey looks different for each of us, we are all one step closer to our future. Soak in every moment of the one, two, three or four years you have left here, and find gratitude in the prominent opportunity you are given to attend Great Falls High. Great things await, my friends!

Great Falls High continues to see renovations throughout the facility, even after the addition of The Hub. All-State Boards have been installed in The Hub, extending to the beginning of South Campus. This allows students, faculty, and visitors to recognize outstanding athletes that have played for our school. Furthermore, the Alumni Brick Walkway is under development, located between the west side of Great Falls High and Memorial Stadium. The pathway, containing bricks etched with alumni names and graduation years, visually contributes to our rich history and honors individuals who have walked these halls. Without generous community support, which includes our staff, students, and family, the privilege of new projects would not exist. A great deal of appreciation is extended to all who have contributed to the evolution of Great Falls High.

As we move through the school year, I encourage you to practice our school values. Respect your peers and teachers; the connections you make with people stem from how you treat them. Recognize the difference between right and wrong; separating the two is an important skill. Discipline yourself to see the good, rather than solely focusing on the bad; optimism will take you far. That being said, our school's theme this year is: "Leading With Integrity, Excelling With Pride." Honoring the values of Great Falls High is vital to your success. I promise you it is not difficult and will make your time here very fulfilling!

The coined term we start to hear once freshman year rolls around usually emphasizes how fast high school goes by. It gets annoying after fifty repetitions, but soon you begin to realize that it really does go by fast. Immerse yourself into this experience! Get involved, meet some new people, and have fun. Walk the halls with respect and diligence. Don't take the classroom for granted, knowing there is value in your education. Most importantly, be a good person. I wish you the best of luck. GO BISON!

Vail Van Voast,  
Student Body President

# GREAT FALLS HIGH SCHOOL

2024-25

<b><u>ADMINISTRATORS</u></b>		
PRINCIPAL	Geoffry Habel	268-6323
ASSOCIATE PRINCIPAL (A-G)	Paul Culbertson	268-6322
ASSOCIATE PRINCIPAL (H-N)	Tami Faulkner	268-6313
ASSOCIATE PRINCIPAL (O-Z)	Shianne Currey	268-6314
<b><u>STUDENT SUPPORT</u></b>		
SCHOOL RESOURCE OFFICER	Brett Munkres	268-6314
STUDENT SERVICES SPECIALIST	Cherie Stordahl	268-7449
STUDENT SERVICES COORDINATOR	Erin Bucher	268-6359
INDIGENOUS SPECIALIST	Dugan Coburn	268-6003
GUIDANCE COUNSELOR (A-C)	Chad Getten	268-6334
GUIDANCE COUNSELOR (D-G)	Carie Magers	268-6335
GUIDANCE COUNSELOR (H-L)	Rosie Rossberg	268-6333
GUIDANCE COUNSELOR (M-R)	Kathy VanTighem	268-6336
GUIDANCE COUNSELOR (S-Z)	Amy Schoenen	268-6338

# GFHS STUDENT COUNCIL

## 2024-25

<b>Student Body Leadership</b>			
<b>Student Body President</b>	Vail Van Voast	<b>Photographer</b>	Jackson Jonas
<b>Student Body Secretary</b>	Tahlia Murillo	<b>PR Team</b>	Ava Fowell
<b>Student Body Vice</b>	William Zaremski	<b>PR Team</b>	Brooklyn Griffin
<b>Student Body President at Large</b>	Hannah Hill	<b>PR Team</b>	Addi Kynett
		<b>PR Team</b>	Kennadee Mora
<b>Class Leadership</b>			
<b>Senior Class President</b>	Meredith Trunkle	<b>Sophomore Class Co-President</b>	Ronald Beisecker
<b>Senior Class Vice President</b>	Andrew Pfeiffenberger	<b>Sophomore Class Co-President</b>	Cagen Getten
<b>Senior Class Secretary</b>	Grace Park	<b>Sophomore Class Vice President</b>	Dylan Hager
<b>Senior Class Representative</b>	Luke Aakre	<b>Sophomore Class Secretary</b>	Kiona Dezort
<b>Senior Class Representative</b>	Sophia Eckenstein	<b>Sophomore Class Representative</b>	Chloe Buley
<b>Senior Class Representative</b>	Sage Garness	<b>Sophomore Class Representative</b>	MaKenna Cornwell
<b>Senior Class Representative</b>	Ella Hayes	<b>Sophomore Class Representative</b>	Aria Delaney
<b>Senior Class Representative</b>	Conrad Schruth	<b>Sophomore Class Representative</b>	Kaitlynn Fulbright
<b>Senior Class Representative</b>	Liam Sullivan	<b>Sophomore Class Representative</b>	Connor Hallahan
<b>Senior Class Representative</b>	Morgan Wasson	<b>Sophomore Class Representative</b>	Kilian Lilly
<b>Junior Class Representative</b>	Taylor Whitfield	<b>Sophomore Class Representative</b>	Iris Moore
<b>Junior Class President</b>	Calissa Ward	<b>Sophomore Class Representative</b>	Jackson O'Leary
<b>Junior Class Vice President</b>	Aletta Hagen	<b>Sophomore Class Representative</b>	Bridget Scott
<b>Junior Class Secretary</b>	Ava Bloomgren	<b>Freshmen Class President</b>	<i>To be determined</i>
<b>Junior Class Representative</b>	Laura Fitzpatrick	<b>Freshmen Class Vice President</b>	<i>To be determined</i>
<b>Junior Class Representative</b>	Jaricho Jay	<b>Freshmen Class Secretary</b>	<i>To be determined</i>
<b>Junior Class Representative</b>	Bree Macdonald	<b>Freshmen Class Representative</b>	<i>To be determined</i>
<b>Junior Class Representative</b>	Karina Swartz	<b>Freshmen Class Representative</b>	<i>To be determined</i>
<b>Junior Class Representative</b>	Aza Trombley	<b>Freshmen Class Representative</b>	<i>To be determined</i>
<b>Junior Class Representative</b>	Hannah VanTighem	<b>Freshmen Class Representative</b>	<i>To be determined</i>
<b>Junior Class Representative</b>	Brayden Williams	<b>Freshmen Class Representative</b>	<i>To be determined</i>



# HISTORY OF GREAT FALLS HIGH SCHOOL

The first high school in Great Falls was the old Longfellow School, which has since been demolished. This school, which was in School District 9 under Sand Coulee, was built in 1885 at the cost of \$30,000. Longfellow actually served as the school for all grades and there were only two rooms used for the high school students. Miss Helen Edgerton was the principal and teacher with a salary of \$80 a month. The other teacher was Miss Virginia Fisher, whose salary was \$75 a month.

On May 6, 1889, the Great Falls Board of Trustees met and decided to break away from District 9. This placed them in School District 1 to which we still belong.

In a school bond election in the early 1890's, the voters passed a bill for a new high school to be built on the corner of First Avenue North and Fifteenth Street. The contractors were the McKay Brothers with a bid of \$59,940. The new school, completed on August 25, 1894, was given the name Central High School. In 1918, a new front addition was built on the school facing Central Avenue. Central remained the high school until the year 1930 when the present Great Falls High School was built. Central then became the junior high of Great Falls. This name was kept until the early 1950's when it became Paris Gibson Junior High.

After Paris Gibson Junior High School moved into the former Central Catholic High School building in 1975, the front addition of the old school was demolished for the Hollywood film, "Telethon". The stone portion of the original Central High School is now the Paris Gibson Square Art Center and Museum.

A bond request was put before the public in 1927 for a new high school but it was voted down. The bond request was voted on again in 1928 and finally passed. The cost of Great Falls High was \$1,150,000 and the stadium, which was constructed later, cost \$90,000. The new high school was finished on July 21, 1930, with an enrollment of 1,760 students that year.

In 1977, the vocational-technical wing of the school was completed, offering the latest in vocational education. The physical education facility was opened in January of 1980.

In 1998, thirteen new classrooms were added to the west end of the Bison Fieldhouse. This complex is designated the Great Falls High South Campus.

In the fall of 2016, the Great Falls Community passed a historic \$98.86M bond to build and improve facilities for education. Of that, Great Falls High received a \$37.33M upgrade in technology, renovation of classrooms in the historic building, and the building of a new student HUB/instructional space. When construction was finished, the result was a magnificent connection between the historic Main Campus and South Campus, along with kitchen/dining area improvements, parking upgrades and improvements to Memorial Stadium. Construction began, for this project, during the summer of 2018 and was completed in the Spring of 2021.

The first principal at Great Falls High School was Mr. M.C. Gallagher. Since then, the school has had thirteen principals: Mr. Armin Jahr, Mr. C.H. Hancock, Mr. R.W. Swarthout, Mr. William L. Salonen, Mrs. Karol Johnson, Mr. Gary Davis, Mr. Tracy Clark, Mr. Steve Henneberg, Mr. Gary Davis, Dr. Fred Anderson, Mrs. Jane Gregoire, Mrs. Heather Hoyer, and Mr. Geoffry Habel.

# BELL SCHEDULE

REGULAR			PLCT			EARLY OUT			ASSEMBLY (40 MIN)		
PERIOD	START	END	PERIOD	START	END	PERIOD	START	END	PERIOD	START	END
0	7:00	7:54	0	7:07	7:54	0	7:24	7:55	0	7:05	7:55
1	8:00	8:53	1	8:00	8:47	1	8:00	8:31	1	8:00	8:48
2	8:59	9:52	2	8:53	9:40	2	8:36	9:07	2	8:53	9:41
3	9:58	10:51	3	9:46	10:43	3	9:12	9:43	ASSEMBLY	9:46	10:26
4	10:56	11:49	4	10:49	11:36	4	9:48	10:19	3	10:31	11:18
LUNCH	11:49	12:19	LUNCH	11:36	12:06	5	10:24	10:56	4	11:23	12:10
5	12:25	1:18	5	12:12	12:59	6	11:01	11:33	LUNCH	12:10	12:40
6	1:24	2:17	6	1:05	1:52	7	11:38	12:10	5	12:45	1:32
7	2:23	3:15	7	1:58	2:45				6	1:37	2:24
									7	2:29	3:15

\* Students not assigned to a classroom or extracurricular activity before school should not arrive on campus before 7:30 am.

\*\* Students not assigned to a classroom or extracurricular activity after school are required to leave campus by 3:45 pm.

\*\*\* Please consult the district provided school year calendar for vacation days and additional release days. Weekly schedules are available in both GFHS buildings in the main offices.

# SECTION ONE: ACADEMICS

## Academic Programming

For a listing of academic offerings, please refer to our Course Catalog, available in the Counseling Center and online at <https://gfhcounseling.weebly.com/>

**Academic Variance:** Students who wish to deviate from the standard requirements for graduation, regarding coursework, need to address the request through the Academic Variance process. Please see a counselor for more information.

**Honors:** A number of honors courses are available throughout your high school years. These classes will offer an additional level of rigor and college preparation. See the Course Catalog for specific offerings.

**Advanced Placement:** Advanced Placement (AP) classes are college level courses. Students who take AP courses **may** receive college credit if they score high enough on the exam AND if the college of their choice accepts AP credit. The student/family is responsible for paying the test fee and any additional fees. Students who are interested in AP courses should contact a counselor for more information.

**Dual Credit Courses:** GFH offers many courses that can be taken for both high school and college credit. The student/family is responsible for the cost of the college credit at a reduced rate, a separate college application, and additional qualifying criteria, dependent upon the course (i.e. test scores). In order to qualify for a number of dual credit courses, students must adhere to college deadlines and requirements. For a full list of classes, see the dual credit matrix found on the GFH website. Please note the revision date, as this is updated frequently throughout the year.

**Transformational Learning:** If you are pursuing educational opportunities outside of GFH, see your counselor or Associate Principal to determine if these endeavors could fit into your graduation plan.

## Cheating, Plagiarism, Forgeries, and the use of Artificial Intelligence Tools

At Great Falls High school, we hold our students and teachers to the highest level of academic integrity. In order for teachers to fulfill their ethical responsibility of grading work and showing student progress toward mastery of content, **ALL** work from **ALL** assignments (including online) needs to be ***original*** work. Students have a responsibility to be sure that all work submitted is their own; this includes, but is not limited to, classwork, homework, projects, and assessments. When students are told to work together, they may collaborate on thoughts and ideas but the synthesis of their learning is theirs and must be unique to each individual.

Citations and attributions are necessary when using AI-generated content to avoid plagiarism. Students are only permitted to use an AI tool to complete exams, quizzes, or any assignment when the teacher has explicitly stated whether this is allowed.

Violations involving cheating, plagiarism, or forgery on any work, will result in a Pupil Action Report and action up to and/or including loss of credit for the class.

## **Class Designation**

Great Falls Public Schools will determine class designation by the student's year in school versus the number of credits earned. Students must still meet the graduation requirements as set by the GFPS School Board, in accordance with State guidelines, to walk the stage. This means that a student may be listed as a "Senior" but may not be eligible for graduation because of a lack of credits or failure to meet graduation requirements.

- 1<sup>st</sup> year students are Freshmen: 9<sup>th</sup> grade
- 2<sup>nd</sup> year students are Sophomores: 10<sup>th</sup> Grade
- 3<sup>rd</sup> year students are Juniors: 11<sup>th</sup> Grade
- 4<sup>th</sup> year students are Seniors: 12<sup>th</sup> Grade

## **College Entrance Exams**

Colleges vary in their requirements for admission. Consequently, students should carefully check the requirements of specific colleges. All 4yr college bound students must take a college entrance exam.

Students should explore admissions criteria. Test registration materials as well as catalogs from individual colleges are available in the Counseling Center and online.

ACT - The American College Testing Program. The State of Montana requires all juniors take the ACT. This test is provided, free of charge, one time only and on a designated date in the spring (March 25, 2025). In addition, the ACT score is currently being used for your state testing requirements. The ACT may be retaken if a student or family is unsatisfied with their State supported score. Any additional attempts are the organizational and financial obligation of the family. For more information, see ACT.org.

If you feel that an additional college entrance exam is needed, the SAT is another option. The SAT is available on your own time, at your expense.

Pre-ACT: The Pre-ACT is also offered March 25, 2025 for Sophomores. Students should contact their counselor if they would like to take the Pre-ACT.

SAT - College Board Scholastic Aptitude Tests may be taken. [Collegeboard.org](http://Collegeboard.org)

PSAT/NMSQT - Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test is available for sophomores and juniors. A testing fee is required to take this practice test.

Students with testing accommodations per a 504 plan or IEP should contact their guidance counselor or case manager at least 6 months prior to taking the exam so that the school can assist you in applying for testing accommodations.

## **Early Graduation**

Students who plan on graduating one semester early must have an advanced plan in place with their counselor. The GFPS graduation requirements still apply to a student graduating early.

## **Homework**

GFH's Homework Policy is reflected in the District policy (see District Handbook or use the Parent Portal in PowerSchool). Homework is required at all grade levels. Homework should be a meaningful application or extension of the classroom experience.

## **Online Courses not Offered by GFPS**

Students who wish to take an online class (**not distance learning provided by GFHS**) must talk to their Counselors before registering. Parents/Guardians are encouraged to visit with counselors as well. Oftentimes these classes include a non-refundable fee. Online courses are transcribed so the grade earned will be part of your permanent academic record. Students have expressed that online classes can be more time consuming than a traditional classroom setting. Online courses are a way to enhance and challenge your current academic schedule. (See GFPS Board Policy 2168).

## **Open Periods**

Freshmen and Sophomores will be scheduled for 7 periods per day and are not allowed an open period without administrative approval. Juniors and Seniors must be enrolled in at least 5 credit bearing classes. Juniors and Seniors in good standing may have open periods approved by an administrator.

A student with an open period is expected to be OFF CAMPUS during that time. If they choose to be on campus, they must remain in the Hub and carry a Hub pass with them at all times.

## **Special Education/Student Services**

Compensatory instructional services are offered to GFH students who qualify under IDEA (Individuals with Disabilities Education Act), Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act. Please contact the appropriate Associate Principal or the GFHS Student Services Specialist, Cherie Stordahl at 406-268-7449, for information.

GFH offers Student Services to ensure all our students have access to a free and appropriate public education. Please contact the appropriate Associate Principal or the GFHS Student Services Specialist, Cherie Stordahl at 406-268-7449, for information on any of the following services.

### Extended Curriculum Services/Gifted Education

To the extent possible and within the resources available, identified gifted and talented students shall have the opportunity to participate in AP, Honors, and Dual Credit classes, which are offered to challenge students.

### Special Education

Instructional services are offered to meet the needs of GFH students who qualify under IDEA (Individuals with Disabilities Education Act) or the ADA (Americans with Disabilities Act).

### 504 Plans

Instructional plans offered to meet the needs of GFH students who qualify under Section 504 of the Rehabilitation Act.

### English Language Learner Support

GFH works to best meet the needs of English Language Learners, both Limited English Proficient (LEP) and English as a Second Language (ESL) students.

### Indigenous Student Education Support

Great Falls High School has our own Education Specialist for *Indian Education for All*, with an office on site at GFHS. Contact our Main Office for more information.

### Other Supports

Health services, Student Title IX, etc.

### **Student Course Load & Differentiated Diploma**

Great Falls High School and Great Falls Public Schools offer differentiated diplomas. Students/families may choose from a Comprehensive 23 credit diploma, Concentration 23 credit diploma or a 26 credit Honors diploma which requires an additional math, a 3.3 GPA and a minimum of 6 Honors, AP or dual credit classes. Freshmen, sophomores and juniors must be enrolled in seven periods a day, six of which are credit-bearing. Seniors must have six periods a day, five of which are credit-bearing. See “Interventions” for variations to these expectations. Note: students must meet all requirements to earn one of the aforementioned diplomas.

### **Transcripts**

To request a transcript, the student needs to contact the GFH Records Office and complete a form. Final transcripts and verification of graduation will be forwarded in June and July if requested by the student. All requests for release of student information require a signed release of information form, by the student, if 18 or older, or the parent, if the student is under 18.

# SECTION TWO: ACADEMIC SUPPORT

## School Year Academic Support

- Academic Support Labs: Great Falls High School has 3 academic support labs staffed with certified educators who offer academic support to students throughout the school day. Students can work with their teachers to access the support in Math Lab, English Language Arts Lab, and/or Content Lab.
- Indigenous Student Education Support: Great Falls High School has our own Education Specialist for Indigenous Education for All, with an office on site at GFHS. Contact our Main Office for more information.
- Night School for credit recovery, homework support, or academic skill building (when available).
- Saturday School for credit recovery, homework support, or academic skill building. (Saturday School is also an option for disciplinary action for truancy or other infractions.)
- Transitions Program for students who require additional support for high school. Placement is based on a recommendation from teachers and counselors.

**Peer Tutoring:** National Honor Society offers peer tutoring through the STAT program and Saturday School. Additional tutoring may be arranged through the NHS advisor. Please see your Counselor or Associate Principal for more information.

**Student-Parent-Teacher Conference Nights:** Student-Parent-Teacher Conference Nights will be held in the Fall and in the Spring.

**Study Hall:** All students who request, or are assigned to, a study hall are required to attend and to bring work to do during this time. Students are not allowed to leave study hall without a pass. Electronic listening devices may be used in study hall at the discretion of the study hall teacher.

**Summer School:** Summer school may be available to students for credit make-up and is staffed by certified teachers. Summer school fees are charged per half credit and are payable prior to the first day of instruction. A strict attendance and behavior code is enforced.

# SECTION THREE: ATTENDANCE

## GFPS Attendance Policy (3122 STUDENTS)

The Board believes and research supports that students who attend school regularly are more successful than those who do not. Students are responsible for attending class, with family support and encouragement. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in the grade. Grades earned in any course shall reflect the student's fulfillment of academic requirements, achievement, and daily participation. The administration does not condone absences that detract from our academics.

## GFH Attendance Expectations: Be a Bison-Be in School!

- If a student accumulates more than 12 total (excused or unexcused) absences in any class period during a semester, he/she is in violation of the absence limit.

Number of excused or unexcused absences per class period	<h1>Attendance Procedure Flowchart</h1>
<b>1-6</b>	<ul style="list-style-type: none"> <li>• Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</li> <li>• Classroom teacher recognizes that absences may be a concern with the student.</li> <li>• If there is a teacher concern, the teacher may contact the student and parent/guardian, review the make-up work procedure, and document the contact in Milepost.</li> </ul>
<b>7-8 OR 3-4 in a quarter long class</b>	<ul style="list-style-type: none"> <li>• Call from the attendance office or automated dialer.</li> <li>• Classroom teacher recognizes that student absences are a concern.</li> <li>• School will:               <ul style="list-style-type: none"> <li>o Contact the student and parents/guardians, via letter, email, phone call, text push, and/or grade reports</li> <li>o Explain to student and parent/guardian opportunities for making up missed classwork. The student is responsible for completing any missing work.</li> <li>o Assign classroom intervention if the student is behind academically (i.e. contract, Saturday school, lunch or after school detention, community resources, etc.) Teacher notifies both the student and parent/guardian of the intervention type and time.</li> </ul> </li> </ul>
<b>More than 12 OR More than 6 in a quarter long class</b>	<ul style="list-style-type: none"> <li>• Call from the attendance office or automated dialer.</li> <li>• Interventions may be assigned by Associate Principal (i.e. contract, Saturday school, lunch or after school detention, community resources, etc.) Associate Principal notifies both the student and parent/guardian of the intervention type and time.</li> <li>• Possible truancy citation by law enforcement/SRO.</li> </ul>



**Definitions:**

**Absences that are counted against the 12-day absence limit:** (Students are required to make up all work that is missed to gain the necessary skills taught in the course):

- **Excused Absences** (E=Excused, F=Family, IL=Illness). An absence that had been pre-approved or cleared, within two days of the absence, by a parent or a guardian.
- **Unexcused Absences** (TR=Truant or A=Absent). An absence that has not been pre-approved or excused, within two days of the absence, by a parent or guardian. Students will be allowed to make-up work missed during unexcused absences at teacher discretion.

**Absences not counted against the 12-day absence limit:** (Students are required to make up all work that is missed to gain the necessary skills taught in the course.):

- **SR=School Related** When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office.
- **IS=ISS, OS=OSS** Disciplinary action that results in the exclusion of a student from classes and/or extra-curricular activities for a specified period of time.
- **M=Medical, H=Homebound** An absence that is medically cleared through written documentation from a licensed physician.
- **OT= Other** (i.e. Weather related absence when the schools remain in session, legal appointments, one College Visit during your Senior year or discretionary administrative approval.)
- **F= bereavement, religious exemptions**

**Tardies.** Students are expected to arrive at class on time, with materials, and be ready to learn. Chronic tardiness may adversely affect a student's academic progress. Students, late for any reason, must record the time on the classroom sign in/sign out page. *Students will be assigned lunch detention on the 4th tardy and every tardy after that. A tardy of more than 15 minutes is considered an absence.*

**Absence Notification.** A phone call from a parent or legal guardian is necessary when a student is absent or late. Calls should be received by 9 am on the day of the absence (the Attendance Office number is 406-268-6251 or email [gfh\\_attendance@gfps.k12.mt.us](mailto:gfh_attendance@gfps.k12.mt.us) ). Students who are found calling in and representing themselves as parents or guardians will face disciplinary consequences. **(Per Board Policy 3122R: Any absence must be verified within 48 hours of the absence or the absence will be recorded as unverified/truant.)**

**Automated Attendance Notification System.** If your student is absent from a class, and if you, as the parent, have not called in to excuse the absence, you will be notified via phone that your student's absence is currently unexcused. The automated system will call at intervals of several hours until our Attendance Office receives a call back from you, the parent. The recorded message will give you all the pertinent details. It is the parent's responsibility to update contact information and notify us of any changes.

**Inclement Weather.** During inclement weather, the school uses texts, phone messages, and email. You can also listen to the radio for weather updates. Social media is also utilized. Check Facebook and the school district website ([www.gfps.k12.mt.us](http://www.gfps.k12.mt.us)) for updates. If you have questions, please contact the school office. In the case of school or bus cancellations, absences will be school related.

**Planned Absences.** It is important to remember that the learning experiences taking place in the classroom environment are an essential part of the educational process. Teachers and students can work out arrangements for handing in missed work; however, it is not possible or reasonable to expect teachers to reconstruct classroom activities (e.g. discussions, labs, etc.) when a student misses class.

**Planned extended absences (i.e. family vacations, family/friend trips, etc.) that span 3 or more days must receive prior approval from the GFH administration. See also above: "12-Day Absence Procedure."**

When missing school is unavoidable for a non-school related, planned activity, school officials and teachers appreciate knowing the student will be absent. Parents are asked to CALL THE ATTENDANCE OFFICE (406-268-6251) or email [gfh\\_attendance@gfps.k12.mt.us](mailto:gfh_attendance@gfps.k12.mt.us) in advance of the absence.

Teachers, coaches, sponsors, parents and other concerned parties may require students to fill out a “Request for Absence Approval and Assignments” form from the Attendance Office and take it to teachers for signatures and homework.

**School-sponsored Absences:** Absences for school-sponsored activities are excused, and teachers will work with students to make up the work missed.

In order to participate in an extracurricular activity, including practice, a student must be in school during the afternoon of the date of the event or during the afternoon on the last day prior to the activity if the activity falls on a non-school day. Exceptions may be made by an Administrator.

**Absences during Semester Tests: Unless a verified emergency, absences during this time must be cleared two weeks in advance with the Associate Principal and counselor. Failure to take mandated exams may result in a zero grade being assigned for the exam.**

**Make-up Work.** Teachers will grant 2 days for each day of excused/ verified absence (such as appointments/illnesses verified by a parent) for work completion at full credit. Students must begin making up past due work upon their return. It is the student’s responsibility to make individual arrangements with his or her teachers for work completion. Students may not be able to make up work missed during unexcused/unverified absences. (Per Board Policy 3122R: Any absence must be verified within 48 hours of the absence or the absence will be recorded as unverified.)

**Before and After School.** Students who arrive early are expected to keep voices at a normal level and not to be loud or disruptive to zero period classes that are in session. After school, students are asked to leave the building as soon as possible (within 5 minutes of class ending), unless they are being supervised by a staff member. Students waiting for rides or for driver’s education classes should remain in the breezeways.

**Disciplinary Action for Truancy.** Truancy may result in disciplinary action. Students are to attend every class, every day. If a student is in the building and refusing to go to class, disciplinary action will be taken, including but not limited to out of school suspension for the remainder of the day.

**Change of Address.** It is very important that any change of residence or phone numbers during the school year be reported to the Attendance Office (406-268-6251). This includes primary addresses and second mailing addresses.

**Part Time Attendance.** Students requesting part-time enrollment will be reviewed on a case-by-case basis. A committee of school professionals and the parents will review the request and make a recommendation. The final decision lies with the Principal, subject to review by the Superintendent upon request.

**Release of Student from School.** Students must check out with the attendance office before leaving school during the day. Failure to sign out before leaving will result in a warning, then disciplinary action. A student who wishes to leave school during the day must have a parent call the Attendance Office with the reason for leaving. If a student is at school and becomes ill, he/she needs to report to the Attendance Office so that parents may be contacted. Students may only be released to adults listed on PowerSchool.

**Transfer or Withdrawal from school.** Students transferring schools or withdrawing from school must have permission from their parents. After a letter or phone call from parents to an Administrator, the Administrator will proceed with the checkout process. All textbooks must be returned, fines paid, and other obligations met prior to grades being granted and transferred.

## **Attendance Matters**

“Attendance Matters” is a partnership between Great Falls Public Schools and the local business community. Students seeking employment may be asked to provide an attendance record with their academic transcript to a prospective employer as part of the job application. Students are responsible for requesting the transcript and may sign for it if they are 18 years old, or have a parent sign if they are a minor. The GFH Records Office issues these transcripts.

# SECTION FOUR: STUDENT BEHAVIOR

Expectations for GFH student behavior include respect for all individuals who attend or work at this high school. Good judgment, common sense, and consideration of others are essential.

Basic expectations include, but are not limited to:

- **Do what's right, Treat others the way you want to be treated, Do the best you can.**
- Normal speaking volume (not yelling, loud, or disruptive).
- Respect for each person's "space" (avoid physical contact, such as hitting, kicking, pushing, etc.)
- Appropriate language (inappropriate language and profanity are not acceptable).
- Responsibility for maintaining a clean campus by putting all litter in trash barrels and recycling receptacles located throughout the school and campus.
- Respect for others (insubordination, harassment, {video recording others may be seen as a form of harassment} sexual language, name-calling, or rumor-spreading are not acceptable).
- Appropriate dress is expected. The guideline of "professionally appropriate" is suggested.
- Respect for all property.
- Presence in classes, as assigned.

## **Bison in Good Standing: B.I.G.S.**

A Great Falls High "Bison in Good Standing" is an exemplary and responsible student who consistently demonstrates a commitment to their education and a positive school environment. This designation is earned through meeting specific criteria that reflect a student's dedication to their academic and behavioral responsibilities. B.I.G.S. is determined every quarter considering the following criteria:

- **PRESENT:** No more than 8 single period trancies (unverified absences) per quarter
- **ON TIME:** No more than 5 tardies total in any class period per quarter
- **ENGAGED:** Passing your classes at quarter grade check
- **POSITIVE:** No office referrals for fighting, disorderly conduct, substance use at school, and/or repeated insubordination

Students who are not in good standing will not be welcome to participate in special events and activities like Winter Formal, Spring Prom, Bison Giving Tree, and other school sanctioned events

## **Cell Phones/Electronic devices**

Cell phones/Electronic devices may be used in the common areas of the building between classes and at lunch time. Cell phones/Electronic devices may be used during open periods in the commons and breezeways only. **Parents are asked not to phone the student's cell phone during school hours. (Please see School Board Policy 3630 for more details.)**

Cell phones/Electronic devices should not be used, seen, or heard during classes. Because cell phones impede our ability to communicate face-to-face and educate students, they will only be allowed for academic purposes in classrooms and ONLY with teacher's explicit permission. Students will be taught appropriate use and the daily classroom expectation (green, yellow, or red) will be clearly posted in all classrooms.

## Classroom Cell Phone Expectation

<ul style="list-style-type: none"><li>• No Academic Use</li><li>• Devices put away.</li></ul>
<ul style="list-style-type: none"><li>• Limited Academic Use</li><li>• Devices may only be used, <b>with teacher permission</b>, for academic purposes.</li></ul>
<ul style="list-style-type: none"><li>• Full Academic Use</li><li>• Devices out for academic purposes.</li></ul>

Per School Board Policy 3630, unauthorized use may result in confiscation of the device by school staff and may result in disciplinary action.

***Multiple infractions will result in progressive disciplinary action.***

Student phone use will not be allowed in the administrator's offices, counselor's offices, or office waiting areas because of student confidentiality and safety.

AT NO TIME is a student allowed to use a cell phone or other electronic device with video capabilities in any locker room, restroom, or other location where such operation will violate the privacy right of another person or interfere with the instructional process.

All electronic devices, including cell phones, may be searched for information as needed pursuant to School Board Policy 3231 and 3226 (Bullying).

Student use of a cell phone or other electronic device with the intent to threaten, intimidate, or harass another student will be considered a serious offense with disciplinary consequences. In addition, this activity falls under the Privacy in Communications Act (MCA 45-8-213) and will be referred to the SRO. In short, this activity will not be tolerated.

## Damage to Property

Students shall not cause damage to school property. Students who cause damage to property will be held financially accountable for repairs and/or replacement. This applies to all school property, including textbooks, calculators and lockers issued to students. The School Resource Officer will be notified of any vandalism to school property; school disciplinary consequences may also be assigned.

## Discipline

### GFPS Student Discipline Policy (3310 STUDENTS)

The Administration, Faculty, and Staff of Great Falls High School have the authority to hold students to strict accountability for disorderly conduct in school, on or off campus during breaks in the day, or on the way to or from school. See District Handbook

Disciplinary actions may result whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On or within sight of school grounds before, during, or after school hours or at any time when the school is being used by a school group.
- Off school grounds at a school sponsored activity or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function, or event, or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Any conduct that violates Montana law will be reported to the police.

**APPEAL PROCESS:** Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision to the Board through the Uniform Complaint Procedure.

## **Fighting**

Fighting poses a very real danger to students, faculty, and staff. Fighting and/or promoting fighting is simply not tolerated at Great Falls High School. This includes those who video fights.

Within the scope of Montana Law (MCA 20-5-201) and GFPS District Policy (3310), students who fight, promote fighting, or encourage others to fight will be assigned consequences up to and including out of school suspension. Consequences will be progressive for repeat offenders and may include SRO involvement.

## **Firearms & Weapons**

### **GFPS Firearms & Weapons Policy (3311 STUDENTS)**

For the purposes of the firearms section of this policy, 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). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Great Falls Public 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.

However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

### **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, nunchuck, 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.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution of a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. For the purposes of education, instruction and ceremonial occasions, the building principal, in consultation with the school resource officer, may grant students or faculty prior written permission to bring a weapon or disabled firearm into a school building. The Superintendent or designee will be notified by the building principal each time permission is granted for an individual or group to bring weapons on to a GFPS school campus for educational purposes. (ex. Hunter education classes, History lessons, Shop class, etc.)

All other persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This policy does not apply to law enforcement officers. (45-8-361 (3a))

The trustees shall annually review this policy and update this policy as determined necessary based on changing circumstances pertaining to school safety.

### **Harassment and Hazing**

#### **GFPS Hazing/Harassment/Imitation/Bullying Policy (3226 STUDENTS)**

Harassment, hazing, humiliation, and/or discrimination of any type will not be tolerated at Great Falls High School. If such activities should occur, they will result in disciplinary action.

Generally, hazing means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, organization or club, or for any other purpose.

Hazing or harassment includes, but is not limited to:

- Any type of physical brutality.
- Any type of physical activity or other type of activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
- Any activity that discourages a student from being in school.
- Any activity that is in violation of the law or school rules.
- Knowingly aiding and abetting another person who is engaged in hazing.

All students and staff are required to report any alleged hazing or bullying violations to school Administrators.

Any and all forms of harassment in cyberspace, often called “cyber bullying,” are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate email messages, instant messages, text messages, digital photos and videos, or website postings. Any incidents of cyberbullying should be reported to an Administrator; these reports will be investigated fully. Consequences may include the loss of computer privileges, detention, suspension, or involvement of law enforcement. Also, see Sexual Harassment and Intimidation on the following pages.

## **Insubordination**

Insubordination is defined as defiance to authority. Students are expected to comply with the reasonable request of any staff member in the building including, but not limited to administrators, teachers, paraprofessionals, substitute teachers, teacher aides, custodians, and clerical staff. Failure to comply with a reasonable request is insubordination and is grounds for disciplinary action.

## **Intimidation / Bullying**

Intimidation/bullying exists when someone hurts or frightens another person or group on purpose. These are aggressive behaviors that will not be tolerated. Intimidation and bullying consists of behaviors that cause someone to feel threatened or humiliated. It is denoted by the following behaviors:

- An imbalance of power exists between the victim and the bully.
- The behavior is repeated, and usually repeated often.
- One student does not enjoy the behavior while the other student does enjoy it and may categorize it as a “joke.”
- A student is humiliated by another’s actions.

The above behaviors will be dealt with through disciplinary consequences. Intimidation, bullying, and harassment will not be regarded as a joke. See also Harassment/Hazing, and Sexual Harassment in this section.

## **Life Threats**

The Great Falls Public Schools Board Policy specifically addresses how Administrators address life threats. (See District Student Handbook.)



## **MHSA AA Conference Sportsmanship Guidelines**

Great Falls High School expects exemplary behavior by both competitors and spectators at school events. To achieve this goal and to act in cooperation with the 16 Montana AA High Schools, the following are our guidelines regarding sportsmanship and expected behaviors at school events.

Our expectations of students and spectators:

1. Only positive spirit signs and cheers are allowed. All signs at events must have administrative approval.
2. It is expected that all will stand, remove hats, and remain respectfully silent for the national anthem until the flag leaves the floor or playing field.
3. Students must be fully clothed. Body painting is not a substitute for clothing.
4. Clothing is to be appropriate for a school event; wearing school colors is encouraged.
5. Derogatory cheers, heckling or negative signs or comments to referees, players, coaches, halftime performers or opposing fans are not acceptable and will not be tolerated.
6. Disrespectful behavior of any kind will not be tolerated.
7. Oversized school flags are allowed at outdoor events only and must be waved in front of the home fans, never in front of the opponent's fans.
8. Artificial noisemakers or sound amplification devices (like megaphones) are not allowed for indoor sporting events.

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

**DO WHAT'S RIGHT - TREAT OTHERS THE WAY YOU WANT TO BE TREATED - DO THE BEST YOU CAN**

### **Public Displays of Affection**

Public displays of affection (kissing, hugging, etc.) are not acceptable at school or at school activities. Students involved in these activities will be contacted personally and directed to stop the behaviors. Failure to comply with school rules will result in disciplinary consequences.

### **Retaliation**

Retaliation is prohibited against any person who reports or is thought to have reported a rule violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of School Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate consequences.

### **Sexual Harassment**

#### **GFPS Sexual Harassment Policy (3225 STUDENTS)**

Simply stated, sexual harassment is any unwanted attention of a sexual nature. This can be verbal, nonverbal, electronic or physical.

It is the expressed intent of Great Falls High School Administration and staff to protect any student, teacher, or staff member from being subject to any form of sexual harassment. Sexual harassment in any form is against our standards for behavior, against Great Falls Public School Board Policy, and AGAINST THE LAW.

To report sexual harassment, contact a Teacher, a Counselor, or an Administrator. If the student is not sure if another person's behavior is harassment, he/she shall ask one of the above mentioned professionals. The Building Title IX Coordinator (Paul Culbertson, Associate Principal) will be informed of the activity and may assist in resolving the situation. **STUDENTS ARE ADVISED NOT TO IGNORE THE PROBLEM IN HOPES THAT IT WILL GO AWAY.** See also Intimidation and Harassment/Hazing in this section of the handbook.

**APPEAL PROCESS:** Any parent or legal guardian and student who is aggrieved by the decision of the school administration and building level Title IX director shall have the right to appeal any administrative decision to the district level Title IX director, Mr. Lance Boyd (406-268-7432).

## School Resource Officer

Our School Resource Officer is Detective Brett Munkres . He is available to GFH as a community resource and is considered an agent of the school in dealings with students. Detective Munkres also works in a professional capacity with the Great Falls Police Department. His phone number is 406-268-6324.

## Student Dress

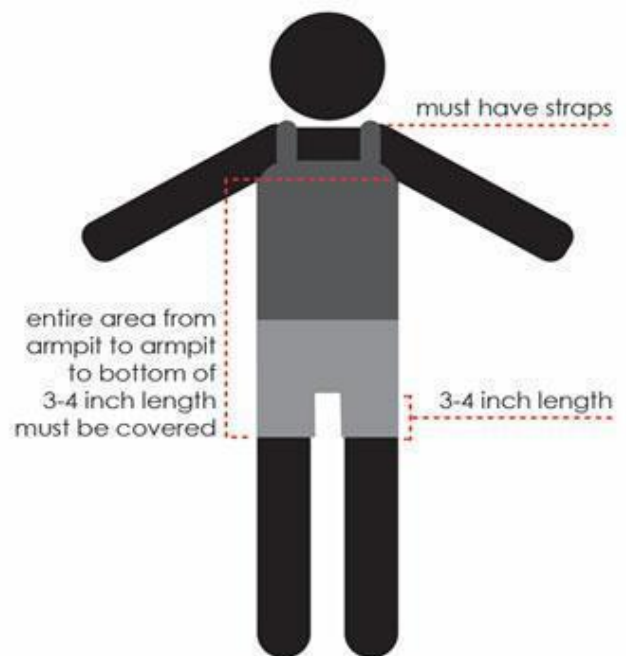
School is the staff members' and students' workplace, and appropriate dress is a reasonable expectation. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them. In general, students are to avoid wearing clothing judged as disruptive to the educational process or as creating safety issues. The following summary provides guidance for students, staff, and parents. Any exceptions to the dress code for special events at school will be announced in advance.

Workplace appropriate dress guidelines:

It is preferred and recommended that students be covered from their shoulders to their thighs. Clothing that conceals a students' identity, or interferes with our ability to communicate with them or educate them, will be referred to administration.

Students are expected to present themselves at school with adequate personal hygiene habits and in clothing that conforms to the following guidelines:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). Tops must have shoulder straps. Rips or tears in clothing should be less than 3 to 4 inches in length.
2. Undergarments as primary attire, including but not limited to sports bras, boxer shorts, and bralettes, are not workplace appropriate and will not be allowed.
3. Shoes must be worn at all times and should be safe for the school environment.
4. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum expectations of the dress code.



5. Clothing may not hide the face or conceal the student's identity upon entering school.
6. Clothing may not depict, imply, advertise, or advocate illegal, violent, sexual, obscene, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
7. Clothing may not state, imply, or depict discriminatory language or hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
8. Sunglasses may not be worn inside the building.
9. Clothing and accessories that endanger student or staff safety or disrupt the learning environment may not be worn (eg. spiked clothing, chains, blankets, leashes, tails, etc.).
10. Apparel, jewelry, accessories, etc. that, by virtue of their color, arrangement, trademark or any other attribute, denote membership in a gang or group that advocates illegal or disruptive behavior is prohibited.
11. Facemasks, when required, must meet all of the above requirements.
12. Headwear is allowed in common spaces. Staff may ask students to remove or adjust headwear if it conceals the student's identity, or interferes with communication or education. If teachers would like students to remove headwear in the classroom, teachers will articulate the educational need in their classroom management plans.
13. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

***The administration at Great Falls High School reserves the right to determine what constitutes workplace appropriate dress.*** Students who arrive at school wearing clothes deemed inappropriate for school may choose to:

- Remove the offending item (sunglasses, inappropriate shirt, etc.)
- Change clothes, cover the offending clothing item with another item of clothing, or turn the offending clothing inside-out.
- Borrow a laundered item of clothing from the school laundry's loaner box.
- Have a parent bring other clothing to school for the student to wear.
- Drive home to change clothes, at the parent's request.

***Students who continually disregard clothing expectations are considered insubordinate and their consequences will reflect that.***

## **Suspension (In-School/Out-of-School)**

Suspension is the exclusion of a student from attending individual classes, or school, and/or school activities for a specified and limited length of time. Only school Administrators may suspend a student. (See District Handbook) Students may not be on campus during the duration of a suspension, unless invited by an administrator.

## **Trespassing**

Unauthorized individuals on the GFH campus risk having trespassing charges filed against them. The School Resource Officer will be involved.

## **Tobacco, Alcohol and Other Drug Use Policies** **GFPS Student Discipline Policy (3310 STUDENTS)**

### **School Related Activities Chemical Use Policy**

The District believes that the all-around development of students is important and that implementation of

these rules will serve these purposes:

- Emphasize concern for the health and well-being of all students;
- Provide a chemical-free environment which will encourage healthy development;
- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;
- Confirm and support existing state laws regarding the use of drugs, tobacco and alcohol;
- Emphasize standards of conduct for those students who, through their participation in extra and co-curricular activities, are leaders and role models for their peers and younger students; and
- Assist students who desire to resist peer pressure that often directs them toward the illegal use of chemicals.

### **All Students:**

All students will be held accountable for using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, imitation controlled substances, look-alike drugs and drug paraphernalia, alcohol, and tobacco or nicotine innovations. 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 or alcohol in their possession. (Board Policy 3310) Use of tobacco products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school. (Board Policy 8225)

### **Students Involved In Extra And Co-Curricular Activities:**

The District views participation in extracurricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. Students participating in school related activities whether sponsored by the MHSA or not, shall not illegally use, have in possession, sell, or distribute alcohol, tobacco, nicotine innovations or illegal drugs, or abuse prescription or non-prescription drugs. This rule is in effect twenty-four (24) hours a day for the duration of the school year. The school year is defined as the start of fall sports to the end of the school year or activities, whichever is later. If a student is charged with a Minor in Possession (MIP), Minor in Possession – Tobacco (MIPT), or Driving Under the Influence (DUI), or there is reasonable suspicion to believe the student is or has been illegally using tobacco, alcohol, or drugs, the student will forfeit the privilege of participating in school related activities. Additional sanctions for the student may apply depending upon the individual circumstances of the offense and the specific written requirements of their activity supervisors. The student will be offered a District-approved chemical awareness class and/or a tobacco education group (TEG) class. Successful completion of this class may reduce the sanctions. The Administration shall publish the participation rules annually in the athletic activities and student handbooks.

### **PENALTIES FOR STUDENTS REGARDING DRUG, ALCOHOL, AND TOBACCO VIOLATIONS**

In addition to disciplinary action outlined in Policy 3310, the following penalties apply. Please be aware that all contraband will be confiscated by the school administration.

#### **First Offense - All Students:**

- Parent Notification.
- SRO Notification to determine ticketing, if appropriate.
- Out of school suspension (OSS) or In-school suspension (ISS) for the remainder of the school day and 10 additional days of OSS or ISS or Saturday School.
- In lieu of the 10-day suspension, students may be offered a District-approved chemical awareness class and/or a tobacco education group class at the family's expense. Agreeing to participate in this class can reduce the out-of-school suspension to the day of the infraction and up to 3-5 days of in-school

suspension and/or Saturday School. Failure to complete the assigned class will result in reinstatement of the 10-day suspension.

**First Offense - Additional Penalties for Extra or Co-Curricular Participants:**

**Drugs and Alcohol**

1. Students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended for one calendar year for drug or alcohol offenses. The one year sanction for drug or alcohol offenses may be reduced to 30 calendar days for the successful completion of the District approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self-reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the District approved chemical awareness class within a 20 day time period from the date of infraction.

**Tobacco**

Students involved in extra- or co-curricular activities that violate the tobacco use policy will be suspended from their activity for 20 calendar days.

**Second Offense – All Students**

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate.
- Students will be referred for a chemical dependency evaluation with the District’s substance abuse counselor or other approved provider, unless sufficient time has passed that might allow the student to benefit from retaking the chemical awareness class. Consult with the *District substance abuse counselor* to determine the most appropriate course of action for the student.
- Failure to complete the chemical dependency assessment or other assigned consequences will result in 10 days of suspension *from school*.
- Illegal tobacco violations will result in retaking the tobacco education group.

**Second Offense - Additional Penalties for Extra or Co-Curricular Participants:**

**Drugs and Alcohol: Same calendar year**

Students who are repeat offenders for drug and alcohol violations within the same calendar year as their first offense will forfeit the opportunity to participate in all extra-curricular and co-curricular activities for a period of one year.

**Drugs and Alcohol: Subsequent Calendar years**

1. Students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended from their activity for one calendar year for drug or alcohol offenses. The one year sanction for drug or alcohol offenses may be reduced to 30 calendar days for the successful completion of the District approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self-reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the District approved chemical awareness class within a 20 day time period from the date of infraction.

**Tobacco**

Students involved in extra- or co-curricular activities that violate the tobacco use policy will be suspended from their activity for 20 calendar days.

**Third and Subsequent Offenses - All Students**

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate.
- Consultation with the *District* substance abuse counselor and parent, if appropriate, to determine the level of care most appropriate for the student.
- Illegal tobacco violations will result in retaking the tobacco education group.

**Third and Subsequent Offenses - Additional Penalties for Extra or Co-Curricular Participants:**

**Drugs and Alcohol**

Students who are repeat offenders for drugs and alcohol will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one calendar year.

**Tobacco**

Illegal tobacco violations will result in a 20-day suspension from activities and retaking the tobacco education group.

**Student and Parent/Legal Guardian Due Process**

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

Students who are suspended from activities for one year due to a third offense, may appeal the conditions of the suspension before an administrative hearing panel.

**Appeal Process:**

Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision to the Board through the Uniform Complaint Procedure.

# SECTION FIVE: BUILDING ISSUES

## Advertising/Posters

Advertising is not allowed on campus without prior approval of an Administrator. Generally, advertisements for non-profit organizations or club activities are allowed. Posters must be pre-approved by the Administration before being posted. **Approved posters will be hung by the engineers/custodians on duty.** Activities that serve alcohol are not allowed to be posted.

## Announcements

School announcements come over the Public Address system daily (verbal and visual). Great Falls High School activities are posted on the GFPS master calendar on the district website ([www.gfps.k12.mt.us](http://www.gfps.k12.mt.us)). Announcements also are posted on PowerSchool, which GFH High School uses for parent access to student grades, attendance, and assignments. Various school departments and support organizations also issue newsletters throughout the school year.

## Buses

Bus transportation is provided by School District #1, contracted through Big Sky Bus Lines, Inc., for all students living two miles or more from school. Students who live less than 2 miles may be able to ride a school bus if there is space available. The driver of the bus is responsible for managing student conduct. Failure to comply with rules may result in parent notification and eventual loss of bus privileges. The District Transportation Office (406-268-6017) may be contacted for more information.

## Food Service

The GFH Cafeteria offers a variety of lunch options for students. An electronic ticket system uses the student's ID number for payment. Students may deposit any amount of money (from \$1 to \$100) to their accounts and use their ID number to "buy" their lunches from this account.

Parents are invited to use **Myschoolbucks.com** as a convenient way to make lunch payments online at any time of the day or night. Parents can use the service to monitor lunch accounts as well as to add funds to the accounts. There is a convenience fee to make a credit card payment to the lunch account, but viewing the account is free. To sign up, a parent needs to know the student's ID number as well as the zip code of the school (59405).

All Food Service finances must be handled through the Food Service cashier in the cafeteria or through Myschoolbucks.com. Payment may be made in cash or by check in the cafeteria or with a credit card online. The first day of school is the first opportunity to make such a payment.

Meal price reductions are offered to students whose family income meets the *Family Size and Minimum Income Scale* adopted by the School Board and according to the Federal Free Lunch Program. Students and families may apply for reduced lunch or free lunch by having parents complete a form that is available in the Main Office or online at:

<https://gfps.k12.mt.us/departments/school-nutrition-program/overview>



## Hall Passes

To promote a proper learning environment, students are expected to be IN CLASS. When it is absolutely necessary for students to leave class, they must carry a pass signed by a teacher, with information as to the reason for being out of class. Students must also sign out of class and sign into class upon their return. Teachers will provide sign-in and sign-out sheets for the classroom. Because reviewing the daily objective and then checking for understanding are critical components of any lesson, students are asked to refrain from using the restroom during the first 10 and last 10 minutes of class unless a medical emergency predicates the need. Students gone from class for greater than 15 minutes will be marked absent unless there is a verifiable reason for missing class. Repeated problems with students being out of class shall be addressed by the Teacher and/or an Administrator.

***If a student is in the building and refusing to go to class, disciplinary action will be taken, including but not limited to, out of school suspension for the remainder of the day.***

## Insurance

An optional student accident group insurance plan is available to all students each year, at an additional cost to families. The form for this insurance policy is available to EVERY student on the first day of school. Additional forms are available, as requested.

## Lockers

**THEFTS FROM LOCKERS ARE A BIG PROBLEM**, unfortunately. When requested, students are assigned their own lockers for the year. Lockers should be kept locked at all times. Combinations are given only to the person assigned to that locker; it is the student's responsibility not to reveal the combination to other students. Students are to use only the locker assigned to them.

Lockers are provided free of charge for students' convenience but remain the property of the school. Students are responsible for taking care of their lockers. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and sharing lockers or combinations. Students jamming or "fixing" their lockers to automatically open are subject to damage fines. Each locker is equipped with a combination lock; students are not to place their own locks on lockers.

PE lockers are assigned individually by the PE department with individual combination locks and are provided free of charge. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. If a student finds that his or her PE locker is broken or otherwise defective, it is his or her responsibility to alert a PE teacher to get a new locker. Just as with all lockers, the Administration reserves the right to inspect these lockers periodically to ensure the safety of other students.

***STUDENTS MUST LOCK THEIR LOCKERS TO PREVENT THEFT.***

For obvious reasons, there are no surveillance cameras in the locker rooms. **If a student chooses NOT to use the locker he or she has been issued, even when leaving items unattended for a SHORT TIME, it is unreasonable to expect the SRO or the school administration to conduct a time-consuming investigation to recover lost items.** There are dozens of students in and out of the locker rooms each and every period, so viewing video of the doors of the locker room is a futile effort, especially if the lost item is small enough to fit in a pocket. If a student has an item in the locker room that is too big for his or her locker, he or she must alert a teacher so it can be stored in a secure location.



## Lost and Found

If you have lost an item, please check with the Attendance Office. Items not claimed in a reasonable timeframe will be discarded or donated.

## Lunch Deliveries from Businesses

Student lunch deliveries from local businesses are **prohibited**. Students will not be contacted or pulled from class to pick up a lunch delivered by a local business. The office will not sign, pay or accept deliveries for a student to have lunch delivered. Delivery persons will be asked to return lunches to the business, possibly at the expense of the student. Students are encouraged to use on-campus eating facilities or are allowed to leave, following “open campus” expectations.

## Open Campus

Due to the relatively short lunch period, students are encouraged to remain on campus during lunchtime. Students do have the option to leave campus, but are accountable to return for classes on time. Parents are advised that school staff cannot supervise off campus lunch.

Students are expected to:

- Comply with all school regulations, the Student Code, and District Policies, which remain in effect during the lunch break.
- Possess a valid driver’s license if operating a vehicle.
- Comply with all speed limits and driving regulations, both on and off campus. Please be mindful of our neighbors.
- Return to school on time. Since it is the student’s choice to leave campus, excuses for tardiness such as vehicular breakdown are NOT accepted.
- Treat our neighbors and their property with respect. Students must pick up litter and abide by all traffic related laws.

Failure to comply with these requirements may result in disciplinary/legal action.

## Parking

Great Falls High School offers students the privilege of free parking, with a permit, on campus. There are five lots reserved for staff and student parking. Students must park in the proper manner, obey all driving rules and regulations (10 mph in the lots), and remember to lock their vehicles when leaving them in the lot. Parking at school is at students’ own risk. The School District assumes no liability for accidents, damage, vandalism or loss of property.

All lots include handicapped, visitor, and faculty designated spots. Student parking is assigned as follows:

- East Side/20th = Senior Lot
- South Side/5th = Junior Lot
- North Side/2nd Ave = Overflow Seniors & Juniors
- South Campus Lot = Underclassmen & others
- Memorial Stadium = Underclassmen & others

Students must register their vehicles with the Finance Office. Students must display their free Great Falls High parking permit on the passenger’s side lower right hand corner of the windshield. A “good faith” agreement that reinforces neighborhood expectations must be signed before students are given their free parking pass. **All curbside parking painted purple is designated “resident only”. Absolutely no GFH students and staff parking in these spots.**

## **Security**

Security and safety of our students and staff is the number one priority at Great Falls High School. GFH employs a School Resource Officer (SRO), Detective Brett Munkres, who maintains an office at Great Falls High School. In addition to the SRO, surveillance cameras monitor parking lots and hallways as determined by the Administration. All GF High School staff members receive training on an annual basis to address school safety issues, and a school crisis team is in place. This team receives additional training on specific procedures that address potential issues of a critical nature. These same issues also are addressed with our students to ensure their understanding of this priority.

**Cameras:** Great Falls High School uses a video surveillance camera system. Not all areas are covered all the time with this system.

**Lockers:** Students are assigned their own lockers in either the Main Building or South Campus, and many students have PE lockers in the Fieldhouse. For security reasons, as well as to safeguard against vandalism and theft, students are NOT allowed to share their lockers or locker combinations with others. To maximize security for their property, students must keep their lockers properly LOCKED.

**Visitors:** Student visitors are NOT allowed. Adult visitors and parents need to first report to the Main Office to secure a visitor's pass.

**Weapons at School:** Any student, who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered to look like a firearm, will face serious disciplinary consequences, including possible expulsion. The police will be notified. Any person who possesses a weapon in a school building will be referred to law enforcement and face school consequences. See District Handbook.

**General:** Great Falls High School staff members monitor bus zones at the end-of-day pick up time, and the hallways from 7:40 am to 3:40 pm. An advisor or coach supervises extracurricular activities. No students are to be left unsupervised at Great Falls High School. Incidents of unsupervised students are to be reported to an Administrator at 406-268-6250. **Students not assigned to a classroom or extracurricular activity after school are required to leave campus by 3:45 pm.** Students waiting for rides must sit in the upper-HUB area until picked up.

## **Skateboards, Scooters, Bikes**

Use of skateboards, scooters, and bikes in the school is strictly prohibited.

## **Telephones**

Office phone lines are reserved for business calls. There is a phone on the counter in the Attendance Office for student use, or students may use phones located in Associate Principals' offices, with permission. Students are not called out of class to take phone calls unless an administrator gives prior/temporary permission. Emergency messages will be delivered to students. We ask that parents not call students on their cell phones during school hours.

All GFH teachers have a message phone. These phone numbers are printed on students' report cards.

For cell phone and other electronic devices policies, refer to the Cell Phone section of this handbook or the District section of this handbook.

## **Visitor Passes**

Students are not allowed to have peer visitors to school or classes. All adult visitors to GFH are requested to register immediately in the Main Office or Attendance Office upon arrival, to pick up a visitor's pass. Guests will be directed to the office to check in if they do not have a visible visitor's pass.

# SECTION SIX: COUNSELING SERVICES

## **Educational Counseling**

Counseling helps individual students understand themselves in relation to their education. The purpose is to help students develop their academic potential by assessing their strengths and weaknesses, abilities, and talents.

There are five counselors to help students and parents with educational concerns. They are not therapeutic counselors. In addition to their educational counseling work, the counselors have other functions including orientation of new students, scheduling, program changes, academic progress checks, student transfers, summer school arrangements, testing, college admission counseling, job placement recommendations, and scholarship awareness.

## **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 school until he/she withdraws or graduates. A copy of this record moves with the student from school to school.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. Both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age. 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. These rights transfer to the student when he/she reaches the age of 18. Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law. For more information, pertaining to adult students, refer to Board Policy 3130. The rights provided to parents in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

The Principal is custodian of all records for currently enrolled students at the assigned school. Records may be reviewed during regular school hours, upon completion of a written request. 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.

Certain information about District students is considered directory information and will be released to anyone 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 is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parents can contact the Principal to indicate a desire to change the original request. Directory information includes 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 (which includes media coverage), dates

of attendance, awards received in school and most recent previous school attended. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. (See District Handbook for more information)

### **Therapeutic Counseling**

Great Falls Public Schools and its community partners offer therapeutic counseling services for evaluation assistance and basic services when available. Students may be referred by school staff and/or parents. Please see your counselor or an administrator for additional information.

# SECTION SEVEN: MEDICAL ISSUES

## **Elevator**

An elevator is available for students who are unable to use the stairways because of documented medical difficulties. Students must have a doctor's authorization or administrative approval to obtain an elevator card or elevator key from the GFHS Main Office. Keys are limited so a \$50.00 fine will be charged if the elevator card/key is not returned to the GFHS Main Office. Students using the elevator without authorization may be subject to a safety check.

## **Immunizations**

GFPS Student Immunizations Policy (3413 STUDENTS)

See District Handbook. Montana State law requires that students have proper immunizations or waiver documentation. Students who do not have this requirement are not allowed to be at school and may be considered unexcused. Please work with the records clerk and administration.

## **Injuries and Accidents**

All accidents requiring medical attention will be reported to the Administration and to the parents or guardian of the student immediately by the person in charge. A record of all accidents shall be made by the appropriate school official and kept in the Main Office.

In the event that the parent cannot be reached, and if it is the judgment of the person in charge that immediate medical attention is required, the injured or ill student may be taken directly to a medical facility.

## **Medications**

GFPS Administering Medications Policy (3416 STUDENTS)

High school students usually manage their own needs with medication, over-the-counter and/or non-narcotic prescriptions. However, in some instances, medication must be distributed by school personnel. This is done through trained school personnel in the Associate Principals' Office. Required forms and information may be picked up from the Associate Principals' Office and may also be found on the school's website. Prescription medication must be in its originally labeled container when it is at school, either in the Associate Principals' Office or in a student's possession. See the District Handbook for more information.

## **Homebound Services**

A student absent from school for an extended time because of health or physical impairment may request homebound services. Parents need to bring in a verified medical request from a licensed medical provider, stating the reason for the extended absence.

A Homebound instructor will visit the student's home to provide assistance with assignments. Please contact an Associate Principal for more information.

# SECTION EIGHT: SCHEDULING

## Student Schedules

Selection of courses is one of the most important choices students have to make. Parents are encouraged to be involved in the course selection process and are invited to contact a counselor if any information is needed. Scheduling information is provided prior to course selection. Counselors and advisors meet with students prior to scheduling, and individual scheduling for all students takes place in February for the following school year (schedules are designed for the entire school year). Once schedules have been set, the opportunity to make changes is greatly reduced.

Due to staff reductions, our ability to make schedule adjustments has changed at Great Falls High School. For example: courses that were formerly offered multiple times may now be only offered one period (and with limited period offerings come limited seats). The only changes that might occur would be the following:

- Wrong math level placement
- Open periods that need to be filled with a class
- Missing graduation requirements (seniors only)
- Please note, as always, there will be no lunch changes.

Throughout the year, Great Falls High will continue to closely advise students and parents as academic decisions are made. Students must be enrolled in 6 credit bearing classes to be considered a full-time student with fulltime privileges. Seniors, if on track to graduate, may be enrolled in 5 credit bearing classes and still be considered a fulltime student.

- **Drops after 10 Days:** Please be aware that up to the tenth day of the semester, students may drop a credit-bearing class without a grade penalty, and add a non-credit-bearing class such as a study hall. A class dropped after the 10th day may result in a failing grade for that class.
- **Open Periods:** Only Juniors and Seniors are allowed open periods. If a student has an open period, he/she must be off campus, in the Hub or the Library with a pass, or supervised by a teacher.
- **Teacher's Aide Positions:** Teacher's Aide requests are by special permission only and are approved by a student's Associate Principal and Counselor.
- **Teacher changes:** A student may request a teacher change after the seventh school day of the semester. The "Student Request for Schedule Change" form can be obtained from the student's Associate Principal or counselor. There are a series of steps to be completed by the student and the request will either be approved or denied by the student's Associate Principal.
- **Failed Courses:** If a student fails a required course for graduation, they may not be able to retake the course because of limited space. At that time, a student may need to complete the requirement outside of GFH regular offerings and possibly with a cost for the course.

# SECTION NINE: STUDENT ISSUES

## Backpacks

Backpacks are not intended to replace lockers and should be reasonable in size - not so large as to create congestion in the halls and common areas. Cinch sacks are strongly encouraged. Individual teachers may ask their students to store bags in a designated area or ask that backpacks NOT be brought into their rooms at all if they deem it unsafe in their particular classroom or area.

To ensure the safety of all students and staff, oversized backpacks, large book bags, and extra-large purses need to stay in lockers during the school day.

## Class Fees

With the exception of some dual credit courses, there is no cost or charge to any student for textbooks or other course materials needed to complete any regular credit class, unless damages or loss occurs to the “good faith” lent materials. **Students are responsible for general supplies such as paper, pencils, pens, notebooks, etc.**

Occasionally, students may be asked to bring minor items. However, those items will be furnished, or an alternative provided, if students are unable to furnish them. Some elective classes have specific supplies and/or requirements that students are expected to furnish, such as wood for IT projects, materials for textile projects, a lab fee for Forensics Science, or supplies for other classes. In all classes, supplies can be provided if students are unable to obtain them. If this is the case, a personal conference with the teacher, counselor, or administrator is recommended.

Students are responsible for all books, equipment, athletic gear, school supplies, and library materials checked out to them for their use during the school year. If a student loses a book, he or she may check out an additional copy, but the cost of the lost book will be added to his or her fine list. Fines will be assessed for failure to return materials and/or damages to materials. It is the student’s responsibility to return all materials checked out to him or her. All fines must be paid before a student will receive his/her diploma.

## Dances

One formal dance (Winter Formal), one semi-formal (Junior Prom) and a limited number of informal dances are held each year. Students must meet the Bison in Good Standing criteria to attend the dances. Students attending dances must present their student ID card or be properly identified as a GFH student before they will be admitted. Appropriate ticket costs may be applied.

GFH students may bring a guest to the dance if they have a guest contract signed by an Administrator. MIDDLE SCHOOL STUDENTS AND GUESTS AGE 20 AND OLDER ARE NOT ALLOWED AT GFH DANCES. Guests will be admitted at the discretion of the GFH Administration. Any student who has been withdrawn from, is not in good standing, and/or is on long term suspension from any high school due to attendance or disciplinary issues will NOT be allowed to attend a dance as a student or as a guest.

All school rules apply at all school dances. Students leaving early are not permitted to re-enter the dance unless special permission has been granted prior to the student leaving. No student will be admitted after the



first 45 minutes of a dance unless previous arrangements have been made. All school dances end at 11:00 pm unless otherwise announced. Students should make arrangements for rides home after the dance.

## **Deliveries to Students**

Classroom instruction time must be as free of interruptions as possible. **Student food delivery services are not allowed in the GFH offices at any time.** Food, flowers, balloons, candy, or other items will NOT be delivered to students during the school day. Students will be notified to come to the Main Office at the end of their school day to retrieve items that have been delivered. Only emergency messages will be taken to students during the school day. Contact an Administrator if there is an emergency. Because of the risk of allergic reactions, latex balloons are not allowed on school property.

## **Detention**

When a teacher assigns detention to a student, the teacher will give the student a 24 hour notice and set a deadline for the detention to be served and have the student sign a detention form clarifying reason for the detention. The teacher will contact parents to notify them of the assigned detention. Unserved detentions will be turned over to an Administrator.

## **Driver's Education**

Driver Education is taught each semester, after regular school hours. It is also offered during the summer. Sign-up information is available from the District Office at 406-268-6761 or on the GFPS District Website. Students who are or will be fourteen and one half (14.5) years old or older are eligible to enroll in the Traffic Education Program. **Students are scheduled by grade, with priority given to seniors, followed in order by juniors, sophomores, and freshmen.** Middle school students, going into their 9<sup>th</sup> grade year, are allowed to enroll in the summer session (after school in May/June/July). If there is enough space, they may also sign up for driver's education during the school year.

There is a fee for this program, payable upon registration. The purpose of the program is to introduce students to a course of study that leads to eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the Superintendent of Public Instruction. These criteria include requirements for instructional time, instructor certification, recommendations for course of study and reimbursement procedures.

**Attendance at school, each day, is required in order to attend Driver Education Class on that day. That is, if a student is not in school on a given day, that student is not allowed to participate in Driver's Education that day unless the absence is a school related absence or with administrative permission. Repeated truancies during the school year may result in withdrawal from Driver's Education class, with no refund available.**

**Great Falls Public Schools does not accept transfers into our program from another program.**

The dates for registration will be announced. You may find additional information by going to the website for the Great Falls Public Schools at <https://gfps.k12.mt.us> , then go to the Parents/Students tab, click on the drop-down link for Driver Education. Each Instructor may additionally have a website.

## Extracurricular and Co-Curricular Participation Fees

All students participating in extra and co-curricular activities must fill out and sign the Activities Participation Agreement form.

Besides meeting academic and physical eligibility, students who participate in extracurricular activities are assessed a fee. Participation fees are assessed annually in all extracurricular activities at GF High School. The cost is as follows:

First Extracurricular Activity	\$40.00
2 or more Extracurricular Activities	\$70.00

Extracurricular activities that require a Participation Fee at GF High School include:

All-State Band	Cross Country	Speech/Debate
All-State Choir	Dance Team	Swimming
All-State Orchestra	Football	Tennis
Basketball	Golf	Track
Cheerleading	Soccer	Volleyball
Color Guard	Softball	Wrestling

GF High School students who elect to participate in the MHS District Music Festival solo or ensemble competition shall pay the entry fee of \$2 to \$12. No participation fee is charged for Band, Choir, or Orchestra.

Participation fees shall be payable following team or activity member selection. Fees are payable to GF High School and can be paid at the GFH Finance Office. A receipt will be issued upon payment. Students are to present their coaches or activity advisors their receipt as proof of payment. Except in extreme circumstances, there will be no refunds made after team or activity member selections are determined and fees have been collected.

### Participation Fee Reductions

Students who qualify under Federal guidelines for free or reduced school lunch shall be granted a 50% reduction of the participation fees at GF High School. If there is a personal hardship situation for a student, please see the Principal.

## Field Trips

Principal-approved field trips are used to provide learning experiences in an environment beyond the classroom. Some field trips require students to provide their own transportation. A permission form will be sent home prior to the field trip to gain parental permission for these arrangements. Students who are not attending the field trip may be given an alternate assignment. Students are responsible for coursework missed

in other classes while they are on a field trip. An administrator may deny student participation if attendance or academic standing puts the student at risk.

## **Montana High School Association (MHSA)**

Great Falls High School is a member of the AA conference of the Montana High School Association, the governing body for interscholastic activities in the state. At GFH, we offer interscholastic activities for all students.

By District policy, eligibility for participation in interscholastic activities requires that students have received passing grades in FIVE subjects during the preceding semester of attendance. Coaches and activity advisors may have more stringent eligibility requirements which will be presented in writing before the season or activity begins. GFH participates in the following interscholastic activities:

Band	Dance Team	Speech/Debate
Basketball	Football	Swimming
Cheerleading	Golf	Tennis
Choir	Orchestra	Track
Color Guard	Soccer	Volleyball
Cross Country	Softball	Wrestling

GF High School also offers various intramural athletic activities for which there is no participation fee.

## **Passive Alcohol Sensor**

School authorities may use a Passive Alcohol Sensor when a reasonable suspicion exists that a student is in possession of or has been using alcohol. Suspicion may be based upon such factors as alcohol on the breath, impairment of speech and/or motor control, admission by the student, or reports from reliable sources.

## **Personal Property**

Lost, stolen, or damaged personal property is not the responsibility of the school. Individual, secure lockers are assigned to each student to use for personal items, books, coats, book bags, etc., but it is recommended that students leave extraneous valuable items at home (iPods, cameras, excessive sums of money, etc.)

## **Pregnant and Parenting Students**

Students with parental responsibilities and students who are pregnant are afforded the same treatment as other students. GFH staff and Administration will accommodate these students as needed, providing support for them to stay in school. See an Administrator for more information.

## **Search of Student Personal Property and Items GFPS Search and Seizures Policy (3231 STUDENTS)**

School authorities are permitted to search the student and/or student's personal items/property (including cell phone and other electronic devices) in the student's possession when there is reasonable suspicion that the

search will produce evidence that the student has violated or is violating the law or the District's student conduct rules. This includes student vehicles parked on school property.

## **Student ID/Activity Card**

Student ID's are required for access to school activities and resources (such as library book checkout, etc.). ID's are purchased at the Finance Office for new students and are valid for all four years of high school. If a student purchases an Activity Ticket (optional), that purchase is indicated on the student's ID card and is good for one school year.

## **Student Council**

Student Council is a very active organization composed of committed, hard-working individuals. Full participation is a requirement of members. Elections for Student Body, junior class and sophomore class officers are held during early May of the preceding year. Petitions are obtained in the AP office or in the Student Council advisors office. Freshmen class officers are elected during the 2<sup>nd</sup> week of the school year. No student shall be elected who has not maintained a 2.0 grade point average for the previous two semesters, with the exception of incoming freshmen. Behavior unbecoming an elected officer that results in school and/or legal disciplinary measures may result in the student being suspended/removed from their elected position.

## **Travel Regulations**

Except as provided hereafter, all student transportation must be conducted by school bus or licensed and insured private carriers in connection with out-of-town school related events.

Students must remain with the group at all times in traveling to, from, and during an out of town school event, unless a "Transportation Request and Release" form has been submitted and approved. The form must be signed by the student, parent, and Administrator and submitted one week prior to travel unless otherwise approved by an Administrator. Forms are available in the Main Office and on the GFH web site. Parents must sign the form prior to Administrator signing.

For purposes of this regulation, the term "parent" means the parent/guardian or grandparent of the affected student or the parent/guardian or another student whom the student's parent/legal guardian has designated.

A copy of the rules and regulations for traveling groups must be signed by the student and his/her parent/guardian prior to a student traveling on a school-sponsored trip. The following is a summary of travel guidelines:

- Students are representing Great Falls High School and will be expected to wear appropriate clothing. Appropriate dress will be determined by the coach/supervisor.
- The use of alcohol or drugs is prohibited and will result in disciplinary action, up to possible expulsion from GF High School.
- All school rules are in effect, including those regarding use/possession of drugs, alcohol and tobacco use.
- Students are to be with the group at all times unless specifically excused by the advisor.
- Students may request permission to return with their parents from school-sponsored trips. "Transportation Request and Release" forms are available in the Main Office and on the GFH web site and must be approved and arranged with the advisor prior to any trip.

- No visitors will be allowed in students' motel rooms unless the sponsor has given his/her prior approval.
- Coaches and/or advisors may establish additional rules or regulations for their own group. These additions must be cleared with the Principal.
- Insubordination will not be tolerated.

Violation of travel guidelines may result in disciplinary actions. The parents will be called and the student may be sent home at the earliest convenient time via commercial transportation at the expense of the parents. Appropriate disciplinary consequences will be assigned and a parent conference will be required before the final disposition of the case.

# SECTION TEN: TECHNOLOGY

## **Chromebooks**

A Chromebook will be issued to each student for the 2024-25 school year. Parents and students assume responsibility for repair and or replacement of the device in the even to damage, loss, or theft when they sign the Student Check Out agreement. Families are strongly encouraged to opt in to the device insurance offered.

## **Computer Acceptable Use Policy and Internet Safety guidelines**

Users of GFH Internet technology are expected to adhere to the Computer Acceptable Use Policy and Internet Safety guidelines, attached to the condensed version of this handbook that all students receive the first days of school. Violation of this policy may result in loss of privileges to computer access as well as other disciplinary consequences.

## **PowerSchool**

PowerSchool is a browser-based student information management system used by all schools in the Great Falls Public Schools System.

The Parent Portal is available for access to student attendance and grading, along with access to communication with teachers to cooperate for student success in school. Power School can be accessed via this URL: <http://ps.gfps.k12.mt.us>

Each parent receives a password to access the PowerSchool Parent Portal. If assistance is needed, please contact the Counseling Center at 406-268-6330.

### **\*School District Response to Pandemic/COVID-19:**

District School Board Policies found within the 1900 series address the handling of emergencies such as pandemic outbreaks. When *Remote Learning* is requested and/or required due to directives from the District, State or National Leadership, please consult the district handbook at [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us) .



# BISON BASICS

## BISON FIGHT SONG

Stand up & sing when it is played!

Stand Bison down the field,  
Fight to the end.

We'll never change our course,  
on that you can depend.  
Rah! Rah! Rah!

Roll up the score, Great Falls.  
We'll have to win!

Fight Bison down the field and  
Smash the others,  
Smash the others in!

## BISON TRADITIONS

The Senior Stairs (on the west side of Main Campus) are for Seniors *only*. You will use these stairs on your way to graduation.

We stand respectfully-hats off and NO noise-during the National Anthem and remain quiet until the flag is off the floor/field.

We have pride in our school: we clean up bleachers after events, pick up after ourselves at school, and pick up litter on campus & in our neighborhood.

**WE ARE A FAMILY!**

## BISON CAMPUS

### OUR BUILDING:

- Keep to the right in hallways & on stairs.
- Pick up after yourself.
- Report Vandalism right away.

### ACCESS:

- Enter through the Hub or Attendance.
- Alert staff to visitors without a pass.
- Do NOT prop doors open.

### Parking:

- East Side/20th=Senior Lot
  - South side/5th=Junior Lot
  - North Side/2nd= Seniors & Juniors
  - South Campus=Underclassmen & others
  - Memorial Stadium=Underclassmen & Others
- ALL lots include handicapped, visitor and faculty designated spots.



- DO WHAT'S RIGHT
- TREAT OTHERS THE WAY YOU WANT TO BE TREATED
- DO THE BEST YOU CAN

# LET'S GO, BISON