Flathead High School

Student-Parent Handbook

2025-2026

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Handbook Purpose

This handbook has been prepared in order to provide the best possible guidance for FHS students and their parents. The contents of this handbook have been incorporated as Flathead High School District No. 5 Administrative Regulations. FHS administration is required to enforce these regulations and is given the discretion needed to address special circumstances as they arise. It is the student and parent's responsibility to know, understand, and comply with the policies listed in this handbook. If the student or parent has a question or concern, please contact an administrator.

Flathead High School

Administration	
Michele Paine, Principal	751-3500 x 3550
Matt Allison, Activities Director/Assistant Principal	751-3500 x 3477
Christina Roberts, Assistant Principal	751-3500 x 3474
Andrew Stiger, Assistant Principal	751-3500 x 3473

School Contacts	
Main Office	751-3500
Office Manager/Principal's Assistant	751-3500 x 3462
Activities Office	751-3500 x 3475
Attendance	751-3500 x 3600
International Baccalaureate	751-3500 x 3478
School Resource Officer	751-3500 x 3476
School Nurse	751-3500 x 3465

Guidance Office Contacts		
Guidance Office/Registrar		751-3500 x 3467
Career Center		751-3500 x 3661
Grade 10 & 12, A-K	Chelsea Cattelino	751-3500 x 3471
Grade 10 & 12, L-Z	Lisa Sears	751-3500 x 3468
Grade 9 & 11, A-K	Gretchen Snider	751-3500 x 3472
Grade 9 & 11, L-Z	Gaelyn Brinton	751-3500 x 3469

Learner Profile

Ensuring all Graduates are:

- Critical Thinkers
- Empathetic & Open Minded
- Problem Solvers
- Personally Accountable
- Effective Communicators
- Resilient

Braves

Flathead High School

The Flathead Way

Honor Yourself

- Have balance in your life: Take care of yourself physically, mentally and emotionally.
- Be principled: Act with integrity and honesty.
- Take responsibility for your actions and their consequences.
- Advocate for yourself and your needs.
- Be reflective: Understand your strengths and weaknesses.

Honor the Community

- Be caring: Show empathy, compassion and respect to EVERYONE, make a difference in your community through acts of service.
- Communicate: Collaborate effectively and listen respectfully to other perspectives, use manners, use appropriate language.
- Be knowledgeable: Engage with issues and ideas that have local and global significance.
- Show respect for personal space, property, and schools grounds.

Honor the Moment

- Be open-minded: Appreciate and respect a wide variety of cultures, values and traditions.
- Be a risk-taker: Explore new ideas and experiences, be resourceful and resilient in the face of challenges.
- Practice Inquiry: Embrace curiosity, enthusiasm, and love of learning throughout your life.
- Be a thinker: Use critical and creative thinking skills to problem solve and make ethical decisions.

GENERAL INFORMATION

Tradition & Pride

Principals

E.A. Steere	1899-1901
G. A. Ketchum	1902-1911
B. E. Whittaker	1912-1913
Frank Cummings	1914-1915
F. O. Randall	1916-1924
Payne Templeton	1924-1936
Titus Kurtichanov	1936-1942
R. H. Wollin	1942-1947
Kenneth A. Rawson	1947-1961
Vernon Day	1961-1962
W. W. Personen	1962-1968
J. W. Ballard	1968-1976
Bill Vogt	1976-1993
Cathryn McDevitt	1993-1997
Gary Martin	1997-1999
Callie Langohr	1999-2006
Peter Fusaro	2006-2017
Michele Paine	2017-Present

School Colors

Orange and Black

School Mascot

Flathead Brave and Bravette

School Logo

School Song

(Tune: “On Wisconsin”)
On, oh Flathead! On, oh Flathead!
Fight right down that line;
Take the ball around the end–
A touchdown (Basket) sure this time!
RAH! RAH! RAH!
On, oh Flathead! On, oh Flathead!
Fight on for your fame!
Fight! Flathead, Fight! Fight! Fight!
We’ll win this game!

Fight Song

Hail to our victors valiant
Hail to our conquering heroes
Hail, hail to Flathead High
The Braves are the best!
RAH! RAH! RAH!
Hail to our victors valiant
Hail to our conquering heroes
Hail, hail to Flathead High
The champions of the west!

GENERAL INFORMATION

Tradition & Pride

School Themes

1999-2000	Celebrate Teaching and Learning	2012-2013	It's The Pride Inside
2000-2001	Team Flathead	2013-2014	Capture Our Spirit
2001-2002	Connect the Dots	2014-2015	World Class
2002-2003	Pay It Forward	2015-2016	Born to Be Brave
2003-2004	Choose To Lead	2016-2017	Be Brave - Be The Difference
2004-2005	Power of One	2017-2018	Old School And Proud!
2005-2006	Create Your Story	2018-2019	Building on Excellence
2006-2007	Simply the Best	2019-2020	A Brave New Day
2007-2008	Live the Legacy	2020-2021	Find Your Brave
2008-2009	Expect Greatness	2021-2022	Carry The Tradition
2009-2010	Don't Stop Believing	2022-2023	Success Favors the Brave
2010-2011	Dream Believe Achieve	2023-2024	Embrace the Journey
2011-2012	Success - Nothing Less	2024-2025	Distinctly Flathead, Forever Brave
		2025-2026	Rise Up! Be Brave

Accreditation First year of accreditation 1918. Current Accreditation: Montana Office of Public Instruction

Flathead High School Core Purpose

Ignite a passion for learning so that all students thrive at school and succeed in life

School Profile

We have 112 certified teachers serving the needs of approximately 1,550 students grades 9-12. Class periods are 50 minutes in length and meet daily within a seven period schedule. The school calendar has two semesters per school year.

Student Leadership

Student Body Officers	Senior Class Officers	Junior Class Officers	Sophomore Class Officers
President Elijah Williams	President Nolan Campbell	President Jaydon Pesola	President Tyler Lofgren
Vice President Tyson Franchini-White	Vice President Fin Reed	Vice President Keegan West	Vice President Tyler Wright
Treasurer Will Hollensteiner	Secretary Hannah Cantrell	Secretary Caitlin Converse	Secretary Ava Sund
Secretary Conor LeDuc			

Flathead High School

BRAVE

Bell Schedules

Regular Bell Schedule	
Period 1	8:15-9:05
Period 2	9:10-10:05
Period 3	10:10-11:00
Period 4	11:05-11:55
Lunch	**11:55-12:30**
Period 5	12:35-1:25
Period 6	1:30-2:20
Period 7	2:25-3:15

Early Release Bell Schedule	
Period 1	8:15-8:50
Period 2	8:55-9:30
Period 3 W/20 Minute Advisory	9:35-10:30
Period 4	10:35-11:10
Lunch	**11:10-11:50**
Period 5	11:50-12:25
Period 6	12:30-1:05
Period 7	1:10-1:45

ATHLETICS, ACTIVITIES, AND CLUBS

Dances

Date	Dance	Grade Level	Location	Time
September 27	Homecoming	9-12	FHS Commons	8:30-11:00 pm
January 24	Winter Dance	9-12	FHS Commons	8:30-11:00 pm
April 4	Prom	11-12	TBD	8:30-11:00 pm

Activity Tickets (GoFan)

Students can purchase an activity pass for $30 via GoFan that admits the student into regular season school sporting events. Students who participate in activities **must** purchase an activity ticket in addition to the their participation fee. Adult activity passes may also be purchased for $70, this admits you to all regular season games. Student and Adult activity passes can be purchased at: https://gofan.co/app/events/645334?schoolId=MT19789

Sport and Activity Listing

Sport/Activity	Head Coach/Sponsor		Sport/Activity	Head Coach/Sponsor
Arrowettes	Julie Hadley		Soccer Boys	John Lacey
Band	David Johnke		Soccer Girls	Casey Congdon
Basketball Boys	Dan Trageser		Softball	Brittany Burnham
Basketball Girls	Kaylee Fox		Speech and Debate (NSDA)	Kelli Rosenquist
Cheer Team	Stephanie Thompson		Swimming	Victoria Homer
Choir	Jennifer Stephens		Student Council	Christina Roberts
Cross-Country	Jesse Rumsey		Tennis	Kaitlyn Schelbert
Football	Mac Roche		Theatre	Luke Johnson
Flag Football	Jess Hensley		Track and Field Boys	Dan Hodge
Golf	Phil Jackson		Track and Field Girls	Kaylee Fox
Jazz Band	David Johnke		Volleyball	Emily Russell
Orchestra	Eric Holdhusen		Wrestling	Jeff Thompson
Pep Band	David Johnke			

ATHLETICS, ACTIVITIES AND CLUB

Student Clubs

Academic Worldquest	Kelli Rosenquist
Alpine Club	Eric Holdhusen & Stephanie McLean
Art Club	Art Staff
Boys State & Girls State	Lisa Sears
Braves Catering	Karen Strong
Brave Makers	Spencer Allen
Brave Mentoring	Caitlin Heuscher, Gaelyn Brinton & Lisa Sears
Business Professional of America (BPA)	Aarica Phillips
DECA (Distributive Education Club of America)	Caitlin Heuscher & Ellie Connell
Dungeons and Dragons Club	Emily Coats
FCCLA (Family Career & Community Leaders of America)	Karen Strong
Fellowship of Christian Athletes (FCA)	Luke Johnson & Cory Wilson
FFA (Future Farmers of America)	Rich Darrach & Kalee Knust
Flathead Film Club	Aarica Phillips
Flathead YAC (Youth Activation Club-Special Olympics)	Michael Parduski
French Club - French Trip	Patty Hodges
He-Man Book CLub	Josh Mouat
HOSA (Future Health Professionals)	Jeshua Glascock
International Language Club	Patty Hodges, Christy Peeples & Emily Martin
Knit Fits	Shannon Robinson
MUN (Model United Nations)	Scott O'Donnell
National Honor Society (Appinokwis)	Madison Amsler
Poetry Club	Alison Kreiss
Resiliency Fund	Caitlin Heuscher
Science Competition Club	Renee Cordes & Libby Zimmerman
She-Ra Book Club	Aarica Phillips
Skills USA	Rob Hunter
Spanish Club	Christy Peeples
Student Lead Advisory Club	Jesse Rumsey

Athletic/Activities Eligibility

Flathead High School Requirement: To be eligible for any activity sponsored by MHSA or FHS, including athletics, drama, music, student government, or any other school-sponsored activity that requires practice on a regular basis outside the regular school day, a student should meet all of the following criteria:

- The student is encouraged to be enrolled in six classes per day.
- Required to be in physical attendance at Flathead in at least two classes.
- At minimum four of the classes must be reflected on the high school transcript, and the other two classes must be reflected on the transcript from the institution.
- The student should not have received a semester unsatisfactory "U", conditional "X", incomplete "I", failing "F", or no credit "N" in any of the classes completed during the previous semester.
- The student must have been enrolled in an educational program the previous semester.
- Students who do not pass all of their classes, but do pass 4 classes have an opportunity to make up the failed classes through summer school or correspondence courses.
- All students who transfer from another accredited high school outside of Kalispell Public Schools will have their initial eligibility determined by current MHSA policy, which is passing 4 classes.
- On the first day of a new semester, eligibility for activities shall be determined according to the Kalispell academic eligibility policy. A student may become eligible by completing coursework that would improve a grade to passing in a class.
- Home and private school students are eligible for Flathead High School activity programs based on Senate Bill 157 provided they meet the requirements as set forth by Montana Code Annotated, the Montana High School Association, and the Kalispell Public Schools eligibility policies. All homeschool and private school students must meet with the Activities Director or other administrator prior to gaining eligibility at Flathead High School.

It is the student's responsibility to make sure his or her current academic schedule and grades meet the activities eligibility criteria. Students need to be careful when making schedule changes so that they do not inadvertently make themselves ineligible.

Citizenship

All student athletes and participants shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in interscholastic activities affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. These acts include, but are not limited to the following: theft, vandalism, taunting, harassment, hazing, fighting and/or other criminal acts. Potential consequences for these "unbecoming" acts may result in discipline including suspension or removal from the activity, group, leadership position or team.

Lettering

FHS uses Orange, White, and Black letters to honor students who meet activity/athletic and academic criteria for distinction. The Orange letter is awarded for activity/athletic participation. The Black letter is an activity/athletic letter awarded to seniors who, over four years, participate in twelve activities.

The Orange academic letter is given to students who earn a 4.0 in all classes for a semester. The White letter is also an academic distinction, awarded when a senior earns a 4.0 in all classes for 7 semesters at FHS.

Once a student earns an orange letter (either activity/athletic or academic), he/she receives gold pins for each additional qualification during high school.

National Honor Society (Appinokwis)

The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in students. Students can become eligible for membership in the National Honor Society during their sophomore year. The selection criteria are based upon GPA, leadership, service, and character.

Flathead High School
2025-26 Major Events

Semester 1	
August 27	First Day of School: Freshman
August 28	First Day of School: Grades 10-12
September 1	Labor Day, No School
September 3	Open House: 4:00-7pm
August 25- September 5	PSAT Registration
September 8 & 9	Picture Days Grades 9-12
September 10	Class Meetings 9th and 10th grades
September 16	Jostens 12th & 10th grade meeting
September 22-26	Homecoming Week
September 25	College Fair
September 27	Homecoming Dance
October 15	PSAT Test (Periods 1-5, Grades 10-11)
October 16 & 17	PIR Days, No School
October 30	Picture Retake day
October 31	End of Quarter 1
November 5	Parent Teacher Conferences
November 11	Veterans Day Assembly
November 21	Senior Pictures due for Yearbook
November 26-28	Thanksgiving Holiday Break
December 22- 1/2	Winter Break
January 19	PIR Day - No School - MLK Day
January 20	End of Semester for students who have met the Attendance Incentive
January 23	End of Semester 1

Semester 2	
January 24	Winter Dance
February 11	26-27 Registration Event
February 16	Presidents Day, No School
February 25	4.0 Honors & Distinction Ceremony 7am
March 23-27	Spring Break
April 3	End of Quarter 3
April 4	Prom
April 8	ACT Test - Juniors Only (required) Remote Catch-Up Day Grades 9, 10, 12
April 10	District Music Festival - No School
April 16	Career Fair
May 20	Senior Awards Ceremony
May 25	Memorial Day, No School
May 29	Last day for Seniors who have met the Attendance Incentive
June 3	Assembly & Graduation Rehearsal (1:30-3:30pm) Auditorium
June 4	Last day for 9-11 students who have met the Attendance Incentive
June 5	Graduation 7pm
June 9	Grades 9-11 End of Semester 2
June 9	Last day of School

Testing

Achievement Tests

ACT

The ACT is the comprehensive high school achievement test in Montana, and all students take this exam in their junior year. It is also a national college admission and placement examination. The ACT is curriculum-based and related to what students have learned in high school. Test Date: April 8, 2026. Additional voluntary dates can be found at www.act.org

SAT

The SAT is a voluntary exam that tests students' knowledge of subjects that are necessary for college success: reading, writing, and mathematics. The SAT assesses the critical thinking skills students need for academic success in college. It is also a National Merit Scholarship Qualifying test. Students qualifying for free/reduced lunch can have the exam fee waived; see a school counselor for more information. The registration paperwork requires the FHS code. The code is 270-525. Information can be found at www.collegeboard.org.

PSAT NATIONAL MERIT SCHOLARSHIP QUALIFIER TEST (NMSQT)

The PSAT/NMSQT is a voluntary exam administered to 10th and 11th graders and provides first hand practice for the SAT Reasoning Test. It measures critical reading skills, math problem-solving skills, and writing skills. Test date is October 15. Students qualifying for free/reduced lunch can have the exam fee waived; see a school counselor for more information.

ASVAB

The ASVAB is administered by the Career Center in November and March. The ASVAB is the Armed Services Vocational Aptitude Battery but is valuable career exploration information for any student in 10-12 grades. It is an aptitude test that measures abilities and interests to help provide guidance on post-high school options whether career, college or military. Completing the series of subtests provides job ideas and training options in a portfolio that students can revisit for two years. Find out more and sign up for testing in the Career Center.

EVENTS AND DEADLINES

Other important dates

Graduation 2026

Friday, June 5, 2026, 7:00 P.M., Flathead High School Gymnasium

Class Schedule Deadlines

If a student drops a semester 1 class after Friday, September 5, the transcript will show the semester class grade as an “F”. If a student drops a semester 2 class after Wednesday, February 4, the transcript will show the semester class grade as an “F”.

Exiting before End of a Semester

Permission to exit school before the semester is complete must be made in consultation with a guidance counselor, parent, **and** approval of the principal.

Semester 1 ends January 23, 2026. Must stay through January 2, 2026, to earn semester credit or demonstrate proficiency.

Semester 2 ends May 29, 2026, grade 12. Must stay through May 15, 2026, to earn semester credit or demonstrate proficiency.

Semester 2 ends June 9, 2026, grade 9-11. Must stay through June 5, 2026, to earn semester credit or demonstrate proficiency.

Honors and Distinction Ceremony

We honor FHS students who received a 2024-25 semester 2 and/or a 2025-2026 semester 1 GPA of 4.0 while enrolled at FHS at a special ceremony. In addition, we honor our White Letter winners. These are FHS senior students who have earned a 4.0 GPA at FHS through 7 semesters. We also honor Full IB Diploma Candidates and ACT Honor Roll students. The ceremony is scheduled for Wednesday, February 25, at 7:00 a.m. in the FHS auditorium.

Senior Award Ceremony

Graduates receiving scholarships and other awards will be honored at the ceremony on Wednesday, May 20. The ceremony will be in the FHS auditorium starting at 6:00 p.m.

Student Council Elections

Freshman Class Officer & Representative Election: September 12

Student Body Officer Election for 2026-27: May 8

Class Officer Election for 2026-27: May 29

19 Year Old Student

A student is not eligible to attend FHS if they turn 19 years of age on or before September 10 of the year in which the student wants to enroll. Please see a guidance counselor to discuss an alternative education plan if the student is not eligible to attend based upon this age criteria.

Academic White Letter

We honor students who receive a 4.0 GPA from the first semester of 9th grade at FHS through 12th grade at FHS. The first time a student receives a semester 4.0 GPA, he/she earns an orange school letter "F" and certificate. Each semester a student receives a 4.0 GPA thereafter, the student receives an academic pin and certificate. If a student earns a 4.0 GPA from the first semester of 9th grade at FHS through the 1st semester of 12th grade (seven consecutive semesters while attending FHS), that student receives a white school letter "F". To be eligible for this recognition, students must have earned a 4.0 average while carrying at least four classes at FHS during each semester.

Class Load

All students are bound by the 22 credit requirement for a Flathead High School Diploma. Each semester class earns .5 credit. Grade 11 and 12 students can use Independent Learning Time, Early Dismissal, or Late Arrival. All students should plan with their counselor and registration advisor to ensure all requirements are completed in four years for the FHS diploma.

Class Rank

Class rank is compiled from semester grades. GPA determines rank in class and no additional weight is given to IB or college-prep classes. Class rank information is available through the student's guidance counselor. To be included in the semester class rank, a student must be enrolled in at least four solids and plan on graduating from Flathead High School. Special circumstances can be appealed to the administration. Foreign exchange students are not included in class rank.

Class Retakes

All classes attempted at FHS and all acceptable transfer credits shall be recorded on the transcript. If a student repeats a class that was previously passed, the highest grade will be utilized when computing the GPA and class rank, but both grades will be listed on the transcript. In a class retake, credit shall be awarded only once (except math). Please contact the guidance office for math retake information.

Class Schedule Changes

Changes are allowed for computer errors, overloaded classes, teacher recommendation or extenuating circumstances. The existing class schedule must be continued until the change has been finalized with the counselor. Attendance policy rules apply until the schedule is officially changed.

Concurrent Enrollment

Students may take courses at FHS that qualify for concurrent enrollment status. These courses are preapproved and taught by teachers who are licensed to teach at both the high school and college level. Students who successfully pass these classes earn both high school and college credit. Courses are taught at FHS.

Equal Opportunity Statement (School Board Policy 3210)

Kalispell Public Schools will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status, gender identity, sexual orientation, or gender expression.

No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities (Board Policy 3210).

Explanation of Grades

A – Exemplary/Advanced

B – Above Average/Advanced

C – Average/Proficient

D – Poor/Nearing Proficiency

F – Failing/Novice

U – Unsatisfactory

P - Pass

NC – No Credit

S – Satisfactory

I – Incomplete

1. All courses attempted at FHS and all acceptable transfer credits shall be recorded on the transcript.
2. Incomplete “I” will be used when a sickness or similar reason calls for more time. A maximum time of two weeks from the time report cards are issued will be allowed to make up the incomplete work. At the end of this time, a grade will be given.
3. Failing “F” will be used when a student fails to pass a class academically. The “F” will always remain on the transcript and count in the GPA.
4. Grade point average (GPA) is computed on all subjects except Student Aide.

Honor Roll

Our honor roll is based on a semester GPA of 3.50 to 4.00 while enrolled at FHS. The GPA is computed utilizing all classes with the exception of Student Aide. A failing “F” is computed into the GPA. Students must be enrolled in at least four academic classes at FHS to qualify for the honor roll.

International Baccalaureate

Flathead High School offers a rigorous career and college preparatory curriculum for juniors and seniors, which is recognized worldwide for its excellence. International Baccalaureate (IB) courses challenge students to apply their knowledge through critical thinking and analysis. Students may opt to earn the IB Diploma in which they demonstrate academic strength in six curricular areas, or they may select individual IB courses and earn certificates. Many universities offer college credit to students who do well on IB exams and look upon such work favorably in the admissions process. Students who earn the IB Diploma are often granted sophomore standing upon entry to college.

The IB office is located near the main office in room 112. Kelli Higgins is the program coordinator and can be reached at 751-3500 x 3478 or by email at fhsib@sd5.k12.mt.us. Visit the FHS website for more information regarding the program and course offerings.

Linderman Education Center (LEC)

The Linderman Education Center is an educational opportunity for students who are seeking an educational experience in a setting that differs from the structure of a traditional high school. Its primary objective is to provide students a safe and caring environment that encourages academic achievement, personal growth, and a sense of civic responsibility. At LEC, students pursue a high school diploma in a truly alternative setting. Each student will have his/her own educational plan based on individual needs and graduation timeline.

Linderman Education Center is open to any student who needs an alternative setting for academic, social, or emotional reasons. A successful student at the LEC is one who is able to work independently, has good time management skills and is motivated to maintain a self-paced course schedule.

Progress Reports

Teachers keep parents informed of significant changes in student performance by emailing a progress report or providing the information through the Powerschool Student Information System.

Running Start

The Running Start program is a unique partnership between FHS and Flathead Valley Community College that allows high school juniors and seniors to enroll in college classes and earn both high school and college credits. The student is responsible for any college tuition and fees; however, the first six credits are free.

Seal of Biliteracy

The Seal of Biliteracy is an award given by a school, district, or state in recognition of students who have studied and attained proficiency in two or more languages by high school graduation. Flathead High School recognizes this proficiency at the Scholarship and Awards night and on the graduation program.

Semester Assessments

FHS uses semester assessments as a semester grade category. Teachers may use different types of assessments including exams, presentations, or portfolios. Families are strongly discouraged from scheduling a vacation, appointments, or other activities during semester assessments. Students will not be allowed to make up their exams ahead of time.

Special Education and 504

The District provides free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Parents should contact the guidance department for information on special education and 504 services.

Students of Legal Age

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 and school, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by school policy and state law.

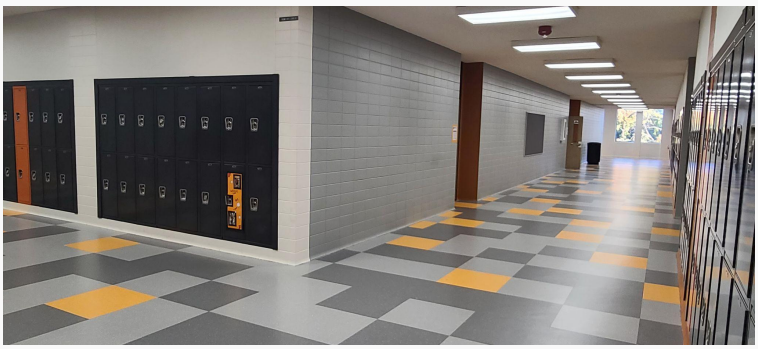
Students' Rights

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

No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities (Board Policy 3210, also noted in Equal Educational Opportunities, above).

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Board Policy 1700). The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers, with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.



Flathead High School
Diploma Requirements

Subject	Credits
English English 9 English 10 English 11 IB (or Composition/Literature) English 12 IB (or Literature/English Elective)	4.0
Social Science Grade 10: Western Civilization Grade 11: 20th Century American History Grade 12: American Government (.5 credit)	2.5
Math Grade 9 Grade 10 Grade 11	3.0 (and 3 years)
Science Grade 9: Biology Grade 10: Earth Science or Chemistry	2.0
International Languages	0
Fine Arts (Art, Music, Theater)	1.0
Health/Physical Education Health (.5 credit) PE (1.0 credit	1.5
Career & Technical Education (Vocational/Business)	1.0
College & Career Readiness (CCR)	.5
Personal Finance	.5
General Electives	6.0
Total	**22.0**

GRADUATION REQUIREMENT INFORMATION

Academic Distinction Requirements

Distinction

Seniors can receive recognition beyond the diploma by completing requirements in additional categories. Students may earn multiple distinctions. **Students must obtain an application from their guidance counselor and return the application by May 15 to be eligible.**

Distinction	Merit	Career Field	Fine Arts	Health Science/ STEM	Engineering/ STEM	International Language	Civics	Agriculture
	Completion of 6 credits in IB classes and test in 3	Completion of 3 credits in a Career Field Area	Completion of 4 credits in Music or Visual Arts or 3 credits in Theatre	Completion of 3 credits of Biomedical Science	Completion of 3 credits of Engineering Focus	Completion of 4 credits of an International Language	Completion of 4 credits of Social Science	Completion of 4 credits of Agricultural Education
Color	Gold	Red	Lavender	Teal	Navy Blue	Light Blue	Charcoal	Burgundy
English	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Social Science	3.0	2.5	2.5	2.5	2.5	2.5	4.0	2.5
Math	3.0	3.0	3.0	3.0	4.0	3.0	3.0	3.0
Science	3.0	2.0	2.0	4.0 Includes O. Chem.	4.0 Includes IB Physics I	2.0	2.0	2.0
International Language	2.0 Same Language	0	0	0	0	4.0 Same Language	0	0
Fine Arts (Art, Drama, Music)	1.0	1.0	4.0/3.0	1.0	1.0	1.0	1.0	1.0
Health/PE	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Career & Tech Ed	1.0	1.0	1.0	3.0	3.0	1.0	1.0	1.0
A.C.E. 1/CCR	.5	.5	.5	.5	.5	.5	.5	.5
A.C.E. 2/Personal Finance	.5	.5	.5	.5	.5	.5	.5	.5
General Electives	4.5	4.0	3.0/4.0	2.0	1.0	2.0	4.5	2.0
Career Electives	0	3.0	0	0	0	0	0	4.0
Total	**24**	**22**	**22**	**22**	**22**	**22**	**22**	**22**

Additional Requirements may include, but are not limited to courses, community service, cumulative GPA, department activities, etc. Contact the department leader for additional information on requirements.

Academic Distinction Summarized

TITLE OF HONOR	CORD COLOR	CRITERIA DESCRIPTION
IB Diploma	Orange Stole	Full IB Diploma
Summa Cum Laude	Orange	4.0 cumulative GPA for 8 semesters at FHS (transfer students completing the full IB diploma may be eligible upon principal approval)
Maxima Cum Laude	Orange & Black Twist	4.0 Cumulative GPA less than 8 Semesters at FHS (Early Graduates and/or transfer students)
Magna Cum Laude	Silver	3.75-3.99 cumulative GPA for 8 semesters
Cum Laude	White	3.5-3.74 cumulative GPA for 8 semesters
Merit Distinction	Gold	6 IB Credits and complete exams in 3 classes, plus additional requirements
Agriculture Distinction	Burgundy	4 years of Agricultural Education coursework, perform community service, and complete a Supervised Agriculture Experience, plus additional requirements
Career Field Distinction	Red	3 credits of a career focus in Architecture, Business, Construction, Metals, or Family & Consumer Science Note: Also includes participation in BPA, FCCLA, HOSA, or Skills USA.
Fine Arts Distinction	Lavender	Music-4 consecutive credits in either band, orchestra, or choir, maintain a 3.2 GPA, and earn at least 2 music letters, plus additional requirements Theatre-3 credits of theatre classes, maintain a 3.2 GPA, and earn at least 2 theatre letters, plus additional requirements Visual Arts-4 credits of visual arts classes, maintain a 3.2 GPA, submit a portfolio, and present a public exhibition, plus additional requirements
Health Science/STEM Distinction	Teal	3 credits of Biomedical science focus, 4 credits of science including Organic Chemistry, maintain a 3.2 GPA, participate in HOSA, Science Club or Health Science related internship, plus additional requirements
Engineering/STEM Distinction	Navy Blue	2 credits of computer science, 4 credits of math, 4 credits of science including Physics I IB, maintain a 3.2 GPA, participate in Science Club, math competition, or Engineering related internship, plus additional requirements
International Language Distinction	Light Blue	4 credits of an international focus, participate in an International Language or focus club, maintain a 3.2 GPA, plus additional requirements
Civics Distinction	Charcoal	4 credits of a social studies focus that includes Global Politics or 20th Century History, participate in Model UN, Current Events Club, or Speech & Debate, plus additional requirements
Military Distinction	Red, White, Blue	Students who have committed to the military and have met with a recruiter, completed MEPS, taken the ASVAB, passed their physical exam, determined their Military career with a service enlistment counselor, taken the Oath of Enlistment and have attended or scheduled Basic Training.

GRADUATION REQUIREMENT INFORMATION

Rigorous Core

Students who wish to apply for the Montana University System Honors Scholarship for 4 years of free tuition at any MUS public college must complete rigorous core and have high GPA and ACT score.

Course	Rigorous Core	Units
Mathematics	Algebra I, II, and Geometry (or the sequential equivalent) and a course beyond Algebra II (such as Pre-Calc., IB Analysis & Approaches (Calculus), Statistics, or IB Applications & Interpretations)	4
English	See graduation requirements (Includes English IB Literature or English IB Language & Literature)	4
Science	3 credits of lab science.	3
Social Studies	Western Civilization, American History, American Government, and a Social Studies elective	3
Electives	Recommendation: 2 years of a second language, music, fine arts, speech/debate, career and technical ed. (such as computer science, business or agricultural)	3

Cap and Gown Rule

Students are expected to provide their own cap, gown, stole, and tassel. All graduating seniors participating in the ceremony must wear the FHS cap, gown, and stole. No tape, glitter, leis, bouquets, or any other adornments are allowed on the caps or gowns. Graduates must wear shoes and appropriate clothing.

Early Graduation - Seniors

Seniors wishing to graduate at the end of the first semester must apply by November 3. Forms can be obtained from the guidance department. (Early Graduates do not qualify for Summa Cum Laude Distinctions).

Fifth-Year Students

A student should complete graduation requirements in four years of high school attendance. In the event that additional time is required, the student will have to meet with the principal to establish expectations. In addition, the student must not yet be 19 years old on or before September 10 of the year in which the student wants to enroll.

Graduation Ceremony Requirements

Students not meeting FHS graduation requirements by Thursday, June 4, at 3:30 p.m. will not participate in the graduation ceremony. The diploma will be issued after all graduation requirements have been satisfied.

Students needing credits to graduate from external courses or other approved educational institutions need to make sure the credits have been submitted to the guidance office by Thursday, June 4, at 3:30 p.m.

Graduating Cum Laude and Magna Cum Laude

Students who have an accumulative GPA between 3.75 and 3.99 are eligible to wear a silver distinction cord at graduation. Students who have an accumulative GPA between 3.50 and 3.74 are eligible to wear a white distinction cord at the graduation ceremony. The Guidance Department will distribute all cords on Wednesday, June 3 at 1:30pm, at the last senior class meeting and graduation rehearsal.

Graduating Summa Cum Laude and Maxima Cum Laude (4.0 GPA Cumulative)

A special designation is reserved for 4.0 cumulative GPAs in the senior class. Students earning this honor will wear the orange cord at graduation. **In order to be considered for this honor, students must maintain a 4.0 cumulative GPA through 8 semesters at FHS**. Students that meet the 4.0 GPA requirement but not the 8 semesters at FHS requirement will be recognized as a **Maxima Cum Laude** and receive a black & orange cord**.** The Counseling Center will distribute all distinction cords on Wednesday, June 3, at the last senior class meeting and graduation rehearsal. (Please see Academics Summary, page 25)

Graduation Speakers, Musicians, and Master of Ceremony

Tryouts will be held to select the graduation speakers, musicians, and Master of Ceremony. Students must sign up in advance and comply with all selection criteria. The building administrators shall maintain discretionary powers to approve the selection of all graduation speakers, musicians, and master of ceremony.

Graduation School Board Policy 2333

Any presentation by participants of graduation exercises is the private expression of an individual participant and does not necessarily reflect any official position of the district, its Board, administration, or employees, nor does it necessarily indicate the views of any other graduates. The Board recognizes that at graduation time and throughout the course of the educational process, there will instances when religious values, religious practices, and religious persons will have some interaction with the public schools and students. The Board, while not endorsing any religion, recognizes the rights of individuals to have the freedom to express their individual political, social, or religious views.

Last Senior Class Meeting/Graduation Rehearsal

Seniors participating in the graduation ceremony must take part in the graduation rehearsal. The rehearsal is scheduled for Wednesday, June 3, from 1:30-3:30 p.m. in the auditorium. The rehearsal is part of the final senior class meeting.

School Fines

All fees and fines, library books and FHS property must be paid or returned prior to enrolling or transferring.

A list of fees/fines owed by students will be posted during May outside the Main Office window. Students need to check the lists and clear all fees and library fines by the completion of each school year. All students fees must be brought to a zero balance, prior to entering a new school year and participating in School Activities/Clubs.

Graduating Students: fees must be paid before a student will receive their diploma insert at the graduation ceremony. The official transcript will not be mailed to post secondary institutions until all fees/fines are paid. Fees/Fines can be paid at the main office during regular business hours.

(Montana Code Annotated (MCA) 20-5-201).

Cancellation of Bus Transportation

Every effort will be made by the District to make cancellation decisions no later than 6:00 a.m. Once made, the decision will be communicated via BrightArrow and posted on the KPS web site.

Communication to Parents

Our school uses Bright Arrow and Constant Contact to send school messages via phone, text, and e-mail. Please call (406) 751-3500 x 3462 or e-mail erin.bankhardt@sd5.k12.mt.us to update your email.

Daily School Announcements

The school announcements are broadcast daily at the beginning of period 2. In addition, the bulletin is posted at various locations around the school and on our school website. Parents and Students can also automatically receive announcements through PowerSchool.

Directory Information

The school may release certain information known as "directory information" as permitted by law unless a parent objects to the release of information regarding their child. This information may include:

Student's name	Interview by media personnel
Grade level	Major field of study
Period of attendance in school	Date of graduation
Address	Academic awards or scholarships
Phone number	Honor rolls
Gender	Attendance
Height and weight	Membership in athletic or activities teams
Birth date and place	Information related to school sponsored activities, organization, and athletics
Photograph or video image	Parents/guardians names and addresses

Directory information may be released without prior notice or written consent. This information may appear, but is not limited to, in the form of news releases to news media, school newsletters, school brochures, school bulletin boards, school publications, printed programs of officially recognized activities or sports, artwork, writings or work published on the internet. The school may also disclose student information to post secondary institutions, athletic recruiters, military recruiters, and student recognition programs.

Directory Opt Out of Participation

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the directory information by delivering a written objection to the principal. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years of age or is an emancipated minor.

Emergency Telephone Numbers

Each parent or guardian must provide a current telephone number where the parent or designee of the parent can be reached in case of emergency. In the event that the parent cannot be reached, and in the judgment of the principal or person in charge feels that immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and copy the student's education record within a reasonable time of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

Open House

Flathead High School families are invited to participate in our open house on Wednesday, Sept. 3, from 4:00 p.m.- 7:00 p.m. We host a back-to-school dinner and provide opportunities to learn about Flathead High School's offerings, how to be successful in school, post-secondary opportunities, and how to navigate our PowerSchool system to access student information. In addition, families can visit classrooms to meet teachers, learn about class objectives, requirements, and policies.

Parental/Family Engagement

Flathead High School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website at www.sd5.k12.mt.us and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

Uniform Grievance Procedure – Policy 1700
Student and Family Privacy Rights – Policy 2132
Parent/Family Engagement and Involvement in Education – Policy 2158
Student Health Instruction – Policy 2335
School Activities and Clubs – Policy 3233, Policy 3510, Policy 3550
Student Health – Policy 3410
Student Immunization – Policy 3413
Student Records and Confidentiality – Policy 3600

Powerschool Parent Access to Attendance and Grade Information

Parents can obtain current information on their student's progress by accessing our Power School Information System. The on-line access provides information on attendance, including absences, tardies, skips, most recent report cards, GPA history, grade history for all classes, current class schedule, links to course assignments, and progress reports. To obtain the information, access the school web site at www.sd5.k12.mt.us/1/home. Access is granted by the use of an assigned ID and PIN number. Parents and students have separate access ID and PIN numbers. Please contact the main office at (406) 751-3500 if you forget your ID or PIN numbers.

Personnel Records

Parents may request information regarding the professional qualifications and degrees of teachers and paraprofessionals who provide instruction to your son/daughter. Please submit your request for information in writing to the building principal. Educator credentials are also available on the Office of Public Instruction website (opi.mt.gov).

Procedure to Resolve Parent/Teacher or Student/Teacher Disagreements

Disagreements with teachers or complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts from their perspective. Please use the following steps as a general guideline in resolving issues.

Step #1: Direct conversation between parent, student, and teacher.

If a parent or student has a disagreement or misunderstanding with a teacher, they should address the concern to the teacher directly involved with the circumstances surrounding the concern.

Step #2: Meeting with parent, student, teacher, and school counselor.

If a parent or student is not satisfied with the outcome of Step #1, a meeting with the teacher, parent, student, and appropriate school counselor will be arranged at a mutually convenient time. This step is informal and verbal.

Step #3: Meeting with parent, student, teacher, and administrator.

If a parent's concern is not satisfactorily resolved by completion of Step #2, the parent should then refer this concern to a building administrator in writing. The parent should submit a signed and dated statement of facts giving rise to this concern, the name of the accused teacher, and the remedy sought. A meeting with the teacher, parent, student, and building administrator will be arranged at a mutually convenient time. The staff member has the right to be at all meetings with or without a representative as he/she so determines.

Social Media

Follow FHS on Facebook, Instagram, and Twitter for school information, highlights, and updates.

@flathead.high.school #flatheadhighschool

Technology Parental Opt Out of Participation

Electronic information, services, and networks have become an essential part of the education process in our school. Instruction on using these resources along with instruction on the ethics and safety issues that accompany such resources is a part of our curriculum and our state education standards. As a result students will be using district devices and our district-wide network to learn about electronic information access, services and networks. If, for some reason, a parent does not want a child using these resources, please deliver a written objection to the principal. A notation will be made in our student records database of the preference to designate the student as a non-user of District electronic information, services, and network. All relevant staff will be notified.

Weather Emergencies

The winter months sometime bring extreme weather conditions that require school closure. The District administration will decide on school closures and notification will be done through BrightArrow and the FHS website. Flathead County Schools also has a website where parents and students can check to see if their school is in session. The District has a link to this site called "Flathead County School Status Updates" at http://www.co.flathead.mt.us/schools/schoolclose.asp.

Website

The Flathead High School address is www.flathead.sd5.k12.mt.us Information provided includes the daily bulletin, activities, Career Center, contacts, curriculum, departments, library services, class registration, and school events.

Cafeteria Services

Flathead High School provides breakfast and lunch to students. The cafeteria is open for breakfast from 7:45-8:15 a.m. and lunch from 11:55-1:30 p.m. For the 2024-2028 school years, Kalispell Public Schools has been approved for schoolwide free breakfast and lunch. FHS food service also sells a'la carte items. Parents can put money into student lunch accounts electronically for a'la carte items by using the KPS website's food service portal https://www.sd5.k12.mt.us/food-service-parent-portal or by accessing www.mymealtime.com.

Diabetic and Asthma Supplies and Equipment

We strongly urge students who are diabetic or asthmatic to carry their necessary supplies and equipment with them at all times. The school does not stock prescription supplies.

Education of Homeless Children

Every homeless child is entitled to equal access to a free, appropriate public education, just like children with permanent housing. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The Superintendent will review and update any rules or procedures that might create barriers to the enrollment of homeless students, considering factors such as transportation, immunization, and documentation. Homeless students will receive services comparable to those provided to other students, including transportation and educational support (See Policy 3125) . For assistance or questions, contact your Building Principal or the Kalispell Public Schools Homeless Education Liaison at 406.751.3400 ext. 3438.

English as a Second Language Services

Students who experience difficulty in verbal and written language due to being a non-English speaking student can receive assistance in learning English as a second language. Students are tested according to policy and identified for services. Please contact 751-3500 x 3572 for more information.

Eye Protection

Students will wear industrial-quality eye protective devices when participating in, observing, or performing any function in an eye protection area. Eye protection areas shall include the areas in which activities are taking place and materials are being used involving, but not limited to, hot materials, milling, sawing, shaping, cutting, grinding, heat treatment, arc welding, repair or servicing of any vehicle or mechanical equipment, or any other activity or operation involving work in any area that is potentially dangerous to the eye.

Exchange Student Program

The program is designed to give students from other countries an opportunity to spend an academic year in our school that **have not graduated previously.** Under this program a foreign exchange student is placed with a local host family. The exchange student must come to FHS with a J1 visa through a recognized foreign exchange program. The foreign exchange program makes application on the student's behalf in the spring before the academic year they wish to attend. Applications are due May 15 of the year prior to the requested year of enrollment. Exchange students do not graduate from Flathead High School or receive a diploma, but they may participate in the graduation ceremony. Refer to KPS Board Policy 3145 & 3145p for additional information.

Guidance Services

The guidance department assists in educational planning for high school, post high school planning, individual and group counseling, and standardized testing. All students are invited to make use of the guidance department as the need arises. Office hours are 8:00-3:30 p.m. Please call 751-3500 x 3525 for additional information.

Gym Lockers

PE uniforms should be brought to the gym area and stored in a gym locker during assigned PE class time. It is the student's responsibility to secure personal belongings in their gym locker. The school does not assume responsibility for lost or stolen articles. Students should not leave money, cell phones, or other valuables in their gym lockers. All items must be removed from the student's locker before the last day of school. **Failure to return a gym lock at the end of the school year results in a $10 fine**.

Use of the locker room (including the bathroom and shower room) is only for students who need to change clothes for physical activity either for gym class or after-school sports. Students are not allowed into the locker room for any other reason unless permission has been obtained from a physical education staff member or from an administrator immediately prior to entering the locker room. Use of devices with cameras or video capability is prohibited.

Hall Lockers

Lockers are school property and subject to inspection at any time. The school assumes no responsibility for lost or stolen articles. Students may be issued a locker and lock during orientation and are required to keep their locks locked at all times. **Students may only use the school issued lock on their locker.** A majority of theft from lockers occurs from unlocked lockers with the stolen items rarely recovered. Students are responsible for any damage and/or any defacing of their locker. Students are responsible for the contents in their locker. Any decor attached to lockers is limited to magnets only. All items must be removed from the student's locker before the last day of school. Students who lose their lock are assessed a $10 fine. Lockers that are not clean by the end of school on the last day are assessed a $25 fine.

Health Services

We employ a part time nurse. Health and immunization records are maintained by the school nurse. The nurse needs to be aware of student health issues that may be of concern at school. Please contact the nurse at 751-3500 x 3465.

Identification Cards

All students will be issued one photo ID card at no cost to the student. The student will carry these cards while at school and at all school activities. Replacement cost for lost ID cards is $5.

Library Media Center

The Library Media Center is centrally located in the core of our school near the school office. The Library Media Center has been created to provide students with a wide variety of materials and services and is open from 7:30-4:00. Please contact 751-3500 x 3651 for information.

Lost and Found

The lost and found is located at the main office. Articles left over 30 days are donated to charity. At the end of the school year, any items remaining will be kept for one week after the last day of school before being donated to charity.

Medications

High school students may bring their own daily dose of prescription medication to take on their own with parental approval. Students may also carry their own nonprescription medication, such as Ibuprofen, Tylenol, cold medicine or cough drops for routine aches and pains, and should only take them with parental approval. They are permitted to keep these medications in their lockers or backpacks. Sharing prescription medication with other students is a violation of drug policy and will be considered an illegal activity. If a parent or student requests the school to administer medication during the school day, the parent and health care provider must complete a form. The school nurse has the form, but it is the parent's responsibility to contact the health care provider to obtain the required signatures.

Musical Instruments

Musical instruments may be left in designated storage areas in the music area during the day. This is not a secured area and Flathead High School assumes no responsibility for lost, damaged, or stolen property. Any storage is done at the student's risk.

Reading Services

FHS offers reading instruction to any student who indicates a need and desire to become a better reader. Students gain practical reading skills through a proven program that is dignified, age-appropriate, and effective. Academic testing in the 8th grade year identifies students for placement in Reading Intervention, although students can be identified at other times. Please contact 751-3500 x 3572 for more information.

School Resource Officer

KPD Officer, Tara Oster, is our school resource officer, she helps to improve the overall safety of our school. Officer Oster assists the administration in criminal investigations and offers support to students, offenders, victims, and their family members. Officer Oster is under the direction of the Kalispell Police Department. Please call 751-3500 x 3476 for information.

Senior Pictures

Senior pictures for the school yearbook are due by **Friday, November 21**.

Email the photo to: flatheadyearbook@sd5.k12.mt.us

Submit only 1 photo in vertical format. The yearbook staff will crop the photo if necessary so the majority of the photo is the face, so photos should have limited background (approximate dimensions should be 3 inches tall by 2 inches wide at 300 resolution).

Pets, weapons, other people, or props of any kind are not allowed.

Photos that promote illegal activities, are political in nature, or promote activities that violate school policy will be rejected.

Social media filters are not allowed.

If possible, name the file using your last and first name (example: smith_john.jpg).

If you are unable to send it electronically, bring a photo to the Publications Office, room 147. The yearbook staff will work extremely hard to make sure that 100% of seniors are pictured in the senior section of the yearbook.

Textbooks

The school furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all checked out textbooks and is expected to turn in each book at the end of his/her participation in the course, or pay for any book lost, destroyed, stolen or mutilated. No transcripts or diplomas will be issued until all books are turned in and/or fees paid. Lost textbooks will be returned to the book room.

Yearbook

Students can purchase a yearbook at the main office. Yearbook price is $60. For information or any yearbook questions, contact Mr. Hennell at (406) 751-3500 x 3559 or carl.hennell@sd5.k12.mt.us.

Anyone can submit photographs for the yearbook. If you have photos of sporting events, assemblies, clubs, activities, etc., we welcome your submissions. You can submit photos for the yearbook to carl.hennell@sd5.k12.mt.us. Please identify activity, where picture was taken, and people in the picture as completely as possible.

Academic Honesty Policy

What is Academic Honesty?

An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, written or oral, completed by a candidate for assessment must wholly and authentically use that candidate's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

Academic honesty: guidance for schools. 2003. Geneve: IBO.

What is Academic Dishonesty?

- Plagiarism: "The representation of the ideas or work of another person as the candidate's own." *Academic honesty: guidance for schools.* 2003. Geneve: IBO.
- Collusion: "Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another." *Academic honesty: guidance for schools*. 2003. Geneve: IBO.
- Duplication of Work: "The presentation of the same work for different assessment components and/or diploma requirements." *Academic honesty: guidance for schools*. 2003. Geneve: IBO.
- "Any other [behavior] that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record)." Academic honesty: guidance for schools. 2003. Geneve. IBO.
- Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Academic dishonesty includes but is not limited to the following examples:

- Copying someone else's work, such as an assignment, quiz, or test, and submitting it as your work.
- Allowing another student to copy your work or giving test information/answers to students in other sections of the same class.
- Utilizing aids such as notes or crib sheet to assist in completion of a quiz or test when such aides are not authorized by the teacher and looking on someone's paper or using a "cheat sheet" while taking a test.
- Copying source material or not crediting sources in an attempt to present another's work as your own or putting a source's text into one's own words (paraphrasing) and not citing the source.
- Turning in a research paper that you bought from a service or received from some other source.
- Submitting your same work more than once for credit without the teacher's permission.
- Using memory electronic devices such as cell phones and calculators with stored exam information while taking a test.
- Making up data on a lab assignment or making up a source to use as a citation in a paper, using internet or electronic translators without the permission of the teacher.
- Using a cell phone or other device to record or store test information.
- Using artificial intelligence to generate writing and claiming it to be your own original work.

Academic Dishonesty on Classroom Assessments

Level One Offense: Improper citation of sources or other examples of plagiarism or other malpractice that could be unintentional.

- The teacher will conference with the student. This is the student's opportunity to learn from the mistake so that it can be avoided in the future.
- The student may be allowed to rewrite the assignment or complete an alternative assignment within the time parameters set by the teacher and will receive a reduced or a late grade on the assignment.
- The student will receive a failing grade on the assignment if he/she does not rewrite the assignment.

Level Two Offense: This is a deliberate exchange of information between students or flagrant copying of work from another student or another source. This includes but is not limited to any kind of cheating on exams, copying student work on homework or on exams, allowing someone to copy your work on homework or exams, intentional plagiarism, repeated plagiarism, fabrication of data, and multiple level one offenses.

- The teacher will conference with the student and the parent and may invite the IB coordinator and the administration to join as well.
- The student will receive a failing grade on the assignment. The student is still responsible for the content and the teacher may require an alternative assessment.
- The teacher will write a discipline referral to the administration.

Level Three Offense: This is repeated and chronic malpractice and will be handled by the administration. Consequences could include, but are not limited to, a zero on the assignment or removal from the class with a semester "F".

Academic Dishonesty on IB Assessments (Those that will be scored or moderated by an external IB examiner)

If the malpractice is discovered before the student and teacher have signed the cover sheet:

- The student will receive a failing grade on the assignment in the classroom grade book.
- The student must rewrite the assignment when possible, allowing time for the teacher to score and submit the work before the coordinator's final submission deadline.
- A student who does not rewrite the assignment will receive an F for the IB score.
- The teacher will conference with the student and parent and may ask the coordinator and administrator to join as well.

If the malpractice is discovered after the cover sheet has been signed and before the coordinator has mailed the assessment:

- The student will receive a failing grade on the assignment in the classroom grade book.
- The student will receive an F for the IB score. "If it is apparent that the candidate's draft work may not be entirely authentic, it is not appropriate to allow the candidate to submit the same work with a signed cover sheet with the expectation that the situation will then be resolved by the IB [organization]." IB Handbook A8.5.1
- The teacher will conference with the student and parent and may ask the coordinator and administrator to join as well.

If the malpractice is discovered after the coordinator has mailed the assessment or during an IB exam:

- The student will receive a failing grade on the assignment in the classroom gradebook where applicable.
- The coordinator must notify IB and an investigation will be conducted by IB staff.

Roles and Responsibilities for Academic Dishonesty on IB assessments

Administrators/IB Coordinator

- Understand and communicate what constitutes academic honesty and an authentic piece of work.
- Know and enforce the Flathead High School Academic Honesty Policy as well as the IB Academic Honesty Policy.
- Establish a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Understand additional responsibilities in the event of a candidate being investigated for malpractice.

Teachers

- Enforce the Flathead High School Academic Honesty Policy.
- Provide instruction and scaffolding necessary for students to use ethical research practices including opportunities for feedback via the drafting process.
- Provide students with consistent advice on good academic practice whenever necessary including clear guidelines on academic writing and referencing styles required in each subject.
- Confirm, to the best of his or her knowledge, all students' work accepted or submitted for assessment is the authentic work of the student.
- Provide clear information and guidelines on assessment requirements and group work, and the level of collaboration involved especially concerning aspects involving individual and/or collective course work and assessment.

Students

- Are responsible for complying with the Flathead High School Academic Honesty Policy.
- Seek clarity from teachers during the assignment process and regarding any aspect of Academic Honesty.

Guidelines

Have ultimate responsibility for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.

Adapted from the Queensland Academy for Creative Industries Academic Honesty Policy 2007

Academic Insubordination

Students are expected to attend class, complete homework assignments, and participate in all class activities as directed by the teacher. It will be considered academic insubordination if a student refuses to comply with the requirements and expectations of the class. Any disrespect, insubordination, threat, or intimidation shown to staff members at anytime and at any place will result in discipline referral and/or interventions.

Accessory to Serious Violations

A student who is an accessory to a serious offense is guilty of misconduct and can be punished just as if they had committed the offense.

Assembly Conduct

Out of respect for fellow students and guests, every student is encouraged to be attentive, responsive, and appreciative in assembly programs. Student conduct must not be an embarrassment to anyone, especially to those who have a part in the program. An assembly is an extension of the classroom. The same rules of conduct that apply in the classroom apply in the assembly.

Attendance

Regular attendance in all classes is important to academic success. We expect students to attend all classes every day. We expect teachers to plan activities that emphasize discussion, participation, student choice, and collaboration. These types of activities are not easily replicated as “makeup work.” School staff want all students to receive the best instruction possible, and students learn from this instruction when they are present and engaged in class.

Federal school accountability standards utilize a 95% threshold for acceptable attendance. A 95% attendance rate in a semester equates to a student missing 4 days.

Grades earned in any course shall reflect the student’s proficiency of learning standards, academic requirements, achievement, and daily participation.

Attendance, Continued

Attendance/Assessment Incentive

Students with **4** or fewer absences in a class during a semester may opt to complete the course prior to the last 2 days of the semester according to the following schedule:

Semester 1: May complete the course anytime beginning January 20, 2026.

Semester 2: Seniors who meet the incentive may complete the course anytime beginning May 29, 2026. 9th-11th grade students who meet the incentive may complete the course anytime beginning June 4, 2026.

Course completion may include exams, presentations, portfolios, etc. that demonstrate competency of identified priority standards.

School sponsored (SS), office request (OR), administrative review (AR), career counseling (CC), and community sponsored (CS) absences do not count towards this incentive.

Any school suspensions as discipline consequences will void this incentive for all class periods.

Any UA or SK absences in a class voids the incentive for that class.

The attendance/assessment incentive does not apply to IB, concurrent enrollment, and proficiency-based classes, all of which have their own assessment and proficiency requirements.

We expect students to use common sense and not come to school sick in order to maintain eligibility for the attendance/assessment incentive. School administrators have the authority to send a sick student home if they deem it in the best interest of the student and/or the school community. Such absences count toward the 4 day cap.

Missed Academic Work

1. It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment, especially when performance-based activities or experiences are used.
2. It is the student's responsibility to inquire about makeup course work, including due dates.
3. Students are advised to make prior arrangements with their teacher for planned absences.
4. If the student is absent in class when the class is given an assignment, then the student will submit the completed assignment based upon the following time schedule:

Absent	Length of Time for Makeup Work
1 day	2 days
2 days	3 days
3 or more days	1 week

Attendance, Continued

Attendance Definitions and Codes

Tardy: Arriving to class after bell but within the first 5 minutes of class.

Absence: Missing more than 5 minutes of class. Absences are categorized as follows:

ET	**Excused Tardy**	A tardy that has been excused by the attendance office, an administrator, guidance counselor, or teacher.
UT	**Unexcused Tardy**	Not in the classroom by the time the bell rings and up to 5 minutes late.
AR	**Administrative Review**	Absences that have been reviewed and approved by the administration in response to a situation that falls outside the typical attendance codes. Examples include family death, chronic medical conditions, surgery, or other extenuating circumstances. Does not count towards the semester assessment incentive.
OR	**Office Request**	Absence due to request of school personnel. These include administration, school counselor, nurse, career center, or school resource officer. Does not count towards the semester assessment incentive.
SS	**School Sponsored**	Absence that meets the criteria for School Sponsored. Does not count towards the semester assessment incentive.
CS	**Community Sponsored**	Absence verified by administration for community-related events connected to school. Examples include Girls/Boys State, Rotary speaker, Leaders of Tomorrow, and Special Olympics volunteer. Limited to 4 per semester. Does not count towards the semester assessment incentive.
CC	**Career Counseling**	Absence verified by administration or career center staff. Examples include meeting with administration or career center staff, college visits (obtain form from the career center). Does not count towards the semester assessment incentive.
EA	**Excused Absence**	Absence verified by parent or guardian.
UA	**Unexcused Absence**	Absence not verified by parent or guardian.
SK	**Skip**	Student was verified as truant from class. Voids the semester assessment incentive for that class.
IS	**In School Suspension**	Discipline consequence assigned by a school administrator. Student receives credit for work or assignments missed. Voids the semester assessment incentive in all classes.
OS	**Out of School Suspension**	Discipline consequence assigned by a school administrator. Student may or may not receive credit for work or assignments missed. School administrator will make determination on whether credit is received. Voids the semester assessment incentive in all classes..

Attendance, Continued

Attendance Reporting to Parents

Parents or guardians will be notified of SK or UA via the school's automated phone system, a letter, or a personal phone call. Parents can access at any time their son/daughter's online progress report to view their complete attendance report and current grade status for each class. **All absences must be excused by a parent or legal guardian within 48 hours**.

Chronically Absent Students

Students showing a pattern of chronic absences (excused, unexcused, and skips) will receive interventions and supports such as preventive conferencing, mentoring, early release time, counselor intervention, and structured study hall. Unexcused and skip absences will also receive discipline consequences, according to our progressive discipline policy. Because each student carries a unique set of circumstances, the admin team reserves the right to determine appropriate interventions and consequences. Working together with parents is part of this process. Our ultimate goal is to change chronically absent students' behavior patterns so that they attend school at a rate of 95% or better.

School Sponsored (SS) Absence Definition

A student qualifies for a school-sponsored (SS) absence if all the following criteria have been met:

- Students are supervised by School District employees or official designee
- Activity is a FHS or MHSA/OPI activity
- Activity funding is part of the school budget
- Activity behavior is governed by FHS code of conduct

Examples of school-sponsored (SS) absences include:

- Band, choir, orchestra, speech, and drama performances, and school festivals
- MHSA athletic competitions
- Cheerleading for tournaments and games
- Curriculum related exams (e.g., IB)
- Field trips for school sanctioned clubs or class activities
- National, state, and regional conventions for school-sanctioned clubs

Attendance Waiver Forms

Students may complete Attendance Waiver forms for extenuating circumstances.

Tardy Procedure

1. It is the student's responsibility to be on time for class.
2. A student is assigned lunch detention by the teacher for each tardy after the first one. This is on a per class basis.
3. Excessive tardiness is referred to a school administrator for further disciplinary action and intervention.
4. Students must sign in at the Main Office attendance window upon arrival to school for any tardy.

Behavior Towards Staff

We expect students to be respectful of all school staff. Substitute teachers will be afforded the same degree of respect and cooperation as that expected of students toward the regular teacher. Failure to do so will be dealt with as if the misbehavior was directed toward the regular classroom teacher.

Bullying/Harassment/Intimidation/Hazing

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

No student, on the basis of sex, gender identity, sexual orientation, or gender expression, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers, with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying, in violation of this policy is encouraged to immediately report his/her concerns to the principal or the District Administrator, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or school counselor, who will be responsible for notifying the appropriate District official. Complaints against the principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to interventions and discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of 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 sanctions.

Bullying/Harassment/Intimidation/Hazing, Continued

Hazing

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing, intimidation, indoctrination, "class wars", and freshman initiations. Soliciting, encouraging, aiding, abetting any other student, or engaging in this type of behavior is inconsistent with the educational goals of the School District. This inappropriate behavior also includes the "subliminal" type of hazing that quietly occurs. Hazing can affect not only the physical health or safety, but also mental health or safety. Disciplinary action taken will depend on the circumstances and severity of the incident regardless of the victim's willingness to participate. Consequences may include suspension from school, recommendation for expulsion, or suspension from activities. Certain offenses may also be referred for criminal charges.

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

Bus Transportation

The bus driver reviews rules and procedures for bus behavior with students at the start of the school year. The bus driver works in collaboration with the parent and building administrator to ensure appropriate student behavior on buses. The superintendent has the authority to remove a student's privilege of riding the bus.

Rules and Procedures:

1. Students will promptly honor the driver's requests.
2. Students will be on time. The bus will not wait for those who are tardy.
3. Students will not have unnecessary conversation with the driver.
4. Students may be assigned a seat and held responsible for that seat if necessary.
5. School conduct rules apply to bus transportation.
6. Any student who is guilty of inappropriate conduct forfeits the right to ride on the bus.
7. Students will not throw litter on the floor or out of the bus windows.
8. Students will not at any time, extend arms or head out of the bus window.
9. Students will not get on or off or move about within the bus while it is in motion.
10. Students crossing the road will look both ways.
11. Students will not use or possess any illegal substance on the bus.
12. Students will have no part in the operation of the bus.

Cell Phones and Other Electronic Devices

Usage - Permitted Times

Our goal is to promote and teach appropriate cell phone and device use at school Use of cell phones and other electronic devices is prohibited during class time. Electronic devices may be used before and after school, during lunch, and passing times. Electronic devices must be powered off during class time. Teachers may collect and store devices during class. Electronic devices include but are not limited to phones, headphones, earbuds, smart watches, and airpods.

Privacy Violations

At no time will any student operate a cell phone or other electronic device with video or picture capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. In addition, students are not allowed to amplify sound through the use of their electronic device.

Unauthorized Use

Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. When any phone is confiscated regardless of who owns the phone, only a parent will be allowed to pick up the phone after school.

Phone Search

An administrator may search a phone if there is reasonable suspicion that a cell phone is being used for illegal purposes, promoting illegal activities, bullying, cheating or academic dishonesty. Repeated infractions will result in disciplinary action.

Definition of “Sexting”

The act of students photographing themselves or others in various stages of undress and then sending, receiving, or forwarding the photographs to other students. Students may be charged under federal law with distribution or creation of child pornography, or under Montana’s Sexual Abuse of Child statute. If convicted, students could also be faced with having to register as sex offenders.

Conduct of Students to and From School

The school assumes authority over the conduct of students to and from school when on school grounds, in school transportation, and on supervised school excursions. Administration will cooperate with parents/guardians, property owners, and police in cases of problems or hazards created by students while going to and from school and during lunch time. Such cooperation may involve, but is not limited to, identification of students, counseling with students, notification of police, contact with parents/guardians, and possible disciplinary action and restorative actions.

Controlled Campus

FHS maintains a closed campus for the safety and security of all students and staff. All students are expected to remain in school from the time that first period begins until the last class is dismissed in the afternoon. We have an open campus for sophomores, juniors, and seniors during lunch. Any freshman who is discovered off campus will be subject to disciplinary action. The parking lots are considered off campus, but on school property.

Consideration of Extenuating Circumstances

School authority may consider extenuating circumstances prior to dispensing disciplinary action. Extenuating circumstances include, but are not limited to: seriousness of the offense, program placement, attitude and age of student, pattern of conduct, degree of cooperation, attendance record, grades, or other educationally relevant circumstances. The building administrators shall maintain discretionary powers to interpret the Student Handbook and issue corrective measures in each individual case. Building administrators shall be the final authority on discipline in the building.

Copyright

Students must follow all federal and state laws governing telecommunication technologies. This includes U.S. Copyright Law as contained in Title 17 of U.S. Code, and School District #5 Board policy and procedure relating to copyright. Copyrighted material is anything written by someone else. Violations of this policy or procedure will result in disciplinary measures that may include, but are not limited to, intervention, detention or suspension.

Corrective Actions and Punishment

All students shall submit to the reasonable rules of the school. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for a discipline consequence that may include intervention, suspension by the building administration, or expulsion by the School Board. A staff member or administrator has the authority to hold a student accountable for the student's behavior.

Crowd Dispersion

Students gathered around or drawn to an illegal activity (example: fighting) must immediately disperse or they may be found guilty of promoting an act that is disruptive, distracting, incompatible to the school mission, or harmful. Disciplinary action taken will depend on the circumstances and severity of the incident.

Cyber Bullying

All forms of digital harassment, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, text messages, digital pictures or images, or social media posts.

See Bullying/Harassment/Intimidation/Hazing, above.

Damages to School Property

All damages to building or property caused willfully or carelessly must be paid for by the student causing such damage and result in a consequence depending on the severity. This applies to textbooks issued to students as well as other forms of school property.

Demonstrations

Demonstrations which interrupt classes or school operations are not allowed. Students who have a concern should visit with a teacher, counselor, or administrator so that appropriate responses to issues are utilized.

Discipline

Philosophy

All school discipline situations are opportunities for students to learn correct behavior and learn how to be respectful of other people and situations. Our ultimate goal is for students to become positive contributors to society. To this end, high schools must provide guidance and expect mistakes to happen as students learn appropriate behavior. Disciplinary action by all staff, from monitors to teachers to administrators, shall be conducted with dignity and also with the expectation that correct behavior can be attained. We believe interventions to go hand in hand with discipline consequences.

Flathead High School believes in restorative practices. Where appropriate, students being disciplined will make amends with their victims by participating in restorative conversations/circles, issuing apologies, completing community service, providing restitution, or by participating in the Center for Restorative Youth Justice (CRYJ).

Each student and each situation is unique. School administrators will take this into account and act accordingly.

We believe that a partnership with parents is a critical component to improved behavior. We will notify parents of school discipline interventions and consequences by phone, personal contact, email or letter.

Progressive Discipline Consequences and Interventions

Warning/Intervention

A school administrator provides an intervention with the student, reaching an agreement for appropriate student behavior as well as strategies for success. Administrator advises student of consequences if inappropriate behavior continues.

Lunch Detention

Assigned by teacher or administrator for minor policy infractions. Served during student's assigned lunch period. Student brings or obtains lunch from the cafeteria and reports to teacher or school lunch detention room for the duration of the lunch period. Electronic devices of any kind are not permitted to be used during lunch detention, devices must be checked in with assigned Staff member.

Discipline, Continued

After School Detention

Wednesdays from 1:25-3:25. Student reports to main office with school work or reading material. Student is expected to actively work on academics. Also during this detention, students may perform supervised community service garbage pickup in the school, on school grounds, or in the neighborhood. Gloves and garbage bags are provided; student should dress for the weather. Electronics devices of any kind are not allowed while serving after school detention.

In School Suspension

Student reports to the main office before school and are escorted to ISS. He/she is expected to bring academic work to ISS. Electronics are checked in and kept in a secure location within the main office. Water bottles are allowed. Food is permitted only during lunch. Student is escorted to the bathroom and to the cafeteria to obtain food at prescribed times during the day. The FHS Dress Code still applies to students while in ISS. Restorative conferences and community service are optional components of this discipline consequence and are dependent upon staff availability and appropriateness for student. Student must work productively on academic work or read during ISS time. Failure to adhere to these expectations results in a repeat of the consequence.

Out of School Suspension

Student is excluded from school for 1-10 days. The 10 days may be extended pending Superintendent approval or School Board hearing. Student may receive credit for makeup assignments completed during OSS.

A suspended student may not participate in curricular or extracurricular activities while on OSS. Students serving out of school suspensions may not come onto school property for any reason or to any school sponsored activity off school property during the suspension. This includes any weekend days covered by the assigned suspension.

Expulsion

Action taken by School Board upon administration recommendation. An expulsion hearing is held. Extenuating circumstances may lead the Board to override administrative recommendation by either dismissing the case or further suspending or deferring an expulsion. In most instances with the verification of evidence, an expulsion may be expected.

CRYJ

The Center for Restorative Youth Justice (CRYJ) works to actively engage youth, victims, families, and communities in restorative practices that interrupt the cycle of harm. The program creates opportunities for at-risk youth to deepen community connections and find access to important support and reflection that results in powerful change. Flathead High School works closely with Kalispell Police Department and CRYJ on criminal offenses that can be referred to CRYJ.

Disruption of School Operations

No person shall disrupt or obstruct any school program, activity, or meeting, or threaten to do so, or commit, threaten to imminently commit or incite another to commit any act that will disturb or interfere with or obstruct any lawful task, process or procedure, of any student, official employee or guest of the District.

Disruptive, distracting, incompatible, or harmful actions will result in a disciplinary consequence. Disciplinary action taken will depend on the circumstances and severity of the incident.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to and from school or a school activity, function or event.
4. 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 or an educational function.

Distribution and Posting of Materials

Organizations and individuals must have the approval of an administrator before materials may be posted or presented to the students in any manner. This includes, but is not limited to, announcements, posters, flyers, and electronically posted media. Material must provide information valued or needed by the school. Permission will be denied to post any material that would disrupt the educational process, violate the rights of others, invade the privacy of others, infringe on a copyright, or be obscene, vulgar, or indecent. Refer to School District 5 Board Policy 4331 for additional guidelines.

Dress Code

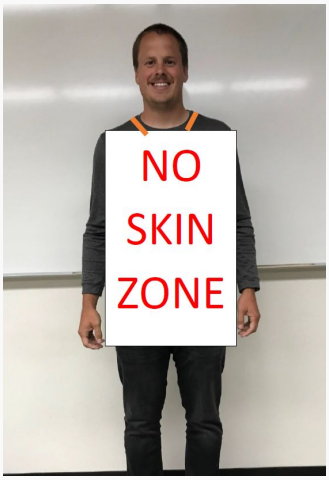
Expectations

High school is an academic setting for all, and appropriate dress is a reasonable expectation. Students are expected to present themselves at school with adequate personal hygiene habits and clothing that is clean and in good repair. Not all fashions are appropriate for the school setting. In general, students are to avoid wearing clothing judged to be disruptive to the educational process or that may create safety issues.

School administrators hold discretionary authority to make decisions regarding attire and appearance-related matters not specifically addressed in the dress code policy.

Guidelines for students:

- Wear clothing appropriate for an academic setting (no pajamas, swimwear, illegal or inappropriate messaging, etc.).
- Wear shoes appropriate for outdoor wear.
- Keep your face visible.
- Clothing must cover the "Zone" between shoulders and mid-thigh.



Opportunity to Correct

If a student violates the dress code policy, the student will be given the opportunity to correct his/her attire. Corrections will be made by making immediate adjustments at school, wearing a School District garment, or going home to change. Once a student corrects the violation, they must return to the office for verification of compliance before returning to class.

Additional Teacher Expectations

A teacher has the discretion to require additional standards of student dress as deemed appropriate in order to ensure a proper safety standard or effective delivery of coursework, instruction, or activities required in the class. This may include, but is not limited to, the wearing of safety goggles, aprons or shop coveralls, tying back long or loose hair, or rolling up of loose sleeves.

Due Process

The student has the right to have oral or written notice of the charges against them and if denied them, an explanation of the evidence the authorities have and an opportunity to present their side of the story, unless the student's presence poses a continuing danger to person, property, or disruption to the academic process, in which case the student may be immediately removed from school. In such case, notice of charges and a hearing shall follow as soon as practical.

Facility Use

No student shall use the facility without direct school personnel supervision. This includes use of the gym, weight room, auditorium, computer lab, classroom, etc. Non curriculum-related school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting. Refer to School District 5 Board Policy 3233 for additional criteria that must be met. Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

Failure to Respond to an Administrator's Request to See Student

Students must, upon request, meet with the administrator. Failure to respond will result in disciplinary action. School officials have the right to talk to a student without a parent present.

Federal and State Laws

Federal Laws

We expect all Flathead High School students and staff to support and comply with federal laws. The following three regulations have special application to our school setting:

1. Title VI of the Civil Rights Act of 1964 (revised July 1, 1997): "No person in the United States shall, on the grounds of race, color or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (revised July 1, 1997): "No person…shall, on the basis of sex, be excluded from participation, in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." This means no student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to our educational and extracurricular programs and activities.

Staff or students with a complaint alleging a violation of this regulation shall use the Uniform Grievance Procedure (Board Policy 1700). Inquiries regarding discrimination or intimidation should be directed to our FHS Title IX Coordinator, Mr. Matt Allison.. He can be reached at 751-3500 x 3477.

3. Section 504 of the Rehabilitation Act of 1973 (revised July 1, 1997): "No otherwise qualified handicapped individual…shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." This means equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

Direct inquiries to FHS Section 504 Coordinator, Mrs. Christina Roberts, 751-3500 x 3474.

Federal and State Laws (continued)

Annual Notice Re: Asbestos Hazard Emergency Response Act

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which required that public schools be inspected for purposes of identifying any asbestos-containing building materials (ACBM). In accordance with AHERA, the Kalispell School District has since conducted a re-inspection of its facilities every three years to determine whether the condition of that ACBM has changed and to provide information on how best to manage that ACBM (or any newly- discovered ACBM) through maintenance or removal. In addition to its inspection, re-inspection and periodic surveillance requirements, AHERA also requires that school districts develop and maintain a management plan for any known or suspected ACBM. A copy of the Kalispell School District's Management Plan is available for review and inspection by appointment at either our Central Administration Office located at 233 First Avenue East or any of our school facilities. It is the intention of Kalispell School District to comply with all federal and state regulations pertaining to asbestos and ACBM, and to take whatever steps are necessary to maintain our safe and healthy environment for our students to learn in and for our employees to work in. Further information concerning AHERA and the presence of ACBM in public schools can found using the following link: http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html.

State Laws

We expect all Flathead High School students and staff to support and comply with state laws. The following two regulations have special application to our school setting:

1. State Constitution Article X: "It is the goal of the people to establish a system of education which will develop the full potential of each person. Equality of educational opportunity is guaranteed to each person of the state."
2. Statutes (MCA) Title 49 Human Rights: "The right to be free from discrimination because of race, creed, sex, religion, color, physical or mental handicap, age or national origin is recognized as and declared to be a civil right."

Field Trips

Because field trips are an extension of the classroom, all school rules apply. Transportation to and from the site must be authorized by the school. No private transportation is allowed. Field trips that will take students out of state or out of the country must be approved in advance by the Board. Building principals may approve all other field trips.

Fighting

Fighting at or near Flathead High School results in discipline consequences. Depending on the severity of the incident, law enforcement may be contacted. Any student participating in a fight receives discipline consequences. Students filming and posting fights may also receive disciplinary consequences.

Fundraising

The activities director, principal, and KPS Board of Trustees must approve all fundraising projects. The form seeking approval can be obtained from the activities director or on-line. All funds raised must be deposited into the student activity account for that activity.

Graffiti

All damages to building or property caused by graffiti must be paid for by the student causing such damage. Disciplinary action will be taken depending on the severity of the incident and the circumstances. Depending on the severity of the incident, law enforcement may be contacted.

Grievances—Uniform Complaint Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy. See Board Policy 1700.

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

Level 1: Informal

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

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance.

The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Grievances, Continued

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance.

The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent. If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 5: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

Gun-Free Schools

A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

Hall Passes

Students are not to be in the hallways during class time without a pass from their assigned instructor or the office. Students in possession of stolen hall passes receive a disciplinary consequence.

Hallway Behavior

Students are expected to act in an orderly manner in the corridors and on the stairways. Inappropriate behavior, including public displays of affection, result in disciplinary action and interventions.

Illegal Activities

The promotion of or any illegal activities at school or school activities will be referred to law enforcement. Students found guilty will have a discipline consequence. Action will be taken on all illegal activities within the line of sight of FHS. Students found guilty of certain illegal activities may also receive an "enhanced" sentence if the crime was committed in, on, or within 1,000 feet of the real property of a public or private elementary or secondary school.

Neighborhood Surrounding FHS Campus

We have an obligation to honor the rights of those neighbors situated short distances from our campus. In an effort to be a good neighbor and respect the surrounding property, students will not congregate or litter on neighboring property. This also includes keeping noise levels down to an appropriate quiet level. Failure to abide by city ordinances may result in citations.

Open Campus During Lunch

Open campus during lunch is a privilege for 10-12th graders and may be revoked at anytime. If a student is late returning from lunch off campus, it is an automatic unexcused tardy or absence. Students are expected to return from lunch on time and take care of their garbage.

Parking Lots

All Students must register their vehicles with the main office. The first permit is free. $5/per permit after. Students are reminded that state law stipulates that maximum driving speed on or adjacent to school property is 15 m.p.h. Students should not park in the faculty parking lots or spaces, visitor's area, fire zones, hash mark areas, handicap zones, on the grass or landscaping, medians, or traffic lanes. Students should not be in their automobiles or in the parking lot during class time. School authorities may inspect and search student vehicles parked on school property when reasonable suspicion of wrongdoing exists. Failure to abide by the parking lot rules and procedures may result in parking citations, vehicles towed at driver's expense and or revocation of parking permit.

Parking Permits

Any student parking on school property during school hours will be required to display a parking permit. Parking permits are non transferable (singular vehicle use only). Permits will be issued free of charge at the FHS office. If you were issued a parking permit last year, it is still valid this year. Students must bring a current vehicle registration in order to secure a parking permit. There is a $5.00 replacement fee for lost or additional permits. Any vehicle parked illegally or not displaying a parking permit will be ticketed and after receiving a second ticket will be towed or booted at the owner's expense. Possession of a permit does not guarantee a parking space.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement authorities. If the authorities are notified, parent(s)/guardian(s) will be contacted by telephone, letter, or in person. Any action taken by the authorities is separate from and in addition to action taken by the school. State law requires the school to permit a student to be taken into legal custody.

Religion and Religious Activity at School

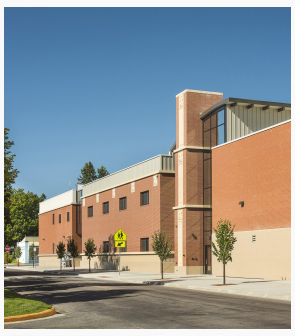
In keeping with the United States and Montana Constitutions and judicial decisions, the school may not support religion or endorse religious activity. At the same time, the school will not prohibit religious expression by students. Students may pray individually or in groups and may discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray silently in the classroom, except when they are expected to be involved in classroom instruction or activities.

Reporting Safety Concerns Anonymously

Safety at Flathead High School is the responsibility of everyone. If a student has a safety concern that the student would feel more comfortable reporting anonymously, the student may call 751-3500, x 3476 and leave a message.

Safety Procedures

In a continuing effort to prepare for possible emergencies, the school practices unannounced safety drills that include emergency evacuations and practice intruder alerts. Tampering in any way with emergency equipment, including the phone system, is considered to be a serious violation of school safety regulations. Parents will be notified of safety actions such as lockdowns and soft lockdowns. Notification occurs via email or text messaging, through our Bright Arrow communication system.



School Activity Policy

Students and their parents are responsible for knowing, understanding and complying with all school activity regulations, including the drug and alcohol policies. A student may not use or have in possession illegal substances of any kind, or be present for any length of time at a gathering or location where the use of or possession of illegal substances is taking place during an activity season.

Penalty

The penalty for use or possession of drugs, alcohol, or tobacco during a season may result in immediate dismissal from the activity for that season. The offending student may not participate in another activity during that season and will not receive any awards, including a varsity letter. Students who are gathered at a location where the illegal use of substances takes place may be removed from the squad depending on a variety of variables such as length of time, knowledge of illegal activity, and intent.

Activity Season

It begins with the first official practice of the sport and ends with the arrival home following the last competitive event or when a parent or guardian requests that the student become his/her responsibility after the final competition for that sport.

School Property and Equipment

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots). The principal may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Searches and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

School authorities may search a student or a student's personal effects, when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or the District's student conduct rules. The search must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

While on school property, vehicles may be inspected at any time by Administrators.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Self-Identification

Students must, upon request, identify themselves to School District personnel or authorities when on or near school property, on school buses, or at any school-sponsored activity. Failure to self-identify or provide correct information will result in disciplinary action.

Sexual Harassment/Intimidation of Students

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever they make unwelcome advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
   a. Substantially interfering with the student's educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or
   c. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator (Mr. Matt Allison) or an administrator who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action, including, but not limited to, suspension and expulsion.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidations are given appropriate opportunity to defend themselves against such accusations. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Skateboards, Roller Blades, etc.

The use of skateboards, roller blades, etc. on school property is prohibited.

Spectator Conduct and Sportsmanship

Students shall behave in a sportsmanlike manner during athletic, co-curricular and school events. Failure to comply with the expectations may result in disciplinary action such as ejection from the event, loss of privileges to attend activities, legal consequences, detention, suspension, forfeiture of activity ticket and/or denied admission to future events. Students are expected to act with courtesy and respect, both as hosts and guests at school activities. Expected appropriate behaviors include, but are not limited to, the following:

- Using positive spirit wall signs and cheers
- Wearing of school colors
- Standing and removing your hat for the national anthem
- Remaining silent during appropriate times
- No derogatory, heckling, or negative signs or comments to referees, players, coaches, half-time performers, cheerleaders, or opposing fans
- Keeping flags in front of the home cheering sections and not in front of the visitors section
- Pets or animals at any event are limited to service dogs only as per ADA guidelines. (Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability).

Substance Abuse Policy

Disciplinary action will be taken against any student guilty of violating the substance abuse policy. Staff who suspect students of violating this policy shall report those student(s) to the principal or other designated administrative personnel. Definitions of using, possessing, distributing, giving, purchasing, or selling shall be based upon commonly accepted, reasonably prudent definitions.

Illegal behaviors include, but are not limited to:

1. Using, possessing, distributing, purchasing, or selling nicotine products, including vapor devices or synthetic nicotine devices.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, drug paraphernalia, drug analogues, and mood altering chemicals.

The use of a mood altering chemical is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student.

Substance Abuse Policy, Continued

The consequences for violating the substance abuse policy are:

1. Notification of appropriate law enforcement agency.
2. Notification of parent(s) or guardian(s).
3. Enforcement of consequences as defined under FHS disciplinary action guidelines, including restorative practices.

Drug Paraphernalia

Drug paraphernalia or instruments such as pipes, vapor devices, dab paraphernalia, syringes, needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, synthetic nicotine and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance.

Jurisdiction

This policy extends to use of the above:

1. On or in close proximity to any property owned, leased by or under the control of Kalispell School District, including vehicles used for the transportation of students.
2. During normal school hours.
3. At any school-sponsored or sanctioned activity or event away from or within the School District.

Passive Alcohol Sensor

School authorities may use a Passive Alcohol Sensor device when they have reasonable suspicion that a student has violated the alcohol policy based upon such factors as alcohol on breath, impairment of speech and motor control, admission by the student or reports of the student's consumption of alcohol by reliable sources. Confirmed alcohol use results in school disciplinary measures.

Technology Use

It is the responsibility of each student to use telecommunication technologies at Flathead High School in a manner that appropriately reflects the educational goals and objectives of Kalispell School District and the educational mission of Flathead High. Access to FHS technology is a privilege and not a right. Please review Board Policy 3612 for policy details.

Telecommunications technologies include, but are not limited to:

a. Computer software, such as browser software, e-mail software, etc.

b. Equipment, such as televisions, telephones, video cameras, computer hardware (modems, CPU's, displays, servers), etc.

c. Networks, such as the Internet, LAN's (Local Area Networks), DAN's (District Area Networks) and WAN's (Wide Area Networks), etc.

Technology Use, Continued

Acceptable Use Policy

Kalispell Public Schools (KPS) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. KPS encourages the responsible use of computers; networks, Internet; and electronic resources in support of the mission and goals of the district and its schools. KPS adopts this policy governing the use of personal devices, KPS devices, computers, network and Internet usage through KPS owned equipment; providing guidance to individuals and groups obtaining access to and through these resources.

Hacking

Users shall not infiltrate or "hack" outside computing systems or networks. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash). Violations of this policy or procedure will result in disciplinary measures that may include, but are not limited to, detention, suspension, or removal from class with a semester grade penalty of "F".

Kalispell Public Schools Rights and Responsibilities

KPS strives to maintain an environment that promotes ethical and responsible conduct in all online network and Internet activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose, general rules and policies of the network. KPS has a legal and ethical obligation to protect the well-being of students in its charge. KPS has the following rights and obligations:

1. To log network use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to KPS-owned equipment and, specifically, to exclude those who do not abide by KPS acceptable use policy or other policies governing the use of school facilities, equipment, and materials. KPS reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of KPS.
2. Staff should make reasonable efforts to become familiar with basic components of the Internet and network, so that effective monitoring, instruction, and assistance may be achieved. Please refer to the District website for further information.

Technology Use, Continued

User Responsibilities

1. Use of the electronic media provided by KPS is a privilege. This resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. KPS is not responsible for additional data charges the user may occur if these terms are not accepted.

Acceptable Use

1. All communications and information accessible via the KPS data network should be assumed to be KPS property.
2. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of KPS.
3. Giving out personal information is inappropriate and in some cases, under Federal Law illegal. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. This means do not share your user name and password with anyone.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff. Generally, subscriptions result in massive amounts of SPAM that overwhelm e-mail boxes and SPAM filters. Subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive amounts data storage on the email server.

Unacceptable Use

1. Use of the network for any unlawful purpose is prohibited.
2. Use of the network to access or process pornographic material, inappropriate text files (as determined by the m administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
3. Hate mail, chain letters, harassment, and other antisocial behaviors are prohibited on the network. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
4. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
5. Giving out personal information about another person, including home address and phone number, is strictly prohibited. Administration may provide personal information to 3rd party vendors if deemed necessary.
6. Any use of the network for commercial or for-profit purposes is prohibited.
7. Excessive use of the network for personal business shall be cause for disciplinary action.
8. Any use of the network for product advertisement or political lobbying is prohibited.
9. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
10. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
11. The unauthorized installation of any software, including shareware and freeware, for use on KPS computers is prohibited. Please work with the building administrator and IT tech if new software is needed.

Technology Use, Continued

12. The KPS network may not be used for downloading entertainment software or other files not related to the mission and objectives of KPS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of KPS. Linking subscription based websites to the district or schools' web page is illegal without expressed permission from the website owner due to hidden subscription fees.
13. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
14. Establishing network or Internet connections to live communications, including voice and/or video (relay/chat), needs to be coordinated (in a timely manner) with the network administrator.

Inappropriate Use

Users shall not use the District computer network to purchase goods, solicit sales, conduct business, advertise or sell a service, transmit obscene, abusive, sexually explicit, inappropriate, or threatening language. Violations of this policy or procedure will result in disciplinary measures that may include, but are not limited to, detention, suspension, or removal from class with a semester grade penalty of "F".

Disclaimer

1. Electronic mail is discoverable under a public records request.
2. KPS is not responsible for any damages one may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
3. KPS makes no warranties (expressed or implied) with respect to:
   a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
   b. Any costs, liability, or damages caused by the way the user chooses
   c. To use his or her access to the network.
4. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
5. KPS is not accountable for the use of information retrieved via the network.

Instruction in the Use of Telecommunications

Students accessing the Internet from FHS will be instructed on the policies governing such use during their language arts courses at the beginning of the first semester. New students should be sure they review these policies in the student handbook and ask questions if they need clarification.

Internet Access

Students utilizing school-provided Internet access are responsible for good behavior online, just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The District provides filtering software for all computers accessing the Internet.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the school. Access is a privilege, not a right.

Technology Use, Continued

Unlawful Online Activity

Students must follow all federal and state laws governing telecommunication technologies.

Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted. Any violation of District rules will be reported to school administrators for possible disciplinary action.

Telecommunication Technologies Acceptable Use Policy

Telecommunication technologies are to be utilized at Flathead High School to realize curricular objectives through communication with others and through the acquisition of information. Students should use these technologies only in a:

a. Considerate, ethical, and lawful manner;

b. Manner consistent with curricular objectives;

c. Manner consistent with the required etiquette of each site;

d. Manner which ensures the safety of the use and others;

e. Manner which respects the privacy of accounts; and

f. Manner which respects the rights of others to access these technologies.

Technology Use Violations

Technology use violations will result in disciplinary action that may include, but is not limited to, the loss of access to these technologies, referral to school administrator, suspension, legal prosecution; and/or remuneration.

Web Publishing Guidelines

Please review Board Policy 3612P for the complete guidelines. The following guidelines are intended to summarize some of the key elements of the policy. Content published on the District network and web server must comply with the following guidelines:

1. Publications should be designed for clarity and readability and strive for high quality in both style and presentation. Correct grammar and spelling are mandatory.
2. Publications must include a statement of copyright when necessary and appropriate, and must indicate permission has been secured when including copyrighted materials.
3. Publications may not contain business advertising nor may they be used for commercial purposes for the pursuit of personal or financial gain.
4. Student names accompanying pictures may only include first name and last initial. Publication of any pictures of students with accompanying names must be pre-authorized by explicit parental permission using the District approved permission form.

Trespassing

Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

Unauthorized Areas of the Building or School Grounds

Students are not allowed in unauthorized areas of the school facility or grounds. Students are allowed in teacher's offices only with permission from the teacher. The staff room is off-limits to students.

Video Surveillance

Video surveillance will occur on school property to ensure the health, welfare, and safety of all staff, students, and visitors, and to safeguard the facility and equipment. Video cameras will be used in locations as deemed appropriate by the administration. Video recordings may become a part of a student's educational record. Due to privacy, video footage cannot be reviewed by students/families or third parties.

Visitors

Visitors to the school must obtain permission from the administration. Approved visitors must check in at the main office and wear a visitor's pass. Only official school business will be considered as a legitimate reason for a visitor's pass.

Weapons in a School Building or on School Property

Any person who possesses, carries, transfers, or stores a weapon in a school building or on school property, except as provided in Board Policy 3310, will be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building or on school property.

"School building or property" means all buildings or property owned, leased, or used by the School District that are used for instruction or for student activities; "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, a firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and, objects that have been modified to serve as a weapon.

No student 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 student 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.