

HEART BUTTE SCHOOL DISTRICT #1

Student Handbook

2013-2014

Home of the Warriors

“The Heart of Quality Education with the Cultural Guidance of the Community”



Superintendent – Russ McKenna

Board Members

Grinnell Day Chief(Chair), Tammy Williamson (Vice-Chair), Harold Calf Robe (Member), Burton Butterfly (Member), Glenna Hall (Member)

Heart Butte Schools – PO Box 259 – Heart Butte, Montana 59448

(406) 338 - 3344 (District Office)

(406) 338 - 2211 (Main Office)

(406) 338 - 2088 (Fax)

All handbooks approved by the Board are regarded as and given the same significance as District Policy.

District Office Staff

Superintendent – Russ McKenna
District Clerk/Business Manager – Tiffany Sinclair
Assistant Clerk – Amanda Aimsback

Main Office Staff

K-12 Principal – Dr. Charles Smith
Vice Principal- Felicia Kleven
Administrative Assistant – Amanda Aimsback
School Secretary – Judy Comes At Night
RTI Coordinator – Carol Day Rider
K-12 Counselor – Marilee Kleiber
Activities Director – Christy Day Chief
Attendance Officer/ Title VII – Clifford Eagle Speaker
Behavior Specialist- Stephanie Aimsback

Elementary Staff

Kindergarten – Richelle Sheets
First Grade – Amy Wangseng
Second Grade – Bonnie Vang
Third Grade – Cindy Hurst
Fourth Grade – Selena Eagle Speaker
Fifth Grade – Jane Crawford
Sixth Grade – Kevin Kriskovich
Library/Media – Charlene Crawford
K-12 Special Education – Angela Stuart
K-6 Special Education Paraprofessional – Merisha Racine,
Christy Day Chief
Elementary Paraprofessionals – Helen Butterfly, Ely
Walker

High School Staff

7-12 English Riley Auge’
7-12 Social Studies – Brad Hall
7-12 Mathematics – Brandon Adams
7-12 Science – David Chalmers
Library/Media – Charlene Crawford
K-12 PE – Lynnell Bull Shoe
Art – Robin Kratz
Woodshop – Harold Johnson
K-12 Special Education Teacher – Angela Stuart

Support Staff

Gear Up Coordinator – Adrien Wagner
Food Service – Andrea Dusty Bull, Lawrence Ed Horn,
Etoe Whitford
Transportation – Pat Calf Boss Ribs, Johnny Day Rider,
Francis Spotted Eagle, Frances Wild Gun
Maintenance/Custodial – Merlin Running Crane, Eric Day
Rider, Jody Aimsback, Neil Makes Cold Weather



Heart Butte Student Handbook

Indian Education for All – MCA 20-1-501

Heart Butte School will implement the Montana state mandate, *Indian Education for All*, to the fullest extent by providing resources from the general budget and from state funding to transform the school culture, learning environment, pedagogy, and curriculum to align with the Blackfeet cultural standards and the Montana state standards. Through this process, we will give our students opportunities to learn the tribal language in order to develop positive self-identity and self-actualization while providing the state of Montana with vital knowledge about the Blackfeet to share with other Montana students.

School Entrance Requirements

- 1) **Age:** A child entering kindergarten must have reached their fifth (5th) birthday on or before September 10 of the year they are to enter kindergarten. A child must have reached their sixth (6th) birthday on or before September 10 of the year they are to enter first (1st) grade. (Any other considerations will be determined by the Board. This is commensurate with State Law.)
- 2) **IMMUNIZATION:** By Law a student may not be admitted to a Montana school unless one of the following criterion is met: (a) the person has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (rubella), (b) qualifies for conditional attendance, or (c) files for an exemption.

Grading Scale

A or 4.0 (90-100%) – Advanced Learner

B or 3.0 (80-89%) – Proficient Learner

C or 2.0 (70-79%) – Nearing Proficient Learner

D or 1.0 (60-69%) – Novice Learner

F or 0.0 (0-59%) - Failing Learner

I – Incomplete (When allowed must have administrative approval and must be made up within two weeks of the end of the grading period as they will automatically become an “F” grade until completion)

***Progress reports are mailed to parents or guardians at mid-term and when requested by a parent or guardian

***Report cards are mailed at the end of each quarter

***Parent/Teacher Conferences are scheduled at the 1st and 3rd quarters, but can be scheduled throughout the school year when concerns arise at times arranged with that particular teacher or teachers.

Each teacher in grades 5-12 will submit a WEEKLY INELIGIBILITY LIST to the Athletic Director, Principal, Behavior Specialist, and RTI Coordinator no earlier than 3:30 p.m. on Friday or no later than Monday at 3:30 p.m. Coaches/Sponsors may also require students to obtain weekly grades from each instructor.

School – Family Communications

Concerns

Parents are highly encouraged to communicate, at any time, their concerns and questions regarding their student's education and they are encouraged to contact the teachers, community liaison, and school administrators.

If there is a complaint, families are encouraged to resolve concerns directly with the staff member, with the classroom teacher or the staff person directly involved, and then the principal. This sends the message to children about the importance of assertiveness and open, respectable communication. However, if the problem cannot be resolved at the first level, parents have access to a particular staff member's supervisor.

Contact Information

Teachers/Support Staff – Contact the Main Office at (406) 338-2211, Mrs. Judy Comes At Night will direct your call or take a message

School Counselor – Merilee Kleiber at (406) 338-3344 ext. 303/Home phone 338-3996

Vice Principal - Contact the Main Office at (406) 338-2211, Mrs. Judy Comes At Night will direct your call or take a message.

Principal - Contact the Main Office at (406) 338-2211, Mrs. Judy Comes At Night will direct your call or take a message.

Superintendent - Contact the District Office at (406) 338-3344. The assistant clerk/administrative assistant will direct your call or take a message.

Family Participation in School Events

Throughout the school year, there will be many opportunities for parents to visit the school, participate in family activities, and to become involved in the educational enrichment of their children. In addition, parents are welcome to arrange an observation or volunteer time in their student's classroom with the teacher/principal.

Watch for school newsletter to access school event information or call the main office at (406) 338-2211.

Indian Education Parent Advisory Committee

The purpose of the committee is to provide the district with advice in Indian Education activities and use of funds. Contact (Title V11 Coordinator) at (406) 338-2211 ext. 331.

Response to Intervention (RTI)

Behavior – RTI seeks to create a systematic approach to helping students to know their learning expectations and creating interventions with the goal of preventing behavior problems that impede student success. ***Refer to the school-wide behavior plan.

Academics – RTI is a data-driven approach that works to monitor, assess, and create a learning plan for each student at their skill level. Appropriate interventions are in place to keep students working toward educational goals in math and reading, as well as an incentive program to motivate learners to reach their fullest potential.

For more information about RTI, contact Carol Day Rider

at (406) 338-2211 ext. 241.

Title I- All students who are not scoring proficient on Moncast Testing and other assessments will be required to attend after school tutoring. To ensure that they reach their fullest potential possible.

Behavior Plan

Title I

Through federal Title I funding, students have access to a number of programs to ensure that no students are “left behind” in terms of academic skills. Some of these services include the following:

- Extra instruction during the day
- After school instruction
- Summer school

Title VII Indian Education

The grant provides the school with important services and incentives to improving K-8 attendance, to prevent drug and alcohol abuse, and to offer after-school activities.

Student Attendance

The primary responsibility for good attendance for students rests with the parents and legal guardians.

The state of Montana has made education compulsory for all children seven (7) to sixteen (16) years of age (MCA 20-5-103). The Blackfeet Tribal Council has extended this requirement to all children to seventeen (17) years of age (Resolution # 71-2004). Therefore, absence from school without a legitimate reason is illegal, and parents are in violation of the law. Attendance in all classes and study halls is mandatory unless excused, and students are responsible for being in class on time and prepared to participate. The district is committed to taking whatever action is necessary, up to and including legal action, to assure students attend school regularly.

Reporting Student Absences

Instructional staff must submit their first period attendance in Infinite Campus by 9:00am, so the Attendance Officer can verify absences for each school day. When a student must be absent for illness or other unforeseen emergencies, parents must inform the school of the reasons for the student’s absence before 9:00am by contacting the Attendance Officer directly at (406) 338-2211 or 3344 ext. 242.

Notice to Parents of Children Absent From School

Phone calls will be made upon the first unexcused absence and every other absence up until the tenth absence from school. Phone calls will be made after 9:00am to the homes of absent students if no contact was made to justify an absence; **no contact will result in an unexcused absence**. Additionally, absence notification will be sent out for every absence after the first absence from school to notify parents and guardians. This is to assure the safety and welfare of the student in compliance with both Montana State laws and Blackfeet Tribal Ordinances.

Absences will be classified as SCHOOL-RELATED, EXCUSED, HOMEBOUND ABSENCE, UNEXCUSED, or SUSPENDED/EXPULSION.

All absences will be counted toward the ten (10) days **EXCEPT** those resulting from participation in school-related activities, official religious/national holidays, or which are administratively pre-approved, have written documentation such as doctors slip etc.

CLARIFICATION OF ABSENCES

School-Authorized Absences need to be verified at the time of the absence. Make-up work is required and needs to be submitted before the day of absence for full credit. School-sponsored absences for academically eligible students, pre-planned events, or trips need to be approved.

Excused Absences need to be verified at the time of return to school. Excused absences (i.e. illness with written Doctor

statement, bereavement [maximum of four (4) days], prearranged absences with administrative approval) occur when the parent notifies the school in advance of a student absence that the student will not be in school for the day(s) by 10:00am. Parent notification of absence is accomplished by calling the school (406) 338-2211 or 3344 ext. 242, sending a written note prior to the absence, sending a written note on the student's return to school, or submitting a doctor's note documenting illness or treatment.

Pre-Planned Homework Request

Students need to make arrangements for planned absences. All classroom assignments missed during student absence must be requested and made up before the absence occurs, or the teacher may allow the student one (1) day make-up for each day missed.

Homebound Absence

Parents/guardians of students who are adversely affected by an unforeseen circumstance that limits their capacity for regular school attendance (i.e. no community supervision due to parent/guardian absence from the community, personal illness/injury, or other circumstance(s) deemed by the administration to be credible for homebound status), may request that the Heart Butte School administration provide a homebound contract for their child limited to no more than thirty (30) days. Appeal for an extension to the homebound contract must be received no less than five (5) days prior to the thirty (30) day expiration date. Once thirty (30) days has past, your child must be in school unless a successful appeal with the administration has taken place. Other arrangements may be necessary to ensure your child's regular, school attendance after the thirty (30) days allowed has expired.

Unexcused Absences are all absences not school authorized and without parental knowledge and/or permission. The student may not participate in extracurricular activities during the time period the student has encumbered an unexcused absence. It should be noted that the school determines truancy and NOT the parent or student. Truancy is when a student knowingly deviates from any class period without the permission of the classroom teacher to whom they are assigned. Consequences for truancy are explicitly defined within the School-wide Behavior Plan. Truancy is also an unexcused absence which can be used in Tribal Court.

Suspended/Expulsion Absences are any absences resulting from suspension or expulsion from Heart Butte School. A student returning from a suspension/expulsion will submit all assignments and/or be ready to take make-up quizzes and exams upon return to class. Suspensions from school are defined as one (1) to ten (10) days the student is removed from the school. Students will not be allowed to return to the classroom until completing a re-entry meeting with the administration. Expulsions are defined as total removal of the student from the school, whereas the student will have to obtain board approval to re-enter school for the following school year. The student's work will be collected by the Administration/Community Liaison and placed in the Elementary Office for pick-up no more than two (2) days after the suspension/expulsion is granted. The student will earn no more than fifty percent (50%) of what would have been the letter grade had the student not been suspended/expelled. The student may not participate in extracurricular activities or be present on school grounds during the time the suspension/expulsion is in effect. These absences will be counted toward the ten (10) days students are allowed each semester.

General Rules for Unexcused Absences

Heart Butte High School has established ten (10) as the number of unexcused absences a student may have in each class per semester. On the eleventh (11th) absence the student will lose credit. The following is the ten (10) day procedure:

1st Unexcused Absence – **Attendance Officer** calls.

2nd Unexcused Absence – **Attendance Officer** calls/sends notice home.

3rd Unexcused Absence – **Attendance Officer** does a home visit and has the parent/guardian sign the attendance policy. (Policy is also signed by the parent/guardian before school begins.) Additionally, the School Board will be notified.

4th Unexcused Absence – **Attendance Officer** calls/sends notice home requiring **Parenting Intervention Class (Title VII)** held on the 2nd Wednesday of each month at 6:00pm (unless otherwise rescheduled).

5th Unexcused Absence – **Attendance Officer** calls/sends notice home and submits previous contact logs, parent/guardian contract, confirmation of parenting intervention class participation (if available) and notice documentation sent previously to Tribal/County Court for review. After the initial absence information of a 5th unexcused absence is submitted to Tribal Court the same will apply to any additional unexcused absences i.e., 6th, 7th, etc.

6th Unexcused Absence – **Attendance Officer** calls and arranges a meeting with **Parent/Guardian** and **Administration** to go over unexcused absences and related documentation.

7th Unexcused Absence – **Attendance Officer** calls/sends certified “7th Day Unexcused Absence Notice” home and submits all related documentation to Tribal/County Court for additional review; upon receiving information from the school district the courts may decide to take action at the 7th unexcused absence.

8th Unexcused Absence – **Attendance Officer/Community Liaison/Administration** calls and arranges a home visit/meeting to deliver notice and to review attendance records and documentation with **Parents**.

9th Unexcused Absence – **Parent Community Liaison/Attendance Officer** call/sends notice home to arrange a welfare check with Blackfeet Child Protective Services and submit copy of notice to Tribal/County Court along with related documentation.

10th Unexcused Absence – **Attendance Officer** calls/sends certified “10th Day Unexcused Absence Notice” home and submits a copy, along with CPS documentation, from previous absence to **Tribal/County Court** with previous contact documentation.

The ten (10) days are computed on a semester basis; grades are computed quarterly. Students must average 4 out of 6 days attendance to receive a grade of “C” or better in any class. Excused absences are considered days of attendance for this purpose.

In the event that a student has accumulated eleven (11) unexcused absences, you will receive a “Loss of Credit Notice.” Whereas the parent and student must appeal to the attendance committee which is appointed by the Principal. If a decision cannot be made by the committee it will then be sent to the board at the next general meeting after arranging to be placed on the agenda (via Superintendent or two Board Members). The board will decide if you are eligible for credit recovery offered by the school in the next semester, and will direct the administration/parents to draft an “Attendance Plan of Improvement” that will not allow further unexcused absences, or credit recovery will not be allowed in the next semester if the parent/student does not successfully complete a successful plan of improvement.

State Mandated Testing

The **ONLY** excuse for missing school on quarter, semester, and state mandated test days will be medical. (when needed Administrative Approval). A signed doctor’s excuse will be necessary upon return to school/immediate family death/emergency.

Make-Up Work

The student is responsible for collecting and completing all make-up work. A student returning from an absence has one (1) day for every day missed to make up any and all work for credit. The student may be granted more time, at the discretion of the teacher. THIS MAKE-UP RULE DOES NOT APPLY TO SUSPENSION/EXPULSION DAYS WHERE NO EXTRA TIME IS ALLOWED FOR MISSED WORK. MISSED WORK IS DUE UPON RETURN TO SCHOOL.

Hall Passes

Students are not allowed passes during instructional time, except when the classroom teacher through their discretion allows a hall pass out of class, or other authorized staff (principal, counselor) allows the student out of class.

Permission to Leave School

A parent/guardian or other authorized person must check out, through the main office, if any student needs to leave the school for any reason. Once checked out, students are expected to leave the school grounds. Upon returning to school, students are to check back into the office and receive an admit slip for all classes that they have missed during their absence. Students are to bring a note or other appropriate verification of the cause for their absence.

Closed Campus

Students are to remain at school for the entire scheduled school day unless they have been checked out through the procedure as noted above in “permission to leave school”. Parents/guardians may request their children leave campus for lunch. This must be done in writing and approved by the administration before the absence occurs.

Student Accident/Injury Reporting

All accidents and/or incidents occurring on school grounds or during school sponsored activities, causing bodily injury or property damage, are to be reported immediately to the teacher in charge. An accident report is to be filed with the main office for each accident.

Change of Address

Any change of address or telephone number that may occur during the school year must be reported immediately to the school district. This is requested so that in case of an emergency we are able to contact parents or mail important classroom/school information about your student

Bus Regulations

Transportation by bus to and from school and/or extra-curricular activities is a student privilege, not a right. **Parents/guardians are responsible for student transportation when their student misses the bus.** In order to assure and assist in the safe and consistent school bus transportation, we have established the following rules and regulations:

1. The bus is school property and while students are using the district provided transportation they are under the schools jurisdiction. All rules and policies will be administered accordingly using the school-wide behavior plan.
2. Students must ride the bus they are assigned or have written/oral permission from the parent or guardian to ride another bus.
3. Students are to be on time for bus pick-up and are not to stand in the roadway while waiting for the bus.
4. The bus driver on duty may assign seats on their bus at their discretion, and students will adhere to any directive from bus driver while on the bus. Students are to take their seats as soon as they board the bus unless instructed otherwise by the driver. Students will provide the main office and bus driver with their correct name and address when requested.
5. Students will not extend hands, arms, or any other body part out of the bus windows.
6. Students are not to engage in unnecessary conversation with the bus driver while they are operating the bus.
7. Busses are to be kept clean. No throwing of any objects is allowed at any time while on the bus. Food and drinks carried on the bus must remain in their proper container. Any damage done to the seats or other bus equipment will be paid for by the perpetrators' parent/guardian.
8. The bus driver is not to load or unload students at stops other than those assigned, unless other arrangements are verified by the driver. Students are not to leave the bus without the driver's consent after boarding. Emergency exits are not to be used unless the driver authorizes use. When it is necessary to cross the road in front of the bus, the student is expected to wait for the driver's signal before crossing.

The following procedures for students will be followed for bus misconduct:

1st VIOLATION – The student will be transported to their stop and parents/guardians will be notified verbally by the driver.

2nd VIOLATION – The student will be transported to their stop, parents/guardians will be notified by the driver, and student will not be allowed to ride the bus until the parents/guardians have conferred with the principal in person. **This conference will be initiated by the parents/guardians and scheduled by the main office.**

3rd VIOLATION – Student will be transported to their stop, parents/guardians will be notified by the driver, and bus riding privileges will be suspended for ten (10) consecutive school days. **Parents/guardians will initiate a conference with the principal prior to their child regaining bus riding privileges.**

4th VIOLATION – The student will be transported to their stop and riding privileges will be suspended for the remainder of the school year. Parents/guardians may appeal the suspension in writing to the school.

Lunch Program

All students will eat lunch in the cafeteria unless they have permission of a teacher or activity advisor who will then be responsible for those students. The lunch monitors must be notified of any student allowed to leave for lunch. Appropriate etiquette is expected of all students at lunch time. Students who run, push, “take cuts”, etc., will be required to go to the end of the line or wait until notified that they can return to the line.

Guidance and Counseling Program

The Heart Butte School District School Counselor provides academic, career, college access, and personal and social problem solving to all students, through individual or group counseling. The school counseling program follows a comprehensive model which is crisis response, career and academic planning, assessments, and classroom education. Additionally, the School Counselor can provide individual or group counseling, family counseling and parenting education through evening parenting classes. Please contact School Counselor, Merilee Kleiber at (406) 338-3344 ext. 231 for an appointment.

Parent / Teacher Society

The Parent/Teacher Society is a volunteer organization of parents and teachers who desire to promote school involvement and activities for students and their families on a monthly basis. A Heart Butte Parent Teacher Society newsletter will be sent home with the students and posted at the post office. Meetings will be held on Tuesday evenings. Contact Crystal Tail Feathers or Merilee Klieber for more information.

Medicines

Students must bring any prescription medicine that needs to be taken during school hours to the office to be dispensed by office personnel. Absolutely no drug or medicine may be provided or administered by an employee of the district unless specific written direction and signed permission by the parent is given to the principal.

Procedure for Head Lice/Nits detection-In accordance with National Recommendations:

1. Nurse or designee is notified of possibility of Head Lice/Nits by teacher or staff member.
2. Student is brought to the Nurses office or private room.
3. The student’s head is examined using a good light source, glove and sticks.
4. Student privacy/confidentiality is maintained at all times.
5. **Students found to have active head lice**
 - The parents are contacted
 - The student will be sent home immediately
 - Written instructions for treatment will be sent home with the student
 - The student will have a contact phone number to obtain shampoo without a visit to the doctor.
6. **Students found to have nits (eggs)**
 - The student will not be sent home until after school
 - Written instructions for treatment will be sent home with the student
 - The student will have a contact phone number to obtain shampoo without a visit to the doctor
7. When the student returns to school the head is checked by the nurse or designee to assure the student is head lice free before returning to class.
8. A Child Protective Services referral is done by the designated staff if a student has three or more documented incidences of active head lice.
9. Classroom-wide or school-wide screening will not be performed by the nurse or designee.

All handbooks approved by the Board are regarded as and given the same significance as District Policy.

Justification/Rational:

1. It is the position of the National Association of School Nurses that the Management of head lice **should not disrupt the educational process.**
2. **No disease is associated with head lice, and in school transmission is considered to be rare.**
3. **Students with nits only should not be excluded from school** (American School Health Associationb, 2005, Frankowski & Bocchini, 2010).
4. Children found with nits should remain in class, but be discouraged from close direct head contact with others.
5. The school nurse/designee should contact the parents to discuss treating the child at the **conclusion** of the school day (Frankowdki & Brocchini, 2012).
6. It may be appropriate to screen other children who have had **close head-to-head contact** with a student with an active Head Lice Infestation such as household family members, but **classroom-wide-or school-wide screening is not merited** (Andresen & McCarthy, 2009).
7. International guidelines established for effective control of head lice infestations reinforced that policies that required a student to be free of nits to attend school, known as “ no nit” policies, were based on misinformation ranther that objective science and were therefore unjust and should be discontinued (Mumcuoglu et.al., 2007).
8. The CSC (2010) cites the following reasons to **discontinue “ no nit” policies in school:**
Many nits are more that ¼ inch from the scalp. Such nits are usually no viable and unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings.
Nits are cemented to hair shafts and unlikely to be transferred successfully to other people.
The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
9. Head lice screening programs have not had a significant effect on the incidence of head lice in the school setting over time and have not proven to be cost effective (Frankowski & Bocchini, 2010) Research data does not support immediate exclusion upon the identification of the presence of nits as an effective means of controlling pediculosis transmission.

Rehabilitation Act of 1973 / Section 504

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

Has a record and is regarded as having a mental or physical impairment which substantially limits one or more major life activity(s) (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).

No discrimination against any person with a disability will be knowingly permitted in any of the programs and practices in the school system. The school district has the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, she/he has a right to a hearing with an impartial hearing officer. Contact the Heart Butte School Principal.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) specify the rights related to educational records. The parent or guardian has the right to:

1. Inspect and review his/her child's educational records
2. Make copies of those records
3. Receive a list of all individuals having access to those records

4. Ask for an explanation of any item in the records
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights
6. A hearing on the issue if the school refuses to make the amendment

Fees, Fines, and Outstanding Bills

Students are responsible for the reasonable care of school property such as books, lockers, chairs and all furnishings. Damage or loss of school property will result in fines.

Emergency Procedure

During winter months, we usually experience weather that will cause early dismissal or closure. School district officials announce plans via the local radio stations (K96.7 KSEN) by 6:00am each morning of a full-day school closure.

Fire/Emergency Drills

Fire/emergency drills at regular intervals are required by State law and are an important safety precaution. In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of an emergency alarm. Observe the following emergency drill rules:

1. When the alarm is heard, EVERYONE is to leave the building and meet your class in the designated area.
2. Do not talk, as directions may have to be given in the case of blocked exits.
3. Do not get excited or confused, move quickly but not hurriedly - never run.
4. Never push those ahead of you.
5. Students should leave belongings and books in the classroom.
6. Do not re-enter the building until notified or allowed by school authorities.

Use of School Facilities

Use of school facilities by an individual student or group of students will be permitted after school hours, on weekends, or vacations as long as there is a faculty member present.

Visitors and Guests

Student guests must obtain approval from the principal. Visitors are always welcome to visit Heart Butte School. However, in order to assure the safety and welfare of the students and employees, all visitors are required to check in at the office and obtain a "visitor pass."

Library Media Center

Library resources are available to all students. The following regulations govern its use:

1. The library will be open at 8:00 A.M. each morning and available through 4:00p.m. The librarian is also scheduled to be in the library at specific times during the school day.
2. Books may be checked out before school, after school, or during a regular study period but only by the librarian or designee.
3. The librarian will post specific regulations concerning checking out books, renewals, fines, magazines, etc..
4. Students are expected to be considerate and use appropriate library etiquette.
5. Passes to the library are to be issued by the librarian. The teacher must ask permission in advance to allow students to use the library during instructional time.

Telephone Use

Students should **not** expect to use the office phone to make or receive calls during class periods. The telephone should be used for essential (emergency) phone calls only, or if granted permission by an authorized staff member. The office phone is for office business unless there is an emergency phone call for a student. The phone in the classroom is not for student use. **No passes** will be issued for phone use unless the call is an emergency. If it is necessary to call during or between classes, always obtain a pass from your assigned staff member first. Students are **NOT** allowed phone calls during class time. If a student receives a call a message will be taken and delivered to the student in between class periods. In cases of emergency the student will be called from class and allowed to call back. ***NO PHONE CALLS WILL BE TRANSFERRED TO THE CLASSROOMS FOR ANY REASON.***

Computer Center

Computer equipment is available in classrooms and labs for class-related or school related work. **(Technology use form must be completed and on file for any student using the computer center).**

1. Students are not to share passwords, files or work. Students must follow computer lab rules as posted.
2. Students may only use the computer for appropriate research or classroom tasks. Inappropriate use of the computer or inappropriate use of the internet, inappropriate email, etc.) will result in the loss of computer privileges for a period of time to be determined on the severity of the abuse of the use of the computer.
3. Students found tampering with equipment or settings on a computer (including surveillance equipment) in any way will be subject to the loss of computer privileges for a period of up to one school-year.
4. The student will be responsible for any willful damage to the technology equipment and are to use the equipment and internet responsibly.

Consequences for Inappropriate Use:

1st Consequence: Nine weeks restricted access from all computers with internet access during computer related classes.

2nd Consequence: Permanent restriction from all computers with access only during computer related classes.

3rd Consequence: Long-term out-of-school suspension or a hearing before the school board with recommendation for expulsion warranted by excessive serious infractions. Referral to legal authorities for possible criminal charges under Section 45-6-311 of the school laws of Montana.

***Severity Clause: If circumstances warrant, perpetrators may be subject to third Consequence consequences without having gone through steps one and two of the above upon recommendation of the Superintendent after consulting with the technology operator or staff reporting the incident.

Laptops, Electronic Games, iPods, MP3 Players, and other Non-educational Electronic Devices

These devices are not allowed on school grounds or property (including buses) during instructional time. Electronic devices may be used during lunch or if the teacher in their classroom allows their use. Electronic use during school activities are by special arrangement only with the classroom teacher, coach or administration. Electronic devices can be taken by staff if it is witnessed to be a distraction to the learning environment.

Technology Use Policy

The Board of Trustees has established policy that information accessed and disseminated electronically in the Heart Butte School district appropriately reflect the educational goals and objectives of the district and educational missions of the schools. Educators have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information resources, to identify information appropriate to their age and developmental levels, to acquire related safety skills and to evaluate and use telecommunication technologies to meet their educational goals. Heart Butte School district recognizes that the telecommunication environment is constantly changing. Therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their content by school officials, neither does making electronic information available to students imply

endorsement of their content. Telecommunication technologies are to be utilized at Heart Butte Public Schools to realize curricular objectives through the retrieval of information and/or communication with others and Heart Butte personnel will provide appropriate supervision.

Guidelines for network system use

Students must have a signed Computer Network Consent form on file with the District. Students who are under 18 must have their parent's signature on the consent form before it becomes valid. Students over 18 must realize they are responsible as students and individually as adults for misuse of electronic equipment. At the time of filing the completed user release form, the user shall be designated "Authorized User" privileges and shall be eligible to use the telecommunications network via either a district or personally owned computer operated in district owned facilities. Authorized use of the system shall be only for legitimate educational pursuits that are in support of educational endeavors that are consistent with the goals and objectives of the District. Additionally, any use of the system must conform to state and federal laws governing network provider policies and licenses.

Examples of misuse include, but are not limited to:

- Activities that lend themselves to the support or opposition of a political candidate, group or ballot measure.
- The use of the system for charitable purposes that have not been cleared with the Technology Coordinator or his/her designee.
- The use of the system for non-district commercial purposes or solicitations.
- The unauthorized downloading, installation, use storage, or distribution of copyrighted software, and/or materials on district computers.
- Malicious use of the system to develop programs or documents that harass or harm others, to gain access to any computer or computer system to damage the components of the computer or the system be it District owned or otherwise.
- Any distributions of private or public materials that are inconsistent with the District harassment free environment policies, or hate mail, discriminatory remarks, or other unwelcome statements and/or compliments or other anti-social items.
- Use of the system to access, store, or distribute obscene, pornographic, or inappropriately suggestive materials.
- The use of the system to promote or participate in any activity that is in violation of any state or federal regulation, or that purports to discredit any person, agency, or organization of local, state, or federal government.
- The use of the District's system to construct personal home pages published under the school's auspices.
- The revelation of personal information, their own or other, such as home addresses and telephone numbers in areas not consistent with educational purposes.
- Meeting people in person that they have contacted on the system without parent/guardian permission.
- Failure to notify the Technology Coordinator, teacher, adult, or District representative whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

***Nothing in these guidelines is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with District policy and procedure.

Security Guidelines for Network Use

- System accounts are to be used only by the authorized owner of the account for authorized purposes. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account. There is no reasonable expectation of personal privacy in the use of account files. Such files are district property and are subject to regular review and monitoring by District personnel to ensure the responsible use of electronic files consistent with the terms of this policy.
- Users shall not gain or seek information, obtain copies of, or modify files or passwords, or use any other means, to gain unauthorized access to district systems and information.
- Communication may not be encrypted in order to avoid review for security and policy violations.

Heart Butte School District Shall:

- Review and monitor, as appropriate, all activity on the network for responsible use consistent with the terms of this policy and procedure, and state and federal guidelines controlling internet activities.
- Make determinations in regard to whether specific uses of the network are consistent with these acceptable use guidelines.
- Remove a user's access to the network, with or without notice, at any time the District determines that the user is engaged in unauthorized activity or violation of this policy up to and including termination of employment for staff or appropriate disciplinary sanctions for students.
- Cooperate fully with law enforcement investigation concerning or relating to any suspected or alleged inappropriate activities on the network or any other electronic media.
- Modify, delete or otherwise change these guidelines and procedures at any time.

Assemblies and Presentations

Assemblies presented by the school are compulsory for all staff and students in grades 7-12. Speakers and invited guests deserve the courteous attention of the student body. Appropriate applause and appreciation are encouraged in order to show respect towards the speaker. Any students being openly disruptive or defiant will be subject to removal from the assembly or presentation, and consequences will be defined in the school-wide behavior plan. Upon the conclusion of the assembly, students are to return to their scheduled class period. In a school-wide assembly, the elementary will be released before the 7-12 student body. ***ALL TEACHERS NEED TO BE SEATED WITH THEIR STUDENTS/CLASS UNTIL THE STUDENTS ARE RELEASED TO GO BACK TO CLASS.***

Student Vehicles on Campus

Students must have the following documents on file at the district office:

1. Copy of vehicle registration
2. Copy of current drivers license
3. Copy of vehicle insurance

***Student use of a vehicle on campus is a privilege granted by the Heart Butte School District. Vehicles parked on school property are under the jurisdiction of the school. Vehicles are not to be operated during school hours, unless granted administrative approval. School officials may at any time search a vehicle if there is reasonable cause to do so, with or without the presence of the student. Students have the primary responsibility for the security of his or her vehicle and make sure it is locked and that your keys are not given to others. Students may also be asked to leave their keys in the main office while their vehicle is parked on campus, if requested by the administration. Students may lose the privilege of having a vehicle on campus for the abuse of any of these policies or rules established governing the use of vehicles on campus. All vehicle related activities will be under the authority of the administration. **STUDENTS ARE NOT ALLOWED TO GO TO THEIR VEHICLES DURING SCHOOL HOURS WITH OUT THE PRIOR APPROVAL OF THE ADMINISTRATION OFFICE**

Graduation Requirements

Students must earn 23 credits to graduate from Heart Butte High School

English – 4 credits

Math – 2 credits (one must be Algebra)

Science – 2 credits (Earth Science, Biology)

Social Studies – 2 credits (one must be Government)

Electives – 13 credits

Senior Portfolio - must score 80%

Montana University System program for college preparation includes all plus some additional coursework as noted below:

1. Three years of Math (Algebra I and II, Geometry, Calculus)
2. Three years of Social Studies (World History, U.S. History, U.S./Tribal Government)
3. Two years of a laboratory science (Earth Science, Biology, Chemistry, Physics)
4. Two years of the following:
 - a. Foreign Language (Blackfeet Language)
 - b. Computer Science (Key boarding)
 - c. Visual or Performing Arts (Art, Drama)
 - d. Vocational Education (Consumer Science, Shop)

ALL STUDENTS must be enrolled in seven (7) class periods a day. If coursework is completed according to the schedule above, an average student could successfully complete twenty-one (21) credits by the end of their Junior year. Graduation requirements are met through hard work, motivation, and goals students set for themselves.

Graduation – Participation in Commencement Exercises

A student's right to participate in the commencement exercises of the graduating class from Heart Butte School is an earned right. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all state and district requirements for graduation, before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diploma at that time.

Valedictorian - A Valedictorian is established by an overall GPA of 3.50 or above and the highest GPA there of.

A Salutatorian is a GPA of 3.0 to 3.49

There is no residency requirement to meet the title of Valedictorian – Salutatorian as long as credits are transferrable from another school.

The school will order caps and gowns for graduation and parents will then purchase them from the school. The ordering and payment of graduation announcements are the responsibility of the parent. **Class rings, T-shirts or any extra graduation attire are the responsibility of the parent.**

CLASS RANKING

You are still a Freshman if, after the end of your Freshman year, you have 4 Credits or less.

You are still a Sophomore if, after the end of your Sophomore year, you have 10 credits or less.

You are still a Junior if, after your Junior year, you have 16 credits.

Adding and/or Dropping Classes

The changing of a course at any time is greatly discouraged. Dropping and/or adding courses will only be allowed in the first week of each semester (unless an arrangement between the parent/student and school administration has been reached or upon recommendation of a teacher or school counselor.

Honor Roll

The Honor Roll is released at the end of each quarter to acknowledge students who earned an overall Grade Point Average (GPA) of 3.0 or better.

National Honor Society

Candidates are selected for induction to the NHS based upon outstanding scholarship, character, leadership, and service.

Scholarships

Heart Butte students commonly apply and receive scholarships to continue their education beyond high school. Your teachers, guidance counselor, and Gear Up Coordinator are aware of thousands of scholarships that college-bound students qualify for. They also will assist students with admissions applications, financial aid, and Blackfeet higher education grants.

Gear-Up

This program is sponsored by the district to assist students in gaining early awareness for college readiness for undergraduate programs at a university or college. This program includes opportunities for college visits, scholarships, job/career shadowing, and in classroom presentations/activities.

Students

School Sponsored Student Activities (3510)

1. Student Organizations:
 - a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
 - b. By-laws and rules of student organizations must not be contrary to board policy or to Administrative rules and regulations.
 - c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

2. Social Events

- a. Social events must have prior approval of the administration.
- b. Social events must be held in school facilities unless approved by the School Board.
- c. Social events must be chaperoned at all times.
- d. Attendance at high school social events and dances shall be limited to high school students only. And middle school social events shall be limited to middle school students only, unless prior permission is received from the principal.

3. Extra-curricular Activities

1. Academic and behavior eligibility rules are established by MHSA rules and District policy. Specifically transfer students eligibility shall be dependent upon the following criteria:
 - a. Completion of a transfer form for each student.
 - b. Completion and approval by MHSA of a hardship rule.
 - c. Student must be semester eligible from the last school attended.
 - d. Must be enrolled in Heart Butte School on or before October 1st of any year in order to play varsity or middle school sports that school year.
2. Any student convicted of a criminal offense may, at the discretion of school officials, become Ineligible for such a period of time as school officials may decide.
3. In establishing an interscholastic program, the School Board directs the administration to:
 1. Open all sports to all students enrolled in the district with an equal opportunity for participation.
 2. Recommend sports activities based on interest inventories completed by the students.

School Sponsored Lodging and Meals

1. All overnight athletic activities must be coordinated with the athletic director. All overnight Extracurricular and athletic events must be approved by the Superintendent. Consideration will be given to the costs of motel rooms and meals for any given event. Distance traveled and length of event will also be considered. Events on the reservation or in Valier will not be considered. **Overnight trips are not at the discretion of the coaches.**
2. District sponsored meal guidelines:
 1. District may sponsor up to three (3) meals per 24 hour period. On the average, it would be one meal for each eight (8) hour period. Sack lunches will be provided when possible for absences during the regular school day. Activity sponsor or coach will be required to request sack lunches from the kitchen staff 5-7 days in advance when possible.
 2. Each meal will have a limit of \$10.00 per eligible recipient. **Over budget will be the responsibility of the coaches or activity sponsor.**
 3. Meals for athletics will be provided for up to 2 coaches, 2 managers, one bus driver, and the eligible players.
 4. Meals for other extracurricular activities will be provided for all sponsors, students, authorized staff and parent chaperones, and up to 2 bus drivers.
 5. Time granted for attendees involvement in other activities outside of their required athletic or extracurricular time will not be considered for meals or lodging.

NOTE: Exception to the above policy may occur when the District will receive reimbursement for meals, travel and/or motels. These events will be administered on an individual basis.

Athletics

Students Extra and Co-Curricular Rules/ Chemical Use Policy (HBSP 3340)

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extra-curricular seasons. These rules are in effect 24 hours a day. If a student receives an MIP, or is seen using tobacco, alcohol, or illicit drugs the student will forfeit the privilege of participating in accordance with the activities and student handbooks. All students participating in sports are to be drug tested prior to participating in any sporting contest. It is our intention to require this testing during the first 2 weeks of practice. Additional random drug testing will be done at the discretion of the coaches and with the consent of the athletic director and/or administration. Any student testing positive for drugs will be referred to the appropriate legal authority, parent/guardian, and the student will be denied participation in athletic events until they have tested negative. Students who test positive will be suspended from sports for a minimum of 10 school days for the first offense and suspended for the remainder of that sport season for the second offense. Written consent will be required for each school year.

Extra and Co-Curricular Activities

Extra and Co-Curricular activities are provided as an intricate part of the school program in order to foster the physical, emotional, social, and mental development of the students. Students are encouraged to participate in as many activities as possible.

MHSA Sanction Activities in Heart Butte

Boys and Girls Cross country

Volleyball

Boys and Girls Basketball

Boys and Girls Track

Boys and Girls Golf

Football

Wrestling

Cheerleading

Band/Choir

Softball

All handbooks approved by the Board are regarded as and given the same significance as District Policy.

Athletics

Heart Butte School is a member of the Montana High School Association. The following are a list of athletic policies and expectations the district has for those students whom participate in any interscholastic program. Each student whom is participating in any of the MHSAA sanctioned activities must have on file with the district, activities director, and the coach the following:

1. *A completed annual physical examination form (District)*
2. *A student information and permission form (District)*
3. *A student medical information form (District and coach)*
4. *A signed athletic policies contract (Coach and activities Director)*
5. *A signed drug testing contract*

Eligibility

Eligibility will pertain to those activities that involve inter scholastic competition and are sanctioned by the Montana High School Association. Those activities would include football, boys and girls basketball, volleyball, boys and girls cross country, boys and girls track, boys and girls golf, cheerleading, softball, wrestling, and music festivals. Additionally, eligibility requirements include co-curricular activities, which are an enrichment of the classroom and enhances academic learning, such as Prom, clubs, organizations, and classroom sponsored field trips, Close-up, Gear-up, Pikuni Youth Exchange, AIBL, academic honor trips, clubs that are active, banquets, holiday activities and also other activities as scheduled. It is however, the responsibility of the sponsor or teacher of any co-curricular activity to check with teachers to distinguish if any student whom is participating in the activity/field trip is not failing in any particular class. The sponsor/teacher will ensure that the student is making any and/or all attempts to raise such failing grade prior to the scheduled co-curricular activity.

Eligibility Procedures for Extracurricular Athletic Programs:

- 1) *First and foremost, it is the responsibilities of the student to self- monitor their progress.*
- 2) *The teacher is to continually monitor and inform the students of their progress and if students are failing, inform the students the reason(s) why and assist students with interventions to reach a passing grade.*
- 3) *Eligibility lists will be turned into the high school principal, no earlier than Friday at 3:30pm or no later than Monday at 3:30pm*
- 4) *Late listings will not be accepted except for specific circumstances which are deemed unavoidable by the high school principal.*
- 5) *The principal will provide the Athletic/Activities Director with a list of ineligible students. The Athletic/Activities director will then inform the coach and the athlete.*
- 6) *Any student whom has received two failing grades in any subject on the reporting day, shall be ineligible to participate in extracurricular athletic games from Tuesday of the reporting week to Monday of the next week, but athletes may still practice.*
- 7) *Any student failing two courses that has not raised their grades to passing by the following week of ineligibility, will be ineligible to participate in extracurricular athletic games until such time that grade has been raised and all other grades are passing.*
- 8) *At the beginning of each semester, all students are eligible to participate in extracurricular games unless there are extenuating circumstances and the student has not met MHSAA regulations.*

- 9) *If a student is absent from school any portion of the day(unless for medical appointments and a medical slip is provided), he/she will be unable to participate in any athletic competition that day. If this occurs on Friday and there are no scheduled games that Friday, it carries over to Saturday. Exceptions may be granted at the discretion of the principal or the superintendent.*

Sportsmanship- Students will portray good sportsmanship and conduct at all times, this includes home and away events. Students who fail to display good sportsmanship will be asked to leave the activity and appropriate disciplinary action will be taken.

School Sponsored Overnight and Meals

All over night athletic activities must be coordinated with the athletic director and approved by the Superintendent. Consideration will be given to the costs of motel rooms and meals for any given event. Distance traveled and length of event will also be considered. Overnight trips are not at the discretion of the coaches.

District Sponsored meal guidelines:

- 1) *District may sponsor up to 3 meals per 24 hour period. One meal for each 8 hour period on average. Sack lunches will be provided when possible for absences during the regular school day. Activity sponsor or coach will be required to request sack lunches from the kitchen staff 5-7 days in advance when possible.*
- 2) *Each meal will have a limit of \$10.00 per eligible recipient.*
- 3) *Over budget expenses will be the responsibility of the coaches or activity sponsor. The amount on the Purchase Order is not the total amount to be used if any athlete or athletes are not present at the time of the meal. Coaches will adjust the total amount according to the number of athletes they are providing meals for.*
- 4) *Meals for athletics will be provided for up to 2 coaches, 1 manager, 1 bus driver and the eligible players. With the exception of High School Boy/Girls Basketball.*
- 5) *Meals for other extracurricular activities outside of their required athletic or extracurricular time will not be considered for meals or lodging.*

NOTE: Exception to the above may occur when the district will receive re-imbusement for meals, travel and/or motels. These events will be administered on an individual basis.

Athletics

Athletic Policy Administrative- The policy of the Heart Butte Public Schools is based on the belief that each pupil should have an opportunity to become a member of an athletic team, to receive adequate coaching, and to participate in a representative interscholastic athletic schedule in all sports. All teams and contests shall be governed by the MHSA rules and regulations, and school regulations. Policies and rules that apply to general pupil conduct also apply to the program of athletes. Every pupil has a right to try out for an authorized sport unless he/she is ineligible under any disciplinary action or the rules set forth in the constitution and by-laws of the MHSA.

Offerings- Athletic offerings will depend on the number of participants. The established number for playing a team sport will be more than the minimum necessary to field the team. For example: seven (7) members are needed for basketball, six (6) for football, and eight (8) for volleyball. In a sport where a student can compete individually, such as in track, field and cross-country, the decision to offer or drop that sport will be left to the Board and Administration.

Opportunities- The district currently offers the following opportunities in athletics:

- 1) *Football-High School and Junior High School (Boys)*
- 2) *Basketball-High School and Junior High School (boys and girls)*
- 3) *Volleyball-High School and Junior High School (girls)*

- 4) *Cross-Country-High School and Junior High School (boys and girls)*
- 5) *Track- High School and Junior High School (boys and girls)*
- 6) *Golf- High School(boys and girls)*
- 7) *Wrestling-High School and Junior High School (boys and girls)*
- 8) *Softball-High School (girls)*

All athletic events are subject to the rules of the local school board, administration, and the Montana High School Association.

Missing Practice-*A practice is defined as 2 or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and some conditioning. This may only occur once per day.*

If an athlete misses: 5 consecutive practices he/she must practice 2 days prior to participation. 6 to 10 consecutive days of practice he/she must practice for 4 days prior to participation. (Exceptions to this policy may be granted at the discretion of the Athletic Director after conferring with the High School Principal).

General Behavior-

- 1) *The conduct of an athlete is closely observed by all citizens and emulated by many youngsters, it is important for the athlete to set a proper example at all times including refraining from profanity or illegal tactics, control his/her temper, display good sportsmanship and demonstrate respect and courtesy for others. All athletes must maintain passing grades and good attendance without truancy.*
- 2) *If any student of Heart Butte School is ejected from an interscholastic athletic game for un-sportsmanlike conduct he/she will not be able to participate for the remainder of that athletic game and will be suspended from the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition. A second violation will result in a four-day competition suspension by the offending athlete. If penalties are imposed at the end of the season and no contests remain, the penalty will be carried over to that particular sport until the next school year. In the case of a senior, the penalty will continue to the next MHSAA sport or activity.*
- 3) *All athletes including cheerleaders will observe the recommended curfew regulations during the season (subject to change by coach and principal).*
 - a) *Weekdays 10:00pm*
 - b) *Friday 11:00pm or 30 minutes following the return of the activity bus.*
 - c) *Saturday 12:00 am or 30 minutes following the return of the activity bus.*
- 4) *Appropriate attire will be required of the athletes during both home and away games. Athletes represent the school district both on and off the floor.*
- 5) *All athletes will be required to abstain from alcohol and drugs.*
- 6) *All athletes will be required to follow the behavior policy throughout the year not just during the sports season.*
- 7) *Athletes will be required to demonstrate good sportsmanship and respect for other players, coaches, school personal, and community members. This behavior will be required throughout the school year. Remember you are mentors for other students.*
- 8) *Dedicate yourself as a student athlete to maintain physical strength and wellness.*
- 9) *Understand the importance of constructive release of energies: using a respectful tone of voice, refraining from suing inappropriate language/gestures, is mindful of your surroundings.*

- 10) *Present yourself in a prideful and dignified manner exhibiting school pride and self respect during the entire season.*
- 11) *Accept the authority and direction vested in the coaching staff and school personnel on the court, in the classroom and at contests. Academics come first and self discipline means that you make your classroom work your first priority over participation in athletics.*
- 12) *Compete within the guidelines of MHS A and Heart Butte School District rules and regulations, being involved in school sponsored sports is a privilege and comes with responsibilities when representing the Heart Butte School and community.*

Cheating and Plagiarism

The Heart Butte Board of Trustees wishes to promote and encourage in a quality educational setting, honesty and integrity among its students. Those students caught cheating whether on written assignments, quizzes, and/or tests the teacher will give the student(s) involved an automatic “F” on an assignment. This also applies to students who use plagiarized material and pass it off as their own. Repeat offenses of cheating or plagiarism should be reported to the administration, where the students will be subject to disciplinary action. Senior (12th) students who are caught in violation of this rule may not be able to participate in graduation exercises.

Montana Digital Academy (MDA)

The Montana Digital Academy provides courses for students across the State of Montana. MDA serves public, private, or home schooled educational settings. MDA is a full-featured program that helps students meet college admissions requirements, make up missed or failed classes, resolve scheduling conflicts, and take advanced coursework. The Montana Digital Academy provides schools with flexible online learning opportunities to help meet the needs of your school population with an extensive catalogue including AP courses, unique electives and extensive core classes.

***MTDA is only meant for students who are taking an elective course or earning credits through credit recovery .

Credit Recovery

Students who failed a class in the previous semester can request from the administration to be enrolled in credit recovery courses. Students can either take an existing required course that doesn't conflict with their core curriculum, or enroll in the Montana Digital Academy (MTDA) which one class period will be assigned to the student to participate in an online class (online courses are not like the traditional classroom, your instructors are hundreds of miles away and it takes an enormous amount of self-discipline and dedication to do well and receive credit). Credit recovery will only be allowed once for core courses.

Lockers and Student Assigned Property

A locker is assigned to a student on their first day of school or upon registration. Lockers are school property and are provided for student use. Students are responsible for the proper care and the contents of their locker. The school reserves no responsibility for items that are lost or stolen from any school owned lockers. Student combinations are available through the school counselor. Any issues with the locker should be reported immediately to the counselor. Lockers are subject to periodic checks or search at any time by school officials. The board of trustees authorizes the superintendent and principal to inspect an individual student's locker when there is reasonable suspicion to believe that the locker is not being used properly; i.e. to store contraband, a substance or object in which the possession of is illegal, or any material which poses a hazard to the safety and good order of the school. Search dogs will be used periodically throughout the year to indicate suspicious lockers, vehicles, or other areas on the school grounds. An indication that a search dog detects contraband is present provides school officials with the reasonable suspicion to search. Additionally, students are encouraged to decorate their lockers with appropriate pictures, images, etc. Posters advertising alcohol, tobacco, or are sexually suggestive behavior are not allowed and will be confiscated. Students are to thoroughly clean their lockers at the end of the school year and will be responsible for any damage to the locker and other school property. Students will sign a locker agreement form @ the time of registration.

Searches

The district endeavors to provide a safe and secure environment for all students and staff. The board authorizes reasonable searches by school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but shall be conducted in a manner that ensures students are not arbitrarily stripped of personal privacy. The administration possesses the authority to inspect student lockers and articles found on a student's person. Such a search should be based on reasonable suspicion or presence of dangerous items. Examples or items should include, but are not limited to, noise makers, water guns, contraband drugs, firearm, fireworks, or other dangerous weapons. In the event of a search of a student's person, or his/her

possessions, or his/her locker reveals that the student is hiding contraband, the possession of which is prohibited by state and federal laws, local law enforcement authorities may be notified so they may take the appropriate action. Drugs and paraphernalia may signal the appropriate action to contact the parents and authorities directly.

Immunizations

Montana law requires that all students entering a Montana public school be immunized against diphtheria, tetanus, polio, measles, and rubella. Every student must have had the required shots or he/she cannot attend school (20-5-403, MCA).

Insurance

The Heart Butte School does not provide student health insurance. However, there is insurance for student athlete competitors.

Pregnant, Married, and/or Parenting Students

It is the policy of the Heart Butte School to eliminate any discrimination against students on the basis of pregnancy, parenting, or marital status in programs, including access to classes, activities, extra-curricular activities, and leave policies. A pregnant student may continue to participate in educational programs and activities of the school as long as the student is physically and emotionally able to do so, has secured physicians' approval to do so and a copy of this statement is presented to the administration.

Drugs and Alcohol other than Tobacco

The possession, use, or selling of alcohol, other intoxicants, illegal drugs or drug paraphernalia on school grounds or while participating in a school-sponsored activity is prohibited and will result in disciplinary action and/or warrant a referral to law enforcement officials and the student's parent/guardian. No person who physically manifests the results of prior indulgence of alcoholic beverages is permitted in the school or on school grounds at any time. This is grounds for permanent expulsion.

1st Violation: Parents and law enforcement will be notified, out-of-school suspension for a period of three (3) to five (5) days, immediate conference with the administration (will take place before any recommendation of expulsion), student is subject to a drug assessment by a professional, Administration/Student/Parent conference will take place before student re-enters. Individualized re-entry plan will be drafted for the student's return to school, including but not limited to the following:

1. Written report will be placed in student's file
2. Student is to follow all school policies, assessment recommendations, and individualized plan
3. Attend all classes consistently, while maintaining the best possible grades
4. Attending classes or a drug treatment program
5. Becoming involved in school-related activities when reasonable to do so
6. Attending in-school support groups when available

2nd and Subsequent Violations: Ten (10) day out-of school suspension, following the same procedure as the 1st Violation and possible recommendation for expulsion.

***Severity Clause: if circumstances warrant, perpetrators may be subject to any consequence without having gone through all of the procedural violation actions.

Selling/Providing/Distributing/Manufacturing alcohol and/or other drugs will result in the following: Parents and law enforcement will be notified. An immediate due process conference with the administration (will take place before any recommendation of expulsion). Ten (10) day maximum out-of school suspension. Written report is placed in student's file.

Re-Entry and Aftercare – Weekly evaluations concerning the student's re-entry program, academic performance, and behavior in school will be conducted. This evaluation is performed by the drug and alcohol coordinator and/or counselor along with the administration. Individualized re-entry plan will be drafted for the student's return to school, including but not limited to the following:

1. Written report will be placed in student's file
2. Student is to follow all school policies, assessment recommendations, and individualized plan
3. Attend all classes consistently, while maintaining the best possible grades
4. Attending classes or a drug treatment program
5. Becoming involved in school-related activities when reasonable to do so
6. Attending in-school support groups when available

Tobacco

***Refer to school-wide behavior plan (Absolute)

Due-Process

The following procedure is available to a student or his/her parent, legal guardian, or person with parental authority who believes that the student is being denied a property or liberty interest.

Definition: a "grievance" is a complaint that has been filed by a student or by a student's parent/guardian on his/her behalf

Purpose: The primary purpose for this procedure is to secure, at the earliest level possible, equitable solutions to a complaint. The proceedings shall be kept confidential at each level of the procedure.

Time: The number of days indicated at each level shall be regarded as maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the school administration.

Level 1 – A student, parent/guardian with a complaint first presents it orally, informally, and appropriately to the student's teacher, sponsor, coach, advisor, or school official.

Level 2 – If the complaint is not satisfactorily resolved at Level 1, the student, parent/guardian may present a formal claim in writing (including supporting statements and evidence) to the student's principal. The principal evaluates the evidence and renders a decision within ten (10) school days after receiving the claim.

Level 3 – If the complaint is not satisfactorily resolved at Level 2, the complainant within ten (10) school days can file a complaint in writing to the superintendent. The superintendent evaluates the evidence and renders a decision within ten (10) school days after receiving the appeal.

Level 4 – If the complaint is not satisfactorily resolved, the complainant may within ten (10) school days file a complaint to the board of trustees.

Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.

Hearings: At each of the four (4) levels, the complainant is given the opportunity to be present and heard. All decisions at each level (with the exception of one (1)) are to be in writing and include supporting reasons and evidence. Copies of all decisions and recommendations will be furnished promptly to all involved parties.

***In matters relating to out-of school suspension and expulsion, procedural due process includes the right to oral or written notification of charges and explanation of evidence held by school authorities, and an opportunity to refute the charges.

Gang-Related Behavior

Gang activities create an atmosphere of intimidation within the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities.

Definition: A gang is a group or two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit one or more criminal act(s) which threaten the safety and well-being of property or persons including, but not limited to harassment or intimidation.

Students on school property shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblems, badges, symbols, signs, or other items that are evidence of membership in or affirmation with any gang and/or is representative of any gang; or
2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or that is representative of any gang;

Engage in any act furthering the interests of any gang or gang activity including, but not limited to:

1. Soliciting membership in or affiliation with any gang
2. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or any other illegal or prohibited act.
3. Painting, writing, or inscribing, gang-related graffiti, messages, symbols, or signs on school property

Gun-Free School

In accordance with the provisions of the Gun-Free Schools Zones Act, 20-USC-3351, any student who brings a firearm or other weapons onto school property, except as provided below, shall be expelled for a period of not less than one (1) calendar-year unless modified by the board of trustees, upon a recommendation from the district superintendent:

1. In accordance with the provisions of the Gun-Free Schools Zones Act, 18-USC-922(q), students may bring unloaded firearms onto school property for use in an approved program with the prior written permission by the superintendent.
2. No student should possess a firearm or other weapon, without authorization, on the way to school, or during intermission or recess. Violation of this provision shall result in disciplinary action up to and including expulsion.
3. The term "firearm" refers to any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.
4. The superintendent may allow authorized persons to display firearms or other dangerous objects for strictly educational purposes. Advanced written permission must be received before any such event can take place on school grounds; such firearms should be unloaded and not in the immediate capacity to be fired. Ammunition is not be brought onto school grounds and at the conclusion of the event the firearm must be immediately removed from school grounds.
5. If a student violating this policy is identified as a student with a disability either under IDEA or Section 504, a determination must be made whether the student's conduct is related to their disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten (10) days.
6. Any student subject to expulsion shall be entitled to a hearing before the board of education in accordance with 20-5-202, MCA. Nothing in this policy shall prevent the board of trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

***Heart Butte School District #1 shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including number of students expelled and types of weapon(s) involved. This information will also be shared with other governmental agencies, as required by law.

Hearing Procedure

In the event a student is suspected for any infraction, which would ultimately result in a lengthy suspension or expulsion from school, his/her parents will be notified in writing of the infraction(s) of which the student is suspected. Should the student's parents want a hearing on the matter, they may request such a hearing by addressing a request in writing to the superintendent. The superintendent will then schedule a hearing and will likewise inform the student and his/her parents of the time and place of such a hearing and will likewise inform the student and parents regarding them exercising their right to have counsel of their choosing present (at their own expense), and to confront any witnesses against their student and to cross-examine such witnesses. The teacher(s) involved will be involved in this hearing.

All handbooks approved by the Board are regarded as and given the same significance as District Policy.

Sexual Harassment/Intimidation

The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises an attainment of educational excellence, the district will not tolerate such behavior between members of the same or opposite sex. Furthermore, the district prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employees or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action for the offender. This policy applies to individuals attending any events on district property, whether or not district-sponsored, and to any school-sponsored events regardless of location.

Definition and Procedure for Reports of Sexual Harassment

Unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

1. Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of that conduct or communication by any individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering in an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.
4. The following are examples of sexual harassment:
 - a. Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal)
 - b. Sexual gestures, verbal abuse, sexually orientated jokes, innuendo, and obscenities
 - c. Displaying sexually suggestive objects, pictures, cartoons, or posters
 - d. Sexually suggestive letters, notes, or invitations
 - e. Employment or educational benefits affected in exchange for sexual favors
 - f. Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwanted touching
 - g. Hazing or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in non-traditional settings.
5. It is the policy of the district to provide regular in-service education and training about sexual harassment and intimidation of employees and students including:
 - a. Definitions of sexual harassment and intimidation, and overview of relevant state and federal laws
 - b. Identification of harassing behaviors by students and/or staff
 - c. Age-specific prevention techniques
 - d. Coping techniques for self and others
 - e. Raising in positive, age-appropriate communication alternatives to harassment
 - f. Grievance Procedure available to students and employees
 - g. Sexual harassment prevention shall be included in staff and student orientations; students, parents, guardians, community members, and school employees shall be actively involved in the district's sexual harassment prevention program.
6. Reporting Sexual Harassment:
 - a. Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. DO NOT assume that the problem will go away.
 - b. Notify a counselor, Title IX Coordinator immediately
 - c. Request a copy of the district's sexual harassment policy so that the reporting process is clear.
 - d. Keep notes, record times/dates, places, witnesses, and descriptions of each incident and keep them in a safe place. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. All employees and students have the responsibility to maintain a positive work and learning environment by reporting all incidents and rumors of harassment or intimidation involving themselves or others. Students and staff are to follow the district sexual harassment procedure when filing or responding to a report. Once a report is filed with an administrator, Title IX Coordinator, or other authorized person, a confidential and expeditious investigation shall begin following the procedures outlined by this policy, with strict observance of the specific protections provided above. An

inquiry may be initiated by the district without a written complaint if there is reasonable suspicion of illegal behavior.

- e. Confidentiality must be adhered to in cases of sexual harassment or intimidation, and the investigation has to be kept confidential for the protection of all parties involved. The parties' rights to privacy will be protected. The district has a compelling interest to provide the educational programs in an environment free from sexual discrimination. Sex discrimination includes sexual harassment. Therefore the district's obligation to investigate and take corrective action may supersede an individual's right to privacy.
7. Investigation and Procedure
- a. Upon receiving a report or grievance, the Title IX Coordinator shall conduct an investigation and make a written recommendation within thirty (30) days to the superintendent. In determining whether alleged conduct constitutes sexual harassment, the coordinator will consider facts of the allegation, case law, state and federal laws and regulations, and the district's policy prohibiting sexual harassment and intimidation.
 - b. On receipt of a recommendation from the coordinator that probable cause exists to credit the allegations of sexual harassment or intimidation, the superintendent may take action based on the report /recommendation or conduct their own investigation into the charges. Superintendent may appoint an outside investigator or the authorities.
 - c. Such investigation must be completed within thirty (30) days after the superintendent received the report from the coordinator.
 - d. Pending such an investigation, the Superintendent may take action necessary to protect the alleged victim, other employees or students consistent with requirements of applicable regulations or statutes, if any.
 - e. Consistent with the requirements of applicable regulations or statutes, the superintendent may take action necessary and appropriate after the completion of the investigation.
 - f. The final disposition of the case will be by action of the board of trustees.
8. Support services – a plan will be developed to provide students and staff victims of harassment with counseling and other support services to help them cope with the effects of harassment or intimidation.
9. Sanctions – A substantiated charge against an employee of the district shall subject them to disciplinary action in accordance with any appropriate employee contract, up to and including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion, consistent with the policies of the district.

Anti-Bullying

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action. **On the first offense of bullying, the child will be suspended from school.**

All complaints about bullying and other misbehavior that may violate the School District's Anti-Bullying Policy will be investigated immediately. If the student is found guilty of bullying, hazing, harassment, intimidation, or menacing another student, he or she will be suspended immediately and will not be allowed to re-enter school until the student and one parent or guardian has requested and received a written statement from the U.S. Indian Behavioral Health Services Counselor or from the Heart Butte School District Counselor indicating and verifying both the parent and/or guardian and the student has requested counseling. The student will not be permitted to re-enter school until both the student and the parent or guardian has completed counseling from either the U.S. Indian Behavioral Health Services Counselor or from the Heart Butte School District Counselor.

The complainant (the student being bullied and the parent or guardian) shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Retaliation is prohibited against any student or person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an Anti-Bullying investigation or inquiry. Such retaliation shall be considered a serious violation of Board Policy, will be investigated, and if found guilty, appropriate action will be taken against the individual student or students that took the retaliation action. The School Board, School Administration and Heart Butte School Staff are committed to stop Bullying immediately.

Withdrawal from School

To withdraw from school, you must obtain a withdrawal slip from the office. Take this slip to each of your teachers. Books and materials must be checked in and fines paid in order to receive clearance. Return the slip to the office when completed with parents/guardians signature. If the student has not returned books to their classroom teachers and library, the students grades and/or transcripts will not be sent to another school or be given to the student. Any student who leaves the district without doing the appropriate withdrawal procedure, the district will not be able to send records until the school's property is returned.

Student Aids

An opportunity for 11th and 12th grade students who maintain at least a 3.0 GPA will be provided with an educational experience at a professional level. Students can earn 0.25 credits with the participation in this program

Tutoring

Students are encouraged to arrange with their teachers, before or after school times when they can obtain additional help. Every teacher is ready and willing to help students in any way that they can, and will provide the appropriate interventions as needed. Communication is imperative to the educational advancement of students.

Dress and Appearance (HBSP 3224)

The appearance of any young person is primarily the responsibility of that individual and his or her parents. We expect students to maintain an appearance that is conducive to a safe, orderly learning environment. All students shall dress and groom for school with attention to neatness, cleanliness, decency, safety, and personal and public health. The Heart Butte School Board considers student dress to be inappropriate when:

1. It disrupts or could disrupt the educational process.
2. It denotes affiliation with a group of gang that advocates disruptive behavior or illegal activities such as sales and use of drugs. (ie. Bandanas, group colors, etc.).
3. It creates a safety hazard for said student or other students at school.

Specific Dress Requirements:

1. Shoes must be worn at all times except when as part of a class or school activity.
2. Hats, bandanas, headbands, sweatshirt hoods, visors and sunglasses must be removed upon entering the building and cannot be worn during school hours of 8:00am to 3:30pm.
3. Clothing may not display or imply profane or obscene language or pictures showing crude or vulgar gestures, nor express racial, ethnic or sexist slurs. Clothing may not advertise or encourage drugs, alcohol or tobacco.
4. Clothing must cover the torso and the belly button.
5. Tube tops, tank tops, open back or low cut shirts and clothing with excessive holes, cuts, or tears are not permitted.
6. Shirt sleeve must be short or long sleeve. No sleeveless or straps allowed. No long arm holes which allow the body to be seen.
7. Short length must be no less than the arms length of the person wearing them to be measured while standing.
8. Underclothing must be covered at all times.
9. Clothing and apparel shall be safe for the activity (ie. Sandals, dangling earrings, long sleeves, long hair, which would create hazards).

10. Dress should be appropriate, and other not mentioned will be dealt with on an individual basis. Any situation or circumstance in question will be at the final and indisputable discretion of the building administration.

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CONSENT FORM

COMPUTER NETWORK/INTERNET

This document must be signed and returned to Heart Butte Public Schools in order for students to gain access to the Telecommunication Network.

As a user of the Heart Butte Public Schools Network, I hereby agree to comply with the rules outlined in the District’s Electronic Technologies Acceptable Use Policy, and commit myself to using the Telecommunications Network in a reasonable and responsible fashion while honoring all relevant laws, policies, guidelines, and restrictions, including but not limited to video games, social networks (ie.facebook, twitter, you tube and sites inappropriate for an educational setting). I also agree to use the Network only for legitimate educational purposes that are related to the goals and objectives of the Heart Butte Public Schools. In signing this consent form, I fully accept the responsibility that comes with it and agree to accept in totality the penalties that are included in it with respect to misuse of the system.

Definition of Technology: For purposes of BYOT, “technology” means privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDA’s), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing etc.

Security and Damages: Responsibility to keep the personal technology secure rests with the individual owner. DPISD is not liable for any device stolen or damaged on campus. DPISD can NOT replace or provide financial restitution for any stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your personal technology from others. Additionally, protective cases for technology devices are encouraged.

BYOT Student Agreement

The use of technology to provide educational material is a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Student signature: _____ Date _____

As a parent or legal guardian of the minor student signing above, I grant permission for my son/daughter to access networked computer services including the Internet. I understand that individuals and families may be held liable for violations in the District’s Electronic Technologies Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use as established in the policies-setting and conveying standards for my own daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature: _____ Date _____

Principal Signature: _____ Date _____

Heart Butte School District #1 - STUDENT INFORMATION

***If any of the information below changes, update your records by coming up to or contacting the school**

Student's Name _____

Age: ____ Grade _____

Date of Birth _____

Teacher/Class Sponsor _____

Address _____ City _____ Zip _____

Physical Address _____

Home Phone Number _____

Father's Name _____ Cell Phone _____

Employer _____ Work Phone _____

Mother's Name _____ Cell Phone _____

Employer _____ Work Phone _____

Other Contact Name _____ Phone _____ Relationship _____

Other Contact Name _____ Phone _____ Relationship _____

Other Contact Name _____ Phone _____ Relationship _____

Persons with Permission to Check-Out Student

1 _____

2 _____

3 _____

4 _____

Allergies/Medical Considerations we should know about (including food allergies):

Please note any consideration that was not addressed in the previous items:

Heart Butte School District #1 - Handbook Receipt

Student Handbook

I, the undersigned, have received and read a copy of the Heart Butte School Middle School and High School Handbook for the 2012-2013 school year. I understand that this Handbook contains information that my child and I may need during the school year. I understand that by signing this, I am ensuring parental support for school rules and policies governing my student(s) while they attend the Heart Butte School. I understand that I am to be an active participant in encouraging my student(s) positive behavior and supporting their achievement, both in our home and at school. I understand that my student and I may be subject to disciplinary action if the expectations in this handbook are not met.

Student Signature _____

Parent/Guardian Signature _____

Principal Signature _____