

# Helena Public Schools

## C. R. Anderson Middle School Student-Parent Handbook



C<sub>ooperative</sub> R<sub>espectful</sub> A<sub>chievers</sub>

2019-2020

Helena, Montana

Full Text of Handbook located at:

<http://helenaschools.org/resources/parents/handbooks>

**Note:** Policies and procedures may change during the school year.  
Changes will be noted on the District website and in school newsletters.

*At CRA, we are*

# **Cooperative, Respectful, Achievers**

## **Cooperative Students:**

- Follow directions
- Help others

## **Respectful students:**

- Are kind
- Demonstrate honesty

## **Achievers:**

- Put their best foot forward
- Work hard

**PARENT/STUDENT HANDBOOK  
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## ***Vision***

Helena Public Schools foster dynamic educational experiences that prepare all students for life.

## ***Mission Statement***

The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

This mission will be supported through the wise use of resources to meet students' needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process.

## ***Guiding Principles***

- ☐ Each student enters school healthy and learns about and practices a healthy lifestyle.
- ☐ Each student learns in an intellectually challenging environment that is physically and emotionally safe for students and adults.
- ☐ Each student is actively engaged in learning and is connected to the school and broader community.
- ☐ Each student has access to personalized learning and to qualified, caring adults.
- ☐ Each graduate is prepared for success in college or further study and for employment in a global environment.

## ***Board Goals***

**Curriculum / Learning** – Provide relevant, integrated and meaningful learning experiences for students that will prepare them for life.

**Staff Support and Relationships** – Enhance the learning opportunities for students by providing professional development for all employees and encouraging innovative instructional practices.

**Environment** – All schools and work sites will be safe and foster positive and productive environments for students and staff.

**Technology** – Implement technology in the Helena Schools to enrich student learning and deliver more efficient administrative services.

**Community Partnerships** – Encourage excellence in our schools by maintaining a positive and productive relationship with parents, employers, community members and members of the higher education community.

**Fiscal Planning** – A budget development process is established so the allocation of resources has the greatest positive impact on the performance of students and staff.

# C. R. Anderson Middle School

## *Mission Statement*

*Our mission is to provide a positive environment where staff, parents, and the community work together to prepare students to be lifelong learners and contributing members of society.*

# WELCOME TO C.R. ANDERSON MIDDLE SCHOOL

Dear C.R. Anderson Students and Parents,

Welcome Back!

As Summer comes to an end and Fall approaches, we are excited to begin the 2019-2020 school year. Having a great start to the year is important, as students and teachers are excited and motivated to learn. A great start will set the tone for a positive school year filled with opportunities in and out of the classroom.

This school year we intend to start each and every class period with a “great start” as we believe a great start leads to improved learning throughout. As we develop lessons and opportunities for our students, I want to stress the importance of your child’s attendance. It is essential to successful learning as it impacts the depth, type, and value of their comprehension. So, let’s go!

Have a great year,

Dave Thennis, Principal



**C** ooperative Students:  
-Follow directions  
-Help others

**R** espectful students:  
-Are kind  
-Demonstrate honesty

**A** chievers:  
-Put their best foot forward  
-Work hard

## **CHAPTER I**

### **STUDENT RIGHTS/RESPONSIBILITIES**

Helena School District No. 1 and the Board of Trustees have high academic expectations for all students. We are committed to providing all students with an excellent, well-rounded educational program. With this commitment in mind, we set forth the following:

All students are provided the opportunity to obtain a basic body of understandings, attitudes, knowledge, and skills needed for living in a democracy and the world community.

The opportunity for development of intellectual curiosity, critical thinking, problem-solving abilities, and aesthetic appreciation shall be provided.

Student rights and responsibilities provide a uniform standard of conduct that emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines student rights, student responsibilities, disciplinary procedures and actions to be taken. Students are individuals having a myriad of different personality characteristics, learning strengths, learning needs, emotional needs, and maturity levels. Students have the right to considerations because no one method or procedure for learning or discipline can be equally applicable to all.

A student has the right to contribute information that will be considered when decisions are made that affect the quality and content of their education. The District encourages all students to take responsibility for their education, including preparing for and participating in class and school activities, taking full advantage of learning services provided, helping design their educational goals, conducting themselves respectfully and appropriately.

A student is the center of the school and the purpose for which it is operated and maintained. Students, as humans, have the inherent right to be treated with dignity and respect. A student has the right to an education without disruption as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other student.

A student shall not be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, benefits or privileges of the District educational program or activity, because of race; creed; religion; gender; marital status; color; age; physical or mental handicap or disability; or national origin, unless based upon lawful grounds, including adopted policies of the Helena Board of Trustees.

A student may not be denied participation in District education programs or any sponsored activity except for such reasons as are provided in the adopted policies of this District; student code; federal, state and county associations or governmental entities; or organizations that sponsor activities, such as the Montana High School Association.

**DEFINITIONS:** The following definitions shall apply to the content of this document:

**Student** shall mean a person enrolled and admitted to the middle school of Helena School District No. 1 and as provided by state and federal law.

**School authority** shall mean any District teacher or certified personnel, administrator, or other adult District employee unless specifically stated otherwise.



## **1. SEXUAL HARASSMENT**

A student has the right to attend and participate in school activities in an environment free from sexual harassment. Helena School District No. 1 does not tolerate sexual harassment in any form.

### **Sexual harassment:**

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR

Has the purpose or effect of:

- ~ substantially interfering with a student's educational environment or employee's work environment.;
- ~ creating an intimidating, hostile, or offensive educational or work environment;
- ~ depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- ~ making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

## **2. NON-DISCRIMINATION NOTICE**

The Helena School District #1 strives to comply with all federal and state rules and regulations. The Helena Public Schools do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA Coordinators who have been designated to handle inquiries regarding non-discrimination policies:

Dave Thennis, Principal  
Title IX Building Coordinator  
ADA/Section 504 Coordinator  
1200 Knight St.  
Helena, Montana 59601  
406-324-2800

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **3. STUDENT EXPRESSION**

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs; or cause substantial disorder or invasion of the rights of others; or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the School District.

### **4. PERSONAL APPEARANCE**

The students at CRA are proud of their individual appearance and the freedom to express themselves through the latest fashions. It is our goal to continue the tradition of our students presenting themselves in a positive manner. We ask that students are well groomed and demonstrate personal hygiene, exemplified by excellent manners and respect for each other. Your peers and teachers will appreciate your cooperative spirit and working together to present yourself by being your best. We respectfully request that you dress in a manner that does not distract from the learning environment of other students. To maintain high standards in health and safety for all our students, we request that all students focus on personal cleanliness and their overall personal appearance.

- 🐾 Students shall not wear caps or other headgear including bandanas, scarves, sunglasses, headphones or earphones in school buildings before, during, or after normal school hours. Caps may be worn after normal school hours while in attendance at athletic events in the gymnasium.
- 🐾 Students shall not wear clothing or jewelry that advertises/references tobacco, alcohol, drugs, or other harmful substances.
- 🐾 Students are prohibited from wearing any jewelry or other ornament that could cause personal harm to the student or another. Chains that are considered jewelry are not acceptable at CRA.
- 🐾 Students shall not wear articles of clothing that are adorned with sexually suggestive slogans, profanity, lewd pictures, vulgar or obscene displays, or that which may be offensive to another's religion, race or national origin.
- 🐾 Students shall wear shoes or sandals to school and class. Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Footwear that converts into rolling shoes is considered hazardous.
- 🐾 Students shall wear appropriate clothing that does not disrupt the learning environment of other students and staff. Overly revealing apparel shall not be worn to school. This includes, but is not limited to, cropped tops revealing midriffs, mesh tops, spaghetti straps, shirts without sides, pajamas, sagging pants or sweats that reveal undergarments such as boxer shorts, thongs, underwear, or bare skin, and dresses or tops which were intended as undergarments shall not be worn in school. Students who wear clothing that disrupts the learning environment at C.R. Anderson School may be sent home to change into appropriate school apparel. Refusal to comply will result in additional disciplinary action.
- 🐾 Students are prohibited from wearing trench coats, dusters or other long coats to or in school.
- 🐾 Any hairstyle is permitted so long as it is kept neat, clean and controlled. Facial hair is permitted if it is kept neat and clean.
- 🐾 Students shall not wear backpacks during the school day.

Repeated violations of these rules concerning student dress and grooming may result in a student being subjected to disciplinary action. **Board Policy: 3035 Student Appearance**

## **5. PHYSICAL EDUCATION ATTIRE**

For security and safety reasons, every article of clothing must be marked with your last name visible on the outside. Gym shoes, socks, T-shirts, shorts, and proper undergarments will be needed. C.R. Anderson School is not responsible for stolen clothing or locks. Students should lock all clothing and personal items in their individual lockers and should not share locker combinations with other students.

C.R. Anderson School, in conformance with District policy, has recommended procedures and dress in the physical education departments.

The basic principle is that clothing selected by a student must not violate considerations of safety, restrictions of movement in required performance, and modesty.

If you are sensitive to cold temperatures, bring sweat clothing to wear while participating in outdoor activities. Parents of students who refuse to dress out for physical education will be notified and students may be subject to disciplinary action. For hygiene and safety reasons, students are not allowed to wear regular school clothes while participating in P.E. activities.

## **6. EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

Directors of extra-curricular and co-curricular activities may establish additional standards of personal appearance, including dress and grooming requirements for such activities (e.g., concerts). Students participating in those extracurricular and co-curricular activities shall abide by those standards.

## **7. STUDENT ASSEMBLIES**

The staff at CRA believes school assemblies are excellent educational opportunities for students. While attending assemblies, we ask that students respect those performing, presenting, and entertaining the audience. Your cooperation in demonstrating excellent behavior is appreciated by all attending our assemblies.

During a school assembly students shall:

- 🐾 Respectfully remain quiet and attentive during the entire program.
- 🐾 Be courteous of other individual's rights and space during the program.
- 🐾 Remain in their seats until a school authority has dismissed them.
- 🐾 Refrain from whistling, talking or other acts of discourtesy that interrupts the performance.

Violation of these rules shall subject the student to the disciplinary code.

## **8. STUDENT, BUILDING AND LOCKER SEARCHES**

School authorities maintain supervision, control, and jurisdiction of students who participate in or attend any school activity, whether on or off School District premises. The school building principal or designee is authorized to search a student, locker, personal property, (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school transportation in transit to and from a District activity or sponsored activity, or while transit on a school bus or other transportation authorized by the District. A search may be conducted provided the school authority has reasonable

suspicion as to a violation of law, school policy or school rules. Students who abuse lockers may lose their privilege of using a school locker. You should always treat school property with respect.

**Personal searches:** A student's person and/or personal effects (e.g. purse, book bags, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal, unauthorized or contraband (stolen) items in violation of school rules or local, state or federal law.

**Locker searches:** Student lockers, contents and secured personal property may be searched without prior notice given to the student. Searches shall, whenever possible, be conducted in the presence of an adult witness and the given student. School lockers are temporarily assigned to students. **Lockers remain the property of the School District at all times. The District has a reasonable and valid interest in insuring that lockers are properly maintained for safety and health reasons.**

**Canine Assisted Searches:** Trained canines accompanied by a trained handler may be used to assist the administration in a general search of the school or school grounds for the purpose of discovering illegal drugs or paraphernalia. No specific searches of students will be conducted by these means. General searches may take place in common areas as well as classrooms. Students will exit the classroom prior to any canine assisted search.

Any illegal, unauthorized or contraband items discovered during such inspections shall be confiscated by school authority. School authority shall determine appropriate action, including notification of law enforcement authorities and commencement of disciplinary proceedings. **Board Policy: 3040 Searches and Seizures**

## **9. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION / PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day C R Anderson receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask C R Anderson to amend a record should write the school principal clearly identifying the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Listed below are disclosures that elementary and secondary schools may make without consent:

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for

purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student. 20 U.S.C. § 1232g(b)(1)(L).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Helena Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Helena Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Helena Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Student directories;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the Helena Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **the third Friday in November**. Helena Public Schools have designated the following information as directory information:

- |  |                           |
|--|---------------------------|
| • Student's name   | • Address                 |
| • Telephone listing  | • Electronic mail address |
| • Photograph   | • Date of birth           |
| • Dates of attendance  | • Grade level             |
| • Participation in officially recognized activities and sports |                           |

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–*
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the

- immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Helena Public Schools have developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Helena Schools will directly notify parents via the District web site of these policies at least annually at the start of each school year and after any substantive changes. Helena Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Helena Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**See: Board Policy 2020 Student and Family Privacy Rights**

**See: Board Policy 3080 Maintenance of Student Records**

## **10. RIGHTS TO EQUAL EDUCATIONAL OPPORTUNITIES, TITLE IX, SECTION 504, AMERICANS WITH DISABILITIES ACT**

### ***Equal Educational Opportunities***

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or



potential marital or parental status. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

Inquiries regarding discrimination of any kind should be directed to the District's Title IX Coordinator, who shall provide information and, if necessary, direct the individual to the Uniform Grievance Procedure. The District will annually publish notice of these rights to students and parents.

### ***Title IX Grievance Procedures***

The Helena School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. District does not discriminate on the basis of sex in its education programs and activities.

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR

Has the purpose or effect of:

- 🐾 substantially interfering with a student's educational environment or employee's work environment.;
- 🐾 creating an intimidating, hostile, or offensive educational or work environment;
- 🐾 depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- 🐾 making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

### ***District Title IX Coordinator***

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Personnel Services Administrator  
55 South Rodney St.  
Helena, MT 59601  
406.324.2012

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

### ***Filing a Complaint***

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of both the informal resolution procedure and the formal complaint procedures.

### ***Section 504 and the Americans with Disabilities Act (ADA)***

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

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

School District No. 1 has appointed an officer to assist any employee, student, parent, or legal guardian with a Section 504/ADA concern. Inquiries concerning Section 504/ADA may be referred to the Central Administration Office, 55 South Rodney Street, Helena, Montana, 59601, or may be made by calling 1-406-324-2010.

Procedures have been established for addressing any questions or concerns and for resolving any conflicts relating to Title IX/Section 504/ ADA that may be raised by an employee, student, parent, or legal guardian in School District No. 1. A copy of those procedures may be obtained from building Principals or the Central Administration Office.

***Board Policy 2050 – Section 504 of the Rehabilitation Act of 1972 (Section 504).***

## **11. C. R. ANDERSON SCHOOL BEHAVIOR INCENTIVE PROGRAM**

The behavior policy at C.R. Anderson Middle School is based upon the premise that people will treat all others in a dignified manner. This includes keeping their hands, feet, and all objects to one's self and not abusing others with profanity or undesirable comments.

### ***Positive Student Behavior Incentives***

C. R. Anderson School endorses a policy that reinforces positive behavior and academic excellence by the student body. The following recognition levels are available to all students.

### ***4.00 Grade Point Average***

Any student earning a 4.00 average for a quarter will be eligible to receive a Gold Sticker on the back of their student identification cards. This Gold Sticker will identify the student as a 4.00 student and will entitle the student to purchase items at a discount at various Helena businesses during the following quarter. To earn this level of recognition the student must receive A's in all subjects for the quarter and have no referrals of either minor or major infraction types during that period. The award is good only for the following quarter and must be earned each quarter.

### ***3.245-3.99 Grade Point Average***

Students demonstrating academic excellence by receiving a grade point average of at least a 3.245 (rounded to a 3.25) will be eligible to receive a Blue Bonus Card. The Blue Bonus Card will have a lower discount rate than the 4.00 Gold Card. As with the 4.00 GPA student, the student must not have any referrals to the office during the quarter in which the 3.245 grades were earned. This recognition must be earned each quarter.

### ***Guidelines for Discount Card Use***

#### **What Items Can Be Purchased?**

The retail manager solely determines items covered or not covered by the sticker. You are encouraged to check with sales people at the business before attempting to make a purchase.

Sale items may or may not be covered at stores; the student should inquire before attempting to use the discount card.

#### **Who Can Use the Discount Stickers?**

**Purchase discounts are for the student only.** Using the card for purchasing items for a friend or someone other than the student will be grounds for voiding the discount card.

#### **How Long Can The Discount Stickers Be Used?**

An expiration date will be provided to the student. This date is established so that you may obtain the benefit from the card for a period of time equal to one quarter of the school year.

Using the Stickers is a privilege that you, the student earned. Remember to use it wisely and in good faith so the program will be available to you and other students in future quarters of school.

## **12. STUDENT GRADE PHILOSOPHY**

**A**—The student exceeds the expectations of the teacher. All work is completed on time and is of superior quality. It shows mastery of the subject matter.

**B**—The student meets the expectations of the teacher, has mastered the subject matter, and completes work on time.

**C**—The quality of work is average. The student is showing normal achievement.

**D**—Work is below normal, but shows some evidence of growth. Effort is considered in this grade.

**F**—Work is not satisfactory.

**M**—Medical withdrawal. This is used for Physical Education classes only.

### 13. **HONOR ROLL**

- 🐾 All classes that appear on a student's schedule will be included, with the exceptions of study halls and student assistant programs.
- 🐾 Courses will be weighted according to the number of class periods of instruction per week.
- 🐾 A minimum grade point average of 3.25 is required for honor roll status.



#### *Calculating the Grade Point Average*

Letter Grade Point		
<u>Grade</u>		<u>Equivalent</u>
A	=	4
B	=	3
C	=	2
D	=	1
F	=	0

Semester Weight	
<u>Course Type</u>	<u>Factor</u>
English	1
Mathematics	1
Reading English	2
Science	1
Social Studies	1
Spanish	1
Semester Rotations	1
Note: Every other day rotations such as; Band, Chorus, Art, Health, etc. .5	

**Step 1:** Determine the *grade point equivalent* for each class on schedule (from table upper left table.)

**Step 2:** Multiply *grade point equivalent* times the appropriate *weight factor*. (Using upper right table.) Product is called *grade points*.

**Step 3:** Add all *grade points*. Add all *weight factors* for the quarter.

**Step 4:** Divide total *grade points* by total *weight factor*.

Carry answer out three (3) places = **grade point average**: 3.245 or **higher qualifies for school honor roll.**

SUMMARY: 1. Class weight factor x grade point average = grade points

2. 
$$\frac{\text{Total grade points}}{\text{Total weight factors}} = \text{grade point average}$$

#### **14. WITHHOLDING OF GRADES, DIPLOMA OR TRANSCRIPT**

Montana law (M.C.A. 20-201) allows a school district to withhold the grades, diploma, or transcripts of a pupil who is responsible for the cost of school materials or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

If a student transfers to another school district in the state the receiving district will be notified of any financial obligation of the pupil and will be requested to withhold the pupil's grades, diploma or transcripts until the obligation to the sending district is satisfied. Parents may challenge the underlying financial obligation using the District's Uniform Compliant Procedure.

#### **15. ACCEPTANCE OF TRANSFER CREDITS**

Helena Public Schools generally accept transfer credits from other accredited schools and institutions. Transfer credits from schools and institutions accredited by the Montana Office of Public Instruction, the Northwest Accrediting Association or similar U. S. accrediting agency, Department of Defense Schools, or schools accredited by the appropriate State Department of Public Instruction of the respective state will be accepted. Correspondence and online credit will be accepted from schools and institutions accredited by the Northwest Association or similar accrediting agency.

Credits from non-accredited schools are subject to review and evaluation by the principal or principal's designee. Acceptance of transfer credits from non-accredited schools is not guaranteed.

#### **16. ACADEMIC ASSISTANCE PROCESS / RETENTION POLICY**

For students who have academic or behavioral difficulties a team meeting could be called by a concerned parent, concerned teacher, counselor or administrator. The intent of the meeting will be to discuss possible interventions or solutions to any problems.

Academic assistance may be available for all students through the after-school program. Participation in the program may be self-selected or by parent/staff referral based on a combination of the following factors.

- 🐾 Poor grades
- 🐾 High absenteeism
- 🐾 Lack of homework completion
- 🐾 Lack of resources outside the school setting

Students participating may sign up for the program with their core teachers.

Sometimes despite our best efforts, students continue to experience academic failure. Students who need academic assistance will be monitored throughout the year. While research does not support retention at the middle school level, a process is necessary to keep parents informed of their child's performance.

- 🐾 In keeping with district policy, students whose overall academic performance is below the 60% level will be identified and parents will be formally notified at the end of the second, third, and fourth quarters.
- 🐾 Parents of students will be notified regarding high absenteeism.

🐾 Counselors will:

- Contact students considered at risk for retention.
- Facilitate team meetings to review student history, current performance, and possible options for support.
- Contact parents.

## 17. **REQUESTS FOR DAILY WORK**

C. R. Anderson School will cooperate with students who are ill and wish to keep up on their schoolwork while at home. The request may be made by telephone, and the material picked up in the office after school by the parent or other members of the family. PLEASE DO NOT ASK A PARENT OR GUARDIAN TO REQUEST THIS SERVICE UNTIL YOU HAVE BEEN OR WILL BE, OUT OF SCHOOL FOR TWO DAYS IN A ROW.

## 18. **ADVANCED NOTICE OF ABSENCE**

If you know you will be absent ahead of time, bring a signed note from your parent or guardian to the main office before it is taken to your instructors. It is *the student's obligation* to check with the instructors at least two days before an absence for makeup work if the teacher has any work at that date. If teachers do not assign work to you before your absence, it is your responsibility to check with them upon your return to school for any additional work to be completed.

## 19. **MAKE-UP PRIVILEGES**

Contact your teachers at once about make-up work. A student with an *excused absence* will be given twice the number of days missed to make-up work assigned during the absence **up to a maximum of 4 days**. The teacher or building administrator may grant extensions.

Assignments or tests scheduled prior to the excused absence dates will be due upon the student's return. However, in cases of serious illness or family emergency, the teacher or building administrator may grant extensions.

In the case of an *unexcused absence*, the student is held accountable for the content of the work missed, **but the make-up privilege is withdrawn and no grades will be earned for that day.**

## 20. **EXTRA-CURRICULAR PRIVILEGES**

Students **must attend a full day of classes in order to participate in after-school or evening school sponsored activities**. Exceptions may be granted by the building principal.

## 21. **WITHDRAWAL PROCEDURES**

Parental approval must be received before a withdrawal procedure is initiated. A student who is going to withdraw from school must then obtain a withdrawal form from the office. All textbooks will need to be turned in to his/her teachers. Teachers will need to sign the withdrawal form, including the librarian and counselor. Before checking out of school, students will be responsible for paying fines for any missing materials.

## **22. COMMUNICATION WITH FAMILIES**

Communication between the home and school is an essential part of any school program. You are encouraged to contact your child's teacher, principal or any specialist if you have questions, concerns, or compliments about your child's progress in school.

There are a number of ways for parents to receive information about their child's progress and school.

- **PowerSchool / Parent Portal** – Contact school administration for login and password information.
- **Open House** is a time set aside each fall for parents to visit their child's school and meet with teachers. Each teacher explains curriculum, grading practices, homework policies and general expectations. This is not a time for individual parent/teacher conferences.
- **Report Cards** are issued following each nine-week period. These reporting forms record academic progress and effort in each area of the curriculum.
- **Parent/Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent/teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled in the fall and spring of the year. Additional conferences may be held at the request of the parent or teacher anytime during the year.
- **Newsletters** are emailed and posted on the school web site on a regular basis to provide timely information about the school, classroom and District activities
- **Parent Council Groups** (PTSO at HMS) are established in each school to provide valuable support and service to students and staff. Parents are encouraged to become active members.
- **School District Web Site** at <http://helenaschools.org> provides general information about the District and its programs, as well as current news items.
- **Superintendent's Parent Advisory Council** meets monthly at the May Butler Center. Membership is comprised of a parent representative from each school. If you are interested in participating please notify your child's building principal.
- **Assessment Results** also give parents an indication of how their child is progressing in school. Students in Grades Three, Four, Five, Six, Seven, and Eight will participate in the Smarter Balanced State Assessment in the Spring. Students in grades 3 -8 and 10 will also participate in the State Science assessment. Students in Grade 7 & 8 will participate in the ACT Aspire assessment. Test results assist teachers, principals and District administration in determining the effectiveness of instructional programs.
- **The District Calendar** will be distributed by the *Independent Record* in August. The calendar will contain the District's Report to the Community and will include student achievement results, program information, sports schedules and much more.

## **23. CAFETERIA**

### ***Breakfast and Lunch Programs***

C. R. Anderson Middle School uses an electronic system for the breakfast and lunch programs. Each student has a personal ID number. This ID number identifies the student's breakfast and lunch account. The students will be issued photo ID cards shortly after pictures are taken in the fall which will have the student's personal ID number. This card will be used to purchase food in the cafeteria.

Students are not allowed to use another student's ID card. If a student loses their ID card, replacement cards are available in the main office at a cost of \$3. Misuse of free or reduced breakfast/lunch privileges is in

violation of the Federal National School Lunch, School Breakfast, Commodity School or Special Milk Programs. **If an infraction such as giving or selling a free or reduced breakfast/lunch occurs, students will be warned and parents will be notified that privileges for free or reduced lunch may be lost.**

Students can add money to their account at the main office before school. Student accounts will be debited as food is purchased in the cafeteria. Seconds may be purchased, if food is available, at the same cost as the first meal. Students who receive free and reduced services must purchase seconds at the full cost of the meal. For inquiries regarding account balances, call the CRA office at 324-2800.

### ***Meal Charges***

The District recognizes that students may forget or lose lunch money or may have an unpaid meal account balance. The District endeavors to treat all students with dignity regarding unpaid meal charges; however, unpaid meal charges create a significant financial burden for the District. To ensure that students do not go hungry but also minimize the financial burden, the District shall charge meals and collect on meal account charges in all schools consistent with this policy.

Students who are eligible to receive free meals do not have a meal account and, therefore, are not subject to this policy. Free lunch status students may pre-pay for or purchase a la carte items with cash or check.

Parents may restrict their child's ability to charge by sending the school written notice either stating their child cannot charge or limiting the amount their child can charge. However, they will need to send a lunch with their child.

### ***K-12 Students***

Students will pay for meals at the full rate as established by the District in accordance with federal law. Eligible students will pay a reduced rate as established by the District in accordance with federal law. Meals must be pre-paid. Students will be permitted to charge a maximum of \$30.00 once his or her meal account reaches zero. Once a student has charged the maximum number of meals, the student will no longer be permitted to charge and parents will initially be contacted directly by phone or in person by the building principal. The school will offer the student an emergency (regular) meal at the standard rate.

### ***Payment of Meal Account***

Each school shall maintain records regarding student meal balances. The District will send out notices to parents/guardians informing them of low or negative meal account balances. Parents/guardians may also check a student meal account balance online at [mymealtime.com](http://mymealtime.com).

Parents/guardians must submit payment for meal accounts with a credit card or debit card at [mymealtime.com](http://mymealtime.com) OR pay in person with a check or cash at their student's school. Payment must be submitted 30 days from date of notice of deficit balance. If the District has not received payment within 30 days the payment is considered overdue and is a delinquent debt.

**See: Board Policy 7052 Meal Charges**

### ***Pay On-Line Program***

The Food Service Program has purchased the "Pay On-Line Program" for your student's food service account needs. You can go to our web site, [www.sodexoeducation.com](http://www.sodexoeducation.com), follow the prompts to get to our school district and you will see a section to pay on line. Here you will be able to use a credit card and put



money into your student's account. We also have the capability to track all transactions within an account. If you want to know how your student is spending his or her money, please contact either the school office or the District Food Service Office at 324-2512. There will be a service fee with every transaction that will be charged at the time of the deposit. Deposits will take a minimum of 72 hours to process.

Menus for each school are available on the School District web page at:  
[https://www.sodexhoeducation.com/segment\\_0200/district\\_3701/ENM/Entry1](https://www.sodexhoeducation.com/segment_0200/district_3701/ENM/Entry1)

Select "menu", choose the state, then our District. This site includes menus and other links which provide information on many USDA nutrition programs including eligibility guidelines for the School Lunch program. Take a look, there are many fascinating facets to the USDA programs.

***Applications for free and reduced-priced lunches are available at each school.***

The C. R. A. Cafeteria is maintained as a vital part of the nutritional and health programs at school. The Ala Carte bar is a supplement to a lunch, not a lunch itself. Exceptions are juice, milk and yogurt. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. New this year we have a web-based point of sale system that has many features including; family meal plans, instant update with a pay online purchase, and a la cart for the lunch program can be tracked through this program, along with many new features.

The school breakfast and lunch prices for the 2018-2019 school year are as follows:

- a. Breakfast - Student - \$1.45
- b. Lunch - \$2.80 per lunch
- c. Milk - \$0.50 per half pint
- d. Adult Breakfast - \$2.50 per breakfast
- e. Adult Lunch - \$3.75 per lunch

To encourage a pleasant atmosphere, students are expected to be courteous and:

- 🐾 Deposit all lunch litter in wastebaskets.
- 🐾 Return all trays and utensils to the dishwashing area.
- 🐾 Leave tables and floors clean for those who follow.
- 🐾 Please take care of all new equipment and tables; there is no money to replace equipment that is vandalized.
- 🐾 Move away from the building. This is to keep the noise down for classes in session.
- 🐾 Do not return into the building and hallways until the lunch period is over. Remember other classes are in session and we need you to be quiet as you go to your classes.
- 🐾 Due to the risk of injury, no games that include tackling or piling on will be allowed.
- 🐾 Cafeteria rules are: Keep your feet and hands to yourself.
- 🐾 Courteous conduct and good citizenship is expected who use the C.R.A Cafeteria

The middle schools operate on a closed campus policy. Students are not permitted to leave the school grounds to eat lunch. The only exception to this rule will be for those students accompanied by their own parent. In this case, students must check out and back in at the attendance office. **Students will not be permitted to leave school grounds during lunch if their parent or legal guardian is not present.** Students will only be excused for their class lunch period.

***Failure to comply with any of the above may result in a referral to the main office.***

Middle Schools have revamped the "**Energy Download Zone.**" This program features multiple entrees and various fruits and vegetables. This year students can make their own sandwich at the deli sandwich bar. The bar will have fresh meats, cheeses, breads and a variety of toppings which will be available daily. Additionally, there will be several separate stations that will include rotating menus such as the; Asian bar, wrap bar, specialty salad bar, chicken wing bar, pasta bar, potato bar, and many others. Each of these bars will be a full-service bar with all the extras at no additional cost other than just the price of a lunch. Milk, fresh fruit, fresh vegetables and salad are also included.

Every parent/guardian may have a **FREE** lunch and a **FREE** breakfast, with their child(ren) each month during the school year. The School Food Service Program wants to encourage parents to be a part of their student's meals so they can witness what their students are really eating at school. This opportunity is also designed to show you what is offered every day in our meal programs. Please notify the school in advance if you plan to eat with your child. This offer excludes special events like BBQ days or open houses.

#### **24. DANCE REGULATIONS**

- 🐾 All school regulations apply at school-sponsored dances.
- 🐾 General rough housing while dancing is not permitted.
- 🐾 If a student leaves the dance, they will not be allowed to return. Doors will be closed 15 minutes after the dance begins.
- 🐾 Students who are disruptive or demonstrating poor citizenship will be sent home.
- 🐾 Students will not be allowed back in the main school building after the dance.

#### **25. ADDRESS/TELEPHONE/EMAIL CHANGES**

A change of address or telephone number during the school year must be reported to the office. In order to receive electronic communications from the office and teachers, please also report any change in parent email addresses.

Parents may update their contact information by logging onto the PowerSchool Parent Portal and entering updated information.

#### **26. AUTOMATED SYSTEMS NOTIFICATION OPT OUT**

Parents and students can access student grades, assignments and attendance information at any time through the online PowerSchool portals. A username, password and directions will be provided to parents with students enrolled in grades 4-12. Parents should not share their password with their student. Students will receive their own username and password.

The Federal Communications Commission requires the Helena School District to allow you to opt out of receiving outreach messages to you via our automated system, School Messenger. Outreach messages can include information about schedule changes, school events, parent reminders, cancelled activities, and other non-emergency messages.

The District wants to keep you informed in multiple ways. Our system allows us to send messages to you through different mediums – phone calls, texts, emails – regarding important school information. If you do not want to receive non-emergency messages from School Messenger please copy and complete the form below and return it to your school office. You will still continue to receive emergency calls even if you do not

consent. You can also revoke your consent to receive messages from our system at any time by contacting your child’s school office.



**Automated System Notifications Opt Out Form**

**Student Name:** \_\_\_\_\_

**Student’s School:** \_\_\_\_\_

**Parent / Guardian Name:** \_\_\_\_\_  
**(Please print)**

**Date:** \_\_\_\_\_

**I do not give the District and my child’s school consent to send me automated outreach messages through the District’s notification system.**

**I understand emergency messages are excluded from this opt out request.**

**Please copy this form, complete it, and return it to your child’s school if you do NOT wish to receive automated information messages from School Messenger.**

=====

## **27. TELEPHONE AND CELL PHONE USE**

### ***Telephone***

***Students will not be allowed to use the phone during class periods.*** If a student chooses to use the phone between classes, they must ask permission. Students will not be given a late pass from the office. The telephone should not be used to arrange student transportation every night after school. The arrangements should be made prior to coming to school.

### ***Student Cell Phone, Listening Devices, and other Personal Technology Devices***

Students are permitted to possess cellular telephones, iPod, or personal technology devices either on their person or in their locker. We ask that students turn off their phones as this sometimes distracts from the classroom experience.

Students should not use their technology devices unless they have been given approval from the classroom teacher. The intent of allowing students to have technology at school is to provide easy access to curricular information and or help with organization.

#### **Guidelines**

1. Students are permitted to use cellular telephones outside the building before school.
2. Students are allowed to use cellular phones after school in the hallways as long as they are on the way out of the building.
3. Texting, taking photos, or recording video inside or outside the school building during the school day is not allowed.
4. The School and/or District are not responsible for students' lost or stolen cellular telephones.

Students not following the technology guidelines may be referred to administration for disciplinary action. Discipline procedure will be:

- A. Teachers will take the phone for the school day – students can pick it up from that teacher at the end of the day.
- B. If students refuse to an adult request the issue will be referred to the office for insubordination.
- C. Habitual violation of technology use may result in additional consequences

## **28. FUNDRAISING PROJECTS**

Any school related or outside organization or individual raising funds on school property or on behalf of a school, student activity or organization or individual, must conform to the rules and regulations of the Board/District as outlined below:

- A written plan for any fundraising activity must be presented to the Superintendent or Superintendent's designee. The activity will be permitted following approval of the plan by the Superintendent or Superintendent's designee.
- Fundraising must take place at such times and place as to not unreasonably interfere with the operation of the school.
- The Helena School District tax identification number may be used only with permission of the District Business Office.
- All equipment and materials purchased by community groups and donated to school programs become the property of the Helena School District.
- The Business Office is responsible for financial administration or review of any funds gifted to a school, program or activity.
- Such gifts may be subject or state and federal law.

Any organization or individual using the Helena School District name, property or students to raise funds for non-district related causes must have approval from the Superintendent or Superintendent's designee. The Board/District assumes no responsibility for the finances of outside organizations. **See Board Policy: 7070 – School Related Fundraising and Individual or Outside Organizational Fundraising**

#### ***Role of Students in School Sponsored Fundraising***

At no time shall any student be required to participate in any school sponsored or school related fundraising activity.

#### ***Soliciting Funds***

Business people and others are not to be solicited by school groups for funds, except after approval by the principals.

#### ***Soliciting Among Students***

A written plan for any school sponsored fundraising activity involving students must be presented to the Superintendent's designee. This includes online fundraising activities. The activity will be permitted following approval of the plan by the Superintendent or Superintendent's designee.

#### ***Individual Student Fundraising Accounts***

Accounts which track an individual student's fundraising will be accounted for by the extracurricular bookkeeper. Any unused balance in a student's individual account will revert back to the organization's (e.g. Band, Speech and Debate, etc.) main fundraising account. Student account balances may not be transferred to another student or sibling.

#### ***Fundraising Goals***

If a student exceeds a fundraising goal or only uses a portion of funds raised for a particular event the balance will revert to the club or organization's (e.g. Band, Speech and Debate, etc.) main fundraising account

#### ***Advances or Loans Prior to Fundraising***

At no time are students to seek loans or advances from any individual or organization with the promise of returning or paying back the loan from the club or organization's account.

At no time shall any student be required to participate in any school sponsored or school related fundraising activity.

### **29. HEALTH SERVICES**

A team of registered, professional school nurses travel between schools as assigned. They are available to students, families and staff for questions, concerns, and information regarding health and safety in the school setting.

**Students who have health concerns during the day are to advise their respective teachers who in turn may refer them to the school nurse/health office.**



## Vaccines Required for School Attendance, Preschool -12th Grade



VACCINE	PRESCHOOL <sup>1</sup>	KINDERGARTEN - 12 <sup>TH</sup> GRADE
Haemophilus influenza Type B (Hib)	1 dose (given on or after the 1 <sup>st</sup> birthday, unless child is older than 59 months) <sup>2</sup>	None Needed
Diphtheria, Tetanus, and Pertussis (DTaP, Tdap)	4 doses	4 doses (one dose must be given on or after 4 <sup>th</sup> birthday) <sup>3,4</sup> Plus 1 dose of Tdap (prior to entering 7 <sup>th</sup> grade) <sup>5</sup>
Polio (IPV or OPV)	3 doses	3 doses (one dose must be given on or after 4 <sup>th</sup> birthday) <sup>3</sup>
Measles, Mumps, and Rubella (MMR)	1 dose (dose must be given on or after 1 <sup>st</sup> birthday)	2 doses (first dose must be given on or after 1 <sup>st</sup> birthday, and spacing between doses is 4 weeks)
Varicella "chickenpox" (Var)	1 dose (dose must be given on or after 1 <sup>st</sup> birthday) <sup>6</sup>	2 doses (first dose must be given on or after 1 <sup>st</sup> birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those older than 13 years) <sup>2,6</sup>

<sup>1</sup>Per MCA 20-5-402, a preschool is defined as a facility that provides, on a regular basis and as its primary purpose, educational instruction designed for children 5 years of age or younger and that: (a) serves no child under 5 years of age for more than 3 hours a day; and (b) serves no child 5 years of age for more than 6 hours a day.

<sup>2</sup>Hib vaccine is not recommended for children older than 59 months.

<sup>3</sup>When following the ACIP schedule, children will have at least 5 doses of DTaP and 4 doses of polio vaccine.

<sup>4</sup>A pupil 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap vaccine or Td vaccine to become current in accordance with the Advisory Committee on Immunization Practice (ACIP) recommendations per ARM 37.114.705.

<sup>5</sup>While it is not recommended, if a child younger than 13 years receives their second dose of varicella at an interval of 4 weeks or longer, the dose does not need to be repeated.

<sup>6</sup>As of October 1, 2015 pupils are required to have varicella vaccine and all pupils 7<sup>th</sup>-12<sup>th</sup> grade must have a Tdap vaccine.

**Note:** A four-day grace period may apply, as appropriate, per the ACIP recommendations.

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If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form (HES 103) should be completed and attached to the Certificate of immunization Form (HES-101). If the pupil has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the

next dose is due. In order to remain in school, the pupil must continue to receive all remaining doses as specified on the conditional form. If the pupil fails to complete the immunization(s) within the time period indicated, he/she must either qualify for and claim an exemption or be excluded immediately from school by the school administrator or that person's designee.

### ***Immunization Exemptions***

#### ***Medical Exemption (Form No. IZ HES101A; 10/2018)***

Any student seeking to attend school is not required to have any immunizations which are medically contraindicated. A written and signed statement from a physician that an immunization is medically contraindicated will exempt the student from the immunization requirements that are deemed necessary by the physician. Chiropractors, naturopathic doctors, nurse practitioners, or physician assistants may not sign off on medical exemptions. Only a physician (MD or DO) licensed to practice medicine in any jurisdiction of the U.S. or Canada.

On the revised medical exemption form the physician will need to check if this is a contraindication or a precaution for immunizations. Then he or she will check the box that has the reasoning for the exemption. A physician may elect to submit a letter in place of the medical exemption form provided the following are included:

1. Which specific immunization(s) are contraindicated.
2. The period of time during which the immunization is contraindicated. (Permanent or Temporary exemption. If temporary, the end date must be given.)
3. A medical reasoning to why the immunization(s) are contraindicated. Medical exemptions are routinely reviewed by local and state health officials. Additional documentation supporting exemption may be required.
4. When deemed necessary by a physician, the results of immunity testing can be performed for students entering K-12. The tests must indicate serological evidence of immunity and must be performed by a CLIA approved lab.

The written medical exemption and immunity testing results must be attached to the HES-101 and place in the student's school record.

#### ***Religious Exemption (Form HES-113 6/2015)***

In schools K-12 a claim of exemption from immunization requirements on religious grounds must be notarized annually and maintained on the Religious Exemption form (HES-113). The form must be provided to the school prior to each school year by the student's parent/legal guardian, unless the student is 18 years of age or older or emancipated, the student may claim the exemption. The original copy of the religious exemption must be kept by the school as part of the student's school record.

If a student has contracted a disease or is exposed to a disease, the student may be excluded from school by the local health officer or the state department until the excluding authority feels that there is no longer a risk of contracting or transmitting that disease.

### ***Protocol for Registering International Students: Immunizations***

The following information is provided to assist in the registration of students entering from countries outside of the United States.

- Before registering to attend a school in Helena School District #1, all students entering from countries outside of the United States must have their immunization records assessed and approved by a Public Health Nurse at the Lewis and Clark Public Health (LCPH). The Health Department is located at 1930 9<sup>th</sup> avenue and the phone number is 457-8900.
- Approved immunization documents must be included in the school registration process.
- If a student has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form (HES 103) should be completed by the Public Health Nurse and submitted by the parent or guardian to the school upon registration.
- Additional questions or concerns regarding the immunization status of entering students should be directed to the School Nurse assigned to each school.

### ***Medication Policy and Procedures***

#### ***Medication Policy***

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parents believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication.

The Board will permit administration of medication to students in schools. A school may administer medication to any student in the school or may delegate this task pursuant to Montana law.

#### ***Administration of Medication***

In special cases the school nurse, doctor, and parents may agree on a plan for administration of medication during school hours. The physician shall then be requested by the parents to prescribe duplicate bottles of said medication if it is necessary that it be taken during school hours. One bottle will be kept at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the pupil's identification number, the name of the prescribing physician, and the name and dosage of the drug to be given.

Prior to any medication being given at school the following conditions must be met:

1. **Prescription Medications-** Medication administration by school staff will begin 24 hours after medication, parent authorizations, and HCP orders are received by the school.
  - All medications must come in an individual pharmacy-labeled container and must include: the student's name, medication name, route, dose, time of administration, Pharmacy name and number and the name of prescribing health care provider
  - Medication cannot be expired
  - A completed "Authorization for Medication to be Given at School" form for all prescription medications must be signed or verbally authorized by the parent or guardian.
  - A signed order from a health care provider with prescriptive authority is required or, per school nurse's discretion, the pharmacy labeled container is acceptable.
  - All new medications, changes in medications, changes in dosages, changes in timing or route of administration require a new Authorization for Medicine to be Given at School form, completed and signed by student's parent/guardian and a new order from the HCP. An updated medication pharmacy labeled bottle may be used per school nurse's discretion
  - Authorization granted to administer prescription medication shall be valid for the current school year only and must be renewed annually.

FOR ANY NEW MEDICATION FOR A STUDENT, CHANGE IN MEDICATION, CHANGE IN DOSING, TIMING, ROUTE: **CONTACT THE SCHOOL NURSE IMMEDIATELY.** \*\*\*



## **2. Over the Counter Medications:**

- Pre K- 8<sup>th</sup> grade students: A licensed health care provider must provide a written order for administration of over the counter medication and written or verbal authorization from the parent must be on file. The medication must be in the original container. Authorization granted to administer over the counter medication shall be valid for the current school year only and must be renewed annually. Expired medication will not be accepted nor administered.
- 9<sup>th</sup> grade -12<sup>th</sup> grade students: Parents who want the school to manage over the counter medication for their high school student must complete an Authorization for Medication to be Given at School form. Authorization granted to administer over the counter medication shall be valid for the current school year only and must be renewed annually.
- 9<sup>th</sup> grade-12<sup>th</sup> grade students may keep a small quantity of non-prescribed, parent recommended medication with them and may self-administer, according to package directions.
- Parents may be contacted by the School Nurse if concerns arise regarding health issues, need for medication, or inappropriate use.

## **3. Alternative Medications:**

- Alternative medications including natural remedies, herbs, vitamins, dietary supplements, homeopathic medication, essential oils, or medications from other countries will not be administered without a licensed health care provider's authorization. Such medications must be provided to the School Nurse and be labeled by the health care provider or pharmacy with the following information: the student's name, medication name, route, dose, time of administration and name of prescribing health care provider.

## **4. School District Provided Emergency Medications:**

- In case of an anaphylactic reaction or risk of such a reaction, the School Nurse or delegate may administer emergency oral medication or injectable epinephrine to any student in need thereof on school grounds according to a standing order of a chief medical advisor. Prior to administration of emergency medications, designated staff members will complete training in the identification of signs and symptoms of anaphylaxis and allergic reactions and administration of emergency medications.

## **5. Self-Administration of Emergency Medications:**

- Students with asthma, severe allergies or anaphylaxis may possess and self-administer emergency medication (epinephrine auto-injector, oral antihistamine, or asthma inhaler) during the school day, during field trips, during school-sponsored events, or while on a school bus as prescribed by a licensed health care provider.
- If provided by the parent, guardian, or an individual who has executed a "Caretaker Relative Educational Authorization Affidavit", and in accordance with documents provided by the student's health care provider, medication for asthma, severe allergy, or anaphylaxis medication may be kept by the student and backup medication may be kept at a student's school in a predetermined locations or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.
- Immediately after using epinephrine during school hours, a student shall report to the School Nurse or other adult at the school who shall provide follow-up care, including making a 9-1-1 emergency call.

Authorization granted to a student to possess and self-administer medication for asthma, severe allergies or anaphylaxis episodes shall be valid for the current school year only and must be renewed annually.

Parents must notify the school if their student will be self-administering medication and acknowledge and agree to the liability provisions in MCA 20-5-420, for self-administration of medication. (The form may be obtained from the district web site <http://helenaschools.org/departments/health-services/> or the school nurse.

### **Medication Return/Disposal of Medication at the End of the Year**

The parent/guardian is expected to pick up any unused, discontinued or expired medication upon notice to that parent/guardian. At the end of the school year, the parent/guardian is to pick up remaining medication. If the parent does not pick up medication after school is out, any unused or discontinued medication will be destroyed.

## ***Allergies***

The Helena School District makes every effort to decrease exposure to allergens, however we encourage parents of children with life threatening allergies to contact the School Nurse prior to the beginning of the school year to work together to develop an Allergy Action Plan.

## ***Head Lice***

Head lice are wingless insects about the size of a sesame seed. They cannot fly, jump or swim. They are passed from person to person from direct head to head contact or, very **rarely**, by “hitching a ride” on a comb, brush or hat. While they are an anxiety-producing nuisance they do not carry disease. **Students with head lice or nits (louse eggs) will not be excluded from school as unnecessary absences directly affects school performance and a child’s opportunity to learn.**

If a parent or staff member believes a student has lice, s/he can contact the School Nurse who will arrange a time to assess the student privately. If live lice or nits are found, the student will return to class and the student’s parents will be contacted with information about effective treatment options. The student may remain at school until the end of the day.

Classroom wide screenings will not be done as studies indicate that it does not decrease the incidence of head lice, is disruptive to the learning process, and a violation of privacy and confidentiality of the student and his/her family.

The Helena School District School nurses educate students regarding lice and how to avoid transmission by decreasing head to head contact and not sharing hats, combs, brushes or hair accessories. Parents can help by routinely inspecting their child’s hair for lice. If you are unsure of this process, how to identify a louse, or how to treat an infestation please contact your School Nurse.

For a step-by-step guide for managing head lice at home, refer to:

<https://identify.us.com/idmybug/head-lice/head-lice-documents/lice-mgmt-chart-home.pdf>

## ***Health Screenings***

Hearing - School Nurses and School Speech and Language Pathologists will screen students in grades K, 1, and 9 using an audiometer. Students in other grades may be screened upon referral or if they have a monitor status. The regional Audiologist will consult with the School Nurses regarding referrals and further management.

**Vision** – School Nurses will screen students in grades K, 1, 3, 5, 8, students new to Helena School District without screening documentation, students who are referred, and students who are being monitored.

**Scoliosis** – Girls in grades 5 and 7 and boys in grade 8 are screened by the School Nurses for scoliosis. Scoliosis is a side to side curvature of the spine. This often may be detected during a child’s growth spur.

**Oral Health** – Students in grades 1 and 3 are screened by local dentists who volunteer to provide a visual inspection. The School Nurse coordinates the program in each elementary school.

*\*\*Methods for screening may include checklists, observations, and formal instruments as indicated\*\**

*\*\*Parents are notified of any unusual performance or failed screening. Students may be referred for further evaluation by a health care provider.\*\**

## **30. SECURITY OF PERSONAL ITEMS**

***Students should mark instruments, coats, athletic shoes, and all personal belongings brought to school. It is most difficult to recover items that are not marked.***

Helena School District No. 1 assumes no liability for personal loss. **It is recommended that you do not bring items of value to school.** If it is necessary to bring money or valuables, they should be given to the office secretaries to place in the safe. It is the responsibility of the student to claim such articles at the close of the day.

It is difficult to assure protection for articles from an entire gym class. **Leave all valuable items at home or turn them in to the office secretaries.** The office maintains a lost and found department. You are urged to turn in to the office all articles that have been found and to inquire there for anything you may be missing.



### 31. **LOCKERS**

Total responsibility for locker security falls with the student. All students will be expected to secure lockers with a combination lock. As there are occasions for staff or parents to gain entry into lockers in the course of the year, student locker numbers and lock combinations must be on file in the office and with a designated teacher.

When a lock is replaced for any reason, it is the student's responsibility to update combination information in the office and with the designated teacher.

Do not share your combination with other students.

If the assigned locker becomes damaged and cannot be secured, see the Assistant Principal immediately for repair or a new assignment.

A student is not to use any locker other than the one assigned. See your team teachers to make a locker change.

A student who abuses or misuses a locker may lose the privilege of using a school locker.

***Lockers are the property of the School District and are subject to inspection by school officials.***

### 32. **BICYCLES**

***All bicycles must be parked in the bike racks provided.*** They must be kept locked at all times. School personnel may remove any bikes chained to gates, railings, etc.

### 33. **TEXTBOOKS**

District-approved textbooks are provided free of charge for student use, but students are responsible for returning them in the same condition as they were received. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school in good condition is responsible for paying for damages or replacement costs according to the schedule below. Students who fail to pay for damage or loss of instructional materials lose the right to take textbooks out of the school until the payment is received. Students will be provided textbooks for use at school during the school day.

Students and parents/guardians with financial hardships who have debts resulting from lost or damaged portable equipment must make good faith and best efforts to pay the debts or make suitable equivalent

restitution. When a student's parent/guardian has exhausted all possible efforts to pay the debt, the Principal, upon written approval of the Superintendent or his/her designee, is authorized to forgive the debts upon reasonable written request of the parent/guardian.

- A. If instructional materials are damaged to the extent that they cannot be used, the student must pay the full cost of replacement.
  - a. New—1 or 2 years old                      new replacement cost
  - b. 3 years or older                              used replacement cost
- B. Book damage charges will be assessed according to the following:
- C.

**The full replacement cost must be paid if the book is declared unusable.** Damages rendering a book unusable include, but are not limited to:

- 🐾 Torn out pages
- 🐾 Obscene drawing
- 🐾 Obscene writing
- 🐾 Severe water damage.

**Major damages**—50% of replacement cost or cost of rebinding if applicable

- 🐾 Broken cover
- 🐾 Broken spine
- 🐾 Limited water damage

**Minor damages**--\$1.00 per page (up to a maximum of \$10.00)

- 🐾 Pen and pencil markings
- 🐾 Folded pages
- 🐾 Torn pages (pages and text are still present)

\*Care will be taken in assessing minor damages so that allowances are made for normal wear and tear.

### **34. COUNSELING**

Guidance services are available to every student. The goal of counseling is to help you make better decisions. Together you and your counselor discuss needs and feelings and explore alternatives. Your counselor can also provide you with information about jobs and careers as they relate to your interests and abilities. Counseling is confidential so don't be afraid to talk with your counselor. It is the professional responsibility of school counselors to fully respect the right to privacy of those with whom they enter counseling relationships. A counseling relationship requires an atmosphere of trust and confidence between the student and the counselor. A student has the right to privacy and to expect confidentiality. This confidentiality must not be abridged except where there is a perceived clear and present danger to the student and/or to other persons.

### **35. SPECIAL EDUCATION SERVICES**

Helena Public School District #1 is committed to the rights of ALL children and to providing specially designed programming to meet their individual needs.

A child's educational future depends on active parent participation and commitment to this important educational process. It is important to take an active role to ensure that your child fully benefits from the many Special Education services available in Helena. If you are concerned with your child's progress in

school, please contact the appropriate school staff and share your concerns.

Refer to Procedural Safeguards in Special Education for students identified as having a disability under IDEA.

<http://www.opi.mt.gov/pdf/speced/guides/procsafegrdsspedbooklet.pdf>

### ***PreK -12 Child Find***

The Individuals with Disabilities Education Act (IDEA) requires Helena Public School District #1 to have a practical method to locate, evaluate, and identify all children who have a disability and need special education and related services.

#### **Child find includes:**

- Preschool transition from the IDEA Part C Early Intervention Program;
- Preschool screening activities that reach out to the community at large, including private and home schools, as well as local Head Start programs; and
- School-based pre-referral activities for school-age students (K – 12<sup>th</sup> grade).

Methods of screening may include checklists, observations, and formal instruments. Parents will be notified of any unusual performance and recommendations will be offered for further evaluation.

### ***Screening Services for Helena Students***

**Speech & Language** - Kindergarten students may be screened for speech and language problems based on consultation between the educator and the speech language pathologist.

**Academic** - Students K - 12 will be screened through the referral process for any academic difficulties.

**For further information contact the Special Education Office at 324-2005.**

## **36. SCHOOL INSURANCE — IMPORTANT MESSAGE TO PARENTS**

Our school **does not** purchase medical/hospital insurance coverage for students. However, you can enroll your child in a low-cost group accident insurance program being offered in cooperation with the school. Even if you already have insurance, this plan may help you pay some of the doctor, dental, or hospital bills that your own insurance doesn't cover; such as doctor's office calls, therapy, and dental treatment. If your child has not brought an information packet home, please call our school office.

### **37. FIELD STUDIES**

Your child's class will be participating in educational trips during the year. It is the policy of Helena School District No. 1 to acquire parental permission before allowing a student to travel with members of his/her class. If you would like your child to participate, please carefully read and sign the document provided in Chapter III. **By signing and checking the yes or no, you are giving permission for your child to go with his/her class on field trips during the year.** The district will provide transportation. If travel by a private car is required for an event, you will be notified prior to the trip.

As a parent or guardian, your signature on the permission form indicates that you understand that the school and the staff will do everything possible to prevent any accidents. However, by checking and signing, you indicate that you understand that some activities on field trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the district. In consideration of the District's agreement to allow your child to participate in field trips you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in a field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee or agent of the Helena School District No.1.

In the event it becomes necessary for the District staff in charge to obtain emergency care for your child, neither he/she or the School District assumes financial liability for the expenses incurred because of an accident, injury, illness and/or unforeseen circumstance.

If your child has a medical condition that the school should be aware of before allowing your child to participate on a field trip you will notify the school and inform them of the nature of the medical condition.

In the event that unforeseen circumstances arise creating a need for you to contact your student or to have information relayed to you about an emergency, change in itinerary, etc. an information network has been established. You will be provided with a contact person and number prior to the field trip.

### **38. STUDENT OUT-OF-STATE AND OUT-OF-DISTRICT TRAVEL**

The building principal in consultation with the Superintendent must approve any out-of-state or out-of-country travel.

Students who participate in school-sponsored out-of-state or out-of-country travel must have parental / legal guardian permission and provide a completed and signed copy of the "Parent Permission for Out of State or Out of Country Travel". They must also acknowledge in writing the following:

1. ***Nature of trip.*** A description of and acknowledgment/consent by parents and students regarding the nature of the trip and general travel plans, i.e., a brief factual account of the planned trip.
2. ***Inherent risks.*** Acknowledgment/Consent by parents and students that there are inherent risks in traveling to such a location.
3. ***Conduct rules.*** Acknowledgment/Consent by parents and students of the rules that will apply on this trip. You need to identify the rules that will apply on the trip, (i.e., if school rules will apply, that should be stated). Any additional rules should be noted.
4. ***Needed Accommodations.*** A parent or student must identify any needed accommodations before embarking.
5. ***Medical/Health Insurance.*** Students must have their own medical/health insurance. Parents must provide documentation of medical/health insurance before the trip.
6. ***Trip Insurance.*** Parents / guardians must secure "trip insurance" for international travel and in some cases out-of-state travel if it is not included as part of the total cost of the trip. If trip

insurance is not purchased and a student purchases a ticket but does not travel, refunds or credits for unused airline tickets will be based on what the airline allows.

7. **Medical Procedures.** The student and parent should authorize the school chaperones to arrange for and, if necessary, to consent to treatment or medical procedures for the student at the parents' expense. (Release form provided.)

8. **Student Responsibility.** Students and parents should acknowledge in writing the student's responsibility for his/her own actions. Consequences for not following rules (e.g. leaving the group without permission) should be clearly outlined. (Release form will be provided.)

9. **Release and Indemnification.** The parent and student must release the school district and its agents from all actions not the result of fraud, willful injury or willful or negligent violation of law by an employee. This the standard set by state law.

For more information:

**See: Board Policy 2075 – Field Trips**

### **39. COURSE FEES**

A student may be charged a fee for consumable supplies or maintenance and repair of equipment that is used in classes and/or courses offered for graduation credit including but not limited to career and technical education and fine arts classes. Students may also be charged a fee for field trips or facility rentals associated with classroom or school activities either within or out of the district boundaries.

If a student is to be charged a fee, both the student and parent shall be notified regarding the amount of the fee or charge.

A student may be charged reasonable tuition for activities not offered for graduation credit or for repeat courses offered for credit. These include adult education courses, drivers' education, athletics, intramural sports, extracurricular activities, and under three-mile transportation charges.

District students who apply and are approved for either free or reduced lunches may request a waiver of applicable tuition/fees. A current school lunch application must be on file with the appropriate school in order for this waiver to be granted. Absent extenuating circumstances, only one waiver will be granted per student for drivers' education. **Board Policy 3075 – Student Charges, Fines and Fees**

### **40. MIDDLE SCHOOL ACTIVITIES PROGRAM**

During the school year the Helena Public Schools will provide an activities program and encourage all students to participate. CRA's activity program takes place after school on Tuesdays – Fridays. Coaches/sponsors will offer programs that emphasize the active involvement of all students.

Student participants are encouraged to take part in practices and/or rehearsals prior to participating in games and/or any performances.

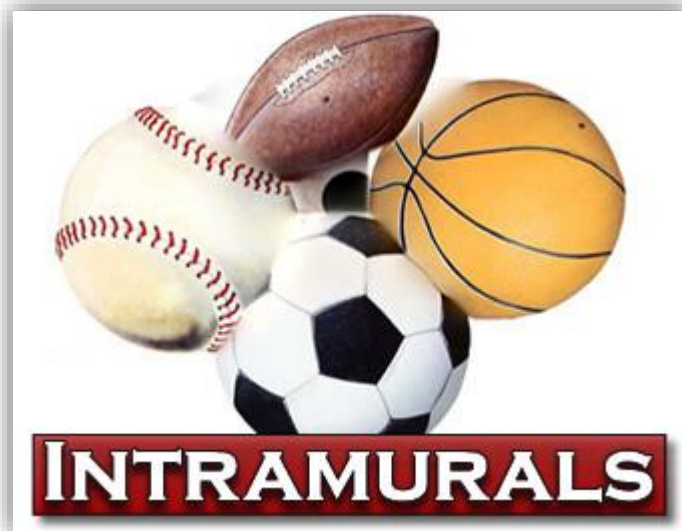
Specific details related to events, fees, fee waivers, schedules, and other pertinent information will be made available to students and their families prior to the event.



**C R Anderson  
2019-2020  
Intramural Sports Schedule**

Cross Country	Sept. 9-Oct 16
8 <sup>th</sup> Grade Girls Volleyball	Sept. 9-Oct. 16
Wrestling	Oct. 8-Nov. 19
6 <sup>th</sup> and 7 <sup>th</sup> Grade Girls Basketball	Oct. 21-Dec. 5 <sup>th</sup>
8 <sup>th</sup> Grade Boys and Girls Basketball	Dec. 9-Jan. 31
6 <sup>th</sup> and 7 <sup>th</sup> Grade Boys Basketball	Feb. 3-March 13
6 <sup>th</sup> And 7 <sup>th</sup> Grade Girls Volleyball	March 16-May 1
Track	May 4-June 3

Registration forms will be available at the main office. Please complete the form and return to the main office.





#### **41. CLUBS & ORGANIZATIONS**

**Jazz Band:** Mr. Nevinski

**Student Council:** Mr. Elder

**VOT:** Mr. Helseth

**Web:** Mrs. Linder/Ms. Cohn

**ECO:** Mr. Cleary

**Chess Club:** Dellwo/Thomas/Bisom

#### **42. ALTERNATIVE ASSIGNMENTS**

The Board recognizes the right of an individual parent or guardian to request that his or her child not read a given book, utilize specific curriculum materials or view a particular media work. Therefore, procedures for requesting an alternative assignment for an adopted curriculum assignment must be followed and can be obtained from the building administrator.

#### **43. BOOK CHALLENGE**

The Board of Trustees, although it is ultimately responsible for all instructional and library material, recognizes the right of students to have free access to many different types of books and resources. The Board also recognizes the right of teachers, librarians and administrators to select books and other materials in accordance with the adopted curriculum, current trends in education, and student and staff needs, and to make them available in schools and libraries.

Therefore, books and other resources will be chosen for value of interest and enlightenment of all students in the school community. A book or other resource will not be excluded because of the race, nationality, political, or religious values of the writer or of the material's style and language. Every effort will be made to provide materials that present all points of view concerning the international, national, and local problems and issues of our times. Books and other resources of sound factual authority will not be proscribed or removed from library shelves or classrooms because of partisan doctrinal approval or disapproval.

Censorship of books and other materials will be challenged in order to maintain the school's responsibility to provide information and enlightenment. Accordingly, the Board will deal with censorship of books or other materials as follows:

- 🐾 The final decision on controversial materials rests with the Board after the established process for handling challenged materials has been exhausted/completed.
- 🐾 The Board recognizes the right of an individual parent or guardian to request that his or her child not have to read a given book, or view a particular media work.
- 🐾 Any parent or person of legal standing who wishes to request reconsideration of the use of any book or resource in the school must make such request in writing on forms provided through building principals or school librarians.

[Administrative Procedure for the enforcement of this **Board Policy: 2067 Handling Challenged or Questioned Material** may be obtained in the Central Administration building, and each school office.]

#### **44. PEAK GIFTED & TALENTED PROGRAM**

The Helena Public Schools gifted and talented program provides an array of comprehensive services for identified GT students (PreK-12).

Identified students receive a specialized intervention curriculum in the following curriculum areas: critical thinking, problem solving, logical reasoning, communication skills, leadership, research, technology, creativity, intrapersonal skills, and interpersonal skills. Various pullout activities are specially designed for gifted students to team with other gifted students from the district as they develop lifelong learning skills.

Specialized GT services include:

- Consultations to parents and faculty
  - Identification for pull-out services through multi-factored assessments
  - Weekly thematic pull-out intervention services for identified students in grades 3-5
  - Twice-weekly lunch labs for identified students in grades 6-8
  - Monthly intensive seminar pull-out services for identified students in grades 6-8
  - Weekly meetings for identified students in grades 9-12
  - Multi-day symposiums for identified students in grades 9-12
  - Online classroom for identified students in grades 6-10
  - Parenting initiatives: speakers series, discussion groups, and conferences
  - Academic acceleration through a Referral Team Process
  - Leadership Conference (grades 3 - high school) each spring
- College Credit opportunities for students in grades 9 – 12.

#### **45. FAMILY NIGHT**

The Helena Board of Trustees has designated each Wednesday evening during the school year as Family Night.

The purpose of this evening is to allow students the opportunity to participate in family or community-based youth activities without scheduled conflicts from schools. In order to promote the concept, the Board requires that there be no school-sponsored activities on Wednesday night that last beyond 7 p.m.

#### **46. PARENT AND STUDENT PORTALS**

Parents and students can access student grades, assignments and attendance information at any time through the online PowerSchool portals. A username, password and directions will be provided to parents with students enrolled in grades 4-12. Parents should not share their password with their student. Students will receive their own username and password.

#### **47. LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

Helena Public Schools has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. The District will ensure opportunities are provided for parents to meet with building principals and teachers, provide information how parents can be involved in their child's education, and how parents can help their child attain English proficiency and succeed in school. The District works hard to provide information to parents in a format and language that they can understand.

Each year, within 30 days of the start of the school year or the student's enrollment if after the start, the District will notify parents of a student identified as limited English proficient of the reasons their child

has so been identified, the child's level of English proficiency and how it was assessed, the methods of instruction used in its programs and others, how its program will help their child, and when the child is expected to gain English proficiency.

The District will provide notice to parents of limited English proficient students when the child fails to make progress on annual achievement objectives within 30 days of learning of such status.

Parents seeking more information about the District's identification of and programs for students with limited English proficiency should contact the Assistant Superintendent at 324.2004.

## **CHAPTER II STUDENT CONDUCT CODES**

### **1. BOARD OF TRUSTEES STATEMENT OF INTENT**

**Declaration of Student Responsibility and Conduct Codes** have been developed so that students, parents, teachers and administrators will understand that firm, fair and consistent discipline policies are maintained. The Board of Trustees has approved this Declaration of Student Responsibilities and Code of Conduct with the intent to:

- 🐾 Ensure a stable learning environment that encourages academic excellence.
- 🐾 Ensure that rules are equitable and just while complying with state and federal law.
- 🐾 Ensure that as student's progress in school and advance in age and maturity, they will assume greater responsibility and accountability for their decisions.
- 🐾 Encourage students, parents, teachers, administrators and community members to work together in an atmosphere of respect, cooperation and courtesy to ensure effective educational programs.

***Students must recognize responsibilities and abide by the rules and policies of the Helena Public Schools and Federal and State Law.***

### **2. CONSIDERATION OF MITIGATING CIRCUMSTANCES**

School authority shall consider all aggravating or mitigating circumstances prior to dispensing disciplinary action.

Aggravating and mitigating circumstances include but are not limited to:

- 🐾 Seriousness of the offense.
- 🐾 Program placement.
- 🐾 Attitude and age of the student.
- 🐾 Pattern of conduct.
- 🐾 Degree of cooperation.
- 🐾 Other educational relevant circumstance.

**DEFINITIONS:** The following definitions shall apply to the Code of Conduct:

**Detention** shall mean a student is required to serve from 3:00 - 3:30 p.m. in an assigned room. ***If you are a bus student it is your responsibility to make arrangements with your parents for a ride home.*** Detention will take priority over all after-school activities. Failure to serve a detention will result in detention time doubling, in-school suspension, restorative justice or out-of-school suspension. Students must serve the detention on the day for which it is assigned. Students are required to follow detention rules.

**After School Detention Rules:**

- 1) After school detention will take place on Tuesdays and Thursdays after school. Detention begins promptly at 3:00PM. If you choose to be late for detention, you will not be admitted to detention. In that case, it will be treated as a no-show for detention, which will result in your time doubling or other disciplinary action.
- 2) Detention ends at 3:30PM. Please make sure that you have made transportation arrangements prior to the day of your detention.
- 3) You are responsible for bringing work to detention. You will be allowed to do homework or read a book. The book can be either a textbook, a library book or a paperback of your own. Reading material must be appropriate. Magazines are not allowed.
- 4) An unsuccessful detention due to unacceptable behavior will result in your detention time doubling or other disciplinary action.
- 5) It is your responsibility to remember where after school detention is being held.

**Disciplinary reassignment** shall mean disciplinary action that may include transfer of the student to another room, program or alternative placement for a specified time.

**Expulsion** shall mean the removal of a student from the classroom and school attendance in Helena School District No. 1 by action of the School Board of Trustees. All privileges to participate in any co-curricular or extracurricular activity in the Helena Public Schools are revoked when the Board of Trustees directs expulsion. **Board Policy 3055 – Student Due Process Rights**

**Suspension** shall mean the removal of a student from a regular class or school attendance and the loss of privileges to participate in any co-curricular or extra-curricular activity for the duration of the suspension and more specifically defined by **Board Policy 3055 – Student Due Process Rights**. Students are not allowed on school district property during out-of-school suspensions.

**Suspension may occur in any of the following forms:**

**In-school suspension** shall mean the student remains in school at a restricted, designated location for a designated period of time. School assignments will be provided for the student. Credit will be given for a day served in in-school suspension, if assignments are completed and returned to the teacher.

During in-school suspension a student *shall*:

1. Refrain from talking, sleeping or being disruptive.
2. Secure permission before leaving their assigned seat.
3. Complete work assigned by school authority.
4. Refrain from use of food products, candy, gum, etc.
5. Refrain from use of CD players, video games, toys, cell phones etc.

*Any infraction of rules of in-school suspension shall result in out-of-school suspension.*

**Out-of-school suspension** shall mean the involuntary removal of a student from school attendance for up to (10) ten school days or less per infraction or incident. The administrator shall determine the length of an out-of-school suspension. Parent(s) or legal guardian(s) or persons with parental authority will be notified of an out-of-school suspension before the student leaves school. An explanation of the reasons for such action will be made at that time, both to the student and the parent(s), legal guardian(s) or person with

parental authority. A parent/student/administrator conference is required prior to the student readmission to the school.

**Corrective Disciplinary Action** shall mean school authority must administer the defined disciplinary action, provided in the student code, as a result of the violation(s) of the student code(s).

**Minimum correction action** shall mean the school authority must administer at least the specified corrective action provided for each code violation.

**Maximum corrective action** shall mean the school authority may not exceed the degree of disciplinary action provided for in the code of the specific code violation.

School authority may administer such corrective disciplinary action between the **minimum** and **maximum** after consideration of mitigating and aggravating circumstances provided. The degree of the severity (from the least to the most severe) of corrective disciplinary action is described as follows:

- Teacher-student conference
- Administrator-teacher-parent-student conference
- Reassignment
- Counseling program
- Restorative justice
- Student contract
- Alternative education setting
- In-school suspension (including loss of privileges to participate in extracurricular and co-curricular activities)
- Out-of-school suspension (including loss of privileges to participate in extracurricular and co-curricular activities)
- Police notification/criminal process referral
- Expulsion

## **SUSPENSION PROCEDURE**

The following procedure rules apply to a student charged with a violation for which maximum disciplinary action is in-school or out-of-school suspension:

1. The principal/assistant principal or the principal's designee shall have the authority to suspend a student.
2. Prior to suspension, the student shall be informed of the charges.
3. Except in the case of an emergency, the student will be allowed to respond to the allegations before the administrator issues a decision regarding the suspension.
4. The assistant principal or designee shall inform the parent(s) or legal guardian(s) of the student's suspension prior to the student being released from school.

## **EXPULSION PROCEDURE**

The following procedural rules shall apply to a student charged with a violation whose maximum disciplinary action imposed is expulsion. The building principal may recommend the expulsion of a student to the District Superintendent.

The principal shall provide the District Superintendent, parent, legal guardian, or person with parental authority, written notification that will include the following:

1. The alleged violation(s) committed by the student.
2. Facts and circumstances setting forth the misconduct upon which the recommendation is based and other information.
3. Recommendation of whether the student should be granted credit for work completed in the present semester.
4. Recommended length of expulsion.

Upon completion of the principal's written recommendation, the District Superintendent or his/her designee shall conduct a meeting to determine whether the student shall be reinstated into the Helena Public Schools, if requested by the parent, legal guardian, or person with parental authority. If the student is not reinstated after the meeting with the principal and the District Superintendent or designee, the Superintendent or designee shall notify the student and parent, legal guardian, or person with parental authority, in writing.

### **BOARD OF TRUSTEES HEARING**

Only the Board may expel a student from school. After the administration has investigated the alleged misconduct, and made the decision to recommend an expulsion of the student to the Board, a Board Meeting shall be scheduled and the administration shall send a written notice to the student and the parent outlining the following:

- 🐾 the intent to recommend an expulsion;
- 🐾 the specific charges against the student;
- 🐾 what rule or regulation was broken;
- 🐾 the nature of the evidence supporting the charges;
- 🐾 the date, time and place where the Board Meeting will be held;
- 🐾 a copy of the procedure that will be followed by the Board;
- 🐾 a reminder of the rights the student and parents have, including the right to counsel, the right to cross examine witnesses, and the right to present witnesses.

The hearing may be rescheduled by the parent by submitting a request showing good cause to the Superintendent at least 3 school days prior to the scheduled date of the hearing. The Superintendent shall determine if the request shows good cause.

After the hearing, the Board of Trustees shall decide whether to accept, reject, or modify the recommendation and direct the District Superintendent to inform the student, parent, legal guardian, or person with parental authority, of such action.

### **Suspension and Expulsion as it Relates to District Provided Transportation Services**

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is also important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on district school buses even if they are still being allowed to attend school.

### **3. RIGHT TO INSPECT, REVIEW AND CORRECT EDUCATIONAL RECORDS**

**Definition:** A person is any student, parent, legal guardian or individual with parental authority.

A person may inspect and review the student education records upon request by submitting to the school building principal an oral or written request that identifies as precisely as possible, the records they wish to

inspect. The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

A person has the right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of student rights.

**See: Board Policy 3080 Maintenance of Student Records**

#### **4. SCHOOL PROCESS**

A student shall not:

1. Engage in Disruptive Behavior- Behavior displayed verbally or through action toward a school official or policy of the school so the normal routine of the classroom or activity is significantly disrupted. This includes both verbal and physical hazing, conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision and control of the school.
2. Be Insubordinate to school authority- The failure to obey a request by a district employee or representative.
3. Initiate or participate in sexual harassment bullying or harassment. This could include inappropriate displays of public affection.
4. Possess mechanical or electronic instruments, laser pointers or audio devices such as iPods, MP3 players or headphones that are not for educational purposes. These items will be confiscated and held in the office until parents or guardians make arrangements to pick them up at the office. Laptop computers, electronic note taking devices used for educational purposes may be used in classes with the approval of the instructor.
5. Cheat or act in the conduct of cheating. Cheat or cheating means a student acting dishonestly in carrying out any assignments. This may include, but is not limited to, copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, copying other's work from the Internet or building servers or permitting another person to perform the assignment.
6. Plagiarize or submit the work of others and claim it as their own. Plagiarism is defined as any of the following; directly copying a paper or portion of a paper without proper attribution; turning in someone else's work as your own; or citing works that the student did not consult in the writing of the paper. Changing the wording of another document does not avoid the problem of plagiarism. Plagiarism is as much about the theft of ideas as it is words.
7. Use skateboards, roller blades, rolling shoes or similar devices in school without prior authorization from a school authority.
8. Students are required to go directly to the office when directed to do so by any school personnel at the school site or any school-sponsored activity. Failure to do so will be considered a major offense of insubordination.
9. Students are required to stop and identify themselves when asked by any school personnel or designee or any contractor acting on behalf of the district at any school site or at any school-sponsored activity. Failure to do so will be considered a major offense of insubordination.

#### **Corrective Disciplinary Action**

**Minimum Corrective Action:** Teacher-student conference and/or loss of credit for assignment, if appropriate.

**Maximum Corrective Action:** Suspension.

## **5. Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy**

The Board is committed to providing students with a safe and civil school environment free from harassment, intimidation and bullying. The Board and District will not tolerate harassment, intimidation or bullying in any form at school, school-related events (including off campus events), school sponsored activities, school buses or any event related to school business. Bullying, harassment, intimidation or hazing by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Inciting, aiding, encouraging, coercing or directing others to commit acts of harassment, intimidation or bullying is prohibited under this policy.

The District expressly prohibits any form of intimidation, hazing, bullying or harassment including but not limited to the following: any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, creed, national origin, gender, sexual orientation, gender identity, age, culture, social origin or condition, marital status, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

Intimidation, bullying and harassment include acts that a reasonable person knew or should have known, under the circumstances the gesture or written or physical act (a) will have the effect of harming a student or damaging the student's property; or (b) will place a student in reasonable fear of harm to the student's person or damage to the student's property; or (3) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

### **Definitions:**

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work program with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

2. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

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

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment, or;
- d. Substantially and materially disrupts the orderly operation of a school.



4. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

### ***Reporting***

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

All staff are obligated to address bullying, harassment, hazing and intimidation as described in Board Policy 5015, administrative procedures and / or staff and student handbooks.

### ***Exhaustion of Administrative Remedies***

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

### ***Responsibilities***

The District Administration shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

### ***Consequences***

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

### ***Retaliation and Reprisal***

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

**See: Board Policy 3005 – Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy**

### **Corrective Disciplinary Action**

**Minimum Corrective Action:** Administrative-student conference, except violations towards school personnel, which will result in suspension.

**Maximum Corrective Action:** Expulsion and/or police notification.

## **6. PERSON AND PROPERTY**

A student shall not:

1. Exhibit hostile, physical or verbal action against another individual.
2. Fight or attempt to initiate a fight with another student or between other students.
3. Use profane, obscene, indecent, immoral or offensive language and/or gestures.
4. Defy the reasonable request or direction of school authority.
5. Damage, destroy or steal property belonging to the school or others.
6. Refuse to properly identify themselves to school authority upon request.
7. Bully, haze or intimidate any student to cause them harm.

### **Corrective Disciplinary Action**

**Minimum Corrective Action:** Administrative-student conference, except violations towards school personnel, which will result in suspension.

**Maximum Corrective Action:** Expulsion and/or police notification.

## **7. PUBLIC AND SCHOOL SAFETY**

A student shall not:

1. Possess, use, carry, or bring dangerous or deadly weapons on property owned or leased by the school, on school-owned or chartered buses, to school functions whether on or off school property, and to school extracurricular activities. These weapons include, but are not limited to any explosive device (including fireworks), pistol, revolver, rifle, shotgun, air gun, gas operated gun, spring gun, knives of any blade length, slingshot, nunchaku, artificial knuckles or any substance, or any object used or threatened to be used as a dangerous or deadly weapon. ***Board Policy 3050 - Student Discipline***
2. Commit arson, robbery, burglary, and/or extortion.
3. Commit a felony or misdemeanor within school premises or during school-sponsored activities.
4. Throw snowballs, engage in unnecessary rough play, throw objects such as rocks, pencils, rubber bands, etc.
5. Drive ***motor vehicles*** to school.

### **Corrective Disciplinary Action**

**Minimum Corrective Action:** Teacher-student conference, except a violation of 7.1 may result in suspension.

**Maximum Corrective Action:** Expulsion and/or police notification.

## **8. MIDDLE SCHOOL ATTENDANCE AND TRUANCY**

***Students shall attend school regularly.***

It is the policy of Helena School District No. 1 that regular school attendance is essential for all students and that schools will work cooperatively with students and parents toward that end. Regular and punctual attendance is important in the development of an effective learning environment as well as ensuring student success in the classroom. Good attendance habits are also necessary in the development of sound character

traits and for success in the working world.

Helena School District No. 1 attendance policies are developed in accordance with Montana State Attendance Laws. The building administration will establish procedures to execute the Helena School District No. 1 attendance policy and will inform students and parents of those procedures. The building administration will make the determination in all cases involving implementation and interpretation of the policy.

***All absences fall into one of two categories:***

1. **Excused absence.** Based upon School District No. 1 attendance policies and in accordance with State attendance laws, an excused absence is any absence authorized by a parent, legal guardian, or person with parental authority.

**To be excused all absences must be communicated to the school attendance office within (24) twenty-four hours of the absence by a phone call (324-2802) or written note. IF THIS IS NOT DONE, THE STUDENT WILL BE CONSIDERED UNEXCUSED AND WILL RECEIVE DISCIPLINARY ACTION.**

Students are encouraged to have all excused absences approved in advance.

2. **Unexcused absence.** An unexcused absence is any absence which:
  - a) Is not authorized by a parent, legal guardian, or person with parental authority.
  - b) Is not communicated to the school within (24) twenty-four hours.
  - c) Is a result of leaving school without prior notification to the attendance office by a parent, legal guardian, person with parental authority, or building administrator.
  - d) Results from a student being 10 minutes or late for class.

***Parents will be notified:***

Parents will be notified of any unexcused absence by phone, text or e-mail. Written communication will be sent to the parent when a student accumulates five (5) total absences during the semester. If a student accumulates ten (10) absences during the semester, the parent will be notified by letter and the building administration will determine whether legal action through the Lewis and Clark County Attorney is justified. Students who have attendance problems may be placed in an alternative educational setting to correct their attendance behaviors.

**Corrective Disciplinary Action**

**First unexcused absence:**

1. Parent or legal guardian will be notified when one unexcused absence has occurred.
2. Detention(s), Saturday School, or NET placement may be assigned.

**Subsequent unexcused absences:**

3. Student will not be readmitted until a parent conference has been held.
4. Detention(s), Saturday School, or NET placement may be assigned.

**Minimum Corrective Action:** Same as the first unexcused absence.

**Maximum Corrective Action:** Suspension/referral to youth probation officer/referral to truancy officer.

### ***PROCEDURE FOR AN ABSENCE***

We ask that parents or guardians telephone the school and report every absence from school.

**The attendance number at CRA Middle School is 324-2802.** This call *must* be made at the time the student is first absent. It is very helpful to the attendance clerk if the parent or guardian calls *each day* that the student continues to be absent. Students returning to school after an absence, when parents or guardians have made such contact need not check in at the office, but, instead, report directly to their regularly scheduled classes. Those students whose parents or guardians have not contacted the attendance office will be called to the office of the Assistant Principal and will be required to provide written documentation of their absence or to contact the parent or guardian by telephone.

**Students must provide such documentation within (24) twenty-four hours of the absence or it will be considered unexcused.**

### ***LEAVING SCHOOL DURING THE DAY***

All students must check out with the attendance secretary if it is necessary for them to leave school during the regular day. ***Failure to do so will result in an unexcused absence.*** Teachers shall refer students to the attendance office before allowing them to leave the building. Any student who finds it necessary to check out of the building during the regular day for a valid reason, other than becoming unexpectedly ill during the day *must* bring a note from his or her parent or guardian stating the date, destination and time the student is to check out of school. This note *must* be presented to the attendance clerk in the office in the morning before classes begin. If a student has an appointment, they are to check out at the main office when leaving the building and check in at the main office upon their return. When attending medical/dental/etc. appointments, a doctor's signature is required on their checkout permit.

### ***TARDIES***

It is the desire of the Helena Public Schools to promote punctuality, accountability and other time-management skills for all students. Students are required to be on time for all classes and other activities. A student who fails to be on time is considered tardy and is subject to discipline. Students shall be in their room or in their assigned desks when the bell rings. Students with a medical or physical disability, requiring additional time, shall notify the building principal. The building principal shall review the disability on a case-by-case basis and determine whether additional time is necessary.

Any tardy over ten (10) minutes is considered an unexcused absence.

An accumulation of (3) three tardies or more in a quarter will result in corrective disciplinary action listed below.

#### **Corrective Disciplinary Action**

1 tardy = recorded, no penalty

2 tardies = after-school team detention

- All additional tardies result in after-school team detention.
- Excessive tardies may result in an office referral.
- Any student who refuses to serve detention will be charged with insubordination and will receive disciplinary action from the office.

### **9. STUDENT REGULATIONS CONCERNING TOBACCO USE/POSSESSION OF TOBACCO OR TOBACCO INNOVATION PRODUCTS**

The Board of Trustees of the Helena Public Schools is committed to providing a clean, healthy and safe school environment for students, employees and the general public. Use of tobacco in any form is considered detrimental to the health of non-users as well as users of tobacco. The use of tobacco or tobacco innovations

including vaping products is inconsistent with the Helena Public Schools health education programs.

The Helena Public Schools are “tobacco free.” The use of tobacco or tobacco innovations will be prohibited from all school buildings and school sponsored events.

Students shall not use or possess any tobacco or tobacco-like products while on school property, while going or coming to school, during the lunch period whether on or off the campus and during or when coming to or from a school sponsored activity. Montana law further prohibits the use or possession of tobacco products by any person under the age of 18. (45-5-637, MCA).

**See: Board Policy 3150: Tobacco Free Schools**

### **Corrective Disciplinary Action**

**Minimum Corrective Action:** One-day, out-of-school suspension and notification of police.

**Maximum Corrective Action:** Five-days, out-of-school suspension and notification of police.

## **10. STUDENT HEALTH REGULATIONS ON ALCOHOL/DRUG USE, ABUSE AND DEPENDENCY**

Students shall not use or possess any drug, including alcohol.

Helena School District No. 1 recognizes that alcohol/drug use and abuse can create serious health problems and that alcohol/drug dependency is a treatable illness. Health problems of youth are primarily the responsibility of the home. Community and schools should share in that responsibility because alcohol/drug problems often interfere with behavior, learning, and the fullest possible development of each student.

Helena School District No. 1, intending to intervene early in problems that interfere with learning and development, will have personnel contact students manifesting signs of use or abuse and will make an effort to both educate and assist them.

**Jurisdiction:** Rules and implementation for Helena School District No. 1 Student Health Policy on Alcohol/Drug Use, Abuse and Dependency applies to all students:

1. While on school property.
2. While going or coming to school.
3. During the lunch period whether on or off the campus
4. During or when coming to or going from a school sponsored activity.

**Student Behavior:** Student behavior is always expected to be appropriate. Guidelines of student behavior concerning the Alcohol/Drug Policy include the following expectations. A student shall not:

1. Use, possess, distribute, purchase, sell alcohol, tobacco, or tobacco innovations;
2. Use, possess, distribute, purchase, or sell illegal drugs or controlled substances, including medical marijuana, look-alike drugs, prescription drugs, and drug paraphernalia;

**Definitions:** Unlawful drugs and controlled substances are those defined as illegal under the laws of the United States, the state of Montana and/or the city of Helena Ordinances. Illegal activities will be reported to the police and/or applicable authority when any of the above activities occur on school property, while in attendance at school or school activities, while coming to or going from school or a school activity, or during the lunch period whether on or off campus. Helena School District #1 response to these infractions may be independent of or in conjunction with police action, and will result in disciplinary consequences as

outlined more fully below.

**See: Board Policy 3050 Student Discipline**

### **Corrective Disciplinary Action**

#### **First Violation:**

- 1) Ten-day out-of-school suspension (unexcused) **OR**
- 2) Three-day out-of-school suspension (unexcused) plus attend a district-approved education course at parent expense. Failure to comply with these criteria will result in the exercising of the balance of Option 1.
- 3) The choice of either Option 1 or 2 will constitute one single incident of unexcused absence for attendance purposes.
- 4) Unserved suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students.

#### **Second and Subsequent Violations:**

1. Second and subsequent violations by the same student may result in any one or a combination of the following:
  - a. Minimum ten-day out-of-school suspension (unexcused) **OR**
  - b. Five day out-of-school suspension (unexcused) if the student completes a chemical dependency assessment with a certified chemical dependency counselor at parent expense and follows all recommendations of the assessment.
  - c. For purposes of Option (B) above, the student must provide both (1) written confirmation of the appointment for the chemical dependency assessment prior to re-entering school and (2) written authorization for HPS to provide information to and receive information from the dependency counselor prior to the student re-entering school.

**Minimum Corrective Action:** Confiscation of contraband, notification of parents and law enforcement and suspension.

**Maximum Corrective Action:** Confiscation of contraband, notification of parents and law enforcement and recommendation for expulsion.

As set forth above, school officials may administer the level of disciplinary consequences deemed appropriate in light of any mitigating and/or aggravating circumstances, and may pursue a recommendation for expulsion in connection with a first offense or any subsequent offense. Under any and all circumstances, the administration retains the option of recommending to the Superintendent the removal of the student from the school setting.

Violations of this rule will be cumulative during attendance at Helena schools from grades 6-8. A Breathalyzer may be used at the discretion of a building administrator when it is necessary to ascertain whether a student has violated this rule with respect to alcohol use.

### **11. EXTRA / CO-CURRICULAR ACTIVITIES PROCEDURE REGARDING ALCOHOL, TOBACCO, TOBACCO INNOVATIONS AND OTHER DRUG USE/POSSESSION & GENERAL CODE OF CONDUCT**

## Administrative Regulations Regarding Alcohol, Tobacco, Tobacco Innovations, and Other Drug Use by Students in Extra/Co- Curricular Activities

Students participating in school sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

The administration shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law. An appeal process will be available to all students under the District's "Uniform Complaint Policy". (Board Policy 1085)

Helena School District No. 1 recognizes the use of alcohol, tobacco, other drugs and drug paraphernalia as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. Coaches and advisors of activities have a unique opportunity to observe, confront and assist young people. The importance of the parent/guardian as the primary role model in the education and guidance of their children concerning alcohol, tobacco and other drugs is recognized and emphasized by Helena School District personnel.

In addition, schools are an integral part of the community and must confirm and support existing state and local laws which prohibit the use of alcohol, tobacco, other drugs and drug paraphernalia by youth. Federal law requires schools to have consistent alcohol, tobacco and other drug policies that give a strong no-use message to all youth.

Students who participate in extra/co-curricular activities must be willing to make the commitment to adhere to the regulations that govern these activities.

Therefore, middle school and high school students who participate in District extra/co-curricular activities are subject to all District no-use regulations, conditions and consequences.

### **Regulations - During the school year and the season of practice, play or rehearsal a student shall not:**

- (1) Use, possess, buy, sell, or distribute alcohol, tobacco, tobacco innovations, unlawful drugs, controlled substances, hallucinogens, inhalants or drug paraphernalia. (It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor that is being used in the prescribed manner).
- (2) Students participating in school sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

The administration shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law. An appeal process will be available to all students under the District's "Uniform Complaint Policy". (Board Policy 1085)

**Duration** - Except where otherwise stated, these regulations are in effect from the date of the first practice for fall activities, through the academic school year and include any school sponsored activity that extends beyond the academic school year. Violations will be cumulative from the first day of the activity involvement throughout the student's participation as a freshman, sophomore, junior and senior until graduation from Helena School District No.1. A student's suspension from an extracurricular activity may also adversely affect other areas upon return. Upon return from any suspension, the coach or sponsor will determine varsity letter, playing time, starting position, performance role; and offices held in groups.

All unserved suspensions occurring at the end of the school year will be served the following school year commencing on the first day of the MHSA fall season.

### **Disciplinary Procedures: Investigation and Appeal**

Any determination that a violation of these regulations has occurred will be made only after a meeting is held with the student and he or she is presented with the information indicating that a violation has occurred. The student must be afforded the opportunity to provide information in response. If a determination is made following that meeting that a violation has occurred, the student will be notified of that determination and of the consequences of that determination. Any determination that results in consequences being administered as per these regulations will be provided to the affected student in writing. If a student disagrees with a determination made by the building administration under these regulations, the student may seek review of that decision by the District Activities Director, and may secure further review of the determination by the District Superintendent and Board of Trustees according to the procedure outlined in the Uniform Complaint Policy.

**First Violation:** The student will be:

- required to register for and complete a district-approved education course at his/her parent's expense; and temporarily suspended from competing or performing in extra/co-curricular activities for a period of thirty-four [34] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to twenty (20) calendar days.
- suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the education component outlined above; (2) continue to attend and participate in activity practices during the temporary period of suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling all of the requirements set forth above.

**Second Violation:** The student will be:

- required to register for and complete a district-approved chemical assessment program at his/her parent's expense; and
- temporarily suspended from competing or performing in extra/co-curricular activities for a period of sixty [60] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to fifty (50) calendar days.
- suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the assessment component outlined above; (2) continue to attend and participate in activity practices during the period of temporary suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling the requirements set forth above.

**Third Violation:** The student will be deemed ineligible for participation in activities for a period of one calendar year. The student may, however, submit a petition to the District Superintendent no sooner than ninety (90) days after the incident requesting that he or she to be allowed to re-enroll in activities. Such a request must be accompanied by (1) a post-incident chemical dependency evaluation conducted by a licensed chemical dependency counselor and (2) a demonstration that all recommendations made in the assessment are being or have been satisfactorily met. The District Superintendent has the discretion to grant or deny the request based on his/her consideration of the relevant circumstances. The Superintendent's decision may be appealed to the Board of Trustees as outlined in the Uniform Complaint Procedure.



### **Extra / Co-Curricular Activities – All Levels**

Basketball, Softball, Soccer, Cross Country, Swimming, Tennis, Track, Football, Volleyball, Golf, Wrestling, +Student Government, +DECA, +VICA, +Plymouth Troubleshooters, +Skills USA, +Speech, +Annual, +Newspaper, +BPA, +\*Band, +\*Chorus, +\*Orchestra, +\*Drama, +Cheerleading, and +Drill Team.

+Because these are yearlong programs the suspension will coincide with the MHSA Fall, Winter Spring calendar.

## **12. BUS BEHAVIOR CONDUCT GUIDELINES AND CONSEQUENCES**

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.

The district has a video that explains transportation safe riding practices that may be viewed on the Helena School District Transportation website or will be made available upon request.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading or unloading areas. The bus and the bus stop are extensions of the school day. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior according to established district policies, rules and standards. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school, however unacceptable conduct on the school bus may result in suspension or expulsion from school. It shall be the responsibility of the parent or guardian to transport students to and from school when bus riding privileges are revoked. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. (\*Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation).

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on school district busses even if they are still being allowed to attend school.

### **A student shall not:**

**10.1** Eat drink or litter on the bus

**10.2** Leave the seat or stand while the bus is in motion.

**10.3** Use profanity, verbal abuse, harassment, obscene gestures or have possession of unacceptable material

**10.4** Provide false identification

**10.5** Ride an unassigned bus or use an unassigned bus stop.

- 10.6** Open windows past the safety line.
- 10.7** Attempt to ride a bus during a bus suspension.
- 10.8** Be disobedient or disrespectful to the driver.
- 10.9** Hang out the windows.
- 10.10** Throw any object.
- 10.11** Hold onto or attempt to hold onto any portion of the exterior of the bus
- 10.12** Enter or leave the bus through emergency door or tampering with bus equipment unless authorized.
- 10.13** Be involved in any activity that distracts the driver from safely driving the bus.
- 10.14** Refuse to wear a seatbelt.

### **Corrective Disciplinary Action**

**Minimum Corrective Action:** Driver identifies the unacceptable behavior and informs the student of the intent to complete a conduct report if the behavior continues.

**Maximum Corrective Action:** Unlimited transportation services suspension, school suspension, expulsion, and/or police notification.

### **\* Bus Severe Clause: Busing Behavior Severe Clause**

If a student performs an act that severely and immediately jeopardizes the safety of students, the district may suspend the student from riding the bus. The district will attempt to notify the parent(s) or guardian of this action by telephone as soon as possible after the route is completed. A written incident report will be prepared and sent to the parent(s) or guardian. Riding privileges will not be reinstated until after a conference is held with the Transportation Specialist, principal, student and parent(s) or guardian. Law Enforcement may be notified in the event that criminal activity has transpired or assistance is required by the driver or district. Behavior deemed severe may result in suspension or expulsion from school.

- When less than sixty (60) school days are left in the academic year, the remainder of the suspension shall be served in the next school year.

### **Bus Re-Entry Program**

The bus re-entry program is designed to assist students that are having disciplinary issues on the bus understand the adverse effect that their actions have on the safe transportation of students. It also provides an opportunity for parents to be involved with their child in an evening class centered on safe school bus transportation and code of conduct expectations.

Students that have their bus riding privileges suspended must attend the class generally during the month student is suspended. Classes are only once a month. Failure to attend means student's bus riding privileges may be suspended until a class is met.

For questions regarding the class please contact the Helena Public Schools Transportation office at 324-2100.

## **CHAPTER III DISTRICT POLICIES/PROCEDURES AND FORMS**

### **1. HELENA SCHOOL DISTRICT NO. 1 BOARD POLICY UNIFORM GRIEVANCE POLICY 1085**

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights

guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

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

### **Filing a Complaint**

The Complainant may file a complaint with any District Administrator, Principal or Supervisor. If a Complainant is not sure of the appropriate person with whom to file a complaint, he/she may ask for assistance from the Superintendent in identifying the appropriate Administrator, Principal or Supervisor. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

### **Investigation**

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will initiate an investigation into the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Administrator, Principal or Supervisor shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Administrator, Principal or the Supervisor, the Superintendent shall address the complaint in writing. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

### **Decision and Appeal**

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the investigator's determination regarding the complaint. If the Complainant is not satisfied with the determination of the investigator, the Complainant may appeal the decision to the Superintendent, or the Board if appealing a decision regarding the Superintendent, by making a written request to the Superintendent or Board Chair.

The Superintendent shall review the determination of the investigator and respond to the Complainant within 7 calendar days. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information. This meeting shall not be a de novo hearing, but a review of the written decision in the matter. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Lewis and Clark County Superintendent as provided by law.

## **2. District Bus Services**

Helena Public Schools has elected to provide student transportation services as allowed by the Montana Codes Annotated (MCA 20-10-121). The District's Transportation Department strives to provide safe, reliable and professional transportation services to its students. The primary mode of transportation offered is on school busses that are operated by First Student, a private vendor under a contract managed by the District's Transportation Department. This section of the Student Handbook is designed to provide an overview and reference information for the bus services offered. For information

regarding bus behavior conduct guidelines and consequences please refer to the section of the handbook entitled “Student Responsibility and Codes of Conduct – Section 9.0”. Do not hesitate to contact the District's Transportation Department if you have questions or require additional information. Our contact information is:

Transportation Department/Helena Public Schools  
3020 Big Sky Loop Helena, Montana 59602  
Phone: 324-2100

Email: [transportation@helenaschools.org](mailto:transportation@helenaschools.org)

Web Site: <https://helenaschools.org/departments/transportation/>

### **Bussing Eligibility**

A student is eligible for district-provided transportation if she/he:

1. Resides in an attendance area and the student’s residence is greater than 3 miles from the school for high school students or outside the established walk zone for K-8 students as defined for each individual school’s attendance area. Bussing eligibility walk zone information may be reviewed on the district’s website (<https://helenaschools.org/departments/transportation/>)
2. Has an Individual Education Plan (IEP – Special Needs) that includes transportation as a related service in the IEP.

A student is ineligible for district-provided transportation is she/he\*:

1. Lives less than 3 miles from the school of attendance for high school students or within a K-8 walk zone.
2. Resides in a District that does not have an applicable transportation agreement with the Helena Public Schools.
3. Resides beyond his/her school’s attendance boundary as the result of a Parent Choice Boundary Exception, regardless of mileage to the school of attendance.
4. Has been temporarily placed in a District program less than 15 days.
5. Loses riding privileges for discipline reasons.

As defined by MCA 20-10-101(5) 2015:

"Transportation" means:

- (a) a district's conveyance of a pupil by a school bus between the pupil's legal residence or an officially designated bus stop and the school designated by the trustees for the pupil's attendance; or
- (b) "individual transportation" by which a district is relieved of actually conveying a pupil. Individual transportation may include paying the parent or guardian for conveying the pupil, reimbursing the parent or guardian for the pupil's board and room, or providing supervised correspondence study or supervised home study.

### **Inclement Weather and Bus Delays or Cancellations**

In case of severe weather or other emergencies, official information about school closings will be broadcast on the local radio stations. Information will also be posted or announced on the following:

- KXLH & KTVH
- KFBB
- KRTV
- MTPR & YPR
- KGR
- Helena Independent Record
- The HPS District website at: <http://www.helenaschools.org> for weather alert and bus delay/cancellation information.
- HPS Transportation Facebook page: <https://www.facebook.com/HSD1Transportation/>
- Twitter: @HelenaPublic
- Instagram: Helena Public Schools

## **Bus Registration**

Bus registration should be completed online each school year. Students are not rolled over from one year to the next. The form is available online at <https://helenaschools.org/departments/transportation/2019-20-school-bus-registration-2/> and can be completed anytime during the school year. High School students who reside under the 3 mile limit and Elementary/Middle School students residing within the walk zones prepared for each K-5 and Middle School may register to ride; however eligibility is determined upon the availability of an established bus route and bus capacity. Bussing for students that do not live within the designated transportation areas shall be provided on a first come - first served basis and are only granted on a case by case basis. Please call the Transportation Department for more information.

Bus photo identification cards are strongly recommended for parents with children in kindergarten or first grade. The time/location for kindergarten and first grade student bus photo identification card pictures will be posted on the website (<https://helenaschools.org/departments/transportation/>), Facebook (<https://www.facebook.com/HSD1Transportation/>) and via School Messenger.

## **Guest Pass**

Students who are not registered riders may ride a bus with a registered bus student as a guest. Students will need to get a 1 day pass from the school of their attendance. Students must have a note from a guardian that states who they will be riding with, the bus number and the location of the bus stop. The note must be verified by the school and signed off by the principal or designated school official. Students who do not follow the guest pass procedures will not be allowed to ride the school bus.

## **Bus Routes, Stops and Schedules**

The bus stops are created with safety taking precedence over convenience. Bus routes are developed with safety and efficiency as top priorities. Roads must be county or city maintained for busses to traverse them. The district recognizes the travel time on buses extends the day for students. The district strives to minimize the time students must ride the bus. Transfer buses are used to minimize ride times for students given the geographic locations and numbers of school sites the district operates. Bus routes, stops and schedules are approved by the Lewis and Clark County Transportation Committee in June of each year.

Students are recommended to be at the bus stops 5 minutes prior to the scheduled time of arrival. Buses can arrive up to 2 minutes prior to their scheduled-pickup time. If the bus does not arrive as scheduled (up to 15 minutes late), please call the First Student dispatcher at 227-7400. Afternoon routes may arrive early at their designated stop due to a wide range of circumstances; Monday early outs, lack of student loads, district early releases, etc. The individual students, and their parents, are responsible for the student's behavior and conduct until the student has boarded or departed the bus.

## ***Parent Portal Program***

The Helena Public Schools Transportation Department is implementing bus identification cards (ID cards) for all students who ride a District bus. Students will be expected to have and to use the ID card when they enter and exit the bus. Students who misplace or lose their card will not be denied transportation. Drivers have the ability to manually enter students as they exit or enter the bus. However, this manual entry slows the process of recording the entry and exit of students.

The ID cards will enable parents to access live transportation data regarding their student's bus including bus delay information and other problems. The system will also provide bus drivers with an added layer of safety by providing instant, up-to-date student bus stop data.

Parents will also be able to sign up for push notifications alerting them when their student enters or exits the bus.

The Transportation Department is strongly urging parents to sign up for the free Transportation app so they can have up-to-date information regarding their student.

For more information or to download the app go to: <https://helenaschools.org/departments/transportation/parent-portal/>

If parents have any questions about Parent Portal, they should contact the Helena Public Schools Transportation Office at 324-2100.

### ***Required Parent Pickup Program***

Parents of kindergarten and first grade students are required by the Helena Public Schools Transportation Department to meet the bus in the afternoons. The program was created to ensure the safe delivery of our most vulnerable student population. A parent or a designated individual is required to escort all kindergarten and first grade students' home. An example of a designated individual would be a grandparent, an older brother or sister, a neighbor, etc. If the individual is someone other than a parent, the parent is required to send in an escort form designating who will be escorting their child home. Kindergarten and first grade students who are not met at their bus stop will be delivered back to the nearest school site SACC program. Parents will be contacted for pickup locations. The school district does provide an opt out letter for the program, but strongly recommends against the use of it. The escort/opt-out permission form is available online at <https://helenaschools.org/departments/transportation/kindergarten-and-1st-grade/> or it can be submitted manually via email or regular mail.

### ***Transportation of School Related and Non-School Related Items***

Contraband, weapons, flammable liquids, animals or other dangerous, objectionable or non-school related items shall not be transported on a school bus. School related items transported on the bus shall be small enough to be transported on the student's lap, adjacent seat or under the seat of the bus. School related items that would block exit isles or extend above the back of the seat will not be transported on the school bus. If you are unsure if an item is allowed, please contact the Transportation Department **prior to the day your child plans on transporting the material or object.**

### ***Bus Behavior Conduct Guidelines and Consequences***

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.

The district has a video that explains transportation safe riding practices that may be viewed on the Helena School District Transportation website or will be made available upon request.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading or unloading areas. The bus and the bus stop are extensions of the school day. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior according to established district policies, rules and standards. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school, however unacceptable conduct on the school bus may result in suspension or expulsion from school. It shall be the responsibility of the parent or guardian to transport students to and from school when bus riding privileges are revoked. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. (\*Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation).

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on school district busses even if they are still being allowed to attend school.

### **Corrective Disciplinary Action**

**Minimum Corrective Action:** Driver identifies the unacceptable behavior and informs the student of the intent to complete a conduct report if the behavior continues.

**Maximum Corrective Action:** Unlimited transportation services suspension, school suspension, expulsion, and/or police notification.

### ***Bus Re-Entry Program***

Students who are suspended from the bus may be required to successfully complete a transportation re-entry program.

### ***Bus Seatbelt Procedures***

It is the goal of the Helena Public Schools Transportation Dept. to provide the safest student transportation system available. The District requires that all students riding the school district buses comply with state law regarding the use of seatbelts. **Students 6 years old or younger that are less than 60 pounds are required to utilize child seats and wear 5 point safety harnesses.** Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion. Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seatbelts fastened. Students refusing to use seatbelts in a legal and safe manner will be subject to school district disciplinary actions. Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.

### ***Helena Public Schools Transportation Video and Audio***

All buses are equipped with audio and video capabilities. The school district will only retain approximately 2 weeks audio and video storage history. The Helena School District does not guarantee the working operation of the surveillance system and therefore cannot guarantee the storage of up to 2 weeks of surveillance storage. Individuals who would like to view information pertaining to their child should make an appointment with the School District Transportation Department. Copies of bus video will not be released except under the request of court ordered subpoena.

### ***Transportation Questions***

Parents having any questions or requiring additional information are encouraged to contact the Helena School District Transportation Department at 324-2100.

## **3. MONTANA DEPARTMENT OF JUSTICE VIOLENT & SEXUAL OFFENDERS REGISTRY**

The Montana Department of Justice maintains a Sexual or Violent Offenders Registry that can be reviewed online at (<http://www.doj.mt.gov/svor/>). This website provides the last known residences for these individuals and supplemental information regarding the nature and dates of the crime(s) that caused them to be listed in this registry.

While the district does not track or monitor the individuals that may reside in the vicinity of schools or bus stops, it is our intent to make you aware that this registry information is available to the public. The Montana Department of Justice also provides on-line guidance and educational materials for both Parents and Educators on their website and we encourage parents and guardians to review this information and familiarize themselves with the resources that are available to help address these situations.

## **4. TECHNOLOGY USE AGREEMENT**

### **Helena School District #1 2019-2020 Student Technology Use Agreement For Students in Grades 6-12**

Helena Public Schools uses voice, data, and video electronic communication systems, including but not limited to: devices, networks, servers, and hosted services, that allow educational opportunities for students and staff to communicate, collaborate, learn, and publish information. These system resources

must be used to support education and/or research, and all student use must adhere *to* the educational goals and objectives of the District. Communications using the District systems are not private. Systems support and maintenance may require review and inspection of network activity, to include but not limited to student files and email.

21<sup>st</sup> Century Learning Skills require that students collaborate, think critically, communicate, create and innovate. There are many technology tools that support the development of 21<sup>st</sup> century skills (e.g. blogs, wikis, social networking sites, etc.). The District supports the use of these tools to enhance and enrich the learning and teaching environment. However, these tools must be used in support of education and not interfere with other student use of the systems.

***Internet Filtering Statement:***

To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Use Agreement.

***Appropriate Use of the Internet, systems, and technology equipment:***

Students are responsible for appropriate behavior when using District technology systems and work areas. The lists below do not cover every possible situation. If you have any question about appropriate behavior, ask your teacher, librarian, or technology teacher.

**Do:**

- Use the District and school technology to advance your education.
- Avoid or use extreme caution when giving out personal information on the Internet, such as full name, address, telephone numbers, etc.
- Take care of the equipment and leave it in condition for the next student.
- Follow the instructions of teachers, librarians, technology teachers, and computer lab assistants.
- Ask for help with or report equipment or software problems.
- Conserve technology resources. Only print what is necessary or assigned.
- Immediately report any inappropriate or questionable communications such as email, websites, etc. to your teacher, librarian, or the technology coordinator.
- Log off when you are finished.
- Cite your digital sources correctly.
- Return all borrowed technology equipment promptly and in the same condition as you received it.

**Do not:**

- Eat or drink at any school computer.
- Share passwords.
- Access, distribute, download, or store any illegal, pornographic, abusive, obscene, or harassing materials on any District system.
- Cyber-bully (Cyber-bullying is the willful harm inflicted through the medium of electronic text or images. Examples include but are not limited to: sending threatening emails, posting derogatory or personal comments and/or photos or video about someone on a web site, sending harassing text messages, physically threatening or intimidating someone and/or spreading rumors about someone.) (See Board Policy: 4.22 Harassment, Intimidation, and Bullying Prevention Policy)
- Access, delete, or alter other student, faculty, staff files.
- Use your access to District systems, Internet, email or other communication systems for inappropriate activity.
- Change or modify District equipment or systems including but not limited to: downloading and/or installing software, shareware, or freeware, changing computer settings, altering hardware and/or



- cables, create or distribute malicious software.
- Excessively consume limited hard drive space, network space, or bandwidth.
- Violate copyright laws.
- Attempt to gain unauthorized or illegal access to district technology resources.
- Connect personal devices to any network other than the guest wireless as outlined below.
- Use the District systems to gamble

**Unless you have your teacher's approval and supervision do not:**

- Create or manage personal web pages on District owned devices.
- Access streaming video or audio.
- Participate in any online for-profit activities.

***Open or Guest Wireless Access***

Helena Public Schools provides wireless "internet only" network access available to students, staff and guests who wish to use their personal devices while in District owned facilities. The following will apply:

- All Helena Public Schools policies concerning legal and acceptable use of District systems, devices, and the Internet apply, as well as any other applicable Helena Public Schools appropriate conduct policies.
- Wireless access is available within District owned facilities
- The guest wireless network is a public network and as such there should not be expectation of privacy or secure communications.
- Guest wireless is provided as a best effort service and there are no guarantees of service.
- Users are responsible for maintaining up-to-date antivirus software, firewalls, etc. on their personal devices.
- Only those District systems that are publicly accessible via the Internet will be accessible from the guest wireless network.
- Helena Public Schools technical staff will not provide technical support for users' personal devices on the wireless network.

***Consequences for disregarding the rules of this Technology Use Agreement:***

Depending upon the age of the student and the severity and frequency of the misuse or abuse, one or more of the following consequences may occur:

- A warning, followed by re-clarification of the rules
- Notification of parents and administrators by phone, personal conference, or discipline referral
- For Internet misuse/abuse, loss of Internet access privileges for not less than 45 school days
- For technology equipment misuse/abuse, loss of access to district technology resources
- For technology equipment misuse/abuse, development of a plan for restitution
- Referral to proper authorities for disciplinary and/or legal action

Note: Students who have lost District system or Internet privileges may not use personal device in lieu of district devices.

"The District/School may choose to refer severe infractions to the proper authorities for prosecution as per MCA 45-6-311, "Unlawful use of a computer".

**45-6-311. Unlawful use of a computer.**

- (1) A person commits the offense of unlawful use of a computer if the person knowingly or purposely:
- (a) obtains the use of any computer, computer system, or computer network without consent of the owner;
  - (b) alters or destroys or causes another to alter or destroy a computer program or computer software without consent of the owner; or
  - (c) obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the computer, computer system, computer network, or part thereof or from any other person.
- (2) A person convicted of the offense of unlawful use of a computer involving property not exceeding \$1,000 in value shall be fined not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 6 months, or both. A person convicted of the offense of unlawful use of a computer involving property exceeding \$1,000 in value shall be fined not more than 2 1/2 times the value of the property used, altered, destroyed, or obtained or be imprisoned in the state prison for a term not to exceed 10 years, or both.

**History:** En. Sec. 3, Ch. 485, L. 1981; amd. Sec. 4, Ch. 581, L. 1983; amd. Sec. 5, Ch. 616, L. 1993; amd. Sec. 7, Ch. 397, L. 1999.

***Conclusion:***

Helena School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. The Helena School District makes no guarantee that the functions or the services provided by, or through the District systems will be error-free or without defect.

Updates to this agreement will be posted on the School and District web pages and in the student handbook.

Students will be held liable for violations of this agreement. It is understood that the District's systems and technology resources are intended for educational purposes. It is further understood that while the District employs an Internet filtering system, it is impossible for the school to restrict access to all controversial materials. The District will not be held responsible for materials acquired on the network. The District will not be responsible for any damage a user may suffer including, but not limited to, loss of data, or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the systems. (Revised: June 2014)

## **5. ANNUAL ASBESTOS NOTIFICATION**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. All Helena School District buildings constructed before the late 1970s contain some level of asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials are located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Helena Public School District has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted during August 2017 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and recertified.

The law further requires an asbestos management plan to be in place by July 1989. Helena Public School District has

2019-2020 C. R. Anderson Middle School

developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Since the Fall of 2016 asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Helena High School, C. R. Anderson Middle School, Helena Middle School, Hawthorne Elementary School, Rossiter Elementary School, Four Georgians Elementary School, Warren Elementary School, Broadwater Elementary School, Smith Elementary School, old Central Elementary School, old Bryant Elementary School and old Jim Darcy Elementary School. During the next year, we plan to continue asbestos abatement across the District.

It is the intention of Helena Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the District Facility office at 1201 Boulder Ave during regular business hours. The Facilities Director is the District's designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to the Facilities Director at 324.2003.

# 2019-2020 Helena Public School Parent Permission Form

## 6-8 Middle School Students

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

This form will be signed and will be in effect for the 2019-20 academic year in the Helena School District. If at any time you would like to make changes, please contact your child's school.

**Parents:** Please read the Handbook information related to the topics below before completing this form. Once you have read the information provided please mark your choices, sign the form and return to the school.

- ☐ **Yes** ☐ **No** I have read, understand, and give permission for my child to attend and participate in field trips. (Page 32-33)
- ☐ **Yes** ☐ **No** I have read and understand the information regarding weapons in school. (Page 44)
- ☐ **Yes** ☐ **No** I have read and understand the Technology Use Agreement and I give permission for my child to use the Internet. (Page 57)
- ☐ **Yes** ☐ **No** I give permission for photographs and/or filming by the news media or the District.
- ☐ **Yes** ☐ **No** I give permission for my child's work to be published on the District and/or School web site.
- ☐ **Yes** ☐ **No** I give permission for my child's name to be published on the District and/or School web site.
- ☐ **Yes** ☐ **No** I give permission for my child's picture to be published on the District and/or School web site, and the school yearbook.
- ☐ **Yes** ☐ **No** I give permission for the release of directory information as defined by FERPA. Directory information includes name, address, telephone number, gender, grade level, birth date & place, parent/guardian name and address, academic awards or honors, student photograph, school activities and period of school attendance. (Page 6)
- ☐ **Yes** ☐ **No** School District has identified web-based tools and applications for learning. A complete list can be found on the District website (helenaschools.org). Some tools require student's school email address and name prior to approval for use. If you object to your child's use of approved websites, please indicate by checking NO to the left.
- ☐ **Yes** ☐ **No** I have read and understand the Student/Parent Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## 6. VOLUNTEER INFORMATION AND REGISTRATION FORM

### Parent, Student, Community and School Engagement

The Helena Board of Trustees and employees believe that meaningful engagement of students, parents, families and the community in our schools contributes to the success of all students. The Helena Board of Trustees and employees further believe that sustained engagement throughout all levels of school ensures a lasting and positive impact on lifelong student achievement and attitudes about learning.

The Helena School District commits to building partnerships by conducting outreach, supporting multi-directional communications, encouraging participation in each school's improvement planning process, and creating opportunities to volunteer and collaborate at all levels in support of student achievement. (See Volunteer Registration Form in this section.)

### Visitors to the Schools

The District encourages visits to all District buildings by Board members, parents, citizens, and taxpayers at appropriate times with in the discretion of building administration.

All visitors shall check-in at the school's main office for purposes of safety, security, and assistance.

If a conference with a teacher is desired the District requests that an appointment be made in advance. Conferences with teachers need to be scheduled outside school hours or during the teacher's preparation period. **Board Policy 4020 – Visitors to the Schools**

### Volunteers

Helena Public Schools encourage parents to consider volunteering. If you are interested please duplicate the Volunteer Registration Form below and return it to the principal.



# Helena Public Schools

## Volunteer

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Available Start date: \_\_\_\_\_ Certified in First Aid/CPR? YES NO

Experience: Please list any previous paid/volunteer experience with students.

Grade Preference (circle all that apply): PRIMARY (Pre-3) INTERMEDIATE (4-6) MIDDLE (7-8) HS (9-12)

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before School							
Morning							
Lunch							
Afternoon							
After School							
Special Events							

Areas of Interest (circle all that apply):

Classroom/small group assistance   Mentoring   Tutoring   Special Events   Sporting Events  
 Speech/Debate   Guest Speaker   Music   Theatre   Clerical   Parent Council

Other: \_\_\_\_\_

Please answer:

Have you ever pleaded guilty to, or have you ever been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted)?

\_\_\_\_\_ Yes   \_\_\_\_\_ No

If yes, describe in full on a separate sheet and attach to this application. Answering 'yes' may not prevent approval. All circumstances will be considered. I understand I will be working as a volunteer with Preschool - 12 grade students and know of no reason why I should not work in this capacity. I agree to fulfill the volunteer responsibilities outlined on the back of this application. I affirm the information I have provided is accurate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

My School Contact will be:



## C.R. Anderson Middle School Bell Schedule Tuesday-Friday

### 6<sup>th</sup> GRADE

Period 1	8:05	-	8:56
Period 2	9:01	-	9:52
Period 3	9:57	-	10:48
Period 4	10:53	-	11:44
<b>Lunch</b>	11:44	-	12:23
Period 5 (advisor)	12:28	-	12:58
Period 6	1:03	-	1:54
Period 7	1:59	-	2:50

### 7<sup>th</sup> GRADE

Period 1	8:05	-	8:56
Period 2	9:01	-	9:52
Period 3	9:57	-	10:48
Period 4	10:53	-	11:44
Period 5 (advisor)	11:49	-	12:19
<b>Lunch</b>	12:19	-	12:58
Period 6	1:03	-	1:54
Period 7	1:59	-	2:50

### 8<sup>th</sup> GRADE

Period 1	8:05	-	8:56
Period 2	9:01	-	9:52
Period 3	9:57	-	10:48
<b>Lunch</b>	10:48	-	11:27
Period 4 (advisor)	11:32	-	12:02
Period 5	12:07	-	12:58
Period 6	1:03	-	1:54
Period 7	1:59	-	2:50

# C. R. Anderson Middle School

## Monday Early Professional Release Day

### Schedule

#### 6<sup>th</sup> GRADE

Period 1	8:05	-	8:51
Period 2	8:56	-	9:42
Period 3	9:47	-	10:33
Period 4	10:38	-	11:24
<b>Lunch</b>	11:24	-	12:03
Period 5 (advisor)	12:03	-	12:33
Period 6	12:38	-	1:24
Period 7	1:29	-	2:15

#### 7<sup>th</sup> GRADE

Period 1	8:05	-	8:51
Period 2	8:56	-	9:42
Period 3	9:47	-	10:33
Period 4	10:38	-	11:24
Period 5 (advisor)	11:29	-	11:59
<b>Lunch</b>	11:59	-	12:33
Period 6	12:38	-	1:24
Period 7	1:29	-	2:15

#### 8<sup>th</sup> GRADE

Period 1	8:05	-	8:51
Period 2	8:56	-	9:42
Period 3	9:47	-	10:33
<b>Lunch</b>	10:33	-	11:12
Period 4 (advisor)	11:12	-	11:42
Period 5	11:47	-	12:58
Period 6	12:38	-	1:24
Period 7	1:29	-	2:15



## Teachers by Team 2019/20

GRADE 8	GRADE 7	GRADE 6
406 (Team 1) 6TH PERIOD PREP	Wildside (Team 4) 4TH PERIOD PREP	Sapphire (Team 8) 2ND PERIOD PREP
MCMAHON (Prep 7th) 116	HUNT 119	BISOM 201
MUIR 115	DELLWO 103	CURRIER 206
KRICK 118	MILLER 104	ELDER 202
SHERIDAN, J 120	WALL 106	SHERIDAN 204
LYNDES (Prep 5th) SHOP	TIPTON (Prep 7th) 227	HOGAN 199
SWINGLEY 114	SPROTT 218	MOLLOY (Prep 2B,6A) 220
	(Prep 4th S1, 3rd S2)	
Big Sky (Team 2)	Meadowlark (Team 5) 3RD PERIOD PREP	Gold (Team 7)
KENDRICK (Prep 6th) 221	MCGINLEY 99	DUDEK (Prep 2nd) 223
O'LEARY (Prep 6th) 219	HAGENGROBER 101	DOUGLASS (Prep 1st) 224
HANSON 119	BOUCHEE B1	RICHARDS (Prep 1st) 225
		WILLIAMS (Prep 2nd) 226
		HELSETH (Prep 6A,7B) 122
		HEUN (Prep 2nd ) 228
VIGILANTE (Team 3) 7TH PERIOD PREP	Elkhorn (Team 6) 3RD PERIOD PREP	Platinum (Team 9) 1ST PERIOD PREP
CHRISTENSEN (Prep 6th) 207	COHN 97	SCHAUMAN 203
CONNOLLY 205	LANE 117	LINDER 215
GRAHAM 208	HADDOCK 102	TROYER 217
THOMAS 213	SATHER 98	PANCICH 198
MADSEN (Prep 5th) 220	SAMPSON (Prep 1st) M2	PATTERSON (Prep 7th) 108
CLEVELAND SHOP	SCHLUTER 105	WEST 197
	(Prep 3rd S1, 4th S2)	
TEAM 10		
HALL 130	CLEARY (Prep 3A/4B)	
HALE 109	NEVINSKI (Prep 4A/6B)	
HELMBRECHT 107		

## 2019-20 A/B Day Calendar

[illegible]

## 2019-20 A/B Day Calendar

[illegible]

# 2019 District

# Calendar 2020



**July 2019**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**August 2019**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September 2019**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November 2019**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 2019**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 26 & 27 Staff Orientation  
 August 28 First Day of School  
 August 29 Grades 1-5, Grade 6 CRA & HMS, Grades 10-12 PAL, Grade 9 CHS & HHS  
 September 2 Labor Day - No School - District Closed  
 September 3 First Day of School for Kindergarten  
 October 17 & 18 State Conventions - No School  
 November 4 2nd Quarter Begins  
 November 27-29 Thanksgiving Break - No School  
 November 28-29 District Closed  
 December 23-January 3 Winter Break - No School  
 December 24, 25 & January 1 District Closed

January 20 Martin Luther King Day - No School  
 January 21-23 High School Semester Testing  
 January 23 K-8 12:00 p.m. Early Dismissal  
 January 24 HS Staff in Service Records Day, No School K-12  
 January 27 3rd Quarter Begins  
 February 17 President's Day - No School - District Closed  
 March 30 - April 3 Spring Break - No School

April 6 4th Quarter Begins  
 April 13 No School (make-up snow day if needed)  
 May 1 Vigilante Parade - No School Grades 9-12/11:00 a.m. Dismissal K-8  
 May 25 Memorial Day - No School - District Closed  
 June 6 High School Graduation  
 June 8-10 High School Semester Testing  
 June 10 Last Day & 12:00 p.m. Early Dismissal Students K-8  
 P.M. K-8 Staff Records Day  
 Last Day for Staff K-8  
 Last Day for Students 9-11  
 June 11 High School Staff In-Service-Records Day  
 Last Day for Staff 9-12

Every Monday are Professional Release days for Helena School District staff.  
 School will dismiss early. Please see below for your school's Professional Release schedule.

	*Elementary: 8:30 a.m. - 2:30 p.m.
	*Middle School: 8:05 a.m. - 2:15 p.m.
	*High School: 8:20 a.m. - 2:30 p.m.
	**Buses will run according to the above schedule on Mondays.

- Holiday/Break - No School - All Grades
- Staff Orientation
- Last Day of School 9-11 Students
- High School Semester Testing
- Early Dismissal Students K-8 Records Day
- HS Staff in-service- records day - No School K-12
- Vigilante Day - K-8 released 11:00 a.m./High School -No School

**January 2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**March 2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April 2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

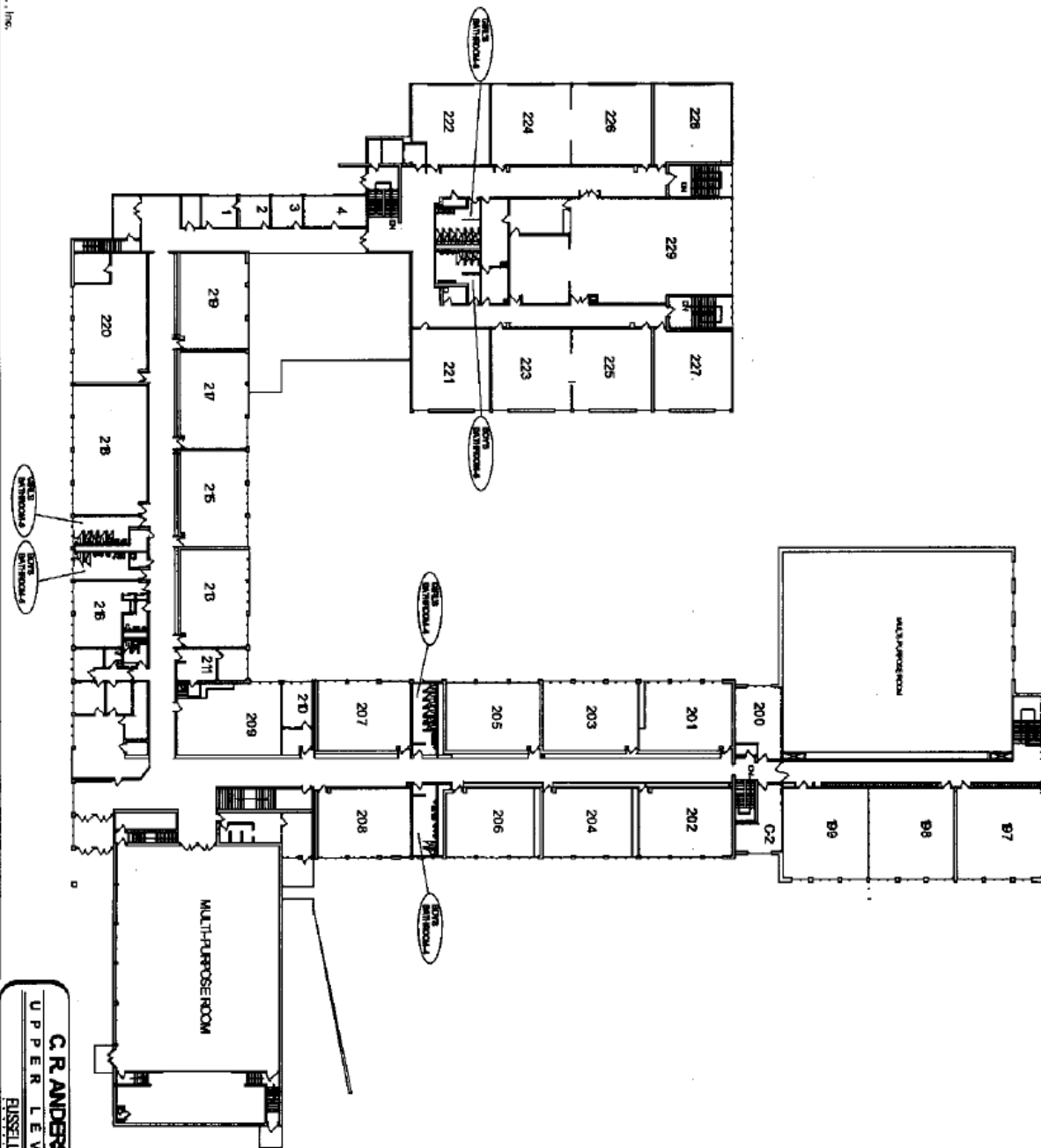
**May 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June 2020**

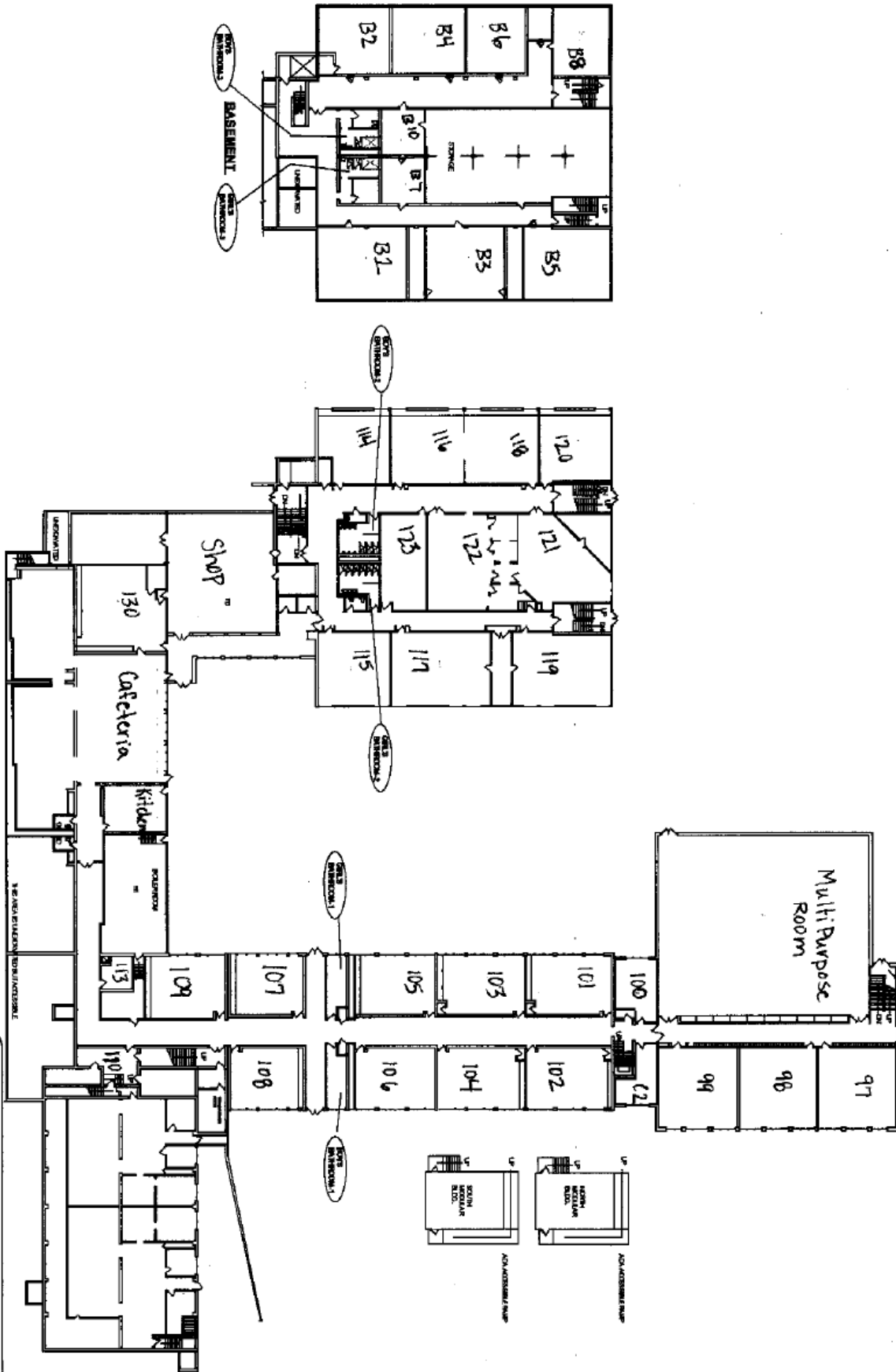
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Board Approval:  
 January 22, 2019



LOWER LEVEL

**C. R. ANDERSON MIDDLE SCHOOL**  
**BSMT & LOWER LEVEL PLAN**  
RUSSELL ENGINEERING



**C** ooperative Students:  
-Follow directions  
-Help others

**R** espectful students:  
-Are kind  
-Demonstrate honesty

**A** chievers:  
-Put their best foot forward  
-Work hard

