HANDBOOK RECEIPT

Please read, fill out, and sign the first six (6) forms, pages 1-6, as well as the attached Student Information Verification form and have your child return them to school by Friday, September 22, 2017.

Thank you for your understanding and cooperation.

August 23, 2017

Dear Parent/Guardian;

Students and parents share, with the administration and staff, the responsibility of developing and maintaining a climate in the school that promotes wholesome learning and living.

I hereby acknowledge that I have received a copy of the Harlem School District Student Handbook. I understand that my child will be held responsible for the rules, regulations and guidelines that are contained in the handbook. I have read and discussed the handbook with my child.

Student ________________________________

Parent/Guardian______________________________

Date______________
Harlem School District  
Parent - Student - Staff Compact

As a Parent/Guardian, I, ________________________________, will

❖ See that my child attends school regularly and on time;
❖ Provide a home environment that encourages my child to learn;
❖ Insist that all homework assignments be completed;
❖ Communicate regularly with my child’s teacher;
❖ Support the school in developing positive behaviors;
❖ Talk with my child about his/her school activities every day;
❖ Encourage my child to read at home and to monitor his/her TV viewing and use of technology;
❖ Volunteer time at my child’s school; and
❖ Show respect and support for my child, the staff, and the school.

As a Student, I, ________________________________, will

❖ Always try to do my best in my work and in my behavior;
❖ Work cooperatively with my classmates;
❖ Show respect for myself, my school and other people;
❖ Obey the school and bus rules;
❖ Take pride in my school;
❖ Come to school prepared with my homework and my supplies; and
❖ Believe that I can and will learn.

As a Staff; we will

❖ Believe that each student can learn;
❖ Show respect for each child and his/her family;
❖ Come to school prepared to teach;
❖ Provide a safe, caring, respectful environment that is conducive to learning;
❖ Help each child grow to his/her fullest potential;
❖ Enforce school and classroom rules fairly and consistently;
❖ Maintain open lines of communication with student and his/her parents;
❖ Seek ways to involve parents and our community in the school program; and
❖ Demonstrate professional behavior and a positive attitude.

_______________________________________       _____________________________
Student Signature                           Parent Signature

_______________________________________       __________________________________
Date                                           Teacher Signature
HEALTH HISTORY
HARLEM JUNIOR/SENIOR HIGH SCHOOL

Student Name

Birthdate_____________________________________ Sex______________ Grade_________

ALLERGIES: Yes No

If Yes:

Allergic to____________________________________________

Describe what happens when your child has an allergic reaction_______________________________

________________

Does your child have medicine from the doctor to take when he/she has an allergic reaction?________List Medication________________________________________________

ASTHMA: Yes No

If Yes:

What triggers asthma attack:

_____ Infection ______ Exercise _____ Stress/Anxiety _____ Smoke/Pollution

_____ Allergies, explain:_________________________________________________________

_____ Weather, explain:_____________________________________________________

Describe what happens when your child has an asthma attack:______________________________

Describe what you do for your child when he/she has an asthma attack_______________________

List any medications that your child takes for asthma________________________________________

OTHER HEALTH PROBLEMS:

_____ Diabetes _____ Seizures _____ Vision _____ Hearing _____ Heart _____ Anemia

_____ Other

Explain any health problems___________________________________________________________

________________

Does your child take medication? Yes No

Name of medication__________________________________________
Has your child had chicken pox? Yes No

Does your child require a special diet or food restrictions? Yes No If yes, explain ______________

Does your child have any congenital conditions such as cleft lip, cleft palate, etc. Yes No If yes, please describe ______________

Is there anything more about your child’s health that you think is important for us to know? __________

Parent/Guardian Signature ___________________________ Date ___________________________

CONSENT FOR MEDICAL TREATMENT
EMERGENCY MEDICAL AUTHORIZATION & ACCESS TO IMMUNIZATIONS

In the event my child becomes ill or is injured I understand every reasonable effort will be made to contact me, my spouse or designated emergency contact. However, in the event no one can be reached, I authorize the attending medical personnel to provide the necessary treatment to aid, comfort and save my child. In case of a medical emergency, I authorize and give my permission to the physician selected to secure proper treatment including hospitalization, anesthesia, surgery or administration of medication necessary to save my child from any potential life threatening or debilitating illness and/or injuries.

Furthermore, I give permission for Harlem Public Schools to access my child’s vaccine information in the statewide electronic immunization registry, the Montana Public Health Data System (PHDS)

Signature Parent/Legal Guardian ___________________________ Date ___________________________

CONSENT FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

I hereby give permission for my child to take over-the-counter medications like Tylenol, cough drops, throat lozenges, antacids, etc. at school.

Signature Parent/Legal Guardian ___________________________ Date ___________________________

This form and permissions indicated will follow your child as they move through the Harlem Public School District, unless specifically revoked by the guardian.
District Internet Agreement

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Students utilizing District-provided Internet access must first have the permission of parents and will be supervised by the District’s professional staff. The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students’ use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility. Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other areas of the school with the same general rules for behavior and communication. The District will provide filtering software for school computers accessing the Internet. Due to the increase of personal electronic devices that can access the Internet independently, without District approval and/or filtering, please be advised that failure to follow acceptable usage will result in disciplinary action.

Privacy/Confidentiality
Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network’s system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted.

Personal Information
When sending electronic messages, students and staff shall not include information that could identify themselves or other students and staff. Users’ network passwords are provided for their personal use. Users should not share their password with anyone.

Listed in the board policy are violations that could result in loss of this privilege.
- Copyright violations
- Inappropriate sites
- Email/chating
- Hacking
- Inappropriate use –
  - To purchase goods, solicit sales, or conduct business. Users cannot set up websites to advertise or sell a service.
  - Transmit obscene, abusive, sexually explicit, inappropriate, or threatening language.

Consequences (cumulative for the attendance years of the student)

- **First Offense:** 1 day OSS and 30 days loss of computer and/or Internet access.
- **Second Offense:** 1 day OSS and 60 days loss of computer and/or Internet access.
- **Third Offense:** 1 day OSS and 90 days loss of computer and/or Internet access.
- **Fourth Offense:** 1 day OSS and loss of all computer and/or Internet access.

I have read and agree to abide by the terms of the Harlem School District access to Electronic Information, Services and Networks. I understand that if misused, school disciplinary action may be taken against me.

_________________________  ________________________
Student Signature          Parent/Guardian Signature
Harlem Public Schools
LIABILITY WAIVER FORM

I/we the undersigned agree that my/our child be permitted to participate in day-to-day activities, including recess, physical education, and all other school-related activities.

RELEASE OF CLAIMS AGAINST HARLEM PUBLIC SCHOOL DISTRICT #12
As Parent/Guardian, I have voluntarily agreed, on behalf of my child, to participate in the above-identified activities. I understand that there are risks in my child’s/ward’s presence, transportation, and participation in these activities. I HEREBY AGREE ON BEHALF OF MY CHILD TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY CHILD’S/WARD’S PRESENCE AND PARTICIPATION IN THESE ACTIVITIES. I HEREBY RELEASE HARLEM PUBLIC SCHOOL DISTRICT # 12 AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT MY CHILD, MY CHILD’S HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY CHILD’S PARTICIPATION IN THESE ACTIVITIES.

I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF ON BEHALF OF MY CHILD, AND HARLEM PUBLIC SCHOOL DISTRICT # 12 AND I SIGN IT OF MY OWN FREE WILL.

BEHAVIOR EXPECTATIONS
I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to direct my child to cooperate and conform to directions of the supervising personnel. I understand that if my child does not abide by the rules of conduct that he/she may lose the privilege of attending special activities.

SIGNATURES
Parent/Guardian Signature(s): ________________________________ Date: ________________

Please print name: ____________________________________________

Relationship to child: ____________________________________________

Home Phone: __________________________________________________

Emergency Phone: ____________________________________________
Harlem Jr/Sr High School
Student/Parent Handbook
SY 2017-2018

“HOME OF THE WILDCATS”

P.R.I.D.E.
Promote Respect & Independence, Develop Excellence
Harlem School District represents the best in educational growth and learning experiences. Classes are designed to be challenging and offer the opportunity to acquire skills essential for school-to-work transition or post-secondary education. Our extra-curricular programs provide for social, intellectual, and physical well-being, and the Harlem School staff encourages participation in the various organizations we sponsor for personal development.

As a contributing member of Harlem Schools, you are urged to give your best throughout the years. Work hard, act responsibly, and learn as much as possible. Challenge yourself to continue the Wildcat tradition of excellence.

This handbook should help you and your parents in understanding your specific responsibilities while you are a student of Harlem Schools. Have a pleasant and rewarding experience and BE PROUD TO BE A WILDCAT!

Administration, Faculty, and Support Staff

WILDCAT SPIRIT means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep WILDCAT scholastic and activity standards at the highest possible level. Part of school spirit and pride is knowledge of the “fight song” of our school. The words are below:

**HARLEM “WILDCAT” SCHOOL SONG**

So go and fight and win tonight;
So hail to Harlem High; H A I L!
It’s Harlem High School;
It’s Harlem High School;
With colors Red and White so dear, Rah Rah;
So come on you old grads, join with us young lads;
It’s Harlem High School now we cheer, Rah Rah!
For every school day, let every voice raise,
no matter what the people say,
For there’s none to fear, the gang’s all here --
So hail to Harlem High School, H A I L!

**W I L D C A T S**
Harlem Jr/Sr High School
Doreen Warren, District Superintendent
Doug Komrosky, Principal
Wendy Briere, Secretary
Kelly Mills, Athletic Director
Hillary Handy, School Nurse
Carol Komrosky Special Education Director

Julie Lamebull, Title VII Director
Andrea Quintana, Liaison Officer
Brandi Horn Counselor 7-9
James Hodgson, Counselor 10-12

TEACHING STAFF
Title 1 Notice: All Instructional Staff meet the “highly qualified” state definition.

**Junior High**
Kourtney Barber, Resource
Crystal Doney, Reading/Language Arts
Lyle Faulkinberry, Science
Erica Collins, Social Studies
Bonnie Nesslar, Math
Joe Shupe, English/PE

**High School**
Kim Faulkinberry, Science
Brigitte Hagen, Math/Spanish
________________________, Math
Heidi Harris, Science
Tim Carse, Library
Deb Ferris, Resource
Eric Murri, English
Jack Young, Social Studies
Andrea Hetland, English
Eleanor Doucette, Math
Wendy Maratita, Credit Recovery

**Shared Jr/Sr High Faculty**
Dan Owens- Music/Band
Donna Barber-Schneider, Health Enhancement
Craig Todd, Technology
Rod Donahue, AG
Kate Web, Art
Melissa Henry, FCS
John Stiffarm, GrosVentre
Hope SpeakThunder, Business

Stacy Cole, Sped Math
Wilma Mellville, School Psychologist

**Cooks**
Sandy Egeland, Head Cook
Michael Cordell, Assistant Cook

**Custodians**
Ira Talks Different
Steve Sterns
Lonny Mace

**Paraprofessionals**
Charlotte Vermillion, Special Education
Deney Carey, Special Education
Gabe Guerrero

**Contact Information**
Harlem Junior/Senior High School
610 1st Avenue S.E.
Harlem, Montana 59526
Office Phone: (406) 353-2287
Office Fax: (406) 353-2339
GENERAL INFORMATION
School Calendar
2017-2018

August 21, 22  PIR Days

August 23  First day of school – OPEN HOUSE/Picnic
September 4  No School – Labor Day
September 14  EOTT – Dismissal 12:45
September 18 – 22  Native American Week
September 20  POW WOW – Dismissal 12:45 for students
September 22  Midterm 1

October 2, 3  Parent Teacher Conferences 4:00-7:00 (PIR)
October 12  EOTT – Dismissal 12:45
October 18  Early Release 12:45
October 19- 20  No School – MEA Conferences

October 27  End 1st Quarter
November 16  EOTT – Dismissal 12:45
November 21  Early Release 12:45
November 22 – 24  No School – Thanksgiving Vacation

December 1  Midterm 2
December 4, 5  Parent Teacher Conferences 4:00-7:00 (PIR)
December 7  EOTT – Dismissal 12:45
December 22  Early Release 12:45
December 25-Jan 2  No School – Christmas Vacation

January 12  End 2nd Quarter – Semester 1
January 18  EOTT – Dismissal 12:45
February 2  No School – Mid-Winter Fair (PIR)
February 8  EOTT – Dismissal 12:45

February 16  Midterm 3
February 19  No School – President’s Day
February 20  Parent Teacher Conferences (GS) 4:00-7:00 (PIR)
February 22  Parent Teacher Conferences (HS) 4:00-7:00 (PIR)

March 8  Early Release 12:45
March 9  No School -- Seed Show

March 16  End 3rd Quarter
March 22  EOTT – Dismissal 12:45
March 29  Early Release 12:45
March 30-Apr 2  No School – Spring Break

April 19  EOTT – Dismissal 12:45

April 20  Midterm 4
April 23 – 24  Parent Teacher Conferences 4:00-7:00 (PIR)

May 10  EOTT – Dismissal 12:45
May 16  Senior Checkout
May 20  Senior Graduation
May 24  8th Grade Promotion (Early Release 12:45)

May 25  Last Day of School 10:30 Student Dismissal

Friday dismissal will be at 2:30
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Mission Statement:
“*We are here to provide a learning environment that encourages excellence.*”

“We” implies many people – All school district employees – school board – parents and community-students.

ALL stakeholders working collaboratively toward a goal – “Educate our children” – our implies ALL - ALL – encourage all to achieve.

*WHERE* is “*here*”? The student’s environment to include school, home, and other community areas where students learn.


*What is the definition of learning?* Understand and grow – not afraid to fail – garnering knowledge, know the child, relationships with each other and the parents, relationships with teachers, understand culture, differentiating of time and instruction, upgrading teaching skills – curriculum updating – instructional strategies, effective instruction, process build the foundation first – then the structure on the top of the foundation – step-by-step building process, gaining and applying knowledge through skills.

*What exactly is the environment?* Safe place for kids to learn; and teachers to teach; others to work, goes beyond school, home, community, recreational areas, cultural activities, belief system – climate of the building – POSITIVE is the key.

*What does it mean to encourage?* Being positive, motivate both external and internal, feedback (verifying and corrective), discipline to teach not to punish, high expectation, high support, model, go outside the box as a teacher, administrator, authentic praise.

*What is our definition of excellence?* Making AYP – access and opportunity based on effort, giving the best effort, equity in quality, winning, compete – state of becoming – process (not a destination but the journey) – not necessarily academic – clean buildings, safe, good better best based on an individual state – collective state for all – TEAM (looking at the inherent characteristics) – good people are good people.

**Belief Statements:**

*We Believe.....*

*• In the uniqueness and worth of each student.*

*• All stakeholders must work collectively to encourage all students to achieve and to become lifelong learners.*

*• In an inviting, safe, healthy learning environment for all.*

*• In respect for, and appreciation of all cultures with open communication between the school and the community.*

*• That all students and teachers can succeed.*

Vision Statement: WILDCAT P.R.I.D.E.

“*Promote Respect and Independence, Develop Excellence*”
ATTENDANCE, TARDINESS, TRUANCY (Board Policy 2421, 3120, 3122, 3122P)

To reach the goal of maximum educational benefits for each child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in the classroom and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. MCA §20-5-103 (Compulsory attendance) defines habitual truancy as the persistent non-attendance without excuse of a student for all or part of a day with recorded absences of 9 or more days (or 54 part days) during the school year. The good things schools have to offer can only be presented to students in attendance. A student’s regular school attendance also reflects dependability and is a significant component on a student’s permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarships, and job opportunity are greatly affected by a good attendance record. The attendance policy is as follows:

1. Excessive absences (10 or more per class per semester) may result in a loss of credit in those subjects missed.
2. The ONLY absences that WILL NOT be used in calculating the attendance record are:
   a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, FFA trips, academic field trips, and others deemed co-curricular.
   b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board.
   c. Subpoenas to appear in court or court-ordered as a witness, out-of-district placements for special services.
   d. Illness or hospitalization verified by a doctor’s statement.
3. Absences which will be counted in the ten (10) day limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, watching tournaments when not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.
4. After three (3) unexcused absences from school/class, a phone call will be made to the student’s home, indicating the school policy and the number of days missed.
5. After five (5) absences, a letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance. In addition, a home visit from the truancy officer and the home liaison will be arranged.
6. After the tenth (10) absence, the student may have credit withheld. That student, with parental accompaniment, must appear before the Attendance Board, consisting of administration, guidance counselor, and school-parent liaison.
7. The Attendance Board will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface.
8. The Attendance Board can, after hearing a student’s/parent’s credit appeal, deny credit or put certain stipulations on a student whose credit will be dependent upon an attendance contract developed with the student and parents input concerning attendance for the rest of the semester/school year.
9. Any decision to withhold credit can be appealed to the Superintendent and/or the Board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided.
10. If the appeal is not granted, the student will remain in that particular class period with an attendance/behavior/academic contract for the remainder of the semester. If disciplinary problems occur in that subject, the student will be suspended from school.
11. If the appeal is granted, the student will return to class with the Attendance Board’s stipulations. If the stipulations are violated, a loss of credit will result.
The Attendance Board may also decide to make decisions regarding the student’s participation in extracurricular activities.

Students will be marked tardy up to five minutes after each bell and will be marked absent after 5 minutes unless an admit slip is provided. Excessive tardiness may result in a loss of open campus privileges and additional consequences from the individual classroom teacher.

A written note or phone call from parent/guardian is required for all absences from school. A phone call will be generated to validate any undocumented absences.

Makeup Work: Students are allowed one day for each excused day missed to complete and hand in makeup work. For all school related absences please have a pre-authorization form completed prior to the absence. Teachers have discretion to accept makeup work for any and all unexcused absences.

Pre-Planned Absences: Students who know they are scheduled to be absent from school for any period of time are required to obtain any school related assignments that will be given during their absence. These assignments can be obtained from the classroom teacher(s). It is recommended these assignments be completed and turned in prior to the absence, but at a minimum, they must be turned in immediately upon return from the planned absence.

Entrance, Placement and Transfer (Board Policy 3110)
Proof of residency and student identity is required prior to entrance in School District # 12. Out-of-District students must apply for admission pursuant to Board Policy 3141.

Students will be placed at levels and in settings that will enhance the probability of student success.

- **Junior High student** transferring from other accredited schools will be subject to a thirty (30) day probation period to determine correct academic placement.
- **High School student** transfers will be subject to:
  1. Appropriate certificates of accreditation
  2. Length of course, school day and school year.
  3. Content of applicable courses.
  4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
  5. An appropriate evaluation of student performance leading toward credit issuance.

**BEHAVIOR AT ASSEMBLIES/Extracurricular Events:**
Assemblies are an extension of the school day. Students and advisors are expected to sit with their peer groups. Common courtesy and time limitations demand that all students follow assembly procedures and rules. If students do not follow the rules, discipline steps will be conducted the same as other school time.

Expectations:
1. Students will sit quietly and be respectful.
2. Once the assembly begins, students will not be allowed to leave.
3. **No food or drinks are allowed in the gym.**
   Also: **No food or drink may be brought into the building by students.** These must be deposited in the trash before entering the building. No milk cartons or cafeteria food may be taken out of the building.

Extra-Curricular events are also an extension of the school day. All attendance at such events are subject to the general rules and consequences of Harlem Public Schools. This includes home and away events.

**BIKES and OTHER WHEELED EQUIPMENT:**
All bicycles should be locked in the bike racks during school hours. Please provide a lock for your student’s bicycle. Due to safety issues skateboards, roller blades, heelies (shoe skates) and motorized scooters are not to be ridden on school grounds.
BULLYING, HARASSMENT, INTIMIDATION, HAZING: (Board Policy 3226)

The Board of Trustees of Harlem Public Schools will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying, harassment, or intimidation means any act that interferes with a student’s education benefits, opportunities, or performance; that takes place on or immediately adjacent to school ground, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop; and 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; or

c) Creating a hostile educational environment.

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 or pranks to be performed, or other such activities intended to degrade or humiliate.

Reporting: The District encourages

1) students who believe they are being subjected to bullying, harassment, intimidation, or hazing by anyone and/or

2) students who have first-hand knowledge of such behavior to report the matter promptly to a teacher, counselor, bus driver, coach, building administrator, or district administrator. Upon receipt of such complaint, the matter shall be promptly investigated. The Harassment Reporting Form for students can be found in Appendix VIII.

CELL PHONES/ELECTRONIC DEVICES: (Board Policy 3630)

Jr High students will not be allowed to have ANY electronic device in school

High School Students are not to use any electronic device (cell phone, Ipod/Ipad, handheld electronic games, or electronic accessories, etc.) without permission while in class. Students are not allowed to use electronic devices, headphones, earbuds etc. in the hallway during passing time between classes. Use will be allowed in the classroom for educational purposes only, and only with prior teacher/administrator permission.

Cell phone usage for high school students will only be allowed before school, during lunch, and after school. If your student brings a cell phone to school, it should be kept in their locker. The District is not responsible for theft or damage of private property. Any cell phone/electronic device will be confiscated and turned into the office if a determination is made that it is being used without permission and for non-educational purposes during school hours. The following guidelines will be followed when an item is confiscated:

Jr High Students: Item will be confiscated and parent will need to pick up.

High School Students 1st time: The item will be kept until end of day
High School Students 2nd time: Confiscated devices will be returned to the parent or guardian.
High School Students 3rd time: Loss of electronic device privileges for the remainder of the school year
Repeat unauthorized use of devices will result in disciplinary action.
At no time will any student operate any device with video/audio recording capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of others.

CHANGE IN ROUTINE, ADDRESS AND/OR TELEPHONE NUMBER:
Please notify the school when your student changes his or her routine. For example, students will not be allowed to ride a different bus, go to a friend’s house, etc. unless the office receives a permission slip signed by a parent/guardian. The deadline for making any after school arrangements for your child is 3:00 p.m. Monday, Tuesday and Thursday and 2:00 p.m. on Wednesday and Friday. It is very difficult for our staff to get the message to the student, teachers or bus drivers if the notification comes after the specified time.

Telephone calls will not be accepted given the difficulties in identifying the caller. We also request that you notify the school any time you have a change of address or telephone number, so that our emergency notification system can be updated. In addition, please leave the name and phone number of a relative, neighbor, or friend in the event that we are unable to reach you in case of an emergency.

CLUBS: (Board Policy 3510)
Harlem Public Schools provide opportunities for students to participate in a variety of school related clubs for the purpose of entertainment and enhanced education. These clubs will follow guidelines that have been approved by the Superintendent. Student fundraising activities are governed by Board Policy 3530 and District standard operating procedures and must be pre-approved by the Principal.

CONCERNS AND COMPLAINTS: (Board Policy 1700)
Parents and students may have concerns, questions or even complaints that only school personnel can answer. It is strongly encouraged that you contact us as soon as any concern develops; please do not wait until the concern becomes a problem. The first person to contact when a concern arises is the teacher or counselor. Teachers or counselors can be contacted by placing a call to the office. They will return your call and arrange an appointment to visit with you. Under no circumstances will a teacher be called to either talk or see anyone while class is in session. The principal should be contacted only after areas of concern have been discussed with the teacher or counselor. The principal, teacher, counselor, and parent(s) will then meet to discuss the concern if necessary.

Any student or parent that believes they have been discriminated against for any reason can institute the following complaint policy:
Step 1: Informal discussion with the school employee directly involved.
Step 2: Informal discussion with the principal.
Step 3: Formal grievance in writing to the Superintendent within 10 days of the incident if Steps 1 and 2 are not satisfactory.
Step 4: If you are not satisfied with the Superintendent’s response, within 5 days, your complaint can proceed to the Board level. The complaint needs to be in writing, with a suggested remedy listed, to request being on the Board agenda.

The complaint form can be found in Appendix VII.

DANCE REGULATIONS: (Board Policy 3510)
A dance request form must be completed and approved by the Building Principal and the Activities Director at least two weeks prior to the event. Dances sponsored by any organization of Harlem Schools are considered a school function. Regularly enrolled students in school and their approved invited guests are welcome to attend. No out-of-District guest will be allowed without prior administrator approval. Dress requirements for the dance are determined by the dance sponsors.

All school rules and regulations apply during the event.

Junior High dances are normally held from 7:00 P.M. until no later than 10:00 P.M.
Senior High dances are normally held from 9:00 P.M. until no later than 11:55 P.M.
• At least three school employees will be chaperones, ideally one of which should be a class advisor or club sponsor. Parents are also encouraged to chaperone. All chaperones must be pre-approved by the board. (Board Policy 5430)
• The sponsoring class/club will be responsible for clean up after the activity.
• Police will be notified at least 24 hours in advance of the dance.
• Open containers, nicotine products, or controlled substances will not be allowed on school grounds.
• Doors are normally locked one hour after the dance begins and no students that leave will be readmitted to the dance.
• PROM: The Prom is a formal occasion for students in grades 9-12. No Junior High students are permitted to attend the prom. Students are to dress formally and follow the prom code of conduct provided by the Junior Class Advisor.
  o Students who wish to bring a guest to prom that is not enrolled at Harlem High School are required to complete a Prom Guest Request (Appendix XII) and submit it to the building principal no later than 4:00pm three (3) days prior to the date that the prom will be held.

DECLARATION OF RIGHTS AND STUDENT RESPONSIBILITIES  (Board Policy 3200)
See Appendix IV

MBI-Montana Behavioral Initiative

Harlem Jr/Sr High School continues to work toward becoming an MBI School

MBI is a proactive approach in creating behavioral supports and a social culture that establishes social, emotional, and academic success for all students.

MBI uses the Response to Intervention model which is a 3-tiered system of support and a problem solving process to assist schools in meeting the needs of and effectively education all students.

"Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools applying MBI/PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. MBI/PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice (Surai and Horner, 2007)

The principals and practices of MBI/PBIS are consistent with federal education mandates such as No Child Left Behind Act (NCLB) and the Individuals with Disabilities Education Act of 2004 (IDEA 2004)

MBI BELIEF STATEMENTS:
• All students should be taught all the skills necessary for success: academic, social, emotional, and behavioral.
• Schools are places where students can learn and practice positive interpersonal, cross-cultural, and citizenship skills.
• A caring school climate and positive relationships between students and staff are critical to student success and provide an environment where academics flourish.
• Schools are places where youth have access to many significant adults to help them feel collectively and individually valued.
• Schools and communities must work together to meet the diverse needs of students and honor the traditions and contributions of both family and community members.
• All students are entitled to be treated with dignity and respect.
• Successful schools gather and use a variety of information to improve teaching and learning.
• Effective use of a team approach involving all school staff working together provides a consistency which enhances student success.
• Positive, proactive and preventative efforts of schools and communities can create a school climate free of stereotyping, harassment, hatred and violence—filled with a concern for justice and fairness.

MBI Key Goals
• **Training:** To increase the awareness and understanding of effective schools practices.
• **Team Process:** To increase and improve the use of team processes in educational decision-making and in addressing issues concerning our youth.
• **Proactive Support Systems:** To support the implementation of best practices procedures in Montana's schools, foster beliefs which hold that all children are valued, and that positive and proactive approaches to problems produce the most satisfying results.
• **Evaluation Process:** To increase awareness regarding the value and use of data-based decision-making in education.
• **Community Process:** To foster the belief that the education of today's youth is a community responsibility.

Four Elements of MBI
Outcomes: academic and behavior targets that are endorsed and emphasized by students, families and educators
Practices: curricula, instruction, interventions, and strategies that are evidence-based
Data: information that is used to identify status, need for change, and effects of interventions
Systems: supports that are needed to enable the accurate and durable implementation of the practices of MBI/PBIS

**APPROPRIATE BEHAVIOR IS AN EXPECTATION-NOT A GOAL.**

**PLEASE REFER TO DISCIPLINE MATRIX AT APPENDIX XV FOR ADDITIONAL INFORMATION**

<table>
<thead>
<tr>
<th>Consequences for classroom managed minor behaviors will be assigned by the classroom teacher. If a student continues with the same minor behavior after the teacher has assigned three increasing levels of consequences, the next level will result in a referral to the office as a major. Consequences assigned by the teacher can include but are not limited to:</th>
<th>Consequences for office managed major behaviors will be assigned by the Assistant Principal or Principal. These consequences can include but are not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Parent Contacted</td>
<td>• Parent contacted</td>
</tr>
<tr>
<td>• Lunch Detention(s) with Teacher</td>
<td>• 1-5 days of After School Detention</td>
</tr>
<tr>
<td>• 1-3 days of After School Detention with Teacher</td>
<td>• 1-5 days of In-School Suspension</td>
</tr>
<tr>
<td>• Loss of Pass Privilege</td>
<td>• 1, 3, 5, or 10 days of Out of School Suspension</td>
</tr>
<tr>
<td></td>
<td>• Possible Police Call</td>
</tr>
<tr>
<td></td>
<td>• Revoke of Open Campus Privilege</td>
</tr>
</tbody>
</table>

*Any and all OSS leveled consequences may, at the discretion of the administration, be supplemented with or replaced with Community or School Service.*

*Note: Detentions take precedence over commitments to extra-curricular activities and practices.*
**Detention: (Board Policy 3312)**
Students will actively work on homework or read during assigned time.

1. Student must report to after-school detention within 5 minutes of the last class bell. Lunch detention will be determined by the teacher and each student must report accordingly.

2. A student that creates a problem while serving detention will be asked to leave and will be assigned additional consequences for such actions, up to and including suspension/expulsion.

**Discipline:**
The following list of offenses is representative, and is not all-inclusive. The administrator will use the Discipline Matrix at Appendix XV to assign consequences and has the option to include consequences for other types of inappropriate behavioral offenses and will decide which category a particular offense may fall into.

**Tier 1 Offenses:**
1. Public displays of affection
   (School is not a place for student displays of affection. Therefore, a “hands-off” policy is in effect while in school, on school grounds or at school activities.)
2. Dress Code violation
3. “Horseplay” or “Roughhousing”
4. Unsportsmanlike conduct at school events
   (This may result in loss of participation/attendance at next scheduled event.)
5. Failure to show for assigned detention by a teacher or administrator
6. Profanity
7. Other minor offenses

**Tier 2 Offenses:**
1. Insubordination (Student are expected to obey requests given from staff members)
2. Chronic Disruptive behavior
3. Minor vandalism
4. Computer misuse
5. Cheating/Plagiarism/Forgery
6. Disrespectful behavior (minor)
7. Truancy (skipping a class, but remaining in the building)

**Tier 3 Offenses:**
1. Verbal Abuse/Assault/Profanity
2. Threat (direct or implied)
3. Physical fighting
4. Endangerment to person or property
5. Destruction of property (financial restitution also required)
6. Truancy (skipping school)
7. Gang related activity (signs, bandanas, other dress/behaviors)
8. Misdemeanor Theft (<$500; financial restitution also required)
9. Use/possession/association of drugs, alcohol, or nicotine products
10. Sexual harassment/Title IX infractions
11. Encouraging, inciting, aiding or abetting violence
12. Disrespectful behavior (major)
13. Tardiness (more than three in a semester)

**Tier 4 Offenses:**
1. Possession of illegal drugs, alcohol, or nicotine products *with intent to sell/distribute*
2. Weapons (A student is not allowed to bring any device that could be considered to be a weapon onto school property or to a school activity at any time. (Board Policy 3310) This includes ammunition.)
3. Major physical assault
4. Death threats
5. Sexual assault
6. Felony theft
7. Bomb threat (Recommend: permanent expulsion)
8. Deliberate launching or implanting a computer virus into any school computer system
9. Pulling fire alarm falsely

**Suspension: (Board Policy 3300)**
Suspension shall mean the involuntary removal of a student from regular classes or school attendance, (80% maximum on grades made up during suspension) and the loss of privileges to participate in any extracurricular activity for the duration of the suspension. Each day shall be considered an absence and shall be counted toward the total number of days of absence. All students suspended from school will need to be accompanied back to school after the suspension by a parent/guardian and an individual behavioral contract will be implemented.

**Any student (junior high or high school) suspended from school CAN NOT participate in or attend any after school related activity, (ie: ballgames, carnivals or any other activity)**

**EXPULSION FROM PREVIOUS SCHOOL SEEKING ADMISSION: (Board Policy 3141)**
Students who have been expelled from another School District or who have committed acts while enrolled in another School District which would have resulted in expulsion if committed while enrolled in Harlem School District #12 may be denied admission to the District at the discretion of the Trustees for a time period consistent with the term of any expulsion permitted by Board Policy 3300.

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

**Expulsion: (Board Policy 3300)**
Expulsion shall mean the removal of a student from the classroom and school attendance by the action of the Board of Trustees, for not less than the remainder of the semester for which the student is presently enrolled. All privileges to participate in any co-curricular or extracurricular activity are revoked when the Board of Trustees directs an expulsion.

**Expulsion Procedure:**
The following procedural rules shall apply to a student charged with an offense whose maximum disciplinary action imposed is expulsion. The building principal and/or assistant principal may recommend the expulsion to the District Superintendent.

**The principal and/or assistant principal shall:** provide written notification that will include the following:
1. The alleged violation(s) committed by the student;
2. Facts and circumstances setting forth the misconduct of course of misconduct upon which the recommendation is based, including identification of known witnesses and other information;
3. Proposed length of expulsion, including starting date and recommendation of whether the student should be granted credit for work completed in the present semester.

**Upon agreeing to the written recommendation for expulsion,** the District Superintendent shall notify the student and parent/legal guardian in writing:
1. That the District Superintendent shall recommend expulsion to the Board of Trustees;
2. Of the student’s right to request a hearing of the charges; present a defense to the charges; be represented by another person; confront, examine and cross-examine witness(es); and present information against the punishment recommended.
3. Of the maximum length of time for which the student may be expelled and the possibility of loss of credit for the present semester and that he/she must request in writing a hearing before the Board of Trustees within ten (10) days or the student shall waive his/her right to a hearing before the Board of Trustees.
4. Following expulsion by the Board of Trustees, a student may apply to be readmitted the following school semester/year. If a hearing is requested in writing and conforms to the guidelines above, the Superintendent and Chair of the Board of Trustees shall schedule a hearing at a regular or special meeting of the Board. Undue delays in scheduling the hearing shall not occur.

TOBACCO FREE CAMPUS:

Harlem Jr-Sr High School protects the health and safety of staff, students, parents/guardians, volunteers, visitors, contractors, and other guests. Our “Smoke-free policy” or “Tobacco-Free Environment” policy includes electronic cigarettes, otherwise known as e-cigarettes

TRANSPORTATION/BUS Rules and Consequences:

TRANSPORTATION (Board Policy 8124)

The following transportation/bus safety policy has been adopted by the Board of Trustees of School District 12 and will apply to all students riding District buses and other means of school transportation.

All students in School District 12 who ride school transportation are subject to regulations. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle and, as such, jeopardizes the safety of all passengers. Under direction of the driver, each student may be assigned to a seat and be held responsible for that seat if necessary. Pupils will not get on or off or move about within the bus or vehicle while it is in motion. At all times, the driver is in full charge of the bus/vehicle and pupils. Pupils are required to comply promptly with the driver’s requests.

Bus Behavior Expectations:

The objective of these rules is to have students experience a positive and safe atmosphere while riding a school bus operated by Harlem Public Schools.

Bus drivers as well as certified and classified staff are expected to teach these expectations and reteach whenever necessary. Consequences will be assigned as per the Discipline Matrix at Appendix XV.

- Students will follow all directions given by the bus driver
- Students will treat others on the bus as they would wish to be treated.
- Students will keep hands, feet and objects to themselves.
- Students will remain seated while bus is moving.
- Students will not have food or snacks on the bus unless approved by driver.
- Students will stop walking outside bus when bus is leaving or approaching.
- Students will walk in an orderly manner when getting on and off the bus.
- Students will not put anything (materials or body) out of the windows.
- Students will place all garbage in the trash.
- Students will be required to have a pass to ride a bus other than their assigned bus.
- Students will dress appropriately for the weather.
Please be advised that bus cameras are in operation on all route buses.

MONTANA LAW STATES:
Students are not allowed to bring animals, fire arms, weapons or other potentially hazardous items on the bus. Bus Route information will be published as a separate document within the first two weeks of school.

DRESS CODE: (Board Policy 3224)
The main concern of the Board of Trustees is that our students dress neatly and cleanly in clothing appropriate for attending school and conducive to the learning environment.

A. Undergarments are not to be exposed or worn on the outside of other clothing.
B. No clothing or jewelry with profanity, obscene words or gestures, "street talk", gangs or promotion of drugs, nicotine products, alcohol, or sex will be permitted.
C. All tops will completely cover the mid-section and will not expose bras, chest or belly area (for both male and female.) All tops are to have a minimum of a 2 inch strap. No spaghetti straps allowed.
D. Hats/Caps/Hoods/Headwear are not to be worn during the instructional day.
   1. Hats/Caps/Hoods/Headwear are not to be worn at school related activities without specific approval from the advisor.
E. The length of skorts/skirts/shorts (trunks) will be no more than 3 inches above the knee when standing erect and/or mid-thigh when sitting.
F. Blankets are not to be worn as wraps in the classrooms or on school grounds.
G. Sunglasses will not be worn during the school day, with the exception of special occasions as determined by the administration, or with a Medical Slip provided by a Doctor.
H. Clothing with “excessive holes” is not appropriate wear. All undergarments and body parts must be covered.

Students are asked to use good judgment and take pride in their dress and grooming. The administration will be the final authority in judging whether appropriate standards have been met by the students. Should a student not choose to wear attire appropriate to the above rules, he/she will be provided appropriate clothing from the office and/or be allowed to contact home to have clothes brought to the school. Our community liaison may also bring the student home with notification of the parent or guardian in order to obtain a change of clothing.

GUN FREE SCHOOLS: (Board Policy 3311)
A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis as allowed by Federal and State law. The building administrator shall notify the criminal justice or juvenile delinquency system of any students who brings a firearm to school.

SEARCHES AND SEIZURE: (Board Policy 3231, 3231P)
**School Property:** Harlem Public School reserves the right to make random searches and secure any illegal items. Police may be involved at the discretion of the administration. Students’ lockers, desks, and other such property are owned by the school. The school exercises control over the school property and a student should not expect privacy regarding items placed in/on school property because school property is subject to search at any time by school officials.

**The Person:** According to the Supreme Court of the United States “a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school.” A particular student’s effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school controlled property. The scope of the search must be “reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.” If school officials conclude that a more intrusive search (i.e., strip search) is needed, they will call the parents of the student involved and report their suspicions to the Police who shall be responsible for any such search.

**Notice:** Students and parents are hereby provided notice of the search and seizure policy by having its placement in the Student/Parent Handbook.

**Use of Canines:** (Board Policy 3231, 3231P)
The Administration is authorized to utilize canines with established reliability and accuracy to aid in the search for contraband in or on school-owned property and automobiles parked on school property. Such canines will be accompanied by a qualified and authorized trainer who will be responsible for the dogs’ actions. A canine indication that contraband is present on school property or an automobile shall be reasonable cause for a further search by a school official.

**Use of Alcohol-Sensor Device:** (Board Policy 3330)
Students are prohibited by Montana law and District policy from using or possessing alcoholic beverages. It is District policy to deter use or possession of alcoholic beverages by students on District property or at school-sponsored or related activities or events, through use of an alcohol-sensor device.

**SEXUAL HARASSMENT/INTIMIDATION:** (Board Policy 3225)
The District is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employees and students ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The District will take prompt, effective and remedial action on complaints, grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender directed conduct) which come to the attention of the District.

The District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulation prohibiting discrimination and will lead to disciplinary action against the offender. A sexual harassment complaint form can be found in APPENDIX VIII.

**EMERGENCIES AT SCHOOL:** (Board Policy 3431)
You will be notified if your student becomes ill or is involved in an accident at school. If you, or another person designated by you, cannot be reached, the School Nurse will do whatever is necessary to ensure the safety of your child. Again, it is important that the school be kept informed of your current telephone numbers, as well as the name of your physician. A Student Information Form must be completed for each child during the first week of school. Please provide updates to this information when there are changes in housing and/or family situations.
EMERGENCY DISMISSAL:
Emergency dismissal may occur as a result of severe weather conditions, or other emergencies. In such an event, all students will be dismissed early. Students that ride buses will be returned home on their regular bus unless we are otherwise directed. Announcements will be made on the following radio stations; KGVA(88.1) and KPQX(92.5).

Fire and other Drills: (Board Policy 3432)
Harlem Public Schools practices regular crisis management drills throughout the school year for the safety of staff and students. When a drill/situation is in progress, students must follow all staff directions as outlined. Parents/guardians are not permitted to enter the building or remove their students until permission is granted with proper sign out procedures. Signs are to be placed on the school entrances for notification of a drill in progress. Whenever possible, local radio stations will announce a pre-planned drill.

HOMEWORK ASSIGNMENTS: (Board Policy 2430)
Homework is assigned to help the student become more self-reliant, learn to work independently, and improve skills that have been taught. There is no excuse for homework that is not done or is late. Work that is turned in one day late may be graded with a 10% reduction in grade. This is decided by grade level or department teams. In the event of illness, a student is permitted to make up assignments that he/she missed. The student/parent is expected to make arrangements with the teacher on his/her first day back in class. Our purpose is to help students improve academically and insure promotion to the next grade at the end of the year. The school and parents need to work together to help a student who is having trouble with the school work.

GRADING PRACTICES: (Board Policy 2420)
Grades are the means for reporting how a student is progressing after assessing the work done throughout a grading period.

<table>
<thead>
<tr>
<th>Grade Percentage</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A........Superior Work</td>
<td>4.0</td>
</tr>
<tr>
<td>80-89%</td>
<td>B........Good Work</td>
<td>3.0</td>
</tr>
<tr>
<td>70-79%</td>
<td>C........Average Work</td>
<td>2.0</td>
</tr>
<tr>
<td>60-69%</td>
<td>D........Passing Work</td>
<td>1.0</td>
</tr>
<tr>
<td>0-59%</td>
<td>F........Unacceptable</td>
<td>0.0</td>
</tr>
<tr>
<td>P........Passing</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>(Not Included in GPA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Semester Exams:
Semester exams are scheduled for the last week of the semester. High School students that have a “B” or better in their coursework and have three (3) or fewer days unexcused absences that semester will not be required to take the semester exams.

7 & 8 Grade Curriculum:
Seventh and eighth grade students are required to take the following classes:

- English
- Math
- Science
- HPE/Music
- Reading
- Vocational/Ag
- Social Studies
- Vocational/FCS
- Advisement/Academy Class
- WL-Assiniboine or GrosVentre
- Tech/Art

Junior High Promotion Requirement: (Board Policy 2421)
The decision to promote a student to the next grade level shall be based on successful completion of curriculum, attendance, performance based on standard achievement and other tests administered throughout the school year. Any student that has not or is not passing a “core” class will not be promoted without academic intervention. Any 8th grade student not passing 2 core classes will not be allowed to participate in promotion exercises.
Students that have not successfully completed the “passing” requirements may be required to enroll in an after school program determined by a “school/parent/student” team (parent promotion). As stipulated by Board Policy 2421 and school procedures “any student that does not qualify for promotion through performance or failure to
fulfill the attendance requirement will be required to successfully complete a prescribed academic program prior to promotion.”

**Course Changes and Withdrawals:**
**Course Changes:** Jr./Sr. High students are given the opportunity to decide their classes in consultation with their advisors and parents. Once a student is enrolled in a class, he/she is expected to remain there for at least a semester. If a change is necessary, the change must be made during the first three days of the semester only. A drop/add form must be signed by both instructors and the building principal before a course change process begins. Class schedules must be continued until changes have been made through the counseling office.

**Withdrawals:** A student withdrawing from school must report to the High School counseling office prior to withdrawing to get instructions as to proper procedure. If possible, this should be done several days in advance so that the withdrawal form can be ready for the student’s last day of school. If a student leaves school before properly withdrawing, records may be held until the withdrawal is completed.

**Honor Roll:**
The honor roll is for all students in grades 7 – 12. A student must have a grade point average of 3.0 or above to qualify. All classes count toward GPA and honor roll. Students cannot qualify for honor roll if they have an “F” or are enrolled in less than five (5) classes, three (3) of which are standard core.

**National Honor Society:**
Membership in the Harlem Chapter of the National Honor Society is based on outstanding scholarship, leadership, character and service. National Honor Society students are selected during their sophomore year by a five-member faculty committee.

- **Eligibility Requirements:** During the sophomore year, as soon as first semester grades are recorded, a list of eligible students with a 3.25 GPA or better is generated. This list of students is circulated among the entire faculty, along with a description of the other qualities desired in a National Honor Society (NHS) member which include service, leadership, and character. Faculty are asked to identify any possible candidates they may know of who do not demonstrate these qualities, including reason(s) why. Any significant objections to a student’s membership may result in a student’s non-selection. The remaining students are considered as candidates.

- **Selection Process:** Once a list of eligible students has been generated, interested students are invited to submit a Student Information Form and asked to obtain a faculty recommendation. The submitted information is reviewed by a five-member faculty committee. The selection of each member to the chapter is by a majority vote of the committee. Once selected, students are notified by mail and must take part in the induction ceremony to become active members.

- **Dismissal:** Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, service, leadership and character. Members who fall below the standards will be promptly warned by the chapter advisor before each grading period. If the member does not correct the deficiency by the end of that quarter, the member will be removed from the NHS, except in the case of flagrant violations of school rules or civil laws a member does not necessarily have to be warned. The faculty committee shall determine if and when an individual will be excluded from the Society. In all cases, a member shall have a right to a hearing before the faculty committee.

**SENIORS: (Board Policy 2410, 2410P)**
Seniors must complete twenty-two (22) credits to graduate. The requirements are listed on the following table. Graduation and the honors that go with it are intended for those who have earned the right by successfully completing all graduation requirements established by School Board Policy 2410 and 2410P. Parents and/or guardians of seniors who are in danger of failure to graduate will be notified in writing after 3rd quarter grades are posted of their senior year. The school reserves the right to establish a dress and behavior code for all activities associated with graduation week. Violations may result in the inability of the senior to participate in the graduation ceremony.
Note: To graduate from Harlem High School, a student must have satisfactorily completed the last quarter prior to graduation as a Harlem High School Student.

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**Outside Credits:**
Students may be permitted to take up to four (4) credits from Aaniih Nakoda College or other certified and accredited state or regional correspondence courses.

**College Class(es):**
Seniors that are in-line to graduate and taking only the two senior required courses and electives can qualify for college courses. To enroll students must:
1. Have a cumulative GPA of 2.5 or higher.
2. Have good attendance based on the previous quarter (5 or fewer unexcused absences).
3. Be passing all coursework and maintain a 2.5 GPA while enrolled in the college class.
4. Must have parent permission.

Credits earned at the College will be interpolated by the number of hours required to gain credit. Classes that run five days a week for a minimum of 90 minutes a day will earn two full semester credits.

**Dual Credit/Enrollment:**
Seniors that meet requirements will be allowed to enroll in Dual Credit/Enrollment courses offered by Harlem High School and Aaniih Nakoda College. Students who successfully complete course requirements will receive both high school and college credit. College credit will be granted by Aaniih Nakoda College after students graduate from Harlem High School, and submit their Harlem High School Transcript to the Aaniih Nakoda College Registrar.

**College Prep Core Requirements:**
Students planning on entering one of the six (6) units of the Montana University system must complete the established college prep curriculum requirements and meet established admission standards prior to their acceptance. All students will be apprised of these requirements prior to entering 9th grade.

**Early Graduation:**
Students may be permitted to graduate early if they have completed necessary requirements for graduation, as well as the seventh semester of schooling. Early graduation may be granted at the discretion of the Board of Trustees. Students who have fulfilled the requirements must notify the high school counselor and request early graduation prior to the January board meeting of the year they qualify.

**Valedictorian/ Salutatorian:**
Eligibility for the honor of Valedictorian or Salutatorian is attendance at Harlem High School for a minimum of four semesters. The students will be ranked according to their GPA, based on grades earned from freshman year to the end of the first semester of their senior year. In the event of a tie, coursework, attendance and service will be used to rank. (A weighing process may be implemented.) Final rank for permanent records will be finalized in the summer following graduation. The Valedictorian is eligible for the Montana University System scholarship.

**Commencement:**
Students may begin plans for participation in commencement exercises at the end of the first semester of their senior year if they are on-track to graduate by the end of the second semester. Students must have completed all
the required courses and number of credits to participate in graduation ceremonies. Students who have not completed all formal requirements maybe eligible to receive a diploma after all requirements are met. Arrangements must be pre-approved by the building principal, counselor, and Superintendent. To graduate from Harlem High School, a student must have satisfactorily completed the last quarter prior to graduation as a Harlem High School Student.

A senior will not be eligible to participate in the graduation ceremony if an out-of-school suspension would have extended past the graduation date.

The American Red Cross initiated the Red Cord Honors Program to recognize high school students that participate in three blood drives during their senior year. It is through the efforts of people such as these that allow the Red Cross to carry out its mission of saving lives. The red cord is a symbol of dedication to our community.

**Work Release/Job Shadowing:**
Seniors who wish to participate in work release or job shadowing must have approval by the high school counselor and the building principal. Work release/job shadowing students must complete the following criteria:
- Must maintain a 2.5 (each quarter) AND have an academic improvement contract.
- Must have parent permission.
- Must have their employer contact high school counselor to review and sign work release applications.
- Students must attend a weekly meeting with the high school counselor (6th period on Friday) to provide documentation of the hours they are working and present a pay stub.
- Students may be allowed to job shadow for up to one week and need to provide a journal for a grade for the week. (This may not be with your own parents or family members.)

Work Release/Job Shadowing can be revoked if:
- A student’s GPA falls below the specified GPA. (Students not meeting the GPA standard may appeal and request a contract of improvement.)
- Students violate the school policies and procedures.
- Students have more than the five quarterly absences in any class.
- Students on school grounds or in the community during work release time, without specific written approval from the high school counselor.
- Students that violate any school rules which result in out-of-school suspension.

**ILLNESS/COMMUNICABLE DISEASE/HEAD LICE:** (Board Policy 3410, 3417)
Please keep students home when they have a fever, are feeling ill or have a communicable disease such as chicken pox, flu, staph, pinkeye, strep, impetigo, ring worm, etc. If the Doctor prescribes an antibiotic for your child, he/she needs to be home for 24 hours after taking the first dose. Your child also needs to be fever-free for 24 hours with no Tylenol or other fever reducing medications before returning to school. Please notify the school secretary any time your child has a communicable disease.

**Head Lice:**
Check your child’s hair often for head lice. **DO NOT send your child to school if they have lice and/or nits (eggs.)** If one person has lice, check all members of your household. Treat (remove all nits and lice) anyone who has head lice or nits. When your child has head lice, he or she will be sent home. Your child does not need to miss any days of school because of head lice. If your child has extended absences due to head lice, a referral will be made to Social Services. The child should be treated the same day the lice are found and return to school the next day. Your child will be rechecked upon returning to school. If lice and nits are still present, he or she will be sent home again. If you child still has head lice when he or she returns to school, a referral to Public Health will be made. If your child has had 3 infestations within 30 days, a referral will be made to Social Services.

**HEAD LICE CONTROL IS THE RESPONSIBILITY OF THE PARENT. DO NOT SEND YOUR CHILD TO SCHOOL WITH HEAD LICE. TREAT YOUR CHILD IF THEY DO HAVE HEAD LICE.**
Medications:
Medications should be given at home if possible. The only meds that should be given during school are doses that must be taken after 8a.m. or before 4p.m. If your child needs to take medication during school hours please send the medication in the pharmacy container with the pharmacy label and sign a medication administration form. If the medication is not in the pharmacy container or original over-the-counter container, it will not be administered. Parents or guardians must sign an OTC (over-the-counter) med consent before their child may receive Tylenol, cough drops, etc. (See Appendix I)

Asthma:
Junior/Senior High School students may carry their inhalers with them while at school if the school has a copy of the asthma consent forms. This form must be signed by the Doctor and parent. (See Appendix I for the form) The school does have a nebulizer. If your child needs to take asthma medications with a nebulizer, you need to provide the medication and set up along with a Doctor’s consent.

Food Allergies:
If your child has food allergies, please inform the school. You need to complete the MEDICAL STATEMENT FOR CHILDREN WITH DISABILITIES REQUIRING SPECIAL NEEDS IN CHILD NUTRITION PROGRAM before the food service may provide a food substitute. For example, if your child is allergic to milk, the Medical Statement form must be on file before soy milk or juice may be substituted. (See Appendix 1 for the MEDICAL STATEMENT form)

EMERGENCIES AT SCHOOL:
Each year you will be asked to complete a Student Information and consent form. Please return this form to the school by the end of the first week of school. It is very important for the school to have current phone numbers and contact information in the event parents need to be contacted in case of an emergency. (See Appendix 1 for the form)

School Reach:
SchoolReach® is a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The service can also be used to communicate general announcements or reminders. The service will call all phone numbers in our selected parent contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers and busses will be automatically retried twice in fifteen minute intervals after the initial call. Each quarter you will be asked to update your contact information. If contact information changes between quarterly updates, please notify the school secretaries. (See Appendix I for the update form) Please return it to the school by the end of the first week of school.

Here is some specific information you should know:

Caller ID: The Call ID will display (406) 353-2289 or 353-2258 or 353-2287.

Live Answers: There is a short pause at the beginning of the message, usually a few seconds. Answer your phone as you normally would; “hello” and hold for the message to begin. Multiple “hellos” will delay the message. Inform all family members who may answer your phone of this process.

Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The phone will ring for up to 40 seconds. Make sure that your machine answers after four rings or you may miss the message.

Message Repeat: At the end of the message you will be prompted to ‘press any key’ to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then ‘repeat’ the message in its entirety.
LOCKERS:
Each student is responsible for keeping his/her locker cleaned both inside and outside. Locker use is a privilege and the lockers belong to the school. The school reserves the right to inspect lockers at any time. Valuables should not be kept in the lockers. The school assumes no responsibility for the loss of valuables or money. Cell phones or any other electronic devices should not be brought to school. If necessary, such devices should be turned into the school office for safekeeping.

NON-CLASSROOM SUPERVISION:
To provide a safe environment for all, supervision of students is arranged before school from 8:00 to 8:20 a.m. There is no supervision before 8:00 a.m. or after school dismissal. We ask that students who walk to school arrive at 8:00 a.m. and leave immediately after school is dismissed unless they are in a supervised after-school program or activity.

Hallway/Bathroom:
Junior High and High School students will remain in their respective hallways and bathroom areas unless they have proper authorization to be elsewhere. Students are not permitted anywhere in the school facility without proper supervision.

PARENT OR LEGAL GUARDIANSHIP:
Should you be divorced, legally separated, or the legal guardian of a child other than your own, please provide the school office with written documentation of any court or administrative proceeding which grants you the custodial rights and/or limits the custodial rights of others to your child or children. This information is needed to protect your rights as parents/guardians and to prevent non-custodial parents from removing a child from school without the proper authorization.

PARENT PORTAL ON INFINITE CAMPUS:
Harlem Schools understands that parental access to information is an important link in guiding and supporting students. The PARENT PORTAL is designed to help you stay up-to-date with your student’s assignments, activities and academic progress. Teachers and other school staff publish information as it is available, giving parents access to ongoing student performance. You can log onto the PARENT PORTAL system to view your student’s information from any convenient location with Internet access. Schools will post announcements, important notices, meetings and other types of information allowing families to plan and stay informed. Procedures to access the PARENT PORTAL will be sent home with your child or you can get directions from the school office, or the counselors.

PHOTOGRAPHIC IMAGES OF STUDENTS:
From time to time still pictures or videos are taken of students for school related projects including the newspaper, web site content and student teaching activities. Your child’s image may appear in one of these pictures or video tapes. If you would prefer that efforts be made to prevent your student from being videotaped or photographed in this process, please fill out the photographic signature sheet in the appendix and return it to the school. (See Appendix XII)

SCHOOL BREAKFAST AND LUNCH PROGRAM:
Harlem School District provides a nutritious breakfast and hot lunch program. These are provided at no cost to the student. Serving time for breakfast will be from 7:45 to 8:15 a.m. The student lunch program is provided at the time indicated on the daily bell schedule.
SERVICE:
Service is a major component for any scholarship application. The more service experience you have, the better your chances to qualify for such scholarships. All students are encouraged to be involved in clubs and activities that provide service to this school and community. All classes have service responsibilities and all students are encouraged to provide service to that group in the form of volunteering for fund raising, as well as other character building activities. Juniors and Seniors will participate in a service project as part of their advisement/academy class.

SOCIAL EVENTS:
We have events throughout the year including, but not limited to, Halloween, Christmas, and Valentine’s Day. Consider these nutritional guidelines when planning party treats: snacks such as dried fruits, vegetables, pizza; drinks such as water or fruit juice, etc. Sweet treats are not recommended and any treats need to be arranged with the classroom teacher/ class advisor(s). In order to promote academic achievement and careful monitoring of instructional time, we ask that balloons, flowers, etc. not be delivered to students at school. To protect the feelings of those not invited, invitations to private parties (birthday, etc.) are NOT to be distributed at school. Class lists which include telephone numbers and addresses will not be given to unauthorized person to protect students’ right to privacy.

Parents and community members are not to be behind tables where students are working unless given permission by the sponsor of the activity. Also, once community members have purchased a ticket for an event, they should be seated in the gymnasium area and not congregate around the ticket taker. This congests the area and distracts the workers. Please get your ticket and proceed to the gymnasium for the event. Thank you.

SPECIAL PROGRAMS:
At Harlem Schools, we have additional programs designed to help meet the needs of the students in this District. Parents who are interested in reviewing any of the special programs in detail are invited and encouraged to contact the building principal. They are as follows:

Counseling: Guidance services are available for every student in the school. The counseling program includes preventative counseling (usually through classroom instruction or during advisement), individual counseling, small group counseling, consultation with teachers, and consultation with parents. Student requests to see the counselor on an emergency basis will be honored. Students may request to see the counselor on an individual basis and will be allowed to do so unless a parent/guardian requests otherwise in writing. For further information about our counseling program, please call our counselors at 353-2287: Mr. Hodgson for grades 10 – 12 and Mrs. Brandy Horn grades 7 – 9.

Health Services: Harlem School District has a School Nurse who is available on site daily. Even with adequate precautions and supervision, accidents can happen at school. The School Nurse assists students who may be ill or injured while at school. Students who become ill during the day are to inform their teacher who may send them to the nurse’s office. Emergency first aid will be performed. (Board Policy 3431) If a student requires further assistance, his/her parent/guardian will be notified. If a student is sent to the Nurse, and she is not in her office, students are to report to the office. The Nurse is involved in making sure that the immunizations and health records are up to date, dispensing medication, and health education. She does not take the place of a Doctor or the clinic. She refers students to those professionals if she feels this is necessary.

Parent Teacher Conferences: Parent-Teacher Conferences are scheduled four times this year, one after each midterm, to help inform parents of student progress and are an important time for parents to visit with the teaching staff regarding achievement. Ongoing communication is extremely important for parents and teachers. Feel free to visit the school or contact the teacher whenever you have a concern regarding your children.
**Special Education:** Harlem School District has resource rooms devised to accommodate Junior and Senior High School students with special needs. This program is designed to meet the needs of those youngsters experiencing difficulty in the basic academic skill areas. A student involved in this program is instructed through implementation of an individualized program geared to his/her specific needs. The **District Special Education Director** is Mrs. Carol Komrosky, and can be reached at 353-2287.

**Speech/Language:** A Speech Therapist (and sometimes a Speech Paraprofessional) is available through the **Bear Paw Cooperative** to service speech/language students who have been identified. A placement evaluation will be determined by a child study team which includes the parent. If placement is recommended, an Individual Education Plan is designed for the student.

**Tutoring:** Harlem Public Schools employ certified teachers and paraprofessionals/tutors to assist the students that may be struggling in the academic areas. The instructors will assist students with regular classroom work. Tutoring is held Monday, Wednesday, and Thursday from 3:30 p.m. - 5:00 p.m. and Tuesday from 2:30 p.m. – 4:00 p.m. at the High School.

**STUDENT CHECK-OUT PROCEDURE:** (Board Policy 3440)
Should it become necessary for you to remove your student from school during the school day, you must stop at the office and complete the checkout log. The office will then call for your child to come down from the classroom. For your student’s safety, only those authorized on the enrollment form will be allowed to check out the student. Your student will then be allowed to leave school. Upon returning to the building, parents should check their child in at the office before he/she returns to class. Please attempt to make doctor appointments, etc., after school if at all possible. When picking up your child at the end of the day, please wait by the office for your child to be dismissed. Your child will not be called from class to go home 5 or 10 minutes early. **Early release may be counted in a similar manner to tardies. (Three early releases will equal ½ day of unexcused absence.)**

**STUDENT RECORDS:** (Board Policy 3360)
A student’s records are available for the legal guardian to view at any time. Simply call the school office and an appointment will be made. It is a good idea for you to periodically review your child’s record, and we encourage you to do so. A school official will be available to answer any questions you may have concerning the records.

**TEXTBOOKS & LIBRARY BOOKS:** (Board Policy 3520)
All textbooks and library books are loaned to students for their use. It is the student’s responsibility to maintain and care for those materials throughout the year. Students will be expected to pay for damaged, lost, or missing textbooks at their replacement value. Fines will be issued for abused textbooks or library books. Montana law (MCA 20-5-201) allows a school district to withhold grades, diploma, or transcripts of any 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/guardian satisfies the obligation. If the 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. **All fines must be paid prior to a student’s withdrawal from school or before final grades will be released.**

**TITLE IX – DISCRIMINATION:** (Board Policy 3210)
The Harlem School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in offering employment or in providing education services, activities, and programs, including athletic and vocational programs, in accordance with the Americans with Disabilities Act, Title VI of the Civil Right Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The following District staff member has been designated to coordinate compliance with these requirements: Doug Komrosky, High School Principal (353-2287) In addition, inquiries regarding discrimination may be directed to Shawn Smith, Superintendent, at 353-2289. (The Grievance Form is Appendix VI)
TRANSPORTATION: (Board Policy 8124)
See Appendix III

USE OF SCHOOL TELEPHONE:
Students are permitted to use the school telephone on a limited basis. Calls to make arrangements to attend after school functions or to visit another student’s home after school, etc., will not be allowed and must be made with parents outside of school time. Students will not be called from a class unless it is an emergency. Any messages for students and staff should be left with the secretary.

VALUABLES:
Students are cautioned against leaving valuables in lockers, classrooms, locker rooms, bathrooms and other such places. If losses occur, report immediately to the building principal. The school assumes no responsibility for lost or stolen personal items.

VEHICLES:
Students must have a valid driver’s license and current vehicle insurance to drive legally to and from school.

- Students are to park in designated parking lots provided by the District.
- High School students may have the privilege of driving at noon hour. Any “passengers” must be pre-approved by school administration with written permission from both parties’ parents.

VISITORS:
Parents and other visitors must check in at the office to get a visitor’s pass prior to going elsewhere in the building. Visitors may visit teachers before or after school, at noon or during prep time when prior arrangements have been made. Children, cousins, etc., who are visiting from out of town, will not be allowed to attend school for the day. Visitors are expected to speak and act within the guidelines established by school policy and administrative procedures.

***ASBESTOS INFORMATION:
We are concerned about the health and safety of our building occupants and staff. We have recently had our facilities inspected for asbestos containing materials by an accredited asbestos inspection consulting firm. The inspection results were evaluated and an Asbestos Management Plan was developed by an accredited management planner as per the requirements of the Federal Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA).

We have copies of this management plan in our maintenance office as well as the Administrative Offices. We require all our personnel to review the management plan before beginning work in an area that may contain asbestos containing materials (ACM). Their review of the Plan will alert them to any ACM in the area and what work practices should be used. We also require all contractors who work in our facilities to review the Asbestos Management Plan before beginning work and strictly follow safe work practices to avoid disturbing the ACM. We have fully complied with all relevant EPA and OSHA regulations in this area and we are asbestos free in all areas of this school building.

Open Campus Privilege
Initial open campus privileges will be extended to all 9th - 12th grade (Freshmen, Sophomores, Juniors and Seniors). Open campus during the lunch period is a privilege. This privilege may be removed or limited if students are tardy to class more than three times per quarter, skip noon detentions, or as stipulated by a behavior contract. Attendance will be checked at the end of each quarter to determine continued open campus privileges. Open campus privileges can and will be limited by administration for attendance or disciplinary reasons or upon direction from a student’s parent/guardian. These limitations will be on a case by case basis.

Open campus privileges are not made available any time during the school year for 7th or 8th grade students.
**TARDY POLICY:**
Consequences for being late to class will follow the Discipline Matrix at Appendix XV. Classroom teachers will assign consequences as per the matrix up to 3 tardies. Upon the fourth tardy, consequences will be assigned by administration as per the matrix. If a high school student accrues four or more total tardies in any one class during a quarter, their open campus privilege will be revoked for at least the remainder of that quarter. If a junior high school student accrues four or more total tardies in any one class during a quarter they will serve lunch detention for the remainder of that quarter. Tardies in excess of four will result in additional consequences as determined by the administration. Individual teachers may also have classroom consequences for tardy students.

**CHANGE IN PROCEDURE:**
There may be a needed change in procedure from what is outlined in this handbook. All changes will be posted on the bulletin board outside the office and in the Jr/Sr hallways, and announced on the daily bulletin. It will be the students’ responsibility to abide by any new procedures.

School Board Policies are reviewed and updated periodically and may reflected changes to the handbook also.
# APPENDICES

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Note: Appendix II = Elementary
APPENDIX I

ADMINISTRATION OF MEDICATION (Board Policy 3416)

Medication shall be administered in school only when the student’s health requires that medication be given during school hours.

In order for your child to receive medication at school, the following conditions must be met. If these conditions are not met, the medication will not be administered. No medicine will be administered until the completed forms have been turned into the school office. Forms are available from any school office.

CONDITIONS:
1. Medication must be supplied in ORIGINAL BOTTLE (prescription and nonprescription). Ask your pharmacist for the medication to be divided into two bottles, completely labeled: one container for home and one for school.
2. The parent and/or responsible adult must bring medication to the school office and discuss administration procedure with the employee in charge of medications. The medications will be counted by school personnel and verified by parent or responsible adult.
3. If pills need to be cut in half, this must be done before medication is brought to the school.
4. A 45 day supply of prescription medication can be stored at school.
5. Students requiring non-prescription medication during the school day need to have a medication form signed by the parent on file in the school.
6. Students requiring prescription medication during the school day need to have a medication form signed by the parent on file in the school.
7. The prescription medicine is to be in a bottle or capped container with a label on which is printed:
   1. Student’s name
   2. The name of the medicine
   3. The amount of each pill, capsule, or teaspoonful
   4. The time the medicine is to be given
   5. The name of the doctor who prescribed the medicine
8. If the student is to take more than one kind of prescription medicine at school, a container for each kind must be used.
9. At the time a student is to take any medicine, the student will report to the school office where an employee in charge of the medications will assist with the self-administration of the medication. However, special accommodations will be made when necessary.
10. Each school must maintain the Daily Log Form. This form documents the self-administration of any medication and when the student took the medicine. The form is completed by writing the student’s name, name of medication, dosage, and time.
11. If a student’s prescription medicine is changed in any way, a new medication form denoting the changes must be completed and sent to school with the changes. The bottle(s) in which a student’s medicine is sent to school must have the new changes on the label(s).

Self-Medication/Self-Keeping of Medication

Students who for medical reasons, need to keep specific medications on their person may self-administer these medicines provided the following criteria are met:
1. A physician or dentist provides a written order for self-medication/self-keeping of said medication.
2. There is written authorization for self-medication/self-keeping of medication from the student’s parent or guardian.
3. The above authorizations must be presented to appropriate personnel in the school office to be maintained in the student’s health file.
A new transportation packet will be distributed within the first two weeks of each school year that will include any and all revised route times and locations for stops. Revised student pick-up locations will be included in this annual packet.
APPENDIX IV

DECLARATION OF RIGHTS AND STUDENT RESPONSIBILITIES (Board Policy 3200)

The Harlem Public Schools and the Board of Trustees have high academic expectations for all students currently enrolled in the District programs. We are committed to providing all students with an excellent, well-rounded educational program. With this commitment in mind, we set forth the Rights and Responsibilities of Students, which are further described in Board Policy and Procedures, and mandates by Montana State Law.

1. A student has the right to an education and the right to participation. (BP 3125)
2. A student has the right to participate in educational programs without discrimination. (BP 3210)
3. A student has the right to notification of law enforcement interview. (BP 4410)
4. A student has the right of access to public service agencies. (BP 4410)
5. Eligible students and parents have the right to inspect, review and correct the student educational records. (BP 3130, 3600, 3606, 3508)
6. A student has the right of expression. (BP 3221)
7. A student has the right to religion. (BP 2332)
8. A student has limited rights concerning search and seizure. (BP 3231)

Part II, Declaration of Responsibility and Conduct, has been developed so that students, parents, teachers and administrators will understand that firm, fair, and consistent discipline policies are maintained. This section of the Student Code of Rights and Responsibilities delineates the responsibilities and conduct expected of all Harlem Public Schools’ students, kindergarten through high school, and a scope of discipline which may be imposed as appropriate, based upon the age/educational level of the student and mitigating circumstances of the incident. Individual schools may impose and shall advise students and parents of additional expectation for student conduct and the scope of disciplinary action which are appropriate to their particular age level and/or particular school. The Board of Trustees has approved these Responsibilities and Codes of Conduct with the intent to:

1. Ensure a stable learning environment that encourages academic excellence.
2. Ensure that rules are equitable and just while complying with state and federal law.
3. Ensure that as students’ progress in school and advance in age and maturity; they will assume greater responsibility and accountability for their decisions.
4. Delineate different types of disciplinary action for differences in age and maturity.
5. Encourage students, parents, teachers, administrators and community members to work together in an atmosphere of respect, cooperation and courtesy to ensure an effective educational program.

STUDENTS MUST RECOGNIZE RESPONSIBILITIES AND ABIDE BY THE RULES AND POLICIES OF THEIR RESPECTIVE BUILDING, THE HARLEM PUBLIC SCHOOLS AND FEDERAL AND STATE LAW.
APPENDIX V
Harlem Jr-Sr High School

Student Name: ______________________  Grade: ________

CONSENT FOR MEDICAL TREATMENT
EMERGENCY MEDICAL AUTHORIZATION &
ACCESS TO IMMUNIZATIONS

In the event my child becomes ill or is injured I understand every reasonable effort will be made to contact me, my spouse or designated emergency contact. However, in the event no one can be reached, I authorize the attending medical personnel to provide the necessary treatment to aid, comfort and save my child. In case of a medical emergency, I authorize and give my permission to the physician selected to secure proper treatment including hospitalization, anesthesia, surgery or administration of medication necessary to save my child from any potential life threatening or debilitating illness and/or injuries.

Furthermore, I give permission for Harlem Public Schools to access my child’s vaccine information in the statewide electronic immunization registry, the Montana Public Health Data System (PHDS)

________________________________________
Signature Parent/Legal Guardian  Date

CONSENT FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

I hereby give permission for my child to take over-the-counter medications like Tylenol, cough drops, throat lozenges, antacids, etc. at school.

________________________________________
Signature Parent/Legal Guardian  Date

This form and permissions indicated will follow your child as they move through the Harlem Public School District, unless specifically revoked by the guardian.

HEALTH UPDATE

Please complete this portion with information that may not be included on the Health History form filled out upon your child’s enrollment.

Please list all ALLERGIES to medication/other:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please list all HEALTH CONDITIONS (diabetes, asthma, etc.):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please list DAILY MEDICATIONS: __________________________________________

Takes at school: Yes  No
CONSENT TO PARTICIPATE

Please mark yes or no and initial each of the below listed activities:

AFTER SCHOOL TUTORING

- Yes _________ Initial
- No _________ Initial

Students who are on the regular Activity Bus Route may ride the bus home. Parents are responsible for transportation of students who are not on the Activity bus route.

FIELD TRIPS

- Yes _________ Initial
- No _________ Initial

Other

- Yes _________ Initial
- No _________ Initial

Reading Club, Math Club, Drill Team, etc.

I hereby grant permission for my child, _________________________________, to participate in the above activities marked during this school year.

__________________________________________ _________________________
SIGNATURE OF PARENT/LEGAL GUARDIAN DATE
Harlem Public Schools

LIABILITY WAIVER FORM

I/we the undersigned request that my/our child be permitted to participate in the activity named below.

Student name: ______________________________________

Activity: ____________________________________________

Date(s) of activity: _________________________________

RELEASE OF CLAIMS AGAINST HARLEM PUBLIC SCHOOL DISTRICT #12

As Parent/Guardian, I have voluntarily applied, on behalf of my child, to participate in the above-identified activity. I understand that there are risks in my child’s/ward’s presence, transportation, and participation in this activity. I HEREBY AGREE ON BEHALF OF MY CHILD TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY CHILD’S/WARD’S PRESENCE AND PARTICIPATION IN THIS FIELD TRIP. I HEREBY RELEASE HARLEM PUBLIC SCHOOL DISTRICT # 12 AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT MY CHILD, MY CHILD’S HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY CHILD’S PARTICIPATION IN THIS FIELD TRIP.

I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF ON BEHALF OF MY CHILD, AND HARLEM PUBLIC SCHOOL DISTRICT # 12 AND I SIGN IT OF MY OWN FREE WILL.

BEHAVIOR EXPECTATIONS

I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to direct my child to cooperate and conform with directions of the supervising personnel. I understand that if my child does not abide by the rules of conduct that he/she may lose the privilege of attending the activity.

SIGNATURES

Parent/Guardian Signature(s): ___________________________ Date: ____________

Please print name: __________________________________________

Relationship to child: _________________________________________

Home Phone: ___________________________

Emergency Phone: ___________________________
APPENDIX VI

TITLE IX GRIEVANCE FORM

Name: __________________________________________

Date: __________________________________________

Address: ________________________________________

Phone: _________________________________________

The Facts: Please describe what happened in factual detail. Please identify witnesses or others who were present. Describe the impact this had on you. Please identify any person (s) you believe may be responsible. (Use additional paper if needed.)

If others are affected by the possible violation, please give their names:

Past History: Please describe any past incidents that you believe are related to this grievance:

Suggested Remedy: Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature of Grievant_____________________________________________________ Date______________

Signature of Person Receiving Grievance______________________________________
APPENDIX VII

Harlem School District
Complaint form (BP 1700F)

Original: Building Principal
Copy to: Superintendent

From: __________________________ Title: __________________________

Address: __________________________ Date: __________________________

The facts: Please describe what happened in factual detail. Please identify any witnesses or others who were present. Describe its impact and the person that is responsible. (Use additional paper if the space is not adequate.)
LEVEL 1 -- What action did you take to remedy this situation prior to bringing it to the building principal’s attention?

Provide any additional information that could have an effect on this decision.

Suggested Remedy: Please describe any corrective action you wish to see taken.

_______________________________________ __________________________
Signature of Grievant date

_______________________________________ __________________________
Signature of Person Receiving Grievance date
Harlem School District
Harassment Reporting Form for Students (Board Policy 3225F)

School _______________________________   Date __________________

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

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

Describe the incident(s).
____________________________________________________________________________________
____________________________________________________________________________________

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

Were there other individuals involved in the incident(s)?  ____ Yes  ____ No
If yes, name the individual(s) and explain their roles.
____________________________________________________________________________________
____________________________________________________________________________________

Did anyone witness the incident(s)?  _____ Yes  _____ No
If yes, name the witness(es).
____________________________________________________________________________________
____________________________________________________________________________________

Did you take any action in response to the incident(s)?  ____ Yes  ____ No
If yes, what action(s) did you take?
____________________________________________________________________________________
____________________________________________________________________________________

Were there any prior incident(s)?  ____ Yes  _____ No
____________________________________________________________________________________
____________________________________________________________________________________

Signature of complainant ________________________________________________________________

Signature of parent/legal guardian(s)__________________________________________________________________________
APPENDIX IX
Harlem School Activities Participation Guidelines

1. Introduction: Participation in activities at Harlem Schools is a privilege and not a right. As representatives of the school, students may be held to a higher standard than those who choose to not participate in extra-curricular activities. As ambassadors of Harlem Schools you are expected to act and dress appropriately and conduct yourselves as the ladies and gentlemen you are.

2. Provisions: (a) The consequences described herein are minimums. Circumstances may warrant harsher consequences, depending upon the infraction. The Superintendent has final authority to determine consequences. (b) This agreement is in force from the first day of practice/activity until the last day/date of the season, which includes return travel from State or National performances/competitions.

3. MHSA Eligibility Guidelines: Students must meet (where applicable) all MHSA eligibility guidelines and be in compliance with all policies addressed in the MHSA Handbook.

4. Physicals: As stated above, the MHSA approved form must be completed by a physician, signed and on file with the school prior to any student participating in and being credited for a practice in a sanctioned sport. Each participant is responsible for the cost of the physical.

5. Uniforms/Equipment: Respective coaches will issue all uniforms and equipment to be used in his/her activity. Uniforms are not to be worn for non-school activities or as everyday clothing. The school will be responsible for the cleaning and care of the uniforms. Lost or damaged uniforms and/or equipment are the responsibility of the participant.

6. Academics Standards: Students are expected to meet Harlem Schools’ academic and citizenship standards to be eligible to participate in extracurricular activities.

*Parents and students must read, comply, and sign the Harlem co-curricular drug testing form for co-curricular activities policy and turn it into the Activities Director before that student is eligible to participate.

All eligibility requirements apply to students involved in any and all co-curricular activities. All students in Harlem activities MUST be eligible according to MHSA rules at a minimum and ALL Students must have a D- or higher to be eligible in all classes. No F’s at any quarterly marking period.

Eligibility checks will be as follows: End of 1st, 2nd, 3rd and 4th quarters. Students may become eligible at the midterm marking periods, but not ineligible. Students may become ineligible only at the end of 1st, 2nd, 3rd and 4th quarterly marking periods.

An ineligible participant (due to grades) can attend practices, but will not travel with the team. It is recommended that a student receiving ineligible status due to grades be provided time before practice each day to get help from a teacher or tutoring.

This process is a change as a result of input from coach/staff/advisors which would allow coaches and advisors the opportunity to work with the participant through the midterm process. It is incumbent upon parents, staff and coaches to work to assist students to achieve academically while at the same time participate in school activities.

All entering 7th and 9th grade students are automatically eligible for all activities until their first eligibility check. Participating students and coaches/advisors will be notified of eligibility issues each grading period.

ALL REGISTERED STUDENTS HAVE TWO (2) WEEKS FROM START OF PRACTICE TO JOIN OR CHANGE SPORTS. Students must talk to the coach to inform him/her of reasons why they are joining late or choosing not to participate.

7. Curfew: Participants will be expected to be home by 10:00 PM on nights before event. (Coaches reserve the right to adjust curfews to meet their needs. Administration will be notified.)

Consequences:
First Violation – one contest suspension and tasks as assigned.
Second Violation – two contest suspension and tasks as assigned.
Third Violation – suspension from the program for the remainder of season.

8. **School Attendance:** A student must be in school the full day of the activity in order to participate. The exception to this will be pre-scheduled doctor and dentist appointments (with written and signed documentation from the professional office), funerals, school related activities, and other emergencies as may be excused by the administration. If a student is not in school and is not excused as above, they will not be permitted to participate that day. If the absence is on the last school day of the week, participation in competition will not be permitted prior to the first school day of the following week.

9. **Absences from Practice and/or Competition:** It is imperative that participants attend practices in order to be a contributing factor in competition. Students are expected to notify their coach/sponsor in advance if they are going to be absent from or late to a practice or competition. Excused absences include illness, doctor or dentist appointments, funerals and school related activities. Coaches and/or administration have the right to excuse athletes for other activities not covered here-in.

**Consequences:**
- First Violation – one contest suspension and tasks as assigned
- Second Violation – two contest suspension and tasks as assigned
- Third Violation – suspension from the program for the remainder of season

10. **Injuries:** Students are to report any activity related injury to the coach immediately so that proper precautions can be taken. Students and parents must realize that activity supervisors are not doctors and cannot, therefore, be held responsible for treatment or advice given. Accident reports will be completed for each major injury and turned in to the activities director. Any student under medical attention must have a medical release to return to play. All MHSA guidelines for sports related concussions will be followed. (Board Policy 3415)

11. **Suspension:** A student who receives an In-School Suspension (ISS) will be suspended from participating in all extra-curricular activities (other than practice) for the week of receiving and/or serving the suspension. Students on suspension will not travel with the team or be any part of the bench. A participant is dropped from that activity if she/he receives a suspension that overlaps the last possible day of the regular season and the beginning of tournament play or equivalent competition. Out-of-School suspension students will not be allowed to enter the building, practice with the team, travel with the team or be any part of the bench or support crew.

12. **Possession, Usage, or MIP of Alcohol, Drugs and/or Tobacco:** The Harlem Staff and Board members have a concern with regards to alcohol, drugs and tobacco usage by minors. Their concerns include student health and safety, student compliance with the law, and student conduct detrimental to the team/programs. To accomplish excellence in athletics and other activities, the participant must discipline their mind and body. The participant must be aware that he/she is a representative of the school and community and has the responsibility to provide positive personal attributes related to citizenship, scholastic achievement, common courtesy, role modeling for younger students, and leadership. With these and other goals in mind, the following rules will be followed:
   - No possession or use of alcoholic beverages
   - No possession or use of illegal drugs or prescription drugs you do not have a prescription for
   - No possession or use of tobacco (including e-cigarettes)

Do NOT stay around activities or events where drugs/alcohol/tobacco are present or being used. The District’s philosophy is guilt through association. The longer in proximity, the guiltier you are.

**Consequences:**
- First Violation – out of the activity for remainder of season.  
  (two week game suspension if self-reported within 48 hours of the offense)
- Second Violation – out of the activity for the remainder of season.
- Third Violation – loss of all extra-curricular activities for the remainder of the year.

Note: If suspended for any of the above infractions, all awards and honors will be forfeited. Suspensions will be dealt with at the time the coaches, advisors and/or administration are made aware of the infraction.

13. **Attendance at an activity or location involving alcohol and/or drugs:** Consequences will be the same as above with follow-up by the coaches and administration upon the violation being reported. Temporary suspension will take place immediately with a final decision to be made after the investigation.
14. **Rule Amendments**: Each individual advisor may add additional rules, in writing, prior to their activity season, with the approval of the Superintendent.

15. **Transportation**: The school provides transportation for school-sponsored activities from the school to the activity. It is important that activity participants and sponsors ride the provided transportation. Should a parent/guardian wish to take the participant after the event is completed, a written and signed note from the parent to the activity sponsor will be required prior to leaving for the activity. The school is not responsible for students that do not return on the activity bus.

All participants are expected to arrive at the departure site at least 15 minutes prior to the scheduled departure time for the purpose of checking all gear and leaving on time. (Extenuating circumstances are to be addressed to the coach/sponsor at the earliest opportunity. The administration will make a final decision, if need be.) Parents are responsible to ensure that their student has transportation home all ALL scheduled activities. All representatives of our school and community are expected to model good sportsmanship and moral character, along with demonstrating respect for others. Please keep this in mind as others come to our school and we travel to their school/community. Also, the student dress code will be enforced for all activities.

**Statement of Consent and Agreement**: I have read this document and I understand that all school policy and regulations will be enforced regardless of their inclusion in this document. I agree with and will help enforce these rules to the best of my ability. By signing below, I acknowledge the Harlem School District’s right to administer the random drug test to all students who desire to participate in the co-curricular activities. Any student that refuses a drug test will be ineligible as per board policy.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Activity</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact Name</td>
<td>Phone #</td>
<td></td>
</tr>
<tr>
<td>Student Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Signature</td>
<td>Phone #</td>
<td></td>
</tr>
</tbody>
</table>

Please sign the form at the front of the handbook and keep this section in the handbook for your reference.

---

**Harlem School District**

Extracurricular Activities Drug-Testing Program. The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

**Purpose**

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol use.
abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as stated herein.

**Scope** Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 7-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

**Consent Form**
It is MANDATORY that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation. Each participant shall be provided with the Consent Form (3350F), which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Harlem Jr/Sr High School.

**Testing Procedures**
1. The selection of participants to be tested will be done randomly by the test provider, and selections will be made from time to time throughout the school year. Names will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student’s parent/guardian and ask that the student be tested. Factors will include but are not limited to excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal’s office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. There is a head strip on each of the specimen bottles, indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the state of Montana). Also, performance enhancing drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).
Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student’s number, not name, will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)

3. Before the student’s urine is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.

5. If the seal is tampered with or broken after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the principal/administrative designee.

8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student’s random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached; only the student’s random identification number will appear on the results sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified positive test. The students’ health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal/administrative designee will be notified of a student testing positive (that is, if the test shows that drug residues are in the student’s system after using at least two (2) different types of analyses). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a positive test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

3. If the test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at the school. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.

4. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained
from the follow-up test or any later test of that participant, the same previous procedure shall be followed. In addition, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

5. Information on a verified positive test result will be shared on a need-to-know basis with the student’s coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.

6. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his/her parent/guardian.)

2. A request, on appeal, for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District’s commitment to confidentiality with regard to the program.

Other Rules

Apart from this drug-testing program, the Montana High School Association and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/ sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.
I have received and have read and understand a copy of the Harlem Schools’ “Extracurricular Activities Drug-Testing Program.” I desire that _________________________ participate in this program and in the extracurricular program of Harlem Schools and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 7-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: ____________________, 20__

____________________________________  ____________________________________

Student Signature                        Parent/Guardian Signature

I, _________________________________, have decided not to participate in any extracurricular activities sponsored by Harlem Schools for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

____________________________________  ____________________________________

Student Signature                        Date

____________________________________  ____________________________________

Parent/Guardian Signature                  Date
APPENDIX X

DISTRICT INTERNET AGREEMENT (Board Policy 3612)

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Students utilizing District-provided Internet access must first have the permission of parents and will be supervised by the District’s professional staff. The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students’ use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility. Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other areas of the school with the same general rules for behavior and communication. The District will provide filtering software for school computers accessing the Internet. **Due to the increase of personal electronic devices that can access the Internet independently, without District approval and/or filtering, please be advised that failure to follow acceptable usage will result in disciplinary action.**

Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network; stored in his/her directory, or on personal devices used during school hours. The school computer network’s system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted.

Personal Information

When sending electronic messages, students and staff shall not include information that could identify themselves or other students and staff. Users’ network passwords are provided for their personal use. Users should not share their password with anyone.

Listed in Board Policy 3612 are violations that could result in loss of this privilege. The system administrator and/or building principal will make all decisions regarding violations of user privilege. These include, but are not limited to:

- Copyright violations
- Inappropriate sites
- Email/ chatting
- Hacking
- Inappropriate use –
  - To purchase goods, solicit sales, or conduct business.
  - Users cannot set up websites to advertise or sell a service.
- Transmitting obscene, abusive, sexually explicit, inappropriate, or threatening language

**Consequences** (cumulative for the attendance years of the student)

- **First Offense:** three days ISS and 30 days loss of computer and/or Internet access.
- **Second Offense:** three days ISS and 60 days loss of computer and/or Internet access.
- **Third Offense:** three days ISS and 90 days loss of computer and/or Internet access.
- **Fourth Offense:** three days ISS and loss of all computer and/or Internet access.

I have read and agree to abide by the terms of the Harlem School District access to Electronic Information, Services and Networks. I understand that if misused, school disciplinary action may be taken against me.

____________________  _____                  _____________________  _____
Student Signature      Date                    Parent/Guardian Signature       Date
Photography Release

I hereby grant and assign the Harlem Public School District #12 and its legal representatives the unrestricted right to use and publish for editorial, trade, advertising, promotion and any other purpose and in any manner and medium, including website and internet promotion, all photographic, video and digital images of my child.

Please check one of the boxes below:

☐ Photo/image only of my child.
☐ Photo/image with my child’s first name only.
☐ PHOTO/IMAGE of my child may be used.

By signing this, I hereby release Harlem Public School District #12 and its legal representatives from all claims and liability relating to said photographs, video and digital images.

Student name(s): ____________________________________________

Parent/Guardian Signature: ___________________________ Date: __________

Address, City, Zip: __________________________________________

Telephone: ___________________ E-mail: _______________________

If you do not return this to the High School or Elementary School office secretary by September 23, 2016 it will be assumed your permission has been granted.
Appendix XII

PROM GUEST REQUEST FORM

In order to bring a guest to the Harlem High School Prom who is not enrolled at Harlem High School students must have this form completed and submitted to the Harlem High School Principal no later than 4:00pm three (3) days prior to the date of the prom. Guests must be enrolled in high school and be in good standing. **Guests will not be approved if this form is submitted past the due date. The Harlem High School Principal has the authority to deny any Guest Request.**

Your Name: ______________________________________________________________

Grade Level: ___________

Guest’s Name: _____________________________________________________________

School your guest attends: ____________________________________________________

Guest’s Grade Level: _____________

I certify that the GUEST NAMED ABOVE is currently enrolled in our high school and is not currently facing, or under disciplinary action for behavior or attendance issues.

____________________________________  ______________________________
Printed Name of Principal of School that GUEST attends: Signature

School Phone Number  Date

I understand that while in attendance at the Harlem High School Prom I must obey and follow all Harlem School District Rules and Policies. I further understand that I may be asked to leave Harlem High School property if any rules or policies are violated, and Law Enforcement may be called depending on the infraction.

________________________________________
Guest Signature  Date

I understand that while in attendance at the Harlem High School Prom I am responsible for ensuring that my guest obeys and follows all Harlem School District Rules and Policies. I further understand that I may be asked to leave Harlem High School property if my guest violates any rules or policies, and Law Enforcement may be called depending on the infraction.

________________________________________
Requestor Signature  Date

Harlem High School Principal signature:

Approved: ________________________________________________________________

Denied: ________________________________________________________________

Date: _________________________________________________________________
Dual Enrollment/Credit Consent Form

To Complete the Admission Process as a Student under the Age of 18:

Aaniiih Nakoda College welcomes learners under the age of 18. It is important that you and your family become familiar with particular responsibilities which apply to you as a student under the age of 18 and the college admission requirements. If you are under the age of 18 on the day you are completing the admission form, this consent form must be completed and attached to your admission application.

I am under 18 years of age and my parent/guardian and I understand the following points:

- As a student taking class from Aaniiih Nakoda College for credit, I am choosing to abide by all policies, rules and regulations for admission eligibility requirements.
- ANC classes are college level coursework and I agree to abide by all ANC policies regarding grading, class attendance and registration. Exceptions will not be made because of my age.
- Grades earned in classes will become a permanent part of the official college transcript and will not be eligible for adjustment at a later date due to me being under the age of 18.
- Poor performance in these classes may jeopardize the transferability of courses as well as the opportunity to apply for scholarships or federal financial aid.
- As a college student you will be protected under the Federal Education Rights and Privacy Act (FERPA) and information about academic performance, attendance and educational records cannot be shared with a parent/guardian without the student’s written permission or documented evidence that the student is a dependent according to the Internal Revenue code of 1986, section 152.
- Extra-curricular activities at my high school do not take precedence over college courses.
- I authorize Aaniiih Nakoda College and Harlem High School to have access to all test scores, transcripts and students records used by my academic advisor/counselor.

I certify that I have read and understand the above policies for admission to Aaniiih Nakoda College. As the student’s parent/guardian I understand the requirements that my son/daughter must meet to be successful in the Dual Enrollment/Credit program.

Student Name:______________________________________________
Date of Birth:_______________________________________________

Student Signature:___________________________________________ Date _____________________

Parent/Guardian Name:_______________________________________

Parent/Guardian Signature:___________________________________ Date _____________________
APPENDIX XIV: Head Injury-Concussion Information

**BP 3415F: Student-Athlete & Parent/Legal Custodian Concussion Statement**

Because of the passage of the Dylan Steiger’s Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete’s parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athlete’s participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

**Student-Athlete Name:**

This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.

**Parent/Legal Custodian Name(s):**

We have read the Student-Athlete & Parent/Legal Custodian Concussion Information Sheet.

If true, please check box.

<table>
<thead>
<tr>
<th>Student-Athlete initials</th>
<th>Parent/Legal Custodian initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.</td>
<td>N/A</td>
</tr>
<tr>
<td>A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.</td>
<td>N/A</td>
</tr>
<tr>
<td>A concussion cannot be “seen.” Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.</td>
<td>N/A</td>
</tr>
<tr>
<td>I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.</td>
<td>N/A</td>
</tr>
<tr>
<td>If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.</td>
<td>N/A</td>
</tr>
<tr>
<td>I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.</td>
<td>N/A</td>
</tr>
<tr>
<td>I will not return to play in a game or practice after a concussion.</td>
<td>N/A</td>
</tr>
<tr>
<td>After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.</td>
<td>N/A</td>
</tr>
<tr>
<td>Sometimes, repeat concussions can cause serious and long lasting problems.</td>
<td>N/A</td>
</tr>
<tr>
<td>I have read the concussion symptoms on the Concussion Fact sheet.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Signature of Student-Athlete**

**Date**

**Signature of Parent/Legal Custodian**

**Date**
A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

**SIGNS AND SYMPTOMS OF A CONCUSSION**

<table>
<thead>
<tr>
<th>SIGNS OBSERVED BY PARENTS OR GUARDIANS</th>
<th>SYMPTOMS REPORTED BY YOUR CHILD OR TEEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Appears dazed or stunned</td>
<td>Thinking/Remembering:</td>
</tr>
<tr>
<td>• Is confused about events</td>
<td>• Difficulty thinking clearly</td>
</tr>
<tr>
<td>• Answers questions slowly</td>
<td>• Difficulty concentrating or remembering</td>
</tr>
<tr>
<td>• Repeats questions</td>
<td>• Feeling more slowed down</td>
</tr>
<tr>
<td>• Can’t recall events prior to the hit, bump, or fall</td>
<td>• Feeling sluggish, hazy, foggy, or groggy</td>
</tr>
<tr>
<td>• Can’t recall events after the hit, bump, or fall</td>
<td>Physical:</td>
</tr>
<tr>
<td>• Loses consciousness (even briefly)</td>
<td>• Headache or &quot;pressure&quot; in head</td>
</tr>
<tr>
<td>• Shows behavior or personality changes</td>
<td>• Nausea or vomiting</td>
</tr>
<tr>
<td>• Forgets class schedule or assignments</td>
<td>• Balance problems or dizziness</td>
</tr>
<tr>
<td></td>
<td>• Fatigue or feeling tired</td>
</tr>
<tr>
<td></td>
<td>• Blurry or double vision</td>
</tr>
<tr>
<td></td>
<td>• Sensitivity to light or noise</td>
</tr>
<tr>
<td></td>
<td>• Numbness or tingling</td>
</tr>
<tr>
<td></td>
<td>• Does not &quot;feel right&quot;</td>
</tr>
<tr>
<td></td>
<td>Emotional:</td>
</tr>
<tr>
<td></td>
<td>• Irritable</td>
</tr>
<tr>
<td></td>
<td>• Sad</td>
</tr>
<tr>
<td></td>
<td>• More emotional than usual</td>
</tr>
<tr>
<td></td>
<td>• Nervous</td>
</tr>
<tr>
<td></td>
<td>Sleep*:</td>
</tr>
<tr>
<td></td>
<td>• Drowsy</td>
</tr>
<tr>
<td></td>
<td>• Sleeps less than usual</td>
</tr>
<tr>
<td></td>
<td>• Sleeps more than usual</td>
</tr>
<tr>
<td></td>
<td>• Has trouble falling asleep</td>
</tr>
<tr>
<td></td>
<td>*Only ask about sleep symptoms if the injury occurred on a prior day.</td>
</tr>
</tbody>
</table>

**LINKS TO OTHER RESOURCES**

- CDC—Concussion in Sports
- National Federation of State High School Association/ Concussion in Sports - What You Need To Know
  - [www.nfhslearn.com](http://www.nfhslearn.com)
- Montana High School Association – Sports Medicine Page
A Fact Sheet for ATHLETES

WHAT IS A CONCUSSION?
A concussion is a brain injury that:
• Is caused by a bump or blow to the head
• Can change the way your brain normally works
• Can occur during practices or games in any sport
• Can happen even if you haven’t been knocked out
• Can be serious even if you’ve just been “dinged”

WHAT ARE THE SYMPTOMS OF A CONCUSSION?
• Headache or “pressure” in head
• Nausea or vomiting
• Balance problems or dizziness
• Double or blurry vision
• Bothered by light
• Bothered by noise
• Feeling sluggish, hazy, foggy, or groggy
• Difficulty paying attention
• Memory problems
• Confusion
• Does not “feel right”

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?
• Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

• Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
• Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?
Every sport is different, but there are steps you can take to protect yourself.
• Follow your coach’s rules for safety and the rules of the sport.
• Practice good sportsmanship at all times.
• Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
  > The right equipment for the game, position, or activity
  > Worn correctly and fit well
  > Used every time you play

Remember, when in doubt, sit them out!
It’s better to miss one game than the whole season.

APPENDIX XV

Harlem Jr-Sr High School

Discipline Matrix
SCHOOL DISCIPLINE (Board Policy 3300, 3300P, 3310, 3310P, 3312, 3611)
The ultimate responsibility for a student's behavior rests with the student and the parent. The Board grants
authority to all school personnel to hold a student to strict accountability for disorderly conduct in school, on the
way to or from school, or during intermission or recess.
School discipline is intended to foster student growth while assuring each student of an acceptable environment in
which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective
teaching is done in a positive manner, disciplinary efforts are to be as positive as possible. Positive means of
working with students include individual discussion and counseling; involvement of students in defining
acceptable behavioral standards; and involvement of the student and parent in cases where a student has exhibited lack of responsibility or self-discipline.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the learning environment, the following consequence chart will be followed. The administration may CHOOSE from the options listed. The administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. School or community service, for example, may be an applicable consequence in some instances. Built into each level is a “severe clause” whereby the classroom teacher/administration may skip all steps and remove a student from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere or becomes a safety issue. Where several options are listed, the administration may choose any or all of the options: The aggravating and mitigating circumstances to be considered include, but are not limited to:

1. Seriousness of the offense
2. Attitude and age of the student
3. Pattern of misconduct
4. Degree of cooperation
5. Program placement

### Teacher- / Office-Managed Behavior Examples

<table>
<thead>
<tr>
<th>Teacher Managed Behaviors (MINORS) All Tier 1 and 2</th>
<th>Office-Managed Behaviors (MAJORS) All Tier 3 and 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No Supplies/Homework/Book</td>
<td>• Weapons</td>
</tr>
<tr>
<td>• Talking out of Turn</td>
<td>• Threats/Intimidation/Bullying (Verbal/Physical)</td>
</tr>
<tr>
<td>• Sleeping</td>
<td>• Fighting</td>
</tr>
<tr>
<td>• Tardy</td>
<td>• Excessive Physical Contact</td>
</tr>
<tr>
<td>• Put-Downs</td>
<td>• Drugs/Alcohol/Tobacco</td>
</tr>
<tr>
<td>• Food or Drink</td>
<td>• Vandalism</td>
</tr>
<tr>
<td>• Throwing Objects**</td>
<td>• Gang Activity/Affiliation</td>
</tr>
<tr>
<td>• Disrupting the Classroom**</td>
<td>• Leaving the Classroom</td>
</tr>
<tr>
<td>• Dishonesty**</td>
<td>• Aggression (Verbal/Physical)</td>
</tr>
<tr>
<td>• Inappropriate Touching**</td>
<td>• Stealing</td>
</tr>
<tr>
<td>• Inappropriate Clothing**</td>
<td>• Sexual Harassment</td>
</tr>
<tr>
<td>• Non-Compliance with Class Expectations (Refusing to Work)</td>
<td>• Continual Minor Classroom Behaviors</td>
</tr>
<tr>
<td>• Name-Calling</td>
<td>• Truancy</td>
</tr>
<tr>
<td></td>
<td>• Antagonistic Defiance</td>
</tr>
</tbody>
</table>

**Dependent Upon Severity

**Discipline Matrices**

1. The level of behavioral consequences will be determined by the extreme nature of the infraction. The definitions listed below are guidelines to assist with interpretation of the fraction. Please refer to the Assistant Principal or the Principal for further clarification.
2. The building administrators may recommend alternate interventions as they see fit. Alternate interventions may include but is not limited to work details, appropriate loss of privileges, behavior contracts etc.

3. Students refusing to serve In School Suspension (ISS) may be suspended Out of School for the number of days ISS. Any additional violations that occur during ISS will result in additional consequences.

4. Discipline of students with disabilities will be in accordance with guidelines put forth in the Individuals with Disabilities Education Act (IDEA) and the individuals individualized education plan (IEP).

Definitions

Arson - the willful and malicious burning of any part of a building or its contents

Assault on an employee - the intentional, unlawful threat by word or act to do violence to the person of another coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent

Battery upon an employee - the actual unlawful and intentional/unintentional touching or striking of an employee against his/her will, or the intentional/unintentional causing of bodily harm

Battery upon a student - the actual intentional/unintentional pushing or striking of another student against the will of the other, or intentionally causing bodily harm to an individual

Bomb threat - any such communication(s) that have the intent to threaten the safety of staff and students which has the effect of interrupting the educational environment

Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students that is severe and pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual’s school performance or participation

Bus misconduct - student behavior that affects, hinders, or otherwise impairs the driver’s concentration and which jeopardizes the safety, health, and welfare of the student or other bused students, or persons or property in the bus area.

Bus misconduct Level II - student behaviors that violate one or more of the other major violations such as fights, assaults, bullying, and sexual harassment and will be addressed under those violation guidelines.

Disrespectful speech/action - lacking proper speech, discourteous, rude, non-verbal, disregard for authority, uncontrolled behavior, and negative performing of conduct, swearing during a conversation or expressing him/herself but not indirectly or directly towards another student or staff member

Disruptive behavior - student behavior that hinders the teaching process, the learning process, the school’s safety, climate, property, and well being

Drugs/alcohol - any substance used as or in a medicine, a narcotic, alcohol, or controlled substance, such as cannabis, or manufactured substance

Possession, use, sale - the possession, administration, dispensing, distribution, or delivery of drugs, alcohol or tobacco products

Failure to follow classroom rules - misconduct dealing with the classroom rules as determined by the teacher while student is in said classroom

Fighting - to take part in a physical struggle; to struggle against opposition; to oppose physically as with fist; to actually and intentionally strike another against the will of the other; intentionally causing bodily harm to an individual

Fight instigation - a third person instigating, inciting, or encouraging a fight or confrontation between two other individuals

Forgery - whoever falsely makes, alters, forges, or counterfeits a record, or a certificate; the act of forging documents, signatures, etc. to deceive

Forged Note or Pass - the forging of a parent note or a teacher note or hall pass to deceive

Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her
person or damage to his or her property, has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose

**Insubordinate** - not submitting to authority; disobedient; failure to follow reasonable request by teachers or staff; not telling the truth when requested by a teacher or staff

**Items not appropriate at school** - the bringing of items that are not appropriate or beneficial to the learning environment of the school such as skate boards, roller blades, hover boards, ropes, lariats etc.

**Leaving school without authority** - a pupil who leaves school without proper authority

**Other infractions** - other forms, types of unacceptable behaviors which are not defined or identified by other definitions

**Profanity, foul language, obscene material** - indecent, extremely “dirty” language or material; disgustingly “filthy” language or material

**Sexual Harassment** - (undesired sexual behavior towards another) Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment.

**Skipping class(es)** - staying away from a specific class(es) without permission

**Stealing** - obtaining property by fraud; taking dishonestly

**Threat/Intimidation** - (instilling fear in others) Must have all three elements to be considered a threat: (1) intent; (2) fear; and (3) capability. To unlawfully place another person, either another student or a staff member, in fear of harm (emotional or physical) with or without the use of a weapon.

**Tobacco products**: possession, use, sale - cigarettes, to include electronic cigarettes, cigars, snuff, dipping and chewing tobacco, etc.; leaves prepared for smoking, chewing, or snuffing

**Truancy** - the complete disregard of attendance regulations as described under Montana Statute

**Vandalism** - malicious destruction of property; to destroy or damage property

**Weapon** - a firearm, or any object that can reasonably be considered, or looks like, a firearm, knife, or any other object that can be used to cause bodily injury on one’s self or others.

**Other definitions are stated in school district policies**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minor</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson</td>
<td>Ten day suspension with recommendation for expulsion</td>
<td>Contact Law enforcement</td>
</tr>
<tr>
<td>Assault and /or battery against a staff member</td>
<td>Ten day suspension with recommendation for expulsion</td>
<td>(accidental or intentional)</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Ten day suspension with recommendation for expulsion</td>
<td></td>
</tr>
<tr>
<td>Offense</td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Breach of computer security as per Harlem School District Internet Agreement | 1st Offense – 30 days No use  
2nd Offense – 60 No use  
3rd Offense – 90 day No Use  
4th Offense – No use entire year  
Each offense 1 day OSS | Contact Law enforcement |
| Bullying and Harassment Threat/Intimidation                              | 1st Offense – 1-3 days ISS or OSS  
2nd Offense – 5 days OSS  
3rd Offense – Ten day suspension with possible recommendation for expulsion |  |
| Bus Misconduct                                                         | Step 1 – Warning  
Step 2 – 3 day bus suspension  
Step 3 – 10 day bus suspension  
Step 4 - Off the bus for the remainder of the year |  |
| Cheating or plagiarism on homework or tests                           | Zero on homework or test and and possible OSS |  |
| Defacing school property                                               | Step 1 – 1-3 days OSS with assigned financial restitution  
Step 2 – 5 days OSS with assigned financial restitution  
Step 3 – 10 day OSS, assigned restitution and recommendation for expulsion |  |
| Disorderly conduct (disruptive behavior that poses a serious threat to the learning environment, health or welfare of others) | Step 1 – 3 days ISS or OSS  
Step 2 – 5 days OSS  
Step 3 - Ten day suspension with possible recommendation for expulsion |  |
| Disrespectful speech or action                                        | Step 1 – After school detention up to one day ISS  
Step 2 - 3 days OSS |  |
| Disruptive Behavior                                                   | Step 1 – After school detention  
Step 2 – 1 day ISS  
Step 3 – 3 days OSS |  |
<p>| (JUNIOR HIGH STUDENTS) Electronic devices such as cell                | Confiscated and parent or legal guardian will need to pick up. |  |
| Drugs, drug paraphernalia, and alcohol– possession, use, or intent to distribute |  |  |</p>
<table>
<thead>
<tr>
<th>Phones i-pod, headphones etc.</th>
<th>Student may receive detention for being insubordinate.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(HIGH SCHOOL STUDENTS)</strong></td>
<td><strong>Electronic devices such as cell phones i-pod, headphones, earbuds etc. being used during instruction time not authorized by teacher or being used in the hallways during passing times between classes.</strong></td>
</tr>
<tr>
<td>Step 1 – Confiscated by teacher or staff member and returned at the end of the day. Student may receive detention for being insubordinate.</td>
<td></td>
</tr>
<tr>
<td>Step 2 - Confiscated and parent or legal guardian will need to pick up. Student may receive detention for being insubordinate.</td>
<td></td>
</tr>
<tr>
<td>Step 3 – Loss of privilege to have electronic device in school</td>
<td></td>
</tr>
<tr>
<td><strong>(HIGH SCHOOL STUDENTS)</strong></td>
<td><strong>Electronic devices such as cell phones i-pod, headphones, earbuds etc. being used in the hallways during passing times between classes</strong></td>
</tr>
<tr>
<td>Step 1 – Confiscated by staff member and returned at the end of the day. Student may receive detention for being insubordinate.</td>
<td></td>
</tr>
<tr>
<td>Step 2 - Confiscated and parent or legal guardian will need to pick up. Student may receive detention for being insubordinate.</td>
<td></td>
</tr>
<tr>
<td>Step 3 – Loss of privilege to have electronic device in school</td>
<td></td>
</tr>
<tr>
<td><strong>Failure to follow classroom and/or school rules.</strong></td>
<td><strong>Step 1 – 1 total detention hour with teacher</strong></td>
</tr>
<tr>
<td><strong>Step 2 – 2 total detention hours with teacher</strong></td>
<td><strong>Step 3 – 1 day ISS</strong></td>
</tr>
<tr>
<td><strong>Step 4 – 3 day OSS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Continued on next page</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Offense</strong></td>
<td><strong>Minor</strong></td>
</tr>
<tr>
<td><strong>Fighting, battery/assault or fight instigation</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Offense</td>
<td>Minor</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Forgery of a pass or note</td>
<td>Step 1 – 2 hours total detention with offended staff member</td>
</tr>
<tr>
<td></td>
<td>Step 2 – 1 day ISS</td>
</tr>
<tr>
<td></td>
<td>Step 3 – 3 days OSS</td>
</tr>
<tr>
<td>Horseplay, pushing, running</td>
<td>Step 1 – 1 total detention hour with teacher</td>
</tr>
<tr>
<td></td>
<td>Step 2 – 2 total detention hours with teacher</td>
</tr>
<tr>
<td></td>
<td>Step 3 – 1 day ISS</td>
</tr>
<tr>
<td></td>
<td>Step 4 – 3 days OSS</td>
</tr>
<tr>
<td>Inappropriate dress</td>
<td>Step 1 - Verbal warning with clothing change required</td>
</tr>
<tr>
<td></td>
<td>Step 2 – 1 hour total detention with clothing change required</td>
</tr>
<tr>
<td></td>
<td>Step 3 – 1 day ISS or OSS</td>
</tr>
<tr>
<td></td>
<td>depending on subsequent severity of violations</td>
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<tr>
<td>Inappropriate display of affection</td>
<td>Step 1 - Verbal warning</td>
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<td></td>
<td>Step 2 – 1-3 hours total detention</td>
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<tr>
<td></td>
<td>Step 3 – 1-3 days ISS or OSS</td>
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<tr>
<td>Insubordination</td>
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<tr>
<td></td>
<td>Step 1 – 2 hours total detention with offended staff member</td>
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<tr>
<td></td>
<td>Step 2 – 1 day ISS</td>
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<td></td>
<td>Step 3 – 3 days OSS</td>
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<tr>
<td>Items not appropriate at school</td>
<td>Step 1 – 1 total hour detention</td>
</tr>
<tr>
<td></td>
<td>Step 2 – 3 total hours detention</td>
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<tr>
<td></td>
<td>Step 3 – 1 day ISS or OSS</td>
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<td></td>
<td>*All items will be confiscated and parent or guardian will need</td>
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<td></td>
<td>to pick them up.</td>
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<tr>
<td>Items not appropriate at school</td>
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<tr>
<td></td>
<td>Step 1 – Warning</td>
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<tr>
<td></td>
<td>Step 2 – Lose all parking privileges for one week</td>
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<td></td>
<td>Step 3 – Lose parking privilege for the rest of the year</td>
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<tr>
<td>Items not appropriate at school</td>
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<tr>
<td></td>
<td>Step 1 – 1 day ISS</td>
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<td></td>
<td>Step 2 – 2 days OSS</td>
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<td></td>
<td>Step 3 – 5 days OSS</td>
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<tr>
<td>Leaving School without authorization</td>
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<td></td>
<td>Step 1 – 2 total hours of detention with an Unexcused Absence for each period and an additional hour for each period</td>
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<tr>
<td></td>
<td>Step 2 – 1 day ISS/UAs</td>
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<tr>
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<td>Step 3 – 3 days OSS and parent contact for conference.</td>
</tr>
<tr>
<td>Parking in unauthorized area</td>
<td>Step 1 – Warning</td>
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<tr>
<td></td>
<td>Step 2 – Lose all parking privileges for one week</td>
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<tr>
<td></td>
<td>Step 3 – Lose parking privilege for the rest of the year</td>
</tr>
<tr>
<td>Profanity, foul language, obscene materials or gestures</td>
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<tr>
<td>Offense</td>
<td>Minor</td>
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<td>--------------------------------------</td>
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<tr>
<td>Sexual harassment</td>
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<tr>
<td>Skipping detention</td>
<td></td>
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<tr>
<td>Skipping class(es), school and or leaving class without permission</td>
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<tr>
<td>Stealing</td>
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<tr>
<td>Tardy</td>
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<tr>
<td>Truancy</td>
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<tr>
<td>Unauthorized entry into/use of school facilities</td>
<td></td>
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<tr>
<td>Vandalism</td>
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</tbody>
</table>
| Violation of any motor vehicle regulations while on school property | Step 1 – Loss of parking privileges for five school days and possible law enforcement contact  
Step 2 – Loss of parking privileges for 10 school days and possible law enforcement contact  
Step 3 – Loss of parking privileges for remainder of school year and possible law enforcement contact | 10 days OSS with recommendation for expulsion along with law enforcement contact |

| Weapons | 10 days OSS with recommendation for expulsion along with law enforcement contact | 10 days OSS with recommendation for expulsion along with law enforcement contact |