



Harlem K-12 Student/Parent Handbook SY 2021-2022

“HOME OF THE WILDCATS”

P.R.I.D.E.

Promote **R**espect, **I**ndependence and **D**evelop **E**xcellence

Board of Trustees

Jonathan Walker, Chairman Kathleen Adams, Vice-Chairman
Valerie Blackcrow, Clayton Talks Different, Mike King

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 includes school, home, and other community areas where students learn.

“Provide implies how” – teaching – support – safety – fun – extracurricular – communication (between all) – cultural relevance – parent counseling center – funding – transportation – HQT – HQS – Administrative leadership – Maslow’s hierarchy of needs (food love etc.) – effective school – correlates – indicators – findings – facilities – technology – social – supervision – peer coaching, collegiality, collegial conversations, accountability – community voice to be heard (impact aid) – service – clubs and organizations – future planning (career – vocational – technological- work ethics – responsibility) – stability at home that includes self-esteem, ethics, respect, pride in self, pride in community, pride in school, pride in culture), knowledge, individual and group counseling services.

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

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

*****This handbook will cover the Elementary and Jr/Sr High Schools and everything may not apply to your student. If you have any questions feel to contact your students' school at any time.**

GENERAL INFORMATION

School Calendar

2021-2022

August	23, 24	PIR Days
August	25	<i>First day of school</i>
September	6	No School – Labor Day
September	9	EOTT (12:43 dismissal)
September	24	Midterm 1
September	20-24	Native American Week/Homecoming
September	30	HS Parent Teacher Conferences 4:00-7:00 (PIR)
October	14	EOTT (12:45 dismissal)
October	20	Early Dismissal 12:43
October	21-22	No School – MEA Conferences
October	29	End 1st Quarter
November	8-9	Elem Parent Teacher Conferences 4:00-7:00 (PIR)
November	11	EOTT (12:43 dismissal)
November	23	Early Release 12:43
November	24	No School (PIR trade day)
November	25-26	No School – Thanksgiving Vacation
December	3	Midterm 2
December	9	HS Parent Teacher Conferences 4:00 – 7:00 (PIR)
December	16	EOTT (12:43 dismissal)
December	22	Early Release 12:43
December	23-Jan 2	No School – Christmas Vacation
January	13	EOTT (12:43 dismissal)
January	14	End 2nd Quarter – Semester 1
February	10	EOTT - Dismissal 12:43
February	15	Midterm 3
February	21	No School – President’s Day
February	24	HS Parent Teacher Conferences 4:00-7:00 (PIR)
March	10	Early Release 12:43
March	11	No School – Seed Show
March	17	EOTT (12:43 dismissal)
March	18	End 3rd Quarter
March	28-29	Elem Parent Teacher Conferences 4:00-7:00 (PIR)
April	14	Early Release 12:43
April	15-18	Easter
April	22	Midterm 4
April	28	HS Parent Teacher Conferences 4:00-7:00 (PIR)
May	5	EOTT – Dismissal 12:43
May	18	Senior Checkout
May	22	Senior Graduation
May	23	8 th Grade Promotion
May	26	<i>Last Day of School 10:30 Student Dismissal</i>
May	27	PIR Day
		<i>Friday dismissals will usually be at 2:30</i>

Harlem Elementary School
 Arlene Bigby, EdD, District Superintendent
 Evelyn Bigby, Harlem Elementary Principal
 Jessica Cochran, Harlem Elementary Assistant Principal
 Taylor Faulkinberry-Richardson, Secretary
 Hillary Handy, School Nurse

Elementary Teaching Staff:

Jenna Kittson	Kindergarten	Kathryn Johnson	Fifth Grade
Jon Orsborn	Kindergarten	Cathy Bear	Fifth Grade
Bonnie Mount	Kindergarten	Michelle Gorecki	Fifth Grade
Rhawnee Hopkins	First Grade	Ken Bigby	Sixth Grade
Sherri Pronto	First Grade	Amber Whiteclay	Sixth Grade
Angie Young	First Grade	Alicia Noel	Sixth Grade
Amanda Frank	Second Grade	Michelene Edwards	Music
Kathleen Turntoes	Second Grade	Moe Denham	HPE
Rhonda Yellow	Second Grade	Kim Cornell	Library
		Thomas Molina	Cultural
June Bullinsight	Third Grade	Magnolia McCann	Special Education
Suzanne Farmer	Third Grade	Gloria McKinley	Special Education
Sonia Powell	Third Grade	Rosa Canlas	Special Education
Kerry Johnson	Fourth Grade		
Nancy Kinyon	Fourth Grade	Melody Sand	Elementary Counselor
Laura Pruttis	Fourth Grade	Ruth Stevenson	Elementary Counselor

Other Support Staff:

Steven Hopkins	Head Custodian/Bus Driver
Nicholas Hopkins	Custodian/Bus Driver
Lee Maratita	Grounds/Bus Driver
Angie Horswill	Head Cook
Alisha Murphy	Assistant Cook

Paraprofessionals:

Enrique Rivera	Brianna Zumbrum
Kathy Long	Lynda Young
Molly Buckles	Lenora Greetham
Paula Annis	Janice Gilham
Robin Folk	Eileen Schillings
Sara Green	Britta Sande
Tara Zuelke	

Harlem Jr/Sr High School
Arlene Bigby, EdD, District Superintendent
Bonnie Nessler, Principal
David Murray, Assistant Principal
Wendy Briere, Secretary
Laramie Schwenke, Athletic Director
Desiree Bell, School Nurse

Julie Lamebull, Title VII Director
Andrea Quintana, Title VII Liaison Officer

Robe Walker Counselor 7-9
James Hodgson, Counselor 10-12

TEACHING STAFF

Title I Notice: All Instructional Staff meet the “highly qualified” state definition.

High School

Kim Faulkinberry - Science
Brigitte Hagen - Spanish
Ron Donceras– Math
Open - Math
Heidi Harris, - Science
Matthew Hodgson - English
Eric Murri, - English
Jack Young, - Social Studies
Eleanor Doucette, Resource
Deb Ferris – Resource

Shared Jr/Sr High Faculty

Dan Owens – Music/Band/Choir
Donna Barber-Schneider – Health Enhancement/PE
Hope Doney – Business
Trenton Woodward - Technology
Kylie Taylor - Ag
Josephine Querimit- Health Enhancement/PE
Mary Kate French - Art
Open - Gros Ventre
Open – FCS
Open - Library

Junior High

Wilma Melville - Reading
Crystal Doney - Language Arts
Lyle Faulkinberry - Science
Wendy Maratita, - Social Studies
Jessica Stiffarm- Math
Winona Azure - Resource

Custodians

Ira Talks Different – Head Custodian
Steve Stearns - Custodian
Charles Werk - Custodian

Cooks

Sandy Egeland - Head Cook
Amelia Main – Assistant Cook

Paraprofessionals

Stacy Cole Amada Lopez Gabe Guerrero
Lynette Medicine Bear Derrick Guy

LaWanda Jackson Joyce Ironstar
Patricia Garcia Nicole Trottier

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, jewelry **or masks** 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, back or belly area (for both male and female.)** All tops are to have a minimum of a 2 inch strap. No spaghetti straps allowed. **No muscle shirts.**
- D. Hats/Caps/Hoods/Headwear/Bandanas are not to be worn during the instructional day.
- 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. **Pants with holes need to be appropriate.**
- 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, except for special occasions as determined by the administration, or with a medical slip provided by a Doctor.

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 allowed to contact home to have appropriate clothes brought to the school. *Our community liaison may also bring the student home with notification of the parent or guardian to obtain a change of clothing.*

GUN FREE SCHOOLS: (Board Policy 3311)

It is the policy of the Harlem School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.*

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 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

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 busses 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) and through the school's automated phone service.

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/his 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.

90-100%	A.....Superior Work	4.0
80-89%	B.....Good Work	3.0
70-79%	C.....Average Work	2.0
60-69%	D.....Passing Work	1.0
0-59%	F.....Unacceptable	0.0
	P.....Passing	0.0 (Not Included in GPA)

Grades for all students will be monitored weekly. Any students at-risk of academic failure will be referred to tutoring and other support services.

ILLNESS/COMMUNICABLE DISEASE/HEAD LICE: (Board Policy 3410, 3417)

Please keep students home when they have a fever over 100.4 degrees, are feeling ill or have a communicable disease such as chicken pox, flu, COVID-19, 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 additional days of school because of head lice with proper treatment. 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 your 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. Medical Statement forms are available from the nurse or main office

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. 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

School Reach:

School Messenger 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. If the phone is not answered or busy the number will be automatically retried twice in fifteen minute intervals after the initial call. **If contact information changes between quarterly updates, please notify the school secretaries.**

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/ear buds 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 7:45 a.m. to 8:15a.m. There is no supervision before 7:45 a.m. or after school dismissal. We ask that students who **do not ride the bus** arrive **no sooner than 7:45** 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 classroom areas unless they have proper authorization to be elsewhere. Students are not permitted outside of class without proper supervision or a pass provided by a faculty member.

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 available from the main office.

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 8:05 a.m.

Lunch is served according to the **elementary** class schedule for each grade. The Harlem Elementary School will pilot an afternoon snack program through a Fresh Fruits and Vegetables grant program.

At **Jr/Sr High** the student lunch program is provided at the time indicated on the daily bell schedule. **No Food or drink may be taken out of the cafeteria by students.**

ADDITIONAL (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:

SOCIAL EVENTS & PARTIES

Halloween, Christmas, Valentine's Day and students' birthdays are the only recognized celebration days at Harlem Elementary. **Please do not bring treats on any other day.** Treats will be left at the school office for distribution to the classrooms. 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 treats need to be arranged in advance with the classroom teacher. **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.

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. Counseling services provided by the school are not a substitute for therapeutic counseling outside of school. For further information about our counseling program, please call our counselors at 353-2287: Mr. Hodgson for grades 10 – 12 and Mr. Robe Walker 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.

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 _____ and can be reached at 353-2258.

Parent Teacher Conferences: Parent-Teacher Conferences are scheduled **two times a year** 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. Additional conferences may be requested by administration in the event of ongoing discipline issues. Feel free to visit the school or contact the teacher whenever you have a concern regarding your children.

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 Tuesday through Thursday from 3:30 p.m. - 5:00 p.m. at the High School.

Wrap Around: The Wrap Around process is a way to plan and implement services and supports for at risk youth and families. It is team based helping each youth and family identify strengths and needs; creating a plan for sustainable outcomes. Please call Cheryl Horn at 353-2287 for more information

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 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.

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, CHROMEBOOKS & LIBRARY BOOKS: (Board Policy 3520)

All textbooks, **chrome books** 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, **Chromebook, and/or library books** at their replacement value. Fines will be issued for abused textbooks, **chrome books and/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: Bonnie Nessler, High School Principal (353-2287) In addition, inquiries regarding discrimination may be directed to Arlene Bigby, Superintendent, at 353-2289. (The Grievance Form is ***Appendix I***)

USE OF SCHOOL TELEPHONE:

Students are permitted to use the school telephone on a limited basis. Students will not be called from a class to answer a call 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 the designated parking lot located on the north side of the school.

VISITORS:

School safety and providing quality instruction time are our top priorities. In order to provide for a safe school and maximize instructional time, we are emphasizing the following policies for visitors:

- Visitors may visit teachers before or after school, at noon or during prep time when prior arrangements have been made.
- Parents/guardians may drop off items for their students at the office and the teacher will send the student to the office to retrieve the item at a non-instructional time.
- Parents/guardians will not be able to wait outside their student's classroom for school dismissal.
- Students are released from the building during the school day only through the office and only to pre-approved individuals. There are no exceptions to this policy.
- Children, cousins, etc., who are visiting from out of town, will not be allowed to attend school for the day.

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.

TOBACCO FREE CAMPUS:

Harlem Elementary & 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

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.

CONCERNS AND COMPLAINTS (Board Policy 3215, 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***. Teachers 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 you will need to go request to present the complaint to the Board. The complaint needs to be in writing, with a suggested remedy, before being considered for inclusion on the board agenda.

*The complaint form can be found in **Appendix VIII**.*

APPROPRIATE BEHAVIOR IS AN EXPECTATION-NOT A GOAL.

BEHAVIOR/DISCIPLINE:

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**

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.**

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. Students will follow all directions given by the bus driver whenever necessary. Consequences will be assigned as warranted.

- 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.
- Students will not throwing items out of, into or hanging out the window is prohibited.
- Students will talk quietly, no profanity. (Use inside voice, no bad/unacceptable language)
- Tobacco or nicotine products are prohibited at all times!

All bus referrals will be handled on a case by case basis that will be consequential and will accrue over time. All referrals will be sent to the parent/guardian and a copy will be given to the bus driver.

Minimum Corrective Action: Driver/Student/Parent Conference

Usual Corrective Action: Suspension from riding in any school vehicle for up to ten (10) days

Maximum Corrective Action: Suspension from the bus for the remainder of the school year

MONTANA LAW STATES:

Students are not allowed to bring animals, fire arms, weapons or other potentially hazardous items on the bus.

IN CASE OF EMERGENCY:

1. Follow instructions.
2. Take your time but go quickly.
3. Be quiet & orderly.
4. Move away & stay away from the bus.
5. Stay in a group

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 III**.

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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.

Note: Detentions take precedence over commitments to extra-curricular activities and practices.

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 if deemed necessary by building administration, an Individual Behavioral Contract may be implemented.

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

IN-SCHOOL SUSPENSION (ISS)

When students are assigned a consequence by administration that includes ISS, they will be assigned to go to the ISS room for a determined period of time. While in ISS, the student's teachers will provide classroom work. In addition, the student will be encouraged to complete any unfinished work they may have yet to complete.

OUT OF SCHOOL SUSPENSION (OSS)

When students are assigned a consequence by administration that includes a number of days of OSS, teachers will be asked to provide classroom work that will be missed while the student is out of school. This work will be delivered to the office by the teacher and will need to be picked up by the guardian. This work needs to be completed and returned to the teacher(s) upon the student's return to school.

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

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.

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.

Elementary Specific Section

ATTENDANCE, TARDINESS, TRUANCY (Board Policy 2421, 3122, 3122P, 3123)

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. School success, scholarships, and job opportunity are greatly affected by a good attendance record. **Students in grades K-6 may not be promoted to the next grade level if they have more than 20 absences during the school year.** The attendance policy is as follows:

1. A student will be allowed ten (10) per semester. Any absence beyond that number may be up for recommendation for retention. .
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 school sponsored sports events, 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. Unexcused absences (which **will be** counted in the ten day limit) will include such areas as: family trips, family work days, vacations, visiting friends or relatives, suspension in and out of school, skiing, hunting, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board. Also not allowed are occasions when the student is not a participant: sporting events, someone else's hair, medical, dental, or photography appointments.
4. After five (5) absences from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.
5. After ten (10) absences, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.
6. After fifteen (15) absences, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance. Additional letters will be sent at 20, 30, etc. absences.

At the **Elementary School**, a student will be marked tardy until 9:00 a.m. If a student arrives after that time, he/she will be marked as absent for the morning. If a student arrives after 12:30, he/she will be marked absent for the entire day.

When a child is checked out early from the school day(40 minutes prior to dismissal), he/she will be marked as an early check out. A combination of four (4) late entries and/or early check outs will be counted as a ½ day unexcused absence. **Students are allowed one day for each excused absence to complete make up work. Work for unexcused absences is due 2 days after return.**

Both automated and personal phone calls will be generated by the Elementary School to validate any undocumented absences.

BATHROOM ETIQUETTE

It is strongly encouraged that students who attend Harlem Public Schools be capable of using the restroom facilities properly and efficiently. When accidents occur, it causes a distraction to the learning process and brings negative attention to the student. It is not the responsibility of the school or the classroom teacher to train students how to properly use the restroom facilities. This should be a learned behavior from home. Note that teachers will not clean up a student who has had an accident. When teachers tend to student accidents, it takes that teacher away from the rest of the students. When a teacher is away from the students, it takes away from their learning. If a student has an accident, the teacher will notify the parents of the accident and parents will need to come to the school with a change of clothes and tend to their child. Once the child is tended to, they will return to the regular classroom.

BEHAVIOR AT ASSEMBLIES:

The MBI Matrix will be followed at the Elementary. (Appendix III)

Assemblies are an extension of the school day. Students and teachers are expected to sit with their peer groups. Common courtesies and time limitations demand that all students follow assembly procedures and rules.

4. Students will sit quietly and be respectful.
5. Once the assembly begins, students will not be allowed to leave.
6. **No food or drinks are allowed in the gym.**

If students do not follow the rules, discipline steps will be conducted the same as other school time.

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, hee-lies (shoe skates) and motorized scooters are prohibited on school grounds.

CELL PHONES/ELECTRONIC DEVICES/TOYS (Board Policy 3630)

Students are not allowed to bring the following items to school: cell phones/electronic devices/games/collectable cards/toys/fidget spinners/Slime.

These items are NOT allowed during the school day, which includes noon hours. If your student brings these items to school, it should be checked into the office or with classroom teacher. The School District is not responsible for theft or damage of private property. All cell phones/electronic devices/games/collectable cards/toys/fidget spinners will be confiscated and turned into the office if it is being used during school. The following guidelines will be followed when an item is confiscated:

- 1st time-the item will be kept until end of **day**, student must pick it up
- 2nd time-the item will be kept for a **week**, parent must pick up
- 3rd time-the item will be kept until the end of the **quarter**, parent must pick up
- 4th time-the item will be kept until the end of the **school year**, parent must pick up

EXPECTATIONS OF BEHAVIOR The MBI Matrix will be followed throughout the school.

School rules are our expectations of student conduct and citizenship. Parents, teachers, residents of our communities, and students believe these basic guidelines to be the key values necessary for a safe and orderly school setting. Teachers, as much as possible, will deal with minor infractions, but the administration will be available when needed and will deal with all formal write-ups.

1. Come to class **on time** and be **prepared to work**.
2. Respect the property, belongings, projects and feelings of your fellow students.
3. Follow instructions the first time given.
4. Use "please", "thank you", and "excuse me" frequently. Apologize and accept apologies when appropriate and necessary.
5. No food or drink in any classrooms unless for special occasions and with permission.
6. **Have a written & signed pass any time leaving a classroom during class time to go to the nurse or office.**

Students must also sign out and in when they leave or enter a classroom.

7. Students may be rewarded for positive behavior throughout the year. Strive for good behavior at all times.

School Discipline

The ultimate responsibility for a student's behavior rests with the student and their family. School discipline is intended to foster 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.

If a student’s behavior interferes with the learning environment, the following consequences will be followed. The administration may choose from the options listed below. The principal’s/assistant principal’s office should never be the initial solution for classroom behavior issues; a student cannot learn proper classroom behavior while sitting in the office. All disciplinary action will be determined by the administrators, who will consider the student’s history and the seriousness of the problem in assigning appropriate disciplinary action.

Harlem Elementary is proud to be part of OPI’s Montana Behavioral Initiative (MBI). The term MBI refers to proactive efforts by family and school personnel to teach acceptable alternatives to inappropriate behaviors and create a culture of respect in the academic setting. With this in mind, the MBI is a content-based staff development philosophy and process designed to meet students' diverse and complex social, emotional, behavioral, and academic needs.

Administration may chose

	1st Office Visit	2nd Office Visit	3rd Office Visit	4th Office Visit	5th Office Visit	6th Office Visit
LEVE L 1	<ul style="list-style-type: none"> • Verbal Warning • Office Referral • Family Contact • Recess Detention 	<ul style="list-style-type: none"> • Office Referral • Family Contact • Recess Detention 	<ul style="list-style-type: none"> • Office Referral • Family Contact • After-School Detention 3:30-5:00 (1) or 2 recesses 	<ul style="list-style-type: none"> • Office Referral • Family Contact • After-School Detention 3:30-5:00 (2 or more) or 2 recesses 	<ul style="list-style-type: none"> • Office Referral • Family Contact • After-School Detention 3:30-5:00 (2 or more) or 3 recesses 	<ul style="list-style-type: none"> • Office Referral • Family Contact • After-School Detention 3:30-5:00 or Recess Detentions • Parent Conference
LEVE L 2	<ul style="list-style-type: none"> • Office Referral • Family Contact • Recess Detention 	<ul style="list-style-type: none"> • Office Referral • Family Contact • Recess Detention • After-School Detention 3:30-5:00 (1) or up to 2 recesses 	<ul style="list-style-type: none"> • Office Referral • Family Contact • After-School Detentions 3:30-5:00 (2 or more) or up to 3 recesses 	<ul style="list-style-type: none"> • Office Referral • Family Contact • After-School Detentions 3:30-5:00 (2 or more) or up to 3 recesses 	<ul style="list-style-type: none"> • Office Referral • Family Contact • After-School Detention (2 or more) 3:30-5:00 • Behavior Team Referral • Parent Conference 	<ul style="list-style-type: none"> • Office Referral • Family Contact • After-School Detentions (2 or more) 3:30-5:00 • Behavior Team Referral • Parent Conference

LEVE L 3	<ul style="list-style-type: none"> • Office Referral • Family Contact • Behavior Team Referral • After-School Detention from 3:30-5:00 • Behavior Contract • Recess Detentions 	<ul style="list-style-type: none"> • Office Referral • Family Contact • Behavior Team Referral • After-School Detention 3:30-5:00 • Behavior Contract • OSS (1 day) or ISS 	<ul style="list-style-type: none"> • Office Referral • Family Contact • Behavior Team Referral • After-School Detention 3:30-5:00 • Behavior Contract • OSS (2) or ISS • Parent Conference 	<ul style="list-style-type: none"> • Office Referral • Family Contact • Behavior Team Referral • After-School Detention 3:30-5:00 • Behavior Contract • OSS (3) or ISS • Parent Conferenc e 	<ul style="list-style-type: none"> • Office Referral • Family Contact • Behavior Team Referral • After-School Detention 3:30-5:00 • Behavior Contract • OSS (4) or ISS • Parent Conferenc e 	<ul style="list-style-type: none"> • Office Referral • Family Contact • Behavior Team Referral • Sheriff Contact • After-School Detention 3:30-5:00 • Behavior Contract • OSS (5) or ISS • Parent Conference • NO FIELD TRIPS
LEVE L 4	<ul style="list-style-type: none"> • Sheriff Contact • Family Contact • Parent Conference • OSS • Recommen d Expulsion • NO FIELD TRIP 					

The following list of offenses is representative, and may not be all-inclusive. The administrator will decide which category a particular offense may fall into:

Harlem Elementary School: Offenses

Teacher-Managed Behaviors (Level 1 and Level 2)

Consequences for classroom managed minor behaviors will be followed through by the classroom teacher. If a student continues with the same minor behavior **after the teacher has assigned three increasing levels of consequences and has contacted student’s family**, the next level will result in a written referral to the office.

Level 1 Offenses

- Hands-off while at school/Includes any physical contact, horse-play or roughhousing
- Disrespect/Disruption/Doesn’t want to work
- Gum, Slime
- Profanity (regular conversation)/ Unkind words

Level 2 Offenses

- Defiance of any adult’s directions
- Minor vandalism
- Cheating, plagiarism, or forgery

Office-Managed Behaviors (Level 3 and Level 4)

Consequences for office-managed behaviors will be assigned by the Assistant Principal or the Principal. Please see attached chart for explanation and possible consequences.

Level 3 Offenses

- Abusive language/Profanity
- Physical aggression/Fighting
- Harassment (An action that is meant to cause ***discomfort*** in others during the school day.)
- Bullying (Occurs when one student socially degrades another student on more than one occasion; this action places a student in reasonable ***fear***.)
- Walking out of class without permission
- Misdemeanor theft (<\$500)
- Property damage/Destruction of property
- Threat (direct or implied)
- Gang-related activity
- Sexual harassment/Title IX infraction

Level 4 Offenses

- Use, possession, or intent to distribute drugs, alcohol, or tobacco
- Weapons (actual or any device that appears to be a weapon)
- Major physical assault
- Death threats
- Sexual assault
- Felony theft
- Bomb threat and/or Arson; Pulling the fire alarm falsely
- Deliberate launching or implanting a computer virus into any school computer

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.

3. Student must report to afterschool detention within 5 minutes of last class bell. Lunch detention or an administrator will be determined by teacher and student must report accordingly.
4. Harlem Elementary will have detention Monday, Tuesday, Wednesday, and Thursday from 3:30-5:00
5. A student that creates a problem while serving detention will be asked to leave and will be assigned additional consequences for such actions.

ELEMENTARY STUDENT MANAGEMENT

We realize that behavior starts in the home and that the parent/guardian is the students' best resource for guidance in the student management issues. However, the School will not allow student behavior that is causing a disruption or causing harm to others. Our discipline is progressive and accrues over time.

Harlem Elementary requires a safe, caring, orderly school in which students can receive the best education we can possibly deliver. To assure Harlem School District is a safe, secure, and consistent school environment, we will follow the **ROAR** guidelines, which cover common areas and the classroom as well as school activities.



Respectful
Organized
Always Safe
Responsible

Discipline is to TEACH not to punish

ROAR in the Classroom: Students who fail to follow **ROAR** guidelines as determined by their classroom teachers will have consequences in their classrooms. Continual violations will lead to further consequences with school administrators.

ROAR in the Common Areas (Hall, Cafeteria, Restrooms): Staff are encouraged to use teaching interventions whenever possible. It is recognized that behaviors need to be redirected at the lowest level. Inappropriate behavior is an opportunity to re-teach correct behavior and usually a few words of redirection are sufficient.

Severe disruptions will be sent directly to the office. Severe disruptions are as follows:

1. Fighting
2. Major Defiance of authority (refusal to follow directions, threatening school personnel, etc.)
3. Vandalism
4. Major bus referrals/offenses
5. Profanity towards a staff member
6. Harassment and Sexual harassment
7. Any behavior that may shock the conscience

A consequence will be given. The parents will be contacted and **a copy of the behavior referral will be mailed home.** The consequence may include, but is not limited to, the following:

1. Recess Detention
2. Removal from activity
3. After-School Detention (3:30-5:00)
4. Out of school suspension
5. Individualized behavior plan
6. In School Suspension
7. **Recommend** Expulsion

BEHAVIOR EXPECTATIONS TO QUALIFY FOR CLASS FIELD TRIPS/ACTIVITIES

Students that have been suspended for major (Step 6 or Level 4) infractions and/or breaking Behavior Contracts (once or more) **may** be excluded from field trips. Please see discipline matrix for details.

Students with 20 or more unexcused absences for the year who have missing school work and/or have necessary skills to master may be excluded from field trips.

ELEMENTARY LOST AND FOUND

A "Lost and Found" cabinet is kept in the cafeteria. If your child loses an article of clothing, this is a good place to start a search. It is an excellent idea to mark all gloves, coats, hats, overshoes, lunch boxes, gym shoes, etc., with your child's name. Any lost items left at the end of the school year will be donated to charity.

ELEMENTARY PLAYGROUND GUIDELINES

These guidelines can be found in *Appendix II*

ELEMENTARY RECESS

Children are required to go outside for recess, weather permitting. It will be an office decision if the children will be kept inside during extreme weather conditions. Make sure that your child dresses appropriately for the weather. As a general rule, if a child is well enough to be in school, he/she is well enough to go out for recess. There should be very few situations when children who are well enough to be in school require inside recess.

Harlem Elementary School

2021-2022 BASIC SUPPLY LIST FOR ELEMENTARY STUDENTS

Kindergarten.....

1. Backpack
2. 1 Set of Extra Clothes inside Book Bag
3. 1 Box # 2 Pencils
4. Large Eraser
5. 2 Boxes of 16 Count Crayons
6. 10 Glue Sticks
7. 1 Pair of Scissors
8. 2 Boxes of Kleenex (200 Count)
9. 2 Tubs of Clorox/Lysol Wipes
10. Washable Markers (Kittson & Mount Only)
12. Expo Markers

Grade 1.....

1. Backpack
2. # 2 Pencils
3. Erasers
4. Crayons
5. Markers
6. Glue – 8 sticks and 1 bottle
7. Scissors
8. Notebook
9. Folders
10. 4 Boxes of Kleenex (200 Count)
11. Clorox Wipes
12. Hand Sanitizer
13. Ziploc Bags – Quart Sized

Grade 2.....

1. Backpack
2. # 2 Pencils
3. Erasers
4. Crayons
5. Markers
6. Glue – 8 sticks and 1 bottle
7. Scissors
8. Ziploc Bags – Sandwich Size
9. Folders
10. 4 Boxes of Kleenex (200 Count)
11. Clorox Wipes

Grade 3.....

1. Backpack
2. 50 # 2 Pencils
3. Erasers
4. Crayons
5. Markers
6. Glue – sticks or bottle
7. 1 Package lined paper
8. 1 Folders
9. 1 notebook
10. 4 Boxes of Kleenex (200 Count)
11. Clorox Wipes

Grade 4.....

1. Backpack
2. 50 # 2 Pencils
3. Erasers
4. Crayons
5. Markers
6. Glue – sticks or bottle
7. 1 Package lined paper
8. 1 Folders
9. 1 notebook
10. 4 Boxes of Kleenex (200 Count)
11. Clorox Wipes
12. Composition Notebook

Grade 5.....

1. Backpack
2. # 2 Pencils
3. Erasers
4. Colored Pencils
5. Glue – sticks or bottle
6. Scissors
7. 1 Notebook, wide line
8. Composition Notebook (for Math)
9. 2 Folders
10. Ruler (one side metric, one side standard)
11. Red Ink Pen
12. 4 Boxes of Kleenex (200 Count)
13. Lined Paper
14. Markers
15. Expo Markers
16. Clorox Wipes

Grade 6.....

1. Backpack
2. # 2 Pencils
3. Erasers
4. Colored Pencils
5. Glue – sticks or bottle
6. Scissors
7. 1 Notebook, wide line
8. 2 Folders
9. Ruler (one side metric, one side standard)
10. Red Marking Pen
11. 4 Boxes of Kleenex (200 Count)
12. Lined Paper
13. Markers
14. Expo Markers, Fine Tip
15. Clorox Wipes

Jr/Sr High Specific

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. The good things schools have to offer can only be presented to students in attendance. A student's regular school attendance and punctuality 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:

7. A written note or phone call from parent/guardian is required for all absences from school. A phone call will be generated about 9:00 AM by the school's automated school information system Infinite Campus (IC) to validate initial daily absences.
8. Excessive absences (10 or more per class per semester) *may* result in a loss of credit in those subjects missed.
9. The **ONLY** absences that **WILL NOT** be used in calculating the attendance record are:
 - e. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. This includes In School Suspension. These exemptions will apply to students participating in sports events, cheerleading, music-related events, FFA trips, academic field trips, and others deemed co-curricular.
 - f. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board.
 - g. Subpoenas to appear in court or court-ordered as a witness, out-of-district placements for special services.
 - h. Illness or hospitalization verified by a doctor's statement.
10. Absences which **will be** counted in the ten (10) class limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension out of school, attending tournaments when not transported by the school, hair, or photography appointments, skiing, hunting, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.
11. After three (3) unexcused absences from a class, the teacher will be given a summary of student absences. The teacher will then reiterate the importance of class attendance with the student indicating the school policy.
12. After five (5) unexcused absences from a class, a phone call will be made to the student's home by the class teacher indicating the school policy and the number of days missed. Also, a letter indicating the school policy and the number of days missed will be generated by the office and mailed to parents/guardians.
13. After seven (7) unexcused absences from a class, a letter indicating the school policy, number of days missed, severity of the situation, and explaining in detail the alternatives for non-compliance will be generated by the office and mailed to parents/guardians.
14. After exceeding the tenth (10) unexcused absence from a class(s), the student may have credit withheld. Classroom teacher(s) will notify administration when a student has exceeded the tenth (10) day of unexcused absences. Administration will send a letter to the parents indicating the student, accompanied by a parent, must appear before the Attendance Board, consisting of the high school principal, the guidance counselor, and those teachers whose classes the student has exceeded the allowable number of absences. No more than two attempts will be made to contact the parent. If the parent does not show for the scheduled meeting the board will assume there are no extenuating circumstances for the accrued absences.
15. The Attendance Board will review the attendance record to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface.
16. The Attendance Board can, after hearing a student's/parent's appeal for retainment of credit, deny credits or put certain stipulations on a student whose credit will be dependent upon an agreement reached with the student and parents concerning attendance for the remainder of the semester.
17. Any decision to withhold credit can be appealed to the Superintendent and/or to the School Board.

18. If the appeal is not granted, the student will remain in the class(s) period(s) for the remainder of the semester or be placed in a study hall. If disciplinary problems occur in those class(s), the student will be suspended from school.
19. If the appeal is granted, the student will return to the class(s) with the Attendance Board's stipulations. If the stipulations are violated, a loss of credit will result.
20. The Attendance Board may also decide to make decisions regarding the student's participation in extracurricular activities.

Tardies: Students will be marked tardy up to five minutes after each bell and will be marked absent after 5 minutes. Students will be allowed into the classroom (**door will be open**) up to 5 minutes after the bell rings. After 5 minutes, students will report to the office. If the tardy is excused students will be escorted to class. If tardy is not excused, students will remain in an area chosen by the administration.

Individual teachers may also have classroom consequences for tardy students.

Makeup Work: Students are allowed **one day for each 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.

Entrance, Placement and Transfer (Board Policy 3110)

Proof of residency and student identity is required prior to entrance in School District # 12.

Discretionary Nonresident Student Attendance Policy (Board policy 3141)

1. Except as provided by law, admission to the District as a nonresident student is a privilege, unless required by § 20-5-321, MCA. As such, the District will screen all discretionary nonresident students and only consider those who meet the criteria set forth in this policy.
Students residing outside the District provided they:
 - * be in good standing with the most recently attended school in terms of academics, conduct, and attendance;
 - * be able to demonstrate a record free of truancy;
 - * be able to demonstrate a clean behavior record in the school last attended for a period of at least one (1) year;
 - * have no criminal record;
 - * have passing grades in the school previously attended;
 - * have correctly completed the nonresident student application process; and
 - * present no other educationally related detriment to the students of the District.
2. When a parent or legal guardian of an out-of-District student wishes to have his/her child attend Harlem Public Schools, he/she shall complete an Out-Of-District Admission request by July 1st of the school fiscal year for which he/she seeks admission, unless the parent/guardian can establish compelling reasons for any mid-year transfer and the School District determines that a mid-year admission is in the best interest of the District.
3. Every student who attends the District as a nonresident student must re-apply for admission by July 1st. Admission in one school year does not imply or guarantee admission in subsequent years. Each student will be expected to remain in good standing, with a cooperative attitude toward school and school personnel and maintain passing grades. (See 1 above) If these requirements are not met, the student and parent/guardian have the option of appearing before the Board for a continuance of admission to Harlem Public Schools.

CELL PHONES/ELECTRONIC DEVICES: (Board Policy 3630)

Students (Grades 7-12) may ONLY use cellular phones and other electronic signaling devices on campus before school begins, during lunch and after school ends. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment.

Therefore, unauthorized use is grounds for confiscation of the device by school officials including classroom teachers. The District is not responsible for theft or damage of private property. The following guidelines will be followed when an item is confiscated:

All Students:

1st time: The item will be kept until end of **day**

2nd time: Confiscated devices will be returned to the parent or guardian.

3rd time: Loss of electronic device privileges for the remainder of the school year

Repeated 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.*

CLUBS: (Board Policy 3510)

Harlem Public Schools provide opportunities for students to participate in a variety of school related clubs for 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.

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 have passed a background check. (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 when 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.
 - Students who wish to bring a guest to prom who is not enrolled at Harlem High School are required to complete a **Prom Guest form available from the main office** 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.

7 & 8 Grade Curriculum: MT ARMs rule 10.55.902

Seventh and eighth grade students are required to take the following classes:

English Math Science Social Studies Health Enhancement

7 and 8th grade electives will include

Visual Arts Music World Languages/Gros Ventre

Career and Technical Education courses such as business education, family and consumer sciences, and industrial technology education.

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.” Final determination for Junior High promotion issues will be made by Administration

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 and the student has returned his/her chromebook.

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 committee made up of the NHS advisor, High School Counselor and at least one other high school level faculty member.

- **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 three-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.

ENGLISH	4 CREDITS
MATHEMATICS	3 CREDITS
SCIENCE	2 CREDITS*
HEALTH ENHANCEMENT	2 CREDITS
SOCIAL STUDIES	3 CREDITS
FINE ART	1 CREDIT
VOCATIONAL ART	1 CREDIT
(Includes computer skills requirement of ½ credit)	
ELECTIVES	6 CREDITS

* 3 credits needed to attend Bozeman, Missoula or other major colleges.

Outside Credits:

Students may be permitted to take up to **three (3)** credits from Aaniiih 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. **Students will earn the credits assigned to the course from the college/university.**

Dual Credit/Enrollment:

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

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 midterm of the fourth quarter 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.

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. Student's Advisor, teachers and counselor must meet to determine if student is eligible for 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 (5) 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 or principal.
- Students that violate any school rules which result in out-of-school suspension.
- If the student no longer has the job, he/she will be in a study hall at the discretion of the committee to determine placement into a regular classroom setting.

Student's counselors, advisors, and teachers will meet at the end of each grading period to determine if the student is satisfying the requirements stated.

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.

Open Campus Privilege

Initial open campus privileges may be extended to all 9th - 12th grade (freshmen, sophomores, juniors and seniors). 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.

Teacher / Office-Managed Behavior

Teacher Managed Behaviors (MINORS) All Tier 1 and 2	Office-Managed Behaviors (MAJORS) All Tier 3 and 4
<ul style="list-style-type: none"> • No Supplies/Homework/Book • Talking out of Turn • Sleeping • Tardy • Put-Downs • Food or Drink • Disrupting the Classroom • Dishonesty • Inappropriate Clothing • Non-Compliance with Class Expectations (Refusing to Work) • Name-Calling 	<ul style="list-style-type: none"> • Weapons • Threats/Intimidation/Bullying (Verbal/Physical) • Fighting • Excessive Physical Contact • Drugs/Alcohol/Tobacco • Vandalism • Gang Activity/Affiliation • Leaving the Classroom • Aggression (Verbal/Physical) • Stealing • Sexual Harassment • Continual Minor Classroom Behaviors • Truancy • Antagonistic Defiance • Inappropriate touching • Skipping class

The following list of offenses is representative and is not all-inclusive. The administrator will use these discipline guidelines 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.

Offense		Consequence
Arson		Ten day suspension with recommendation for expulsion Contact Law enforcement
Assault and /or battery against a staff member		Ten day suspension with recommendation for expulsion (accidental or intentional)
Bomb Threat		Ten day suspension with recommendation for expulsion Contact Law enforcement
Breach of computer security as per Harlem School District Internet Agreement		1st Offense–30 days No use 2 nd Offense–60 No use 3 rd Offense-90 day No Use 4 th Offense- No use entire year Each offense 1 day OSS
Bullying/Harassment Threat/Intimidation		1st Offense-1-3 days ISS or OSS 2 nd Offense -5 days OSS 3 rd 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 or property on school grounds		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 ISS Step 3 - 1 Day OSS
Disruptive Behavior		Step 1 – 1 total detention ½ hour Step 2 – 2 total detention ½ hours Step 3 – 1 day ISS Step 4 – 3 days OSS
Drugs, drug paraphernalia, tobacco, vaping and alcohol–possession, use, or intent to distribute		Step 1 – 3 days OSS and law enforcement notified Step 2 – 5 days OSS and law enforcement notified Step 3 – 10 days OSS with recommendation for expulsion
Electronic devices such as cell phones iPod, headphones, earbuds etc. being used other than during BREAKFAST OR LUNCH		Step 1 – Confiscated by teacher or staff member and returned at the end of the day. Student may receive detention for being insubordinate. Step 2 - Confiscated and parent or legal guardian will need to pick up. Student may receive detention for being insubordinate. Step 3 – Loss of privilege to have electronic device in school
Failure to follow classroom and/or school rules.		Step 1 – 1 ½ hour detention Step 2 – 1 hour detention Step 3 – 1 day ISS Step 4 – 3 day OSS
Fighting, battery/assault or fight instigation		Step 1 – 3 days OSS with possible notification to law enforcement Step 2 – 5 days OSS with possible notification to law enforcement Step 3 - Ten day suspension with possible recommendation for expulsion along with possible notification to law enforcement
Forgery of a pass or note		Step 1 – 1 day ISS Step 2 - 2 days OSS Step 3 – 5 days OSS
Inappropriate dress		Step 1 - Verbal warning with clothing change required Step 2 – 1 hour total detention with clothing change required

		Step 3 – 1 day ISS or OSS depending on subsequent severity of violations
Inappropriate display of affection		Step 1 - Verbal warning Step 2 – 1-3 hours total detention Step 3 – 1-3 days ISS or OSS
Insubordination		Step 1 – 2 hours total detention Step 2 – 1 day ISS Step 3 – 3 days OSS
Items not appropriate at school		Step 1 – 1 total hour detention Step 2 – 3 total hours detention Step 3 – 1 day ISS or OSS *All items will be confiscated and parent or guardian will need to pick them up.
Leaving CLASS without authorization		Step 1 – 2 total hours of detention with an Unexcused Absence for each period and an additional hour for each period. Step 2 – 1 day ISS/UAs Step 3 – 3 days OSS and parent contact for conference.
Parking in unauthorized area		Step 1 – Warning Step 2 – Lose all parking privileges for one week Step 3 – Lose parking privilege for the rest of the year
Profanity, foul language, obscene materials or gestures		Step 1 -1-3 days ISS Step 2 - 3 days OSS Step 3 - 5 days OSS
Sexual harassment		Step 1 - 1-3 days ISS or OSS Step 2 - 3-5 days OSS Step 3 – 5-10 days OSS with a recommendation for expulsion
Skipping detention		Step 1 – Warning Step 2 – 1 addition hour of detention Step 3 – 1 day ISS Step 4 – 3 days ISS
Skipping class(es)		Step 1 – ½ hour of detention served with classroom teacher. Unexcused Absence for each skipped period Step 2 – 1 hour of detention served with classroom teacher. Unexcused Absence for each skipped period Step 3 – 1 day ISS, parent contact for conference and Unexcused Absences for each skipped period
Stealing		Step 1 – 1-3 days ISS Step 2 – 3-5 Days OSS Step 3 – 5-10 days OSS with possible recommendation for expulsion
Tardy (after 5 minutes)		Step 1 –Student will remain in an area determined by administration during that class. Step 2- On the second - fourth tardy in the same class or the same day, one hour of detention. Step 3- 5 or more ISS assigned
Truancy		After 10 days truancy a referral to Department of Child and Family Services (DPHHS) will be made
Unauthorized entry into/use of school facilities		Step 1 – 1-3 days ISS possible LE notification Step 2 – 3 days OSS possible LE notification

		Step 3 – 3 - 10 days OSS possible expulsion possible LE notification
Vandalism		Step 1 – 1-3 days ISS or OSS with possible law enforcement contact Step 2 – 5-10 days OSS, possible law enforcement contact Step 3 – 10 days OSS with possible recommendation for expulsion and law enforcement contact
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
Weapons		10 days OSS with recommendation for expulsion along with law enforcement contact

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.

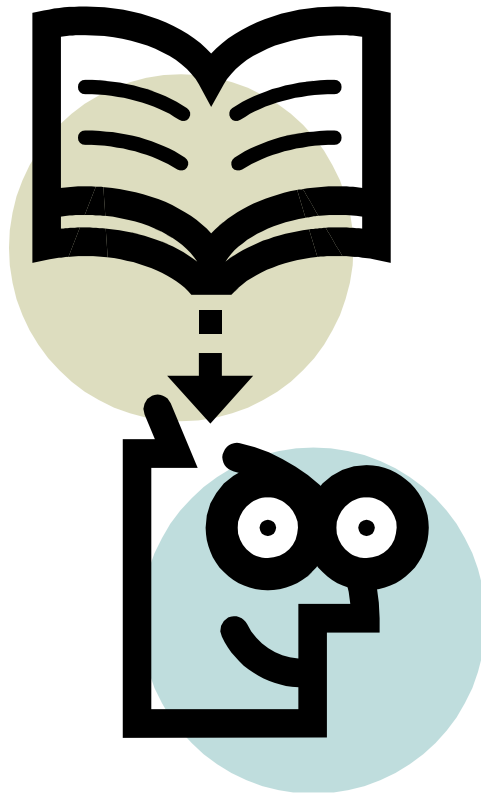
Other definitions are stated in school district policies

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 not be reflected in this version of the handbook until the next annual update to the handbook is completed and approved by the Harlem School Board. This usually occurs in June or July; prior to the beginning of the next school year.

Forms for Elementary and Jr/Sr High



Page	Title
44	Media Release
45	District Internet Agreement
46	Harlem Public Schools LIABILITY WAIVER FORM
47	TITLE IX GRIEVANCE FORM
48	Complaint form (BP 1700F)
49	Harassment Reporting Form for Students (Board Policy 3225F)

Media 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 of my child MAY be used.

Photo/Image of my child MAY NOT 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 24, 2021** it will be assumed that your permission has been granted.

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

Student Name: _____

Grade: _____

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/ chatting
- 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 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 special activities.

SIGNATURES

Parent/Guardian Signature(s): _____ Date: _____

Please print name: _____

Relationship to child: _____

Home Phone: _____

Emergency Phone: _____

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 _____

**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

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 will 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).

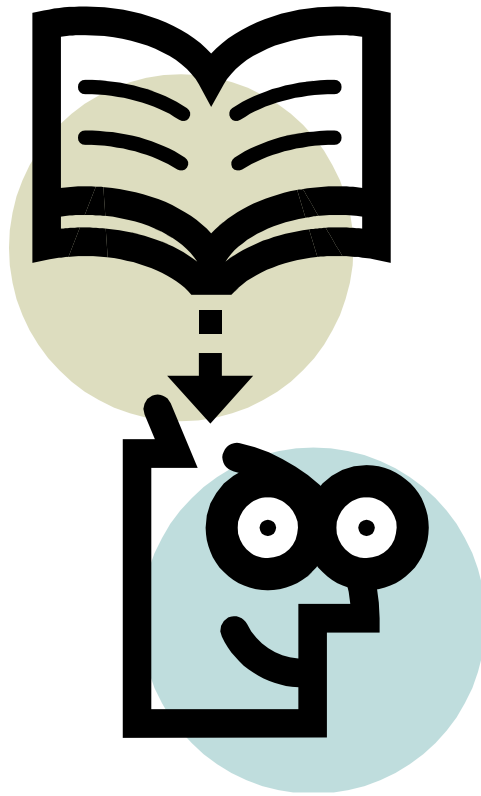
Did you take any action in response to the incident(s)? Yes No
If yes, what action(s) did you take?

Were there any prior incident(s)? Yes No

Signature of complainant _____

Signature of parent/legal guardian (s) _____

ELEMENTARY FORMS



Page	Title
51	Student Information Verification form
52	Parent - Student - Staff Compact
53	CONSENT FOR MEDICAL TREATMENT EMERGENCY MEDICAL AUTHORIZATION & ACCESS TO IMMUNIZATIONS

Please read, fill out, and sign all forms, including the attached *Student Information Verification* form, and have your child return them to school by **Friday, September 24, 2021.**

Thank you for your understanding and cooperation.

August 25, 2021

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 understand that the Harlem School District Student/Parent Handbook is available online at www.harlem-hs.k12.mt.us in the forms library or by request at the school office. Furthermore, I acknowledge that I am responsible for reading said handbook and I understand that my child will be held responsible for the rules, regulations and guidelines that are contained in therein. **I agree to read and discuss 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

Harlem Elementary 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.

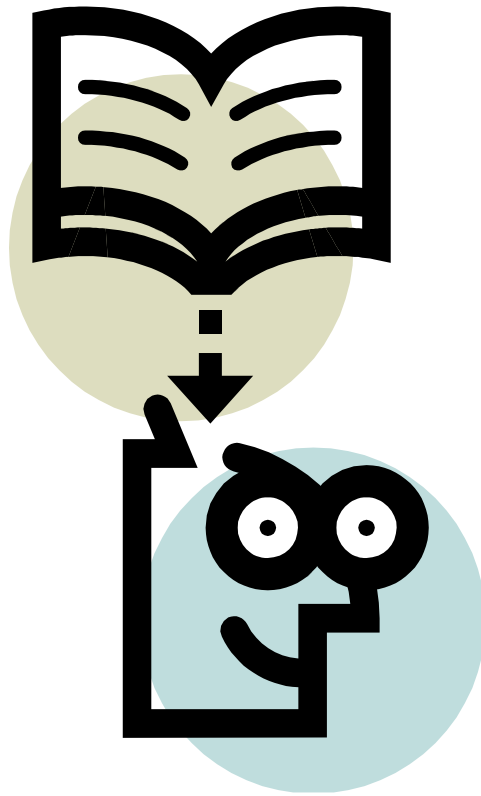
Please list all ALLERGIES to medication/other:

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

Please list DAILY

MEDICATIONS: _____

Takes at school: Yes No



Pages	<u>Title</u>
55	Handbook Receipt
56-58	Harlem School Activities Participation Guidelines
59-62	Drug Testing Policy & Procedures
63	HARLEM SCHOOLS EXTRACURRICULAR CONSENT FORM

HANDBOOK RECEIPT

Please read and share the Student Parent Handbook with your child.

Thank you for your understanding and cooperation.

August 25, 2021

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.***

Please return to school secretary or your advisor by September 13, 2021.

Student name(s): _____

Parent Signature: _____

Date: _____

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 marking period including Mid-Term. **Eligibility checks will be at Mid-Term and Quarter. Weekly grade checks separate from eligibility will be conducted for ALL students and any student at-risk of academic failure will be referred to tutoring and other support services.**

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. Any ineligible participant will not travel, dress out, or sit on the bench with a team.

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 ELIGIBLE STUDENTS HAVE 5 SCHOOL DAYS 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:** Students will not be allowed to participate in any co-curricular activity or practice if absent from school during the day of the activity. Legitimate, prearranged absences, approved by the administration may provide an exception (refer to student Handbook). 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 (if a student is absent on a Friday, they will not be permitted to participate in a Saturday contest(s)). (Students absent from school to participate in school sponsored activities (i.e. field trip) are not counted absent for the purpose of practice or game situations.)

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, and travel with the team or be any part of the bench or support crew.

12. **Possession, Usage, or MIP of Alcohol, Drugs, Vaping and/or Tobacco:** The Harlem Staff and Board members have a concern with regards to alcohol, drugs, vaping 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. If the season has concluded, but student is still on team travel (i.e. State Tournament), student is out of the next activity season. If a student acquires a first violation in any sports post season, the consequence will be implemented during the following sports season, but the violation count will start over at zero.

Second Violation – loss of all extracurricular activities for the remainder of 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 from 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.

Student Name _____	Activity _____
Emergency Contact Name _____	Phone # _____
Student Signature _____	Date _____
Parent/Guardian Signature _____	Phone # _____

Drug Testing Policy & Procedures

Harlem School District

Board Policy 3350

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 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.

3350F HARLEM SCHOOLS EXTRACURRICULAR CONSENT FORM

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

DECLARATION OF RIGHTS AND STUDENT RESPONSIBILITIES

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.