

STUDENT/PARENT HANDBOOK

HYSHAM PUBLIC SCHOOLS

Revised July 2025

NON-DISCRIMINATION DISCLAIMER

No student shall be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, or privileges of the school district because of race, creed, religion, gender, marital status, color, age, physical or mental handicap, or national origin, unless upon lawful grounds (MCA 20-5-101). No student shall be denied participation in school district education programs or any sponsored activity, except for such reasons as are provided by in the adopted policies of this district, federal, state, and county associations or governmental entities, or organizations that sponsor activities, such as the Montana High School Association.

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HYSHAM SCHOOLS MISSION STATEMENT

“Hysham Public Schools believe that learning needs to be student-centered and highly challenging. This involves students, parents, community, and administration actively working together using innovative techniques ensuring all graduates will possess 21st century skills. With frequent monitoring of curricular progress, students will become proficient in problem-solving and critical thinking. We are committed to developing a deep level of trust and understanding through effective communication in a safe atmosphere that acknowledges diversity, compassion, encouragement, respect, and interconnectedness.”

VISION STATEMENT

“Actively working together, building trust, and shaping highly performing students, our school community assures an atmosphere of learning for all.”

BOARD/SUPERINTENDENT WELCOME

Welcome to Hysham School. This handbook has been compiled for the benefit of all students, both new and returning. It contains the rules and policies that are pertinent to attending and to graduating from Hysham School. This manual also contains our expectation for student behavior both in school and at extra-curricular events, both home and away.

Please store this manual in a safe place, so that you can refer to it as needed. Rules and policies contained in this manual may change during the school year; all students will be notified immediately of any changes.

STATEMENT OF BOARD’S PHILOSOPHY

The objective of Hysham School is to help students realize their academic potential by making available to them a free and appropriate quality public education which will enable them to:

- Find joy in life-long learning
- Communicate ideas, knowledge, thoughts, and feelings
- Reason critically and creatively
- Assume social, moral, and ethical responsibility
- Further their creative ability
- Be effective in all democratic processes
- Develop personal responsibility
- Learn who they are becoming

STUDENT RESPONSIBILITIES

Schools are communities within our democratic society and, as such, they have as one of their primary functions that of educating students to the fullest extent possible to exercise their rights and to assume their responsibilities as citizens. To achieve this goal, Hysham School's Board of Trustees, staff, and parents of students must work cooperatively to provide the most effective opportunities while avoiding the extremes of regimentation and authoritarianism on one hand and anarchy and irresponsibility on the other.

The Board of Trustees of Hysham School District #1 fully recognizes that students possess certain constitutional rights that are not shed at the schoolhouse door. The School Board is also aware of its statutory responsibility to maintain a proper atmosphere for learning. Conduct by any student which materially interferes or substantially disrupts this atmosphere is not acceptable.

It is the student's responsibility to:

- To honor parents, elders, and teachers
- To take care of body, mind, and spirit
- To improve one's self through education in preparation for the future
- To perform work to the best of one's ability
- To develop high moral principles and the courage to live by them
- To grow in character and ability
- To respect the rights and feelings of others
- To be honest in everything that I say and do
- To set a good example for others and to be a role model for younger students
- To obey the laws of society and live in harmony with others
- To preserve and support government by the people, for the people, and of the people and the American way of life
- To be of service to others and to help make the world a better place to live

Nothing in this handbook is intended to deny any student their individual rights. However, the rights of citizens in an open society must be balanced against the responsibilities of each citizen and the needs of the school and the community as a whole.

PARENT RESPONSIBILITIES

Good discipline originates in the home. Parents teach and model good behavior and habits, as well as the proper attitude toward school. To help your student progress in school, a parent should:

- Recognize that the teacher takes the place of the parent while the student is attending school
- Teach, model, and require of your student respect for law, for authority, for the rights of others, and for public and private property

- Show an interest in your student's activities, report cards, and general progress in school
- Comply with attendance rules and procedures, and demand prompt and regular attendance from your student
- Arrange for a time and place for your student to do their homework and see that they make good use of their time
- Encourage and guide wholesome friendships, interests, and activities
- Understand and comply with school rules concerning student conduct and cooperate with the school in carrying out disciplinary action taken by the school
- Are reminded they are not to abuse the eight day absence rule by reporting a student is ill when they are actually not ill

TEACHER RESPONSIBILITIES

The staff at Hysham School works very hard to create an atmosphere of learning. All teachers are responsible for the conduct of students in their charge at all times, whether in school or at a school-sponsored activity. Teachers will not tolerate disrespect to themselves or to other students. In return, teachers will demonstrate an attitude of caring and respect for their students and will do everything in their power to make learning interesting and fun.

ABSENTEES, APPOINTMENTS, TARDINESS

If for some reason a student is to be absent, the parent or guardian should send a note or call the office stating the time and reason the student is to be excused. Students are not excused from school without a written or personal request from the parent or guardian. We do not permit any child to leave the school premises with an unidentified person. Please come to the office before taking your child. In case of illness (or other reasons), the office should be called when a child is absent. You may call the school office at 342-5237 before 10:00 a.m. with this information. Unless the absence has been prearranged, you will be called if the office has not been notified by that time.

ACADEMIC INTEGRITY

Honesty and integrity are two of the most important values taught and modeled in school. Behaviors such as plagiarism, cheating, and turning in academic work for credit that has been done by another are expressly forbidden in school, as they are in life outside of school. Anyone suspected of integrity violations will be warned by their teacher or by the superintendent. The student will also be given the consequence described in the discipline scale.

Anyone who is caught cheating or otherwise acting in a dishonest manner will receive a zero. Other, additional consequences for integrity violations may include a reduction in grade for the nine weeks or semester in question.

ACCIDENTS

All accidents causing bodily injury or property damage are to be reported immediately to the teacher in charge or to the office. An accident report form must be obtained from the office and filled out for each incident by the staff person in charge.

ASSEMBLIES

All students are expected to attend assemblies which are free of charge, unless excused by a note from home. Students are expected to display good manners and to behave courteously at all times. Students are also expected to remain seated until dismissed from the program by a teacher or administration. Upon being dismissed, students are expected to wait for the elementary students to leave before getting up to leave themselves.

ATTENDANCE POLICY

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires that a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day. School employees must investigate and report violations of the state compulsory attendance

law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.

Parents or guardians are to call the morning of the absence to the school office at (406) 342-5237. If you do not contact the school, you will receive a phone call about the absence.

When students enter school, they signify that it is their intention to attend regularly. Each student will be allowed to be absent eight (8) days/classes per semester. When a student has missed five (5) days from a class during a quarter, the parents will be contacted, and a meeting will be set up with the student's parents, the superintendent, and the dean to address the absenteeism and create an attendance plan. If the student misses eight (8) days/classes during the semester, a meeting will be held with the parent(s), student, superintendent, dean, and the Hysham Board of Trustees. Violations to the attendance policy could result in loss of credit for the semester, make-up time in the classroom, or other consequences.

The superintendent can request a student to appear before the board at any time regarding an attendance issue. Extenuating circumstances will be considered by the superintendent.

1. Students have two (2) days to make up missed work. (If there are extenuating circumstances, students may work with their teachers for extensions.)
2. If a student knows he/she will be gone in advance, they need to obtain assignments from their teachers prior to the absences.
3. Absences will be classified as excused or unexcused by the superintendent.
 - a. An excused absence is one which was caused by illness, death in the family, unavoidable circumstances, or a good cause excused in advance.
 - b. An unexcused absence is one which is willfully caused, without good reason, by either parent or student.
 - c. The classroom teacher/superintendent may not issue credit to a student for excessive absences during any quarter of the school year and retention may be necessary.
4. Parents are encouraged to make doctor and dental appointments after school hours or on holidays/vacations. If that option is not available, students shall be excused to keep an appointment during school hours if a written excuse is sent to the teacher or office by the parent. Prior notification is necessary. The school discourages student absences from school to go shopping, etc., or to do things that can be done after school hours.

Make-up Work

Students are responsible for making up all assignments missed during an absence. Homework assigned on the day before the absence will be due on the day that the student returns to school from that absence. All assignments missed during non-prearranged absences will be due two days after the student returns to school, or a longer period of time with an agreement between teacher and student. **Any prearranged absences with an**

advanced absentee slip require work to be turned in upon return unless different arrangements have been made with the teacher. Exceptions for unusual circumstances may be made by the administration. Assignments not turned in on time after an absence or turned in late may be reduced in grade or be given zeros, at the discretion of the teacher. This rule will also apply to tests missed during an absence. Tests must also be made up within two days after returning from an absence unless the teacher makes other arrangements giving the student more time.

Special Education Student Absences

Special education students with excessive absences may have an IEP or CST meeting to discuss the absences and consequences for those absences, as some absence consequences may, in fact, constitute a change in placement.

Suspensions

Suspensions, where students are sent home as a consequence for unacceptable behavior or other rule violations, count toward absences. Students who return from a suspension are expected to make up all missed work.

Students in In-School or Out-Of-School Suspension will not be eligible to participate in any extra-curricular practices or performances on the day the suspension is served.

Due Process Rights

Before any decision to not issue quarter credit for absences, the student will be invited to the office and given an opportunity to review his/her attendance record and explain the reasons for excessive absenteeism. Any student who feels that they have been treated unfairly in this process may appeal the decision to the board of trustees.

BELL SCHEDULE FOR GRADES 7-12

Doors open	7:45	
First Bell	7:55	
Tardy Bell	8:00	
First Period	8:00-9:00	60 minutes
Second Period	9:03-10:03	60 minutes
Third Period	10:06-11:06	60 minutes
Fourth Period	11:09-12:09	60 minutes
Lunch	12:09-12:31	22 minutes
Fifth Period	12:34-1:34	60 minutes
Sixth Period	1:37-2:37	60 minutes
Seventh Period	2:40-3:40	60 minutes

BREAKFAST/LUNCH SCHEDULE

Breakfast EK-12	7:45-7:55
Early Kindergarten	11:15
Kindergarten	11:20
Grades 1-3	11:30
Grades 4-6	11:45
Grades 7-8	12:05
Grade 12	12:07
Grades 9-11	12:09

BUILDING REGULATIONS

Students may not be in the building before 7:45 a.m. or after 4:00 p.m. unless they are meeting with a teacher, attending an activity or sports event or practice, or are attending an open gym. Students should refrain from loitering in the halls or classrooms (without teacher permission) until the first bell rings at 7:55.

Students are not to be at a practice (in the gym, multipurpose room, weight room, music room, etc.) without a coach or advisor in attendance. Weather permitting, students need to wait outside until their coach or advisor arrives.

No students are to be in the school building, outside of regular school hours, without adult supervision approved by the administration and without permission.

Students are not allowed in the front office without special permission from the superintendent. Continued violation of this rule will result in a disciplinary referral.

CANINE DETECTION

Hysham School District can contract with canine detection businesses, such as Interquest Detection Canines of Montana, to conduct periodic inspection of our campus. These inspections will be carried out by a certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, common areas, vehicles, desks, backpacks, and any other articles on school property are subject to inspection. All inspections will be conducted within the scope of the law and with the knowledge of the student.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property (such as books, instruments, or athletic equipment) that is checked out or assigned to them. Students are responsible for returning school property in the same or better condition than when they checked it out,

excepting normal wear and tear. Students will be responsible for paying for any books or equipment that is damaged or lost while in the student's care.

CELL PHONES

Cell phones will be collected in the office every morning before school begins. Students will put their phones in airplane mode and hand their phones into the office. Students may collect their phones at lunch, after they have been dismissed from the cafeteria. Phones may not be used anywhere in the building outside of the lobby. When lunch is over, students must return their phones to the office.

Parents that need to leave a message with their student will need to call the school and leave a message with office staff, this will then be delivered to the students. The phone number for the school office is 406-342-5237.

Students found with a cell phone will be subject to disciplinary action.

To promote communication, collaboration, and a safe environment, the use of personal earbuds/headphones is not allowed. Teacher-issued headphones are allowed with teacher permission. The first time is a warning; subsequent violations will result in disciplinary referrals.

Using phones or other electronic devices to violate the privacy of another person or persons by transmitting unauthorized images is illegal and is subject to prosecution under the law, as well as under school policy.

DISCIPLINE POLICY

Positive School Climate

The responsibility for a positive school climate depends on respect and cooperation between students, teachers, classified employees, administration, and school trustees.

Discipline

The step-ladder program for discipline is a program of ascending consequences. It is the discipline program used at Hysham Public Schools. It is published so that the parents, students, and other interested parties may become familiar with the system.

In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her own behavior. This is a lifelong skill that is imperative to success in later life.

The “step” system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the “first-time” offender.

The step system provides every student with an opportunity to redeem him/herself and move backwards on the disciplinary ladder. A student not referred to the office for a semester August – December and January - May will move one step down the ladder. This allows each student to “wipe his/her disciplinary slate clean” should he/she so choose.

The following applies to all school functions (any activity/function that the school is participating in) and any infraction that occurs on school grounds, or that affects any school employee/student during the entire school year. A student may be disciplined for non-school conduct when the conduct has a direct effect on the general welfare of the school.

Infractions

LEVEL I

1. Not working in class
2. Being in the hall without a pass
3. Class disruption
4. Inappropriate physical contact (Students shall keep their hands off other students on school premises. No kissing, hand holding, etc.)
5. Inappropriate behavior
6. Dress code violation
7. 2nd tardy in any given class in a semester. (1st tardy is a warning.)
8. Use of personal earbuds/headphones
9. Cell phone violation

PENALTY

1st Offense—1 noon detention

2nd Offense—30 minutes after school

Student will be given a choice to serve 2nd offense detention the day of notification or the next scheduled school day. Practices, games, or other competitions do NOT take precedence over discipline.

LEVEL II

1. Leaving class without permission
2. Cheating
3. Use of profane language in school
4. Not using proper procedure when checking out of school
5. Bullying

6. Harassment
7. Third offense of Level I
8. Minor vandalism of school property
9. Third-fifth tardy in any given class in a semester (A tardy due to extraordinary circumstances such as a late bus may be excused by the administration. Oversleeping, failed alarm clock, and missing the bus are not excused.)

PENALTY

1st Offense—1 hour after school detention (written parental contact)

2nd Offense—2 hours after school detention (written parental contact)

LEVEL III

1. Fighting
2. Stealing
3. Talking to a teacher in a disrespectful manner (or disrupting class by arguing about assigned work)
4. Truancy
5. Openly defying a teacher's authority
6. Third offense of Level II
7. Possession and/or use of tobacco, including Vape products (law enforcement will be notified in the county in which the infraction occurs).
8. 6th or subsequent tardy in a semester.

PENALTY

One (1) day in school suspension (verbal if possible and written parental contact)

LEVEL IV

1. Being under the influence of or in possession of alcohol, mind-altering drugs, or drug paraphernalia (law enforcement will be notified)
2. Major vandalism of school property
3. Profanity or other abusive language directed to any faculty or staff member
4. Use or possession of fireworks in the building
5. Second offense of Level III

PENALTY

Two (2) days out of school suspension—notify parents and authorities if applicable. Law enforcement will be notified on all alcohol and drug violations in the county in which the infraction occurs (ex. On an out-of-town trip, the law enforcement in the community with jurisdiction will be notified). Students will be allowed to complete school work providing it does not create an undue burden for the classroom teacher. (ex. Classroom lab activity—in this case an alternative assignment for the same amount of points may be issued.)

LEVEL V

1. Physically assaulting a staff member
2. Causing major physical harm to another student

3. Deliberate action that can endanger the life, health, or safety of another student
4. Active involvement or association with a bomb threat
5. Threatening students or staff with violence
6. Second offense of Level IV

PENALTY

Long term suspension or School Board expulsion (Section 20-5-202 of the Montana Code Annotated.)

****Administration has final discretion on the level and penalty of infractions for those offenses that are not listed.**

Miscellaneous

1. Any student that fails to show up for an assigned detention—the detention will double (only exception will be PRIOR parental contact)
2. Teachers and administration has the flexibility to substitute three noon detentions for each hour of after school detention for extenuating circumstances. Extra-curricular activities and athletics are not extenuating circumstances.
3. Any offenses which are at the third level or higher:
 - a. Next offense will move the student to the next level
 - b. Student has the opportunity to move backwards on the scale if the student has no discipline infractions for a period of sixty (60) days
 - c. Administration has flexibility in dealing with a Level I offense for any student above Level II
 - d. Detentions must be served the day the student is notified or the following day unless arrangements have been made with the administration.
4. Noon detention—student must report to the office within 5 minutes after the bell has rung. During detention, a student must stay seated, work on homework, and there is to be no talking.

DRESS AND APPEARANCE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

The control of student grooming is a parental matter; however, it is essential that some school rules should exist so that the learning atmosphere will not be disrupted by student dress, and the health and safety of students shall not be jeopardized.

A student's clothing must be clean, neat, in good repair, comfortable, and in good taste. Shorts are allowed August-October and March-May, but please be cognizant of the weather when choosing to wear clothes for cooler weather. Appropriate footwear must be worn at all

times (slippers are not appropriate), and students with blankets should leave them at their lockers.

Clothing must be modest and not offensive and in no way should clothing take away from the educational environment. Clothing advertising alcoholic beverages, tobacco products, or firearms or clothing containing inappropriate language/messages/or innuendos will not be worn.

Spaghetti straps and shirts that do not cover the midriff should not be worn. Pajamas are not appropriate attire for the academic day.

Students' hair must be neat and clean.

No student will wear a coat or jacket unless the jacket is part of an outfit or if the climate in the classroom warrants additional clothing.

Students will not wear sunglasses, hats, caps, or other head coverings (including hoods) inside the building from 7:00-4:00 on school days.

A dress code violation is a Level I infraction. Students may be asked to wear different clothing provided by the school.

DROPPING AND ADDING CLASSES

Student requests to drop or add classes will be given consideration only through the first week of each semester. After that time, only special extenuating circumstances will be given consideration. To request a drop/add, a student will fill out a class change form obtained from the counselor. All drop/adds must be approved by administration before the actual class switch may be made.

DRUG TESTING

The Hysham Board of Trustees in an effort to protect the health and safety of its extra-curricular activities students from illegal use and abuse, thereby setting an example for all other students of the Hysham Public School District, has adopted a drug testing policy for its activity students.

Participation in school-sponsored interscholastic extra-curricular activities at the Hysham Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form." Drug testing for Activity Students in Grades 7-12

will be conducted on a random selection basis quarterly from a list of all Activity Students who are involved in off-season or in-season activities. Once a student is out for an activity, their name will remain on the random list the rest of that school year.

In addition to the drug tests required, any Activity Student may be required at any time to submit to a test for illegal, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal drug use by the particular student. A refusal to a drug test (either random or requested) will be considered a positive test and dealt with appropriately.

EMERGENCIES AND/OR WINTER WEATHER AFFECTING SCHOOL

Should an emergency arise or winter weather prohibits holding school, students and parents will be notified through KIKC radio station, In-Touch notification system, and/or social media. If time allows, the Billings TV stations will also be notified. The bus contractor is responsible for contacting bus students when the school bus does not run. Students will not be sent home from school without notification of the parents.

FIRE AND/OR EMERGENCY DRILLS

Fire and/or emergency drills at regular intervals are required by law and are an important safety precaution. It is essential, when the alarm bell rings, that everyone exits the building by the identified route (see diagrams in each classroom or area) as quickly and orderly as possible. Everyone should remain outside the building until told to re-enter the school by the official in charge.

FOOD AND DRINK IN THE BUILDING

Eating and drinking in the school building during the school day is a privilege granted to students in very few other schools and is contingent upon students being responsible for cleaning up any food or drink mess that they make. Food and drink may be consumed in a room or area only if eating and drinking is allowed by the person in charge of that room.

Teachers may prohibit eating and drinking in their rooms at any time by posting the rule in their room. The chewing of sunflower seeds in the school building is prohibited at all times.

GRADING FORMAT

Numerical/Percentage	Letter Grade	4.0 Scale Equivalent
100-97	A+	4.0
96-93	A	4.0
92-90	A-	3.67
89-87	B+	3.33
86-83	B	3.0
82-80	B-	2.67
79-77	C+	2.33
76-73	C	2.0
72-70	C-	1.67
69-67	D+	1.33
66-63	D	1.0
62-60	D-	.67
59 and below	F	0.00

GRADUATION CREDIT REQUIREMENTS AT HYSHAM HIGH SCHOOL

Credits Per Course

Each high school class that meets every day earns $\frac{1}{2}$ credit per semester or 1 credit per year. Classes that meet every other day, such as band and chorus earn $\frac{1}{4}$ credit per semester and $\frac{1}{2}$ credit per year. All other classes are offered for one (1) credit.

Credits For Graduation

Students must earn a minimum of twenty-one (21) credits in order to receive a high school diploma from Hysham School. These twenty-one credits must include the following:

- 4 credits of English/Language Arts, to include English 9, 10, 11, 12
- 3 credits of Mathematics
- 2 credits of Laboratory Science
- 3 credits of Social Studies, which may include World History or World Geography, but must include American History and U.S. Government
- 2 credits of Health/Physical Education (1 per year)
- 1 credit of Fine Arts
- 1 credit of Practical/Vocation Arts (Ag Education, Accounting, Personal Finance, etc.)
- 5 credits of Electives

Both numerical and letter grades will be used on student report cards. Only the numerical grades will be used for computing GPA and class ranking.

GRADUATION EXERCISE AND DIPLOMA POLICY

No student may participate in graduation exercises that has not completed all coursework required for graduation and is not eligible to receive a diploma. No student may participate in graduation exercises who owes fines or materials to the school.

GUN FREE SCHOOL POLICY

In accordance with the provisions of the Gun-Free School Act, 20 USC 3351, any student who brings a firearm onto school property, except as provided below, shall be expelled from school for a period of not less than one calendar year, unless modified by the Board of Trustees, upon a recommendation from the district superintendent.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922 (q), students may bring unloaded firearms onto school property for use in an approved program with the prior permission of the district superintendent.

No student shall possess any firearm, without authorization, on the way to or from school, or during intermission or recess, or in the school parking lot, or at the football field/track area. Violations of this provision shall result in discipline up to and including expulsion.

The term “firearm” shall be defined as provided in 18 UDC 921. This term shall include any weapon which is designed, or can be readily converted to expel a projectile by the action of explosion, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary, or poison gas.

If a student violating this policy is identified as a child with disabilities either under IDEA or Section 504, a determination must be made whether the student’s conduct is due to a disability recognized by IDEA or Section 504, and lawful procedures for a change in placement must be followed for suspensions of greater than ten (10) days.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with 20-5-202 MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

The district shall keep a record of all students disciplined under this policy and the circumstances surrounding the discipline, including the number of students expelled and the type of weapons involved. This information shall be provided to other governmental agencies required by law.

HAT RULE

Students (male and female) will remove caps, hats, bandanas, and hoods upon entering the school building and will refrain from wearing them while in the school building and in the gym. The hat rule is in effect from 7:00 a.m. to 4:00 p.m. on days that school is in session.

HONOR ROLL

There will be one honor roll—students whose average is between 90—100%. No students who have a “D+” or lower (69 or lower) in any subject will be included on the honor roll list.

INCOMPLETES

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, when the student has not been able to complete assignments by the end of the grading period. At the discretion of the superintendent, an incomplete becomes an “F” two weeks after the end of the nine weeks if not made up. The student is responsible for making up all past-due assignments.

Hysham Schools will follow MHSA rules making a student ineligible to play in any MHSA event with an incomplete on their report card.

INSURANCE

Hysham School does not provide accident insurance or health insurance. High school students who are involved in any MHSA sanctioned activity are covered by a special catastrophic accident policy for accidents that occur during a MHSA activity. Some restrictions do apply. Students in grades K-8 are not covered by this special catastrophic accident policy.

LIBRARY/STUDY HALL RULES

1. Students are to be in their seats when the bell rings and must maintain an atmosphere conducive to study during the period.
2. All students are to bring study materials to study hall. Study halls are not merely an elective, they are a privilege. All students in study hall are expected to be busy on school work during the study hall period.
3. To leave study hall after the bell rings requires permission from the study hall monitor. Students checking out of study hall need to go immediately to the place to which they checked out. Hall wandering during a period is prohibited and may cause a loss of checking out privileges.
4. Talking is to be done at a minimum and not in a manner that disturbs other students in study hall.
5. Only one student may check out to use the restroom or to go to their locker at a time.
6. No sleeping in study hall.
7. Cards, card games or computer games are allowed at the discretion of the study hall monitor.
8. Students are expected to be engaged in classes during the day. Study halls are only allowed depending on class schedule with the approval of both the superintendent and the guidance counselor, or by teacher recommendation. Students who are teachers' assistants may not also take a study hall.

LOCKERS AND THEIR USE

School lockers will be assigned to students at registration. Lockers are the property of the school and the administration retains the right to make regular locker searches if it is deemed necessary. Valuables and money should not be left in lockers. They should be brought to the office for safekeeping. Students in sports or PE should be especially cautious about leaving valuables in gym lockers. Students may tape pictures in their locker, but pinups and swimsuit pictures are prohibited. Pictures in the lockers should be of people that are fully clothed. Students are not to write on their lockers. Students are responsible for leaving their lockers as clean as they found it on the first day of school or if checking out before the end of the school year.

Backpacks/purses are not allowed in classrooms. Please leave such items in your locker.

LOST AND FOUND

The lost and found department is located in the office. Clothing and other personal items left in lockers, the locker room, the gym, or classrooms will be turned into the office. Items not claimed within two weeks may be given away if not claimed. Hysham School is not responsible for personal items belonging to students that are lost, stolen, damaged, or broken.

LUNCH RULES

Students going home for lunch must have a note from their parents and on file at the main office. Students are not to go to any home but their own for lunch. Students who have permission to go home for lunch may not take other students home with them for lunch. Students are not to drive home for lunch.

Students eating hot lunch are expected to go to the cafeteria and eat with their class before going to other lunch time activities or leaving campus. **All food and drink are to be consumed in the lunch room, unless prior approval is given by the administration.** Any students bringing lunch from home are expected to eat their lunch in the cafeteria.

Students in grades 9-12 may leave campus if eligible to do so. Students who choose to stay on campus during lunch may go outside if the weather is nice. If the weather is bad, students may gather in the lobby during lunch. The library will be open to students wishing to work quietly on schoolwork. Students may not gather at the front office counter.

No food or drink is allowed in the gym. Candy and pop may be consumed in the lobby area as long as the containers and wrappers are kept picked up.

MEAL PROGRAMS

The costs for school breakfast and lunch are as follows:

Grade EK-6	\$3.00 per meal
Grades 7-12	\$3.25 per meal
Adults	\$3.50 per meal
Breakfast	\$2.00 per meal

Lunch and breakfast come with one milk. Extra milk is .40 per carton.

Lunch credits can be purchased from the school office and receipts will be given or mailed for the amount of money received.

Application forms and guidelines for the Federal Free and Reduced Lunch Program are available in the main office. Anyone having questions regarding the school lunch program is encouraged to contact the school office at 342-5237.

A school lunch menu is printed and sent out monthly and is subject to change. A copy of the lunch menu is posted on the school website as well.

Breakfast is served between 7:45 and 7:55. Students may not take food from the cafeteria when the first bell rings. All students will sit at the appropriate grade level designated tables.

MID-TERM REPORTS

Midterm reports will be mailed to parents at the midpoint of each grading period. The purpose of midterm reports is to inform parents of their student's progress and alert parents to any academic problems as early as possible.

MONTANA UNIVERSITY SYSTEM ADMISSIONS STANDARDS

Access to post-secondary education has been of great concern to the Board of Regents. The 6 four-year Universities of the Montana University System have basic requirements for admission standards of first-time, full-time freshmen. It would be of the students' benefit to talk to the high school counselor to find out what the admission standards are for the Montana University System. Students need to do this early in their high school years and ask for updates regularly each school year. Many of the admission standards are being changed frequently.

OPEN CAMPUS

During the school year, Hysham School maintains a policy of limited open campus. Students in Grades 9-12 may leave campus during the lunch period to go to local businesses. Students may not go home at noon without written permission from parents. Students may not drive during the lunch period without permission from the administration.

Students on the academic ineligibility list may not leave campus during the lunch period. It is suggested that those students make use of the library to complete schoolwork during lunch. Students who have permission to go home for lunch may not take other students home with them for lunch.

PERSONAL PROPERTY

Students should not bring large amounts of money or valuable property to school. If necessary, turn any money or personal property into the office for safekeeping. The school will not be responsible for lost or stolen property.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection are prohibited at all times while at school or at school-related activities, home or away. This includes behaviors such as kissing, arms around one another, hand holding, students doing inappropriate acts in an unsupervised room, etc. Public Displays of Affection is a Level I infraction.

SALUTATORIAN AND VALEDICTORIAN

In order for a student to be eligible to be selected as the Salutatorian or Valedictorian of their senior class, that student must have been in attendance at Hysham High School for the past four semesters (junior and senior years). In addition, that student must have completed the Montana University System's college preparatory program.

Selection Process

The Salutatorian and Valedictorian will be selected using the following criteria:

- All letter-graded classes will be used in the computation of GPA.
- The GPA will be computed by adding all percentage semester scores earned for full time classes together and dividing by the number of classes included in the computation.
- All averages should be carried to one decimal place (1/10th), but in no case should they be carried further than two decimal places (1/100th). When two or more seniors have identical GPA's to the second decimal place, a tie shall be declared. In case of a tie, both or all parties involved in the tie shall share the award.
- Selection of Salutatorian and Valedictorian shall be based on the seven semesters of coursework preceding the second semester of the senior year. The Salutatorian of the graduating class must have a minimum of a 3.0 GPA. The Valedictorian must have a minimum of a 3.5 GPA.

SCHOLARSHIPS

Board Of Regents Honors Scholarship

The Montana Board of Regents offers an Honors Scholarship to a graduating senior, with the highest GPA, and who plans to attend a unit of the Montana University System. The prospective recipient of the Honors Scholarship must meet the criteria set by the

Montana Board of Regents. Such criteria can be received by talking to the high school guidance counselor.

Honors Scholarship Recipient

If possible, the senior with the highest GPA at the end of the seventh semester will be awarded the Montana Honors Scholarship. This student must, however, meet all Board of Regents requirements and must be intending to attend a unit of the Montana University System. If the senior with the highest GPA doesn't meet the requirements or does not intend to attend a Montana University Unit, the next senior in line who meets the requirements may be offered the scholarship.

SCHOOL DANCE REGULATIONS

School dances must be supervised by at least two adults who have been approved by administration. At least one of these chaperones must be a staff member, preferably the sponsor of the group putting on the dance.

All students will be expected to follow the school dress code, unless the dance is formal or costume oriented. The doors to the dance will be closed and locked no later than 30 minutes after the dance has begun and no one will be admitted to the dance after that time. Students who leave a dance before it is over, will need to have one of the chaperones talk to the student's parents before leaving the building. Students may not re-enter the dance if they leave.

Students bringing guests to a dance, who are not current Hysham School students, must first obtain permission from the office to bring an out-of-town guest. Out-of-town guest permission slips may be found at the main office.

No students from any school may attend the prom as participants unless they are in at least the eighth (8th) grade.

Any organization wishing to hold a dance must first obtain permission from the office by submitting a written dance request no later than Thursday prior to the weekend of the dance.

The organization or group sponsoring the dance or activity is responsible for cleaning up the school area(s) used for the activity. The area(s) in question must be cleaned and ready to use again by the next school day after the dance or activity. Permission to leave decorations up in an area for use by another school group (i.e. high school graduation/eighth grade promotion) must be obtained from the office prior to decorating for the first event.

Students who bring bags or backpacks to dances must leave their bags or backpacks in the office area during the dance.

SCHOOL MANNERS AND PROPER BEHAVIOR

Your conduct as a student determines how others will react to you. Be courteous at all times. The following is a list of required behaviors while in school or attending school related events, both home and away.

- Do not run in the hallways
- Avoid yelling and loud, boisterous talking in the school building
- Keep your hands, feet, and other objects to yourself
- Be in the classroom, seated at your desk when the bell rings
- Remain at your desk at the end of the period until you are dismissed by the teacher (the teacher dismisses, not the bell)
- Be respectful to all

SEXUAL HARASSMENT/SEXUAL INTIMIDATION POLICY

Basic Grievance Policy and Procedure

Hysham School District #1 is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student's ability to work and learn. The district prohibits sexual harassment and sexual intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer, or student, and whether committed against a coworker, supervisor, subordinate, contractor, volunteer, or student. The district finds such behavior just cause for disciplinary action. Whereas sexual harassment and sexual intimidation substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or sexual intimidation against any employee or student, who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applies to individuals attending any event on District property, whether or not that event is District sponsored or to District sponsored events, regardless of location.

Inquiries or complaints regarding sexual harassment or sexual intimidation should be directed to Ms. Amanda Prongua, Title IX/Section 504 Coordinator. Copies of the entire policy are available upon request.

STUDENT WITHDRAWALS/TRANSFERS

Students who transfer during the year from Hysham School to another school must have their parents check them out of school. Students who are transferring to another school are

expected to return all materials belonging to Hysham School and to pay all outstanding fees, dues, fines, etc. before checking out of school.

SUBSTITUTE TEACHERS

Substitute teachers are used when the regular classroom teacher is planning to be out of the classroom for one or more days. Substitutes may or may not be certified teachers and are not expected to be as experienced in classroom management procedures as the regular teacher. All students are expected to be respectful and helpful to substitutes and to treat them like a regular classroom teacher. Disrespectful behavior toward substitutes will be dealt with more severely than if the behavior had been directed toward a regular classroom teacher. It is expected that all students will be on their best behavior when a substitute teacher is in the room.

SUSPENSION AND EXPULSION

School administration may suspend a student for up to ten (10) days. Discipline situations involving possible suspension will result in a hearing involving the administrator, the student, the student's parents or legal guardians, and any other appropriate persons. If, after the hearing, the administrator decides that suspension is appropriate, that suspension will begin immediately. No decisions of this nature will be made until parents have been notified. No student will be sent home on suspension until parents have been informed and have had an opportunity to provide input. Any discipline decision made at the administrative level may be appealed to the school board. However, in extreme cases, administration reserves the right to implement the suspension while the decision is being appealed. Only the board of trustees has the power to expel a student. In any case where expulsion is being considered, the superintendent will make a recommendation, in writing, for expulsion to the board of trustees at a regular meeting or a special meeting called to make this decision. A copy of the letter requesting expulsion will be sent to the parents or guardians of the student, listing the reasons for the recommended expulsion. The letter will contain the time and place of the board meeting. If a regular meeting of the board of trustees is not scheduled within five (5) days of the sending of the letter, a special meeting will be called.

TARDY

An orderly classroom requires that students report to class promptly. Students are expected to be in the room and/or in their seats when the tardy bell (second bell) rings at the beginning of each period. Unless excused by a teacher or other school personnel, tardies are considered to be unexcused. Students arriving more than 15 minutes after the start of the period will be considered absent for that period. The consequences for being tardy will be discussed later in this handbook under the infraction section.

TELEPHONE USE

Students are to use the telephone by the office if they need to make a local call during the school day. Students need to ask before using the telephone. They are advised to limit their calls and their time on the phone to immediate business. Students should make telephone calls during study hall or during lunch time. In an emergency, a student may call with the permission of their teacher.

TITLE I PROGRAM

Title I Student Identification

1. Each year Hysham School has a Child Find sponsored by our local Special Education Cooperative. We use information gathered at the Child Find to see if students qualify for Special Education services. This Child Find can also help in identifying students who may not need Special Education services but may need Title I services.
2. Students who have been receiving services through the DEAP Program or Migrant Program are candidates for needing Title I services.
3. Teacher referral is also a means of finding students who may need Title I services. A teacher in grades K-12 may refer students at any time during the school year if they feel a student may need a little extra help.
4. Parent referral is also a means for Hysham Schools to identify Title I students. A conference between the parent and the classroom teacher is setup to discuss the student's needs. If both the parent and the teacher feel the student could benefit from Title I services, the student is referred to Title I for extra help.
5. A student who transfers into the school and has been a Title I student in the previous school is eligible for Title I services. This identification either comes from the parent or when we receive permanent records from the previous school.
6. A student who is referred for Special Education evaluation but does not meet special education requirements but is identified with a need for classroom help will become Title I eligible.
7. Students who have been in the Title I program in previous years are Title I eligible.
8. Students who are identified as eligible for Free/Reduced Lunch, homeless, neglected, or have a limited English proficiency will also be looked at to receive Title I assistance.

****The above list is not in any particular order but is a means of identifying students.**

Students are prioritized by the Title I teacher based on the needs of the students.

Identification of Migrant Students

In the identification of migrant students, Hysham Public Schools presently use the assistance of the OPI Migrant Program and the Montana Migrant Council. Along with the identification of migrant students, these two resources will be used in assisting the Title I teacher with meeting the needs of the migrant student.

Identification of Neglected or Delinquent Students

The Department of Family Services is a resource in identifying neglected students. Hysham Schools, the Town of Hysham, and Treasure County aid each other in identifying neglected and/or delinquent students without breaching the student's confidentiality rights.

Identification of Homeless Children and Youth

In the identification of homeless students, Hysham Public Schools uses the definitions provided by OPI and the McKinney-Vento Act. Under the law, a child is identified as homeless if he/she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing;
- Living in a motel, hotel, trailer park or campground, were abandoned in a hospital, or are awaiting foster care placement;
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;
- Doubled up with relatives or friends due to a loss of housing, economic hardship or a similar reason.

Children who are not living with a parent or legal guardian may be considered a homeless, unaccompanied youth if their living situation meets one of the four definitions listed above.

TITLE IX

In compliance with Title IX of the Education Amendments of 1972, Hysham School District #1 affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

In compliance with these regulations, School District #1 has appointed a compliance officer to coordinate its Title IX efforts. Inquiries concerning Title IX can be referred to Ms. Glenda Skillen, Title IX officer, by calling 406-342-5237, or by contacting the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington DC.

A grievance procedure has been formulated for use in reference to questions or complaints raised by students of the district, dealing specifically with Title IX. For informational purposes, Title IX is that portion of the Educational Amendments which prohibits sex discrimination in federally assisted educational programs. Specifically, Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The governing regulation, effective July 21st, 1975, covers all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

TOURNAMENTS AND OTHER OUT-OF-TOWN ACTIVITIES

Participating students may be excused to attend tournaments or other out of town activities. Students wishing to attend out of town school activities, as a spectator and who is not a part of the activity, may go with their parents or another responsible adult (non-high school student) designated by their parents. Students going to activities with their parents must be checked out by the parents at the office or bring a note from their parents authorizing them to check themselves out. Students are not allowed to drive to a tournament without a parent/guardian chaperone.

Team members and members of performing groups must ride on school transportation unless special arrangements are made in advance with the superintendent.

USE OF AUTOMOBILES AND OTHER SELF-PROPELLED VEHICLES

All motor vehicles, driven by students to school, should be parked in the parking lot to the south of the school. Although it is legal, students and school personnel are encouraged not to park on the east side of Summit Street. Students who drive themselves to school and who are riding a bus out of town to participate in an activity are encouraged to leave their vehicles in the parking lot rather than on the street.

Students who drive vehicles to school may not drive their vehicles at lunch or any other time during the day until school is dismissed for the day. Any use of vehicles during the school day by students must be approved by the office **before the fact**.

Once a vehicle is parked, it is off limits to all students until after school has been dismissed. No one is allowed to be sitting in parked vehicles at lunch. Student vehicles can leave the school parking lot after school after the school buses have departed from the parking lot. Student vehicles are to go east or south from the school parking lot. Drive in a careful manner, always being aware of pedestrians.

VISITORS

Occasionally a student may wish to have an out-of-town friend attend classes for a day. Arrangements for visitors must be made with the office at least one full day prior to the planned visit. The following conditions must be met in order to bring a visitor to the school:

- The visitor must be a regularly enrolled elementary or secondary student from another school.
- Permission must be secured from the student's parents, classroom teacher(s), and the superintendent.
- The visiting student must adhere to the rules the same as a Hysham School student.

WEAPONS POLICY

Any person who possesses, carries, or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the School District.

For the purposes of this section only, “school building” means all buildings owned or leased by the local school district that are used for instruction or for student activities; “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns, pellet guns, BB guns; fake (facsimile) weapons; all knives; clubs; metal knuckles; nunchakus; throwing stars; explosives; fireworks; mace or other propellant; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon and such objects, devise, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns, and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e. lasers or laser pointers, belts, combs, pencils, pens, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

DISTRICT CHROMEBOOK USE POLICY

1. **Receiving your Computer:** Parents/Guardians and students **MUST** sign and return the Hysham School Chromebook Agreement document before the Chromebook can be issued to the student. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Hysham School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Hysham School.
 - 1a. **Probationary Student Privileges:** To protect the assets of the Hysham School District, some students will be required to turn in their Chromebooks to the Technology Supervisor at the end of each day for a period to be determined unless otherwise specified in the Acceptable Use Policy. The Technology Supervisor will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis. Students who will be included as probationary will be the following:
 - Students who have violated the Acceptable Use Policy during the current or previous semester.
2. **Returning your Chromebook:** All district owned Chromebooks must be returned to the Technology Supervisor. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.
3. **Taking Care of your Chromebook:** Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Technology Supervisor as soon as possible so that they can be taken care of properly. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.
 - 3a. **General Precautions:**
 - No food or drink is allowed next to your Chromebook while it is in use.
 - Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
 - Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
 - Students should never carry their Chromebooks while the screen is open.
 - Chromebooks must remain free of any writing, drawing, or stickers **UNLESS** the Chromebook is protected with removable skin.
 - Chromebooks have a Hysham School District created label and this label must not be removed or altered in any way. If the tag is removed, disciplinary action will result and/or a fee assessed.
 - Chromebooks should never be left in a car or any unsupervised area.
 - Students are responsible for bringing completely charged Chromebooks for use each school day.
 - For screen adjustment, do not grasp screen by wrapping hand around screen. Your thumbs will shatter the screen.
 - 3b. **Carrying Chromebooks**
 - Transport Chromebooks with care. School provided carrying cases should be used at all times to transport Chromebooks.
 - Chromebook lids should always be closed and tightly secured when moving.
 - Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
 - Case use is required.

3c. Screen Care: The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed. Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen. Do not place anything in a carrying case or backpack that will press against the cover. Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, or disks). Clean the screen with a soft, dry microfiber cloth or antistatic cloth.

4. Using your Chromebook at School:

- Chromebooks are intended for use at school each day.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

4a. Chromebooks left at Home:

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the Technology Supervisor if one is available.
- Repeat violations of this policy will result in disciplinary action.

4b. Chromebooks under Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the Technology Supervisor.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

4c. Charging your Chromebook:

- Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.

4d. Backgrounds and Password:

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures, will result in disciplinary action.
- Take care to protect your password. Do not share your password.

4e. Sound:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f. Printing:

- Students may use network printers with teacher's permission during class or breaks.
- It is highly encouraged to use the digital printing options available on your Chromebook whenever possible to reduce the printing expenses.
- Printing is done through Google Cloud Print.

4g. Account Access: Students will only be able to login using the hyshamschools.com account. Students should always use the Chromebook with their own account.

5. Managing and Saving your Digital Work with a Chromebook:

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, and Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents, and your other files all online.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in the Google Cloud environment.

6. Operating System on your Chromebook:

6a. Updating your Chrome book: When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

6b. Virus Protections & Additional Software: The Chromebook is built with layers of protection against malware and security attacks. Since files are stored in the Cloud, there is no need to worry about lost homework.

6c. Procedures for Restoring your Chromebook: If your Chromebook needs technical support for the operating system, all support will be handled by the Technology Supervisor.

6d. Software Installation: Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

7. Acceptable Use Guidelines:

7a. General Guidelines:

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Hysham School District.
- Access to the Hysham School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b. Privacy and Safety:

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes. Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Hysham School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

7c. Legal Property:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7d. E-mail Electronic Communication:

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- E-mail & communications sent/received should be related to educational needs. E-mail & communications are subject to inspection by the school at any time.

7e. Consequences:

- The student in whose name, system account, and Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Noncompliance with the policies of this document or the Acceptable Use Policy, will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

7f. At Home Use:

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section. Transport your Chromebook in a case or protected backpack.
- School district supplied filtering will not be provided for use with devices outside of school district buildings.

8. Protecting & Storing your Chromebook:

8a. Chromebook Identification: Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district label and serial number Individual user account name and password
- Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at Hysham School. Take good care of it!

8b. Account Security: Students are required to use their hyshamschools.com domain user ID and password to protect their accounts and are required to keep that password confidential.

8c. Storing your Chromebook:

- When students are not using their Chromebook, they should store them in their locker. Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d. Chromebooks left in Unsupervised Areas:

- Under no circumstances should Chromebooks be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, unlocked classrooms, dressing rooms, and hallways.
- If an unsupervised Chromebook is found, notify a staff member immediately. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

9. Monitoring Software: Hysham Schools utilizes a program called Hapara to monitor Chromebook use during the school day, while connected to the school's wifi. Teachers are expected to monitor their students while using the Chromebook in class. This software allows us to see student screens and close out tabs that are not appropriate for the current task. Students who routinely use their Chromebook inappropriately will be at risk of their device being revoked. Hapara also has a Wellness component that uses AI technology (Deledao) to monitor student activity and will alert select staff when inappropriate or harmful behavior is detected. Staff will follow up with students and/or parents/guardians as needed.

10. Repairing/Replacing your Chromebook: Please report all Chromebook problems to the Technology Supervisor as soon as possible.

11. Chromebook Technical Support:

Technical support services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by the Technology Supervisor

The Technology Supervisor is Mrs. Jessie Walter. Any questions, comments, and/or concerns may be emailed to jwalter@hyshamschools.com.

Fee Schedule

Chromebook	\$400	Hinge Cover	\$10	Charging Port	\$10
Screen, nontouch	\$30	Top Cover	\$25	Audio Jack	\$15
Screen, touch	\$60	Front Bezel	\$20	Speakers	\$20
Battery	\$35	Bottom Cover	\$25	Carrying Case	\$20
Motherboard	\$150	Keyboard Panel	\$40	replace strap	\$10
Charger	\$15	Keyboard only	\$20	cleaning fee	\$5
Hinges	\$20	Touchpad	\$30	Labels/ID Tags	\$5