

2017-2018

Student Handbook



Great Falls High School

<http://bisongfps.weebly.com/>

<http://www.gfps.k12.mt.us/>

1900 2nd Avenue South

Great Falls, Montana 59405

Phone 406.268.6250

Attendance Phone 406.268.6251

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A Message from Mrs. Hoyer

To our Bison Students and Families:

We are excited to have you as a member of the *Bison Family*! We have a wonderful year planned, with a lot of opportunities available for you to be involved in your school. We encourage you to become involved, find your academic and extracurricular passion, and enjoy your high school experience to the fullest extent.

The *Bison Family* is proud of our campus. Please remember our neighbors throughout the year as we continually work to keep our campus, our parking lots and our neighborhood clean and free from trash and litter. We also want to remind members of our *Bison Family* to be good neighbors by being conscious of good driving habits everywhere we go, but especially near campus where neighbors make their homes and pedestrian traffic increases. Always remember, we are the face of GFHS, wherever we may be.

We are very excited to share that we will continue to work on increasing the strength of student voice and leadership within GFHS. We hope that you recognize the changes we made as a reflection of what you shared with staff during the MyVoice survey and focus groups last spring. As a *Bison Family* we will continue to work on attendance, and we are proud to say that grades and credits earned are increasing. GFHS is the State of Montana's top school when it comes to money saved by families through early college credit/dual credit opportunities. You are an important part of a campus culture that values safety and, as a result, we continue to see decreases in safety/legal incidents here at school. More than ever, our students are recognized for doing the right thing, because it is the right thing to do. We know that our neighbors and community notice and appreciate our *Bison Family*. Let's continue to work together to keep the tradition of caring for each other alive and strong.

Please make the most of the 2017-2018 school year and every moment you have at GFHS. We are the *BEST*. We are so happy that you have made us a part of your academic and extracurricular journey. We ask that you challenge yourself this year academically and we encourage you to try new activities. Find your passion and keep strong to the belief that there is no family like your *Bison Family*. Once you are Blue, you are always Blue.

We hope you have an amazing year and we look forward to working side-by-side with you to make this the best year ever. If you need help, support, or want to share an amazing idea that will make the *Bison Family* stronger, please let us know.

Have a great year! Work hard, play hard, cheer hard and always be Bison proud!

Heather Hoyer, Principal

A Message from GFHS Student Body President

Hello Bison Family!

Welcome back to an exciting year at our historic school, Great Falls High. The 2017-2018 year is bound to be an ambitious one, packed with opportunities for learning, extra-curricular involvement, and so much more. A warm welcome to the freshman class! Get ready for an incredible high school experience unlike any other in the state; our longstanding Bison Pride is unmatched. Remember to cheer loud, and relish every moment in the classroom as well as the stands. It may seem like a school day is unending, but these four years will be fleeting.

The students and staff of Great Falls High care immensely about these hallowed grounds, and with the passage of the bond last year, the community showed their commitment and dedication as well. These worn floors have seen tens of thousands of footsteps, including my grandpa's in the '50s. This school, with all of its historic charm, is an extremely special place to so many. Even so, our buildings will begin to see many changes in the coming months, and it will be vital that we show our appreciation toward a community that is behind us. In that spirit, I encourage all of us to go the extra mile in expressing our gratitude with not only our words, but our actions. It is our responsibility to be good stewards of our neighborhood, and wear our bison gear with the utmost of respect. Let's try to pick up that litter, drive with extra care, and sustain the awesome character that embodies our school.

Your student council representatives chose *Lead the Stampede* as the 17-18 Bison theme. We encourage you to consider how you might demonstrate leadership and involvement as a member of our Bison Family. Great Falls High is known for its celebration of diversity, and head-on-tackling of adversity. We will continue to rally when needed, whether it be a fellow student, a staff member, or our mighty Bison sports teams. No matter if your leadership shines in the shop, on the stage, in the classroom, or on a team, take advantage of the next 180 days to ensure that you play your part in contributing to the Bison Stampede.

I wish you all an incredible year, chock full of friends, achievement, and great memories.

Coleman Good,
Student Body President

**GREAT FALLS HIGH SCHOOL FACULTY ASSIGNMENTS
2017-2018**

<p><u>ADMINISTRATORS</u></p> <p>PRINCIPAL.....Heather Hoyer 268-6313</p> <p>ASSOCIATE PRINCIPAL.....Geoffry Habel 268-6323 Grade 9</p> <p>ASSOCIATE PRINCIPAL.....Paul Culbertson 268-6322 Grades 10,11,12 A-K</p> <p>ASSOCIATE PRINCIPAL.....Brian Held 268-6314 Grades 10,11,12 L-Z</p> <p><u>SCHOOL RESOURCE OFFICER</u> Cory Reeves.....268-6324</p> <p><u>INDIAN EDUCATION SPECIALIST</u> Michelle Mitchell.....268-6277</p> <p><u>STUDENT SERVICES SPECIALIST</u> Jacinda Huscher.....268-6254</p> <p><u>COUNSELORS</u></p> <p>9th Gr. (all).....Jason Karls.....268-7449</p> <p>A – E.....Chad Getten.....268-6334</p> <p>F - K.....Carie Magers.....268-6335</p> <p>L - Q.....Kathy Van Tighem.....268-6336</p> <p>R - Z.....Bridgette Pence.....268-6333</p>	<p><u>CLUB/ORGANIZATION SPONSORS</u></p> <p>AMERICAN INDIAN CLUB.....Michelle Mitchell</p> <p>ART CLUB.....Cortni Harant & Jerry Olson</p> <p>BAND COUNCIL.....James Mepham</p> <p>BOOKS AND BREAKFAST.....Susan Crocker</p> <p>BOWLING CLUB.....Kathy Wanner</p> <p>BPA.....Tracy Milton</p> <p>CHEERLEADERS.....Christine Baroch</p> <p>COLOR GUARD.....James Mepham</p> <p>CYBERPATRIOT.....Stacy Dolderer</p> <p>DECA.....Scott Donisthorpe</p> <p>DRILL/DANCE TEAM.....Paulette Wright</p> <p>FCCLA.....Laurie Kessner</p> <p>FLY TYING.....Mike Hodges & Jason Karls</p> <p>GAMING.....B.J. McCracken</p> <p>GREEN CLUB.....Susan Crocker</p> <p>GSA.....Dakota Rosales</p> <p>HOSA.....T.B.D.</p> <p>InterTRIBAL STRONG.....Michelle Mitchell</p> <p>JROTC.....Lt. Col. Jeff Johnson & SMSgt. Gene Geren</p> <p>KEY CLUB.....Michelle Preston</p> <p>RUGBY.....Anitra Hall</p> <p>SKILLS USA.....Pete Pace</p> <p>SPEECH TEAM.....Keith Davey</p> <p>STUDENT COUNCIL..... Shianne Currey & Amber Lloyd</p> <p>THESPIANS.....Krystina Thiel-Smalley</p>
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CLASS SPONSORS

<p align="center">Seniors - CLASS OF 2018</p> <p align="center">Aaron Brien Jason Karls Chrissy Baroch Samantha Stevens</p> <p align="center">Juniors - CLASS OF 2019</p> <p align="center">Eric Chaon Anitra Hall Cynde Jacobsen Beth Thomas Kathy Wanner</p>	<p align="center">Sophomores- CLASS OF 2020</p> <p align="center">Rachel Bohannon Mary Dea Doug Deffe Dawn Reitz</p> <p align="center">Freshmen - CLASS OF 2021</p> <p align="center">Julie Anderson Lisa Frank Cortni Harant Erica Latray Ed McNamee Annie Simpkins</p>
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**GREAT FALLS HIGH SCHOOL
STUDENT COUNCIL
2017-2018**

Student Body Officers

PresidentColeman Good
 Vice-PresidentTwila Reovan
 SecretaryDarian D’Antuono
 TreasurerJake Baroch

Class Officers and Senators

Seniors

PresidentAlec Good
 Vice-PresidentKelli Shai Koehmstedt
 SecretaryErin Hocker
 TreasurerKeeghan Lauver
 Senators ...Andrew Davidson, Sean Robinson, Hannah Ross, Morgan Such and Emma Wombolt

Juniors

PresidentJennie Gresham
 Vice-PresidentTaylor Curry
 SecretaryAllyson Hatler
 TreasurerLuke Wyman
 SenatorsHadlee Bleskin, Mya Curtis, Faith Edmister, Brian Gemberling, Lauren Good, Aiden Heffernan, Shea LaRocque, Eden Martin, Taylor Newton, Zach Schermele, Meredith Shockley, Elizabeth Thompson, Erin Watt, Elli Wombolt, Jayni Wyrick

Sophomores

PresidentBen Held
 Vice-PresidentSarraya Berish
 SecretarySarah Keller
 TreasurerTurner Burchard
 SenatorsMaggie Bell, Melena Bruskotter, Ilse Easton, Martin Harvie, Jorgie Hawthorne, Marissa Kassa, Alexis Lemire, Clare Rearden, Taniya Reovan, Lara Truesdell

Freshmen

Freshmen Officers are elected in the fall, directly after the start of the school year.

School Board Student Representatives (nominated not elected for three year term)

SeniorSean Robinson
 JuniorJennie Gresham
 AlternateTurner Burchard

HISTORY OF GREAT FALLS HIGH SCHOOL

The first high school in Great Falls was the old Longfellow School, which has since been demolished. This school, which was in School District 9 under Sand Coulee, was built in 1885 at the cost of \$30,000. Longfellow actually served as the school for all grades and there were only two rooms used for the high school students. Miss Helen Edgerton was the principal and teacher with a salary of \$80 a month. The other teacher was Miss Virginia Fisher, whose salary was \$75 a month.

On May 6, 1889, the Great Falls Board of Trustees met and decided to break away from District 9. This placed them in School District 1 to which we still belong.

In a school bond election in the early 1890's, the voters passed a bill for a new high school to be built on the corner of First Avenue North and Fifteenth Street. The contractors were the McKay Brothers with a bid of \$59,940. The new school, completed on August 25, 1894, was given the name Central High School. In 1918, a new front addition was built on the school facing Central Avenue.

Central remained the high school until the year 1930 when the present Great Falls High School was built. Central then became the junior high of Great Falls. This name was kept until the early 1950's when it became Paris Gibson Junior High.

After Paris Gibson Junior High School moved into the former Central Catholic High School building in 1975, the front addition of the old school was demolished for the Hollywood film, "Telethon". The stone portion of the original Central High School is now the Paris Gibson Square Art Center and Museum.

A bond request was put before the public in 1927 for a new high school but it was voted down. The bond request was voted on again in 1928 and finally passed. The cost of Great Falls High was \$1,150,000 and the stadium, which was constructed later, cost \$90,000. The new high school was finished on July 21, 1930, with an enrollment of 1,760 students that year.

In 1977, the vocational-technical wing of the school was completed, offering the latest in vocational education. The physical education facility was opened in January of 1980.

In 1998, thirteen new classrooms were added to the west end of the Bison Fieldhouse. This complex is designated the Great Falls High South Campus.

In the fall of 2016, the Great Falls Community passed a historic \$98.86M bond to build and improve facilities for education. Of that, Great Falls High will see \$37.33M to upgrade technology, renovate classrooms in the historic building and build a new student HUB/instructional space. This will effectively connect the historic Main Campus to South Campus. In addition, Great Falls High will see kitchen/dining area improvements, parking upgrades and improvements to Memorial Stadium.

The first principal at Great Falls High School was Mr. M.C. Gallagher. Since then, the school has had twelve principals: Mr. Armin Jahr, Mr. C.H. Hancock, Mr. R.W. Swarthout, Mr. William L. Salonen, Mrs. Karol Johnson, Mr. Gary Davis, Mr. Tracy Clark, Mr. Steve Henneberg, Mr. Gary Davis, Dr. Fred Anderson, Mrs. Jane Gregoire and Mrs. Heather Hoyer.

BELL SCHEDULE

REGULAR 3:10				PLCT 2:35			
	MIN	START	END		MIN	START	END
PERIOD 0	50	7:05	7:55	PERIOD 0	50	7:05	7:55
PERIOD 1	52	8:00	8:52	PERIOD 1	47	8:00	8:47
PERIOD 2	53	8:57	9:50	PERIOD 2	48	8:52	9:40
PERIOD 3	52	9:55	10:47	PERIOD 3	47	9:45	10:32
A LUNCH	35	10:47	11:22	A LUNCH	35	10:32	11:07
PERIOD 4A	52	11:27	12:19	PERIOD 4A	47	11:12	11:59
PERIOD 4B	52	10:52	11:44	PERIOD 4B	47	10:37	11:24
B LUNCH	35	11:44	12:19	B LUNCH	35	11:24	11:59
PERIOD 5	52	12:24	1:16	PERIOD 5	47	12:04	12:51
PERIOD 6	52	1:21	2:13	PERIOD 6	47	12:56	1:43
PERIOD 7	52	2:18	3:10	PERIOD 7	47	1:48	2:35
				PLCT	45	2:45	3:30

EARLY OUT 12:10				ASSEMBLY (45 min)			
	MIN	START	END		MIN	START	END
PERIOD 0	30	7:25	7:55	PERIOD 0	50	7:05	7:55
PERIOD 1	35	8:00	8:35	PERIOD 1	45	8:00	8:45
PERIOD 2	35	8:40	9:15	PERIOD 2	45	8:50	9:35
PERIOD 3	30	9:20	9:50	ASSEMBLY	45	9:40	10:25
PERIOD 4	30	9:55	10:25	PERIOD 3	45	10:30	11:15
PERIOD 5	30	10:30	11:00	A LUNCH	35	11:15	11:50
PERIOD 6	30	11:05	11:35	PERIOD 4A	45	11:55	12:40
PERIOD 7	30	11:40	12:10	PERIOD 4B	45	11:20	12:05
<i>Early out dates: 11/3 (grading), 1/19 (grading), 3/23 (grading), 4/19 (music), 6/1 (last day)</i>				B LUNCH	35	12:05	12:40
				PERIOD 5	45	12:45	1:30
				PERIOD 6	45	1:35	2:20
				PERIOD 7	45	2:25	3:10

***Please consult the district provided school year calendar for vacation days and additional release days. Weekly schedules are available in both GFHS buildings in the main offices.*

SECTION ONE: ACADEMICS

Academic and Building Accommodations

For a listing of academic offerings, please refer to our Course Catalogue, available in the Counseling Center and online at <http://bisongfps.weebly.com/course-catalog.html>

Academic Variance: Students who wish to deviate from the standard requirements for graduation, regarding coursework, need to address the request through the Academic Variance process. Please see a counselor for more information.

Honors: A number of honors courses are available throughout your high school years. These classes will offer an additional level of rigor and college preparation. See the Course Catalog for specific offerings.

Advanced Placement: Advanced Placement (AP) classes are college level courses. Students who take AP courses **may** receive college credit if they score high enough on the exam AND if the college of their choice accepts AP credit. The student/family is responsible for paying the test fee and any additional fees. Students who are interested in AP courses should contact a counselor for more information.

Dual Credit Courses: GFH offers many courses that can be taken for both high school and college credit. The student/family is responsible for the cost of the college credit at a reduced rate, a separate college application, and additional qualifying criteria, dependent upon the course (i.e. test scores). In order to qualify for a number of dual credit courses, students must adhere to college deadlines and requirements. For a full list of classes, see the dual credit matrix found on the GFH website. Please note the revision date, as this is updated frequently throughout the year.

Cheating, Plagiarism, Forgeries

Students have a professional/ethical responsibility to do their own work. Violations involving cheating, plagiarism, or forgery will result in a Pupil Action Report and action up to and/or including loss of credit for the class.

Class Designation

Grade level is determined by earned credits at the beginning of each school year and used to place students for standardized testing for the year. Credits required to be considered a:

- Sophomore: minimum of 5 credits earned
- Junior: minimum of 10 credits earned

- Senior: minimum of 15 credits earned
- Graduation minimum of 23 credits earned in required areas

College Entrance Exam

Colleges vary in their requirements for admission. Consequently, students should carefully check the requirements of specific colleges. All 4yr college bound students must take a college entrance exam.

Students should explore admissions criteria. Test registration materials as well as catalogs from individual colleges are available in the Counseling Center and online.

ACT - The American College Testing Program. The State of Montana now requires all juniors take the ACT. It is provided, free of charge, one time only and on a designated date in the spring. In addition, the ACT score is currently being used for your state testing requirements. For more information see ACT.org

If you feel that an additional college entrance exam is needed, the SAT is another option. The SAT is available on your own time at your expense.

SAT - College Board Scholastic Aptitude Tests may be taken. Collegeboard.org

PSAT/NMSQT - Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test is available for sophomores and juniors. A testing fee is required to take this practice test.

Extended Curriculum Services (ECS - Gifted and Talented)

To the extent possible and within the resources available, identified gifted and talented students shall have the opportunity to participate in AP, Honors, and Dual Credit classes which are offered to challenge students.

Early Graduation

Students who plan on graduating one semester early must have an advanced plan in place with their counselor. The GFPS graduation requirements still apply to a student graduating early.

Homework

GFH's Homework Policy is reflected in the District policy (see District Handbook or use the Parent Portal in Power School). Homework is required at all grade levels. Homework should be a meaningful application or extension of the classroom experience.

Online Courses

Students who wish to take an online class must talk to their Counselors before registering. Your parents are encouraged to visit with your counselor as well. Often times these classes include a non-

refundable fee. Online courses are transcribed so the grade earned will be part of your permanent academic record. Students have expressed that online classes can be more time consuming than a traditional classroom setting. Online courses are a way to enhance and challenge your current academic schedule.

Special Education

Compensatory instructional services are offered to GFH students who qualify under IDEA (Individuals with Disabilities Educational Act), Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act. Please contact the appropriate Associate Principal or the GFHS Student Services Specialist, Jacinda Huscher, for information.

Student Course Load & Differentiated Diploma

Great Falls High School and Great Falls Public Schools offer differentiated diplomas. Students/families may choose from a Comprehensive 23 credit diploma, Concentration 23 credit diploma or a 26 credit Honors diploma which requires an additional math, a 3.3 GPA and a minimum of 6 Honors, AP or dual credit classes. Freshmen, sophomores and juniors must be enrolled in seven periods a day, six of which are credit-bearing. Seniors must have six periods a day, five of which are credit-bearing. Note: students must meet all requirements to earn one of the aforementioned diplomas.

Transcripts

To request a transcript, the student needs to contact the GFH Records Office and complete a form. Final transcripts and verification of graduation will be forwarded in June and July if requested by the student. All requests for release of student information require a signed release of information form, either by the student (if 18 or older) or the parent.

SECTION TWO: INTERVENTIONS

Assistance for Math: Before and after-school study help is staffed by certified teachers and is designed to help all GFH students. Check with Counselors for times of these assistance sessions.

American Indian Education Support: Michelle Mitchell is our Education Specialist for *Indian Education for All*. Her office is on site at GFHS.

Credit Recovery: Great Falls High School offers a daytime program through which qualifying students may work to recover credit in a variety of core subjects. Credit recovery options can be explored through the student's Counselor.

Focus School: Offers an alternative path for students who struggle with the traditional setting. Please see your counselor or administrator for more information.

Night School: Night School is available to all Great Falls High School students. While traditionally offered as part of a learning plan to recover credits lost, some students take advantage of tutoring for math, history and English. Please see a counselor or administrator for more information.

Peer Tutoring: National Honor Society offers peer tutoring through the STAT program and Saturday School. Additional tutoring may be arranged through NHS advisor. Please see a counselor or administrator for more information.

Saturday School: Saturday School is available to any student who needs extra time to complete assignments. It is also an option for students who have received disciplinary consequences for truancy or other infractions. It can also be assigned by an administrator. There are certified staff available to assist students with lessons and there are computers available to use for schoolwork. Please contact an administrator or a counselor for details.

Student-Parent Conference Nights: In an effort to improve Student-Parent Conference participation, Great Falls High School is working to develop relevant and engaging opportunities for parents to become involved in their child's education. These opportunities will be determined by the teacher and clearly communicated to parents.

Study Hall: All students who request or are assigned to a study hall are required to attend and to bring work to do during this time. Students are not allowed to leave study hall without a pass. Electronic listening devices may be used in study hall at the discretion of the study hall teacher.

Summer School: Summer school is available to students for credit make-up and is staffed by certified teachers. Summer school fees are charged per half credit and is payable prior to the first day of instruction. A strict attendance and behavior code is enforced.

Testing Center: Our Testing Center is available for students to make up tests they have missed due to absence. The Testing Center is also available for after school help Monday, Tuesday and Thursday. Please see an administrator for more information.

STAT (student teacher advocacy team): Is a program for incoming freshmen who require additional support for the transition to high school. Placement is based on a recommendation from your middle school or freshmen teachers.

SECTION THREE: ATTENDANCE

3122 STUDENTS – GFPS ATTENDANCE POLICY

The Board believes and research supports that students who attend school regularly are more successful than those who do not. Students are responsible for attending class, with family support and encouragement. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in the grade. Grades earned in any course shall reflect the student's fulfillment of academic requirements, achievement, and daily participation. The administration does not condone absences that detract from our academics. The Board's attendance policy is designed to prepare students to become self-reliant and responsible citizens. The Board recognizes the diverse needs of students. Consequently, administrative practices allow for flexible paths to graduation, which may include alternative attendance plans.

GFH Attendance and Assessment Information

Our mission statement at Great Falls High School is "To successfully educate students to navigate the future." Student attendance is integral to our mission; it is difficult to educate students who are not in school. Data has shown us that the attendance incentives (exemptions from Semester Finals) used in the past four years, have lost their effectiveness to improve attendance as a whole school. Data has flat lined over the last three years at 88.25% Average Daily Attendance, falling below our goals of 91%.

Cooperatively, Great Falls High School and Great Falls Public Schools are working to redefine assessment within the classroom. Our goal is to provide students, families and teachers with timely feedback on standard mastery by reducing/combining assessments into common curricular assessments. During the 2017-2018 school year, GFHS staff will work to begin combining district assessments with semester assessments, reducing testing time but making semester tests mandatory for all learners.

GFH Attendance Procedures

**** Note:** Students who reach 12 absences (6 absences in every-other-day classes) per class period per semester for any combination of reasons, excluding school related / bereavement /verified medical excuse, may have credit withheld by their Associate Principal and may retain the option to appeal for credit reinstatement to their Associate Principal with input from their counselor, teacher and school based advocate.

Absence Notification. A phone call from a parent or legal guardian is necessary when a student is absent or late. Calls should be received by 9 am on the day of the absence (the Attendance Office number is 268-6251). Students who are found calling in and representing themselves as parents or

guardians will face disciplinary consequences. Absences must be excused within 48 hours or absences will revert to an unverified absence/truancy.

Automated Attendance Notification System. If your student is absent from a class, and if you, as the parent, have not called in to excuse the absence, you will be notified via phone that your student's absence is currently unexcused. Please notify the school of phone number changes.

The automated system will call at intervals of several hours until our Attendance Office receives a call back from you, the parent. The recorded message will give you all the pertinent details. Of course, it is very important that we have your current phone number(s); it is the parent's responsibility to update contact information.

Attendance Nudge Letters. Quarterly letters will be sent home to parents/families showing, statistically, where their child's attendance data is in relation to the whole school. School updates as to our attendance goal of 91% Average Daily Attendance, will also be included.

Inclement Weather. During inclement weather, listen to the radio for weather updates. Social media is also utilized. Check Twitter (@GFPublicSchools), Facebook and the school district website (www.gfps.k12.mt.us) for updates. If you have questions, please contact the school office. In the case of school or bus cancellations, absences will be school related.

Planned Absences. It is important to remember that the learning experiences taking place in the classroom environment are an essential part of the educational process.

Absences accrued due to a student missing school by choice to participate in vacation, family trips, or other activities that could otherwise be scheduled on a non-school day or outside of the school day, often negatively impact the student's grades as a result of missing essential classroom discussion, labs, and activities. Teachers and students usually work out arrangements for handing in the work missed; however, often it is not possible or reasonable to expect teachers to reconstruct classroom activities when a student misses class by choice.

When missing school is unavoidable for a non-school related, planned activity; schools officials and teachers appreciate knowing the student will be absent. Parents are asked to CALL THE ATTENDANCE OFFICE (268-6251) in advance of the absence when they know their child will miss school.

Students need to pick up a "Request for Absence Approval and Assignments" form from the Attendance Office and take it to teachers for signatures and homework.

Absences for school-sponsored activities are excused, and teachers will work with students to make up the work missed.

In order to participate in an extracurricular activity, including practice, a student must be in school during the afternoon of the date of the event or during the afternoon on the last day prior to the activity if the activity falls on a non-school day. Exceptions may be made by an Administrator.

Absences during semester tests, unless a verified emergency, must be cleared two weeks in advance with the Associate Principal and counselor. Failure to take mandated exams may result in a zero grade being assigned for the exam.

Make-up Work. Teachers will grant 2 days for each day of *excused/ verified* absence (such as school sponsored activities or appointments/illnesses verified by a parent) for work completion at full credit. It is the student's responsibility to make individual arrangements with his or her teachers for work completion. Students *may* not be able to make up work missed during unexcused/unverified absences. **(Per Board Policy 3122R: Any absence must be verified within 48 hours of the absence or the absence will be recorded as unverified.)**

Tardies. Students are expected to arrive to class on time, with materials, and be ready to learn. Students, late for any reason, must report to the attendance office and receive an admit slip. The teacher will handle classroom tardies; excessive tardies may be referred to an administrator. Tardy contracts are an option for teachers and administrators to use. Chronic tardiness may adversely affect a student's academic progress. A tardy of more than 15 minutes is considered an absence.

Before and After School. Students who arrive early are expected to keep voices at a normal level and not to be loud or disruptive to zero period classes that are in session. After school, students are asked to leave the building as soon as possible (within 5 minutes of class ending), unless they are being supervised by a staff member. Students waiting for rides or for driver's education classes should remain in the breezeways.

Disciplinary Action for Truancy. Truancy may result in disciplinary action. Students are to attend every class, every day.

Change of Address. It is very important that any change of residence or phone numbers during the school year be reported to the Attendance Office (268-6251). This includes primary addresses and second mailing addresses.

Part Time Attendance. Students requesting part-time enrollment will be reviewed on a case-by-case basis. A committee of school professionals and the parent will review the application and make a recommendation. The final decision lies with the Principal, subject to review by the Superintendent upon request.

Release of Student from School. Students must check out with the attendance office before leaving school during the day. Failure to sign out before leaving will result in a warning, then disciplinary action. A student who wishes to leave school during the day must have a parent call the Attendance Office with the reason for leaving. If a student is at school and becomes ill, he/she needs to come to the Attendance Office in Main Campus or the South Campus Office, so that parents may be contacted. Students may only be released to adults listed on Powerschool.

Transfer or Withdrawal from school. Students transferring schools or withdrawing from school must have permission from their parents. After a letter or phone call from parents to an Administrator, the Administrator will proceed with the checkout process. All textbooks must be returned, fines paid, and other obligations met prior to grades being granted and transferred.

Attendance Matters

“Attendance Matters” is a partnership between Great Falls Public Schools and the local business community. Students seeking employment may be asked to provide an attendance record with their academic transcript to a prospective employer as part of the job application. Students are responsible for requesting the transcript and may sign for it if they are 18 years old, or have a parent sign if they are a minor. The GFH Records Office issues these transcripts.

SECTION FOUR: STUDENT BEHAVIOR

MHSA AA Conference Sportsmanship Guidelines

Great Falls High School expects exemplary behavior by both competitors and spectators at school events. To achieve this goal and to act in cooperation with the 14 Montana AA High Schools, the following are our guidelines regarding sportsmanship and expected behaviors at school events.

Our expectations of students and spectators:

1. Only positive spirit signs and cheers are allowed. All signs at events must have administrative approval.
2. It is expected that all will stand, remove hats, and remain respectfully silent for the national anthem until the flag leaves the floor or playing field.
3. Students must be fully clothed. Body painting is not a substitute for clothing.
4. Clothing is to be appropriate for a school event; wearing school colors is encouraged.
5. Derogatory cheers, heckling or negative signs or comments to referees, players, coaches, halftime performers or opposing fans are not acceptable and will not be tolerated.
6. Disrespectful behavior of any kind will not be tolerated.
7. Oversized school flags are allowed at outdoor events only and must be waved in front of the home fans, never in front of the opponent’s fans.
8. Artificial noisemakers or sound amplification devices (like megaphones) are not allowed for indoor sporting events.

Failure to comply with these AA Conference Sportsmanship Guidelines may result in disciplinary action to include being asked to leave the premises, loss of privileges to attend future activities, legal consequences, and school discipline to include detention or suspension, forfeiture of activity ticket, or any combination thereof.

BE LOUD – BE PROUD – BE POSITIVE

Damage to Property

Students shall not cause damage to school property. Students who cause damage to property will be held financially accountable for repairs and/or replacement. This applies to all school property, including textbooks, calculators and lockers issued to students. The School Resource Officer will be notified of any vandalism to school property; school disciplinary consequences may also be assigned.

Discipline

The Administration, Faculty, and Staff of Great Falls High School have the authority to hold students to strict accountability for disorderly conduct in school, on or off campus during breaks in the day, or on the way to or from school. See District Handbook

Disciplinary actions may result whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On or within sight of school grounds before, during, or after school hours or at any time when the school is being used by a school group.
- Off school grounds at a school sponsored activity or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function, or event, or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Any conduct that violates Montana law will be reported to the police.

Fighting

Fighting poses a very real danger to students, faculty, and staff. Fighting is simply not tolerated at Great Falls High School.

Within the scope of Montana Law (MCA 20-5-201) and GFPS District Policy (3310), students who fight, promote fighting, or encourage others to fight will be assigned consequences up to and including out of school suspension. Consequences will be progressive for repeat offenders and may include SRO involvement.

FIREARMS AND WEAPONS

For the purposes of the firearms section of this policy, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler

or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Great Falls Public Schools 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, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "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 air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; 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, devices, 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, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. For the purposes of education, instruction and ceremonial occasions, the building principal, in consultation with the school resource officer, may grant students or faculty prior written permission to bring a weapon or disabled firearm into a school building. The Superintendent or designee will be notified by the building principal each time permission is granted for an individual or group to bring weapons on to a GFPS school campus for educational purposes. (ex. Hunter education classes, History lessons, Shop class, etc.)

All other persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This policy does not apply to law enforcement officers.
(45-8-361 (3a))

The trustees shall annually review this policy and update this policy as determined necessary based on changing circumstances pertaining to school safety.

Harassment and Hazing

Harassment, hazing, humiliation, and/or discrimination of any type will not be tolerated at Great Falls High School. If such activities should occur, they will result in disciplinary action.

Generally, hazing means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, organization or club, or for any other purpose.

Hazing or harassment includes, but is not limited to:

- Any type of physical brutality.
- Any type of physical activity or other type of activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
- Any activity that discourages a student from being in school.
- Any activity that is in violation of the law or school rules.
- Knowingly aiding and abetting another person who is engaged in hazing.

All students and staff are required to report any alleged hazing or bullying violations to school Administrators.

Any and all forms of harassment in cyberspace, often called “cyber bullying,” are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate email messages, instant messages, text messages, digital photos, or website postings. Any incidents of cyberbullying should be reported to an Administrator; these reports will be investigated fully.

Consequences may include the loss of computer privileges, detention, suspension, or involvement of law enforcement. Also see Sexual Harassment and Intimidation on the following pages.

Insubordination

Insubordination is defined as defiance to authority. Students are expected to comply with the reasonable request of any staff member in the building including, but not limited to administrators, teachers, paraprofessionals, substitute teachers, teacher aides, custodians, and clerical staff. Failure to comply with a reasonable request is insubordination and is grounds for disciplinary action.

Intimidation / Bullying

Intimidation/bullying exists when someone hurts or frightens another person or group on purpose. These are aggressive behaviors that will not be tolerated. Intimidation and bullying consists of behaviors that cause someone to feel threatened or humiliated. It is denoted by the following behaviors:

- An imbalance of power exists between the victim and the bully.
- The behavior is repeated, and usually repeated often.
- One student does not enjoy the behavior while the other student does enjoy it and may categorize it as a “joke.”
- A student is humiliated by another’s actions.

The above behaviors will be dealt with through disciplinary consequences. Intimidation, bullying, and harassment will not be regarded as a joke. See also Harassment/Hazing, and Sexual Harassment in this section.

Life Threats

The Great Falls Public Schools Board Policy specifically addresses how Administrators address life threats. (See District Student Handbook)

Public Displays of Affection

Public displays of affection (kissing, hugging, etc.) are not acceptable at school or at school activities. Students involved in these activities will be contacted personally and directed to stop the behaviors. Failure to comply with school rules will result in disciplinary consequences.

Retaliation

Retaliation is prohibited against any person who reports or is thought to have reported a rule violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of School Board policy, whether or not a complaint is substantiated.

False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate consequences.

Sexual Harassment

Simply stated, sexual harassment is any unwanted attention of a sexual nature. This can be verbal, nonverbal, or physical.

It is the expressed intent of Great Falls High School Administration and staff to protect any student, teacher, or staff member from being subject to any form of sexual harassment. Sexual harassment in any form is against our standards for behavior, against Great Falls Public School Board Policy, and AGAINST THE LAW.

To report sexual harassment, contact a Teacher, a Counselor, or an Administrator. If the student is not sure if another person's behavior is harassment, he/she shall ask one of the above mentioned professionals. The Building Title IX Coordinator (Brian Held, Associate Principal) will be informed of the activity and may assist in resolving the situation. **STUDENTS ARE ADVISED NOT TO IGNORE THE PROBLEM IN HOPES THAT IT WILL GO AWAY.** See also Intimidation and Harassment/Hazing in this section of the handbook.

School Resource Officer

Our School Resource Officer is Detective Cory Reeves. He is available to GFH as a community resource and is considered an agent of the school in dealings with students. Detective Reeves also works in a professional capacity with the Great Falls Police Department. His phone number is 268-6324.

Student Behavior

Expectations for GFH student behavior include respect for all individuals who attend or work at this high school. Good judgment, common sense, and consideration of others are essential.

Basic expectations include, but are not limited to:

- Normal speaking volume (not yelling, loud, or disruptive).
- Respect for each person's "space" (avoid physical contact, such as hitting, kicking, pushing, etc.)
- Appropriate language (inappropriate language and profanity are not acceptable).
- Responsibility for maintaining a clean campus by putting all litter in trash barrels and recycling receptacles located throughout the school and campus.
- Respect for others (insubordination, harassment, sexual language, name-calling, or rumor-spreading are not acceptable).
- Hats, caps, and other headwear are not to be worn in buildings on campus.

- Appropriate dress is expected. The guideline of “professionally appropriate” is suggested.
- Respect for all property.

Student Dress

Provided below is a summary of the clothing guidelines at Great Falls High School. Following these simple guidelines will keep students in school, rather than having them sent home to change.

Any exceptions to the dress code for special events at school will be announced in advance.

School is the student’s work place, and appropriate dress is a reasonable expectation. Students are expected to present themselves at school with adequate personal hygiene habits and clothing that is clean and in good repair. Evaluate clothing as if it were to be worn in a place of business or a job. In general, students are to avoid wearing clothing judged to be disruptive to the educational process or to create a safety issues. Following is a list of “Dos” and “Don’ts” regarding dress at school:

DO

- Wear tops with at least 1” shoulder straps - wide enough to cover undergarments and **not so low as to reveal cleavage.**
- Wear tops that provide coverage of the back. Strapless, halter, cut-out or any other bare-back apparel is not allowed.
- Wear tops that cover the midriff (stomach area). Tops must completely cover the torso at all times, sitting, reaching, or standing.
- Wear shorts and skirts that are mid-thigh in length, with a minimum of a 3” inseam. (A test for compliance would be to place your hand to your side and your longest fingertip should meet your thigh at or above your short or skirt line.) Skirts should be long enough that they are not revealing when the wearer is seated or climbing stairs.
- Wear footwear at all times; health regulations require it.

DON’T

- Don’t wear tops that are excessively TIGHT, BAGGY, LOW CUT or REVEALING.
- Don’t wear apparel that feature words, symbols, or logos regarding TOBACCO products, ALCOHOL products, DRUG references, SEXUAL innuendoes or other messages that are interpreted as inappropriate by an Administrator.
- Don’t wear “muscle shirts” or undershirts with wide arm holes.
- Don’t wear pants that are excessively BAGGY. Undergarments should be covered at all times.
- Hats, bandanas, caps, visors, or any other headwear, are NOT ALLOWED upon entering school. This applies to girls as well as boys. Headwear may be worn in the building before 7:00 AM and after 3:40 PM. Students may wear theme-appropriate headwear on designated spirit days.
- Don’t wear sunglasses in the building.

- Don't wear spiked accessories such as bracelets or neckwear. Accessories such as chains, hooks, etc. that may be a safety hazard are not acceptable for school.
- Don't wear clothing that may be interpreted by an Administrator as "gang" apparel; for example, repeatedly wearing all one color, sporting a bandana, or showing gang graffiti or symbols on clothing, items, or on one's person. This will be determined on an individual basis, following District guidelines pertaining to gangs.
- Don't wear clothing judged to be disruptive to the educational process or to create a safety issue. If you wonder, ask.
- Don't wear PAJAMAS or SLIPPERS; they are not appropriate. Remember, school is the student's workplace.

Repeated violations of these guidelines for student dress may result in disciplinary consequences. Students who are dressed inappropriately will be asked to change into appropriate clothing immediately, either at school or at home.

Suspension (In-School/Out-of-School)

Suspension is the exclusion of a student from attending individual classes, or school, and/or school activities for a specified and limited length of time. Only school Administrators may suspend a student. (See District Handbook) Students may not be on campus during the duration of a suspension, unless invited by an administrator.

Trespassing

Unauthorized individuals on the GFH campus risk having trespassing charges filed against them. The School Resource Officer will be involved.

Tobacco, Alcohol and Other Drug Use Policies

School Related Activities Chemical Use Policy

The District views participation in extracurricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. The District believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules will serve these purposes:

- Emphasize concern for the health and well-being of students while participating in activities;
- Provide a chemical-free environment which will encourage healthy development;
- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;

- Confirm and support existing state laws which prohibit use of mood-altering chemicals;
- Emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and younger students; and
- Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Students participating in school related activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, nicotine innovations or illegal drugs, or abuse prescription or non-prescription drugs. This rule is in effect twenty-four (24) hours a day for the duration of the student's enrollment in school related activities. If a student is charged with a MIP or MIPT, or there is reasonable suspicion to believe the student is or has been using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in school related activities. Additional sanctions for the student may apply depending upon the individual circumstances of the offense and the specific written requirements of their activity supervisors. The student will be offered a district-approved chemical awareness class and/or a tobacco education group (TEG) class. Successful completion of this class may reduce the sanctions.

Policy Coverage

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. The Administration shall publish the participation rules annually in the athletic activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision to the Board through the Uniform Complaint Procedure.

PENALTIES FOR DRUG, ALCOHOL AND TOBACCO VIOLATIONS (3340)

*** please note that Tobacco Violations include tobacco innovations such as e-cigs and herbal chews, etc.*

First Offense:

All students:

- Parent Notification.
- SRO Notification to determine ticketing, if appropriate.
- Out of school suspension (OSS) for the remainder of the school day and 10 additional days of OSS.
- In lieu of the 10-day suspension, student may be offered a District-approved chemical awareness class and/or a tobacco education group (TEG) class. Agreeing to participate in this class can reduce the out-of-school suspension to the day of the infraction and an additional 3-5 days of in-school suspension and/or Saturday School. Failure to complete the assigned class will result in re-instatement of the 10-day suspension.

Extra or co-curricular participants:

1. Additionally, any students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended from their activity for one calendar year for drug or alcohol offenses and 20 days for tobacco use violations. The one year sanction for drug or alcohol offenses may be reduced to 30 days for the successful completion of the district approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self- reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the district approved chemical awareness class within a 20 day time period from the date of infraction.

Second Offense in a Calendar Year

- Parent notification.
- SRO notification to determine ticketing, if appropriate.
- Building administrator determines suspension consequences.
- Student will be referred for a chemical dependency evaluation with the District's substance abuse counselor or other District-approved provider.
- Failure to complete the chemical dependency evaluation will result in 10 days of suspension.
- Tobacco violations will result in retaking the tobacco education group.
- All extra- and co-curricular consequences apply. (See First Offense above) Students who are repeat offenders will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one year.

Second Offense in Subsequent Calendar Years

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate
- Student will be referred for a chemical dependency evaluation with the District's substance abuse counselor or other approved provider, unless sufficient time has passed that might allow the student to benefit from retaking the chemical awareness class. Consult with CARE Coordinator to determine most appropriate course of action for the student.
- Failure to complete the chemical dependency assessment or other assigned consequences will result in 10 days of suspension.

- Tobacco violations will result in retaking the tobacco education group.
- All extra- and co-curricular consequences apply. (See First Offense above) Students who are repeat offenders will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one year.

Third and Subsequent Offenses

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate.
- Consultation with the CARE Coordinator, substance abuse counselor and parent, if appropriate, to determine level of care most appropriate for the student.
- Tobacco violations will result in retaking the tobacco education group.
- All extra- and co-curricular consequences apply. Students who are repeat offenders will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one year.

Disciplinary action may be taken against any students who possess, use, sell, buy, give, or are under the influence of drugs, marijuana, alcoholic beverages, and tobacco in any form, intoxicants, or any other substance defined by law as a controlled substance or dangerous drug. These policies also apply to students who possess alcohol/drug paraphernalia and cigarette innovations. Disciplinary action may include, but is not limited to:

- In-school and/or out-of school suspension
- Suspension from extra and co-curricular activities
- Completion of a district approved chemical awareness program or tobacco education program
- For more complete details reference Board Policy 3310 or District's Complete Student Handbook. Additionally, please see the District's Student Handbook at www.gfps.k12.mt.us regarding Self-reporting and Due Process provisions.

SECTION FIVE: BUILDING ISSUES

Advertising/Posters

Advertising is not allowed on campus without prior approval of an Administrator. Generally, advertisements for non-profit organizations or club activities are allowed. Posters must be pre-approved by the Administration before being posted. ***Approved posters will be hung by the engineers/custodians on duty.*** Activities that serve alcohol are not allowed to be posted.

Announcements

School announcements come over the Public Address system daily (verbal and visual). Great Falls High School activities are posted on the GFPS master calendar on the district web site (www.gfps.k12.mt.us). Announcements also are posted on Power School, which GFH High School

uses for parent access to student grades, attendance, and assignments. Various school departments and support organizations also issue newsletters throughout the school year.

Anonymous TIP LINE

Safety at Great Falls High School is everyone's responsibility. Safety concerns may be reported by calling 268-3314 and leaving a message. The TIP LINE is monitored daily.

Buses

Bus transportation is provided by School District #1, contracted through Big Sky Bus Lines, Inc., for all students living two miles or more from school. Students who live less than 2 miles may be able to ride a school bus if there is space available. The driver of the bus is responsible for managing student conduct. Failure to comply with rules may result in parent notification and eventual loss of bus privileges. The District Transportation Office (268-6017) may be contacted for more information.

Food Service

The GFH Cafeteria and Bison 'Beast'ro offer a variety of lunch options for students. An electronic ticket system uses the student's ID number for payment. Students may deposit any amount of money (from \$1 to \$100) to their accounts and use their ID number to "buy" their lunches from this account.

Parents are invited to use **Myschoolbucks.com** as a convenient way to make lunch payments online at any time of the day or night. Parents can use the service to monitor lunch accounts as well as to add funds to the accounts. There is a convenience fee to make a credit card payment to the lunch account, but viewing the account is free. To sign up, a parent needs to know the student's ID number as well as the zip code of the school (59405).

All Food Service finances must be handled through the Food Service cashier in the cafeteria or through Myschoolbucks.com. Payment may be made in cash or by check in the cafeteria or with a credit card online. The first day of school is the first opportunity to make such a payment.

Students may apply for reduced lunch (40 cents) or free lunch by having parents complete a form that is available in the Main Office or online at:

<http://gfps.k12.mt.us/Departments/FoodServices/FoodServices>

Meal price reductions are offered to students whose family income meets the *Family Size and Minimum Income Scale* adopted by the School Board and according to the Federal Free Lunch Program.

Hall Passes

In order to promote a proper learning environment, students are expected to be IN CLASS. When it is absolutely necessary for students to leave class, they must carry a pass signed by a teacher, with information as to reason for being out of class. Students must also sign out of class and sign into class upon their return. Teachers will provide sign-in and sign-out sheets for the classroom. Because reviewing the daily objective and then checking for understanding are critical components of any lesson, students are asked to refrain from using the restroom during the first 10 and last 10 minutes

of class unless a medical emergency predicates the need. Repeated problems with students being out of class shall be addressed by the Teacher and/or an Administrator.

Insurance

A student accident group insurance plan is available to all students each year. The form for this insurance policy is given to EVERY student on the first day of school and should be taken home for parents to review. Additional forms are available in the Main Office.

Lockers

LOCKER THEFTS ARE A BIG PROBLEM, unfortunately. When requested, students are assigned their own lockers for the year. Lockers should be kept locked at all times. Combinations are given only to the person assigned in that locker; it is the student's responsibility not to reveal the combination to other students. Students are to use only the locker assigned to them.

Lockers are provided free of charge for students' convenience but remain the property of the school. Students are responsible for taking care of their lockers. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and sharing lockers or combinations. Students jamming or "fixing" their lockers to automatically open are subject to damage fines. Each locker is equipped with a combination lock; students are not to place their own locks on lockers.

PE lockers are assigned individually by the PE department with individual combination locks and are provided free of charge. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. If a student finds that his or her PE locker is broken or otherwise defective, it is his or her responsibility to alert a PE teacher to get a new locker. Just as with all lockers, the Administration reserves the right to inspect these lockers periodically to ensure the safety of other students.

STUDENTS MUST LOCK THEIR LOCKERS TO PREVENT THEFT.

For obvious reasons, there are no surveillance cameras in the locker rooms. **If a student chooses NOT to use the locker he or she has been issued, even when leaving items unattended for a SHORT TIME, it is unreasonable to expect the SRO or the school administration to conduct a time-consuming investigation to recover lost items.** There are dozens of students in and out of the locker rooms each and every period, so viewing video of the doors of the locker room is a futile effort, especially if the lost item is small enough to fit in a pocket. If a student has an item in the locker room that is too big for his or her locker, he or she must alert a teacher so it can be stored in a secure location.

Lost and Found

Lost and found articles will be kept in the Attendance Office.

Lunch Deliveries from Businesses

Student lunch deliveries from local businesses are prohibited. Students will not be contacted or pulled from class to pick up a lunch delivered by a local business. The office will not sign, pay or accept deliveries for a student to have lunch delivered. Delivery persons will be asked to return lunches to the business, possibly at the expense of the student. Students are encouraged to use on-campus eating facilities or are allowed to leave, following “open campus” expectations.

Open Campus

Due to relatively short lunch periods, students are encouraged to remain on campus during lunchtime, accessing either the Main Campus Cafeteria or the South Campus ‘Beast’ro. Students do have the option to leave campus, but are accountable to return for classes on time. Students are expected to:

- Comply with all school regulations, the Student Code, and District Policies, which remain in effect during the lunch break.
- Possess a valid driver’s license if operating a vehicle.
- Comply with all speed limits and driving regulations, both on and off campus.
- Return to school on time. Since it is the student’s choice to leave campus, excuses for tardiness such as vehicular breakdown are NOT accepted.
- Treat our neighbors and their property with respect. Students must pick up litter and abide by all traffic related laws.

Failure to comply with these requirements may result in disciplinary/legal action.

Parking

Great Falls High School offers students the privilege of free parking, with a permit, on campus. There are three lots reserved for student parking (the upper lot is for seniors only, with the exception of the first row that is reserved for faculty members). Part of the lower Fieldhouse parking lot is available to students; there are signs designating student and faculty, as well as visitor only sections of this lot. The speed limit in parking lots is 10 mph, and ***vehicles must travel in the direction indicated by the arrows and the alignment of the parking spaces.*** There are parking and driving guidelines that must be followed. Students must park in the proper manner, obey all driving rules and regulations, and remember to lock their vehicles when leaving them in the lot. Parking at school is at students’ own risk. The School District assumes no liability for accidents, damage, vandalism or loss of property. Students must register their vehicles with the Finance Office. Students must display their free Great Falls High parking permit on the passenger’s side lower right hand corner of the windshield.

Security

Security and safety of our students and staff is the number one priority at Great Falls High School. GFH employs a School Resource Officer (SRO), Detective Cory Reeves, who maintains an office at Great Falls High School. In addition to the SRO, surveillance cameras monitor parking lots and hallways as determined by the Administration. All GF High School staff members receive training on an annual basis to address school safety issues, and a school crisis team is in place. This team receives additional training on specific procedures that address potential issues of a critical nature. These same issues also are addressed with our students to ensure their understanding of this priority.

Cameras: Great Falls High School uses a video surveillance camera system. Not all areas are covered all the time with this system.

Lockers: Students are assigned their own lockers in either the Main Building or South Campus, and many students have PE lockers in the Fieldhouse. For security reasons, as well as to safeguard against vandalism and theft, students are NOT allowed to share their lockers or locker combinations with others. To maximize security for their property, students must keep their lockers properly LOCKED.

Visitors: Student visitors are NOT allowed. Adult visitors and parents need to first report to the Main Office or South Campus Office, to secure a visitor's pass.

General: Great Falls High School staff members monitor bus zones at the end-of-day pick up time, and the hallways from 7:40 am to 3:40 pm. An advisor or coach supervises extracurricular activities. No students are to be left unsupervised at Great Falls High School. Incidents of unsupervised students are to be reported to an Administrator at 268-6250.

Skateboards

Use of skateboards on school property is strictly prohibited.

Telephones

Office phone lines are reserved for business calls. There is a phone on the counter in the Attendance Office and in the Main Office of South Campus for student use, or students may use phones located in Associate Principals' offices, with permission. Students are not called out of class to take phone calls; emergency messages will be delivered. We ask that parents not call students on their cell phones during school hours.

All GFH teachers have a message phone. These phone numbers are printed on students' report cards.

For cell phone and other electronic devices policies, refer to the Technology section of this handbook on page 43.

Visitor Passes

Students are not allowed to have peer visitors to school or classes. All visitors to GFH are requested to register immediately in the Main Office upon arrival, to pick up a visitor's pass. Guests will be directed to the office to check in if they do not have a visible visitor's pass.

SECTION SIX: COUNSELING SERVICES

CARE Program

Great Falls High School provides a range of services to students through the CARE program. Student groups are varied and available to all, and are confidential as to choice to join and participate. For more information, visit the Advisement Center.

Educational Counseling

Counseling helps individual students understand themselves in relation to their education. The purpose is to help students develop their academic potential by assessing their strengths and weaknesses, abilities, and talents.

There are five counselors to help students and parents with educational concerns. They are not therapeutic counselors. In addition to their educational counseling work, the counselors have other functions including orientation of new students, scheduling, program changes, academic progress checks, student transfers, summer school arrangements, testing, college admission counseling, job placement recommendations, and scholarship awareness.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters school until he/she withdraws or graduates. A copy of this record moves with the student from school to school.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. Both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. These rights transfer to the student when he/she reaches the age of 18. Although the rights under FERPA transfer to the student at age 18, a school may disclose information from an adult student's education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8).)

The Principal is custodian of all records for currently enrolled students at the assigned school. Records may be reviewed during regular school hours, upon completion of a written request. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parents can contact the Principal to indicate a desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (which includes media coverage), dates of attendance, awards received in school and most recent previous school attended. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. (See District Handbook for more information)

Therapeutic Counseling

Great Falls Public Schools offers two therapeutic counseling services for evaluation assistance and basic services. Students may be referred by school staff and/or parents. Please see your counselor or an administrator for additional information.

SECTION SEVEN: MEDICAL ISSUES

Elevator

An elevator is available for students who are unable to use the stairways because of documented medical difficulties. Students must have a doctor's authorization or administrative approval to obtain an elevator card from the GFHS Main Office and/or an elevator key from the GFHS South Campus Office. A \$50.00 fine will be charged if the elevator card/key is not returned to the GFHS Main Office.

Immunizations

See District Handbook. Montana State law requires that students have proper immunizations or waiver documentation. Students who do not have this requirement are not allowed to be at school and may be considered unexcused. Please work with the records clerk and administration.

Injuries and Accidents

All accidents requiring medical attention will be reported to the Administration and to the parents or guardian of the student immediately by the person in charge. A record of all accidents shall be made by the appropriate school official and kept in the Main Office.

In the event that the parent cannot be reached, and if it is the judgment of the person in charge that immediate medical attention is required, the injured or ill student may be taken directly to a medical facility.

Medications

High school students usually manage their own needs with medication, over-the-counter and/or non-narcotic prescriptions. However, in some instances, medication must be distributed by school personnel. This is done through trained school personnel in the Associate Principals' Office. Required forms and information may be picked up from the Associate Principals' Office and may also be found on the school's website. Prescription medication must be in its originally labeled container when it is at school, either in the Associate Principals' Office or in a student's possession. See the District Handbook for more information.

Homebound Services

A student absent from school for an extended time because of health or physical impairment may request homebound services. Parents need to bring in a verified medical request from a licensed medical provider, stating the reason for the extended absence.

A Homebound instructor will visit the student's home to provide assistance with assignments. Please contact an Associate Principal for more information.

SECTION EIGHT: SCHEDULING

Student Schedules

Selection of courses is one of the most important choices students have to make. Parents are encouraged to be involved in the course selection process and are invited to contact a counselor if any information is needed. Scheduling information is provided prior to course selection. Counselors and advisors meet with students prior to scheduling, and individual scheduling for all students takes place in February for the following school year (schedules are designed for the entire school year). Once schedules have been set, the opportunity to make changes is greatly reduced.

The following District guidelines are followed at Great Falls High School regarding schedule changes:

- During the first 5 days of the semester, students may drop a credit-bearing class with no grade penalty. Attempts to place students in another credit-bearing class will be made but current staffing and class reductions may not guarantee placement in other classes or allow for schedule changes. Students may need to fill open class spots with study halls as open periods in the middle of the day are not allowed.
- From the sixth day up to and including the tenth day of the semester, students may drop a credit-bearing class without a grade penalty, but may not add another credit-bearing class; they may, however, add a non-credit-bearing class such as a study hall or teacher aide period. A class dropped after the 10th day may result in a failing grade for that class.

- **Teacher/Lunch Changes:** A student may request a teacher change after the seventh school day of the semester. The “Student Request for Schedule Change” form can be obtained from the student’s Associate Principal or counselor. There are a series of steps to be completed by the student and the request will either be approved or denied by the student’s Associate Principal. A student’s lunch period will not be changed unless there is a documented medical reason.

SECTION NINE: STUDENTS

Backpacks

Backpacks are not intended to replace lockers and should be reasonable in size - not so large as to create congestion in the halls and common areas. Cinch sacks are strongly encouraged. Individual teachers may ask their students to store bags in a designated area or ask that backpacks NOT be brought into their rooms at all if they deem it unsafe in their particular classroom or area.

To ensure the safety of all students and staff, over-sized backpacks, large book bags, and extra-large purses need to stay in lockers during the school day.

Class Fees

There is no cost or charge to any student for textbooks or other course materials needed to complete any regular credit class, unless damages or loss occurs to the “good faith” lent materials. **Students are responsible for general supplies such as paper, pencils, pens, notebooks, etc.**

Occasionally, students may be asked to bring minor items. However, those items will be furnished, or an alternative provided, if students are unable to furnish them. Some elective classes have specific supplies and/or requirements that students are expected to furnish, such as wood for IT projects, materials for textile projects, a lab fee for Forensics Science, or supplies for other classes. In all classes, supplies can be provided if students are unable to obtain them. If this is the case, a personal conference with the teacher, counselor, or administrator is recommended.

Students are responsible for all books, equipment, athletic gear, school supplies, and library materials checked out to them for their use during the school year. If a student loses a book, he or she may check out an additional copy, but the cost of the lost book will be added to his or her fine list. Fines will be assessed for failure to return materials and/or damages to materials. It is the student’s responsibility to return all materials checked out to him or her. All fines must be paid before a student will receive his/her diploma.

Dances

One formal dance (Winter Formal), one semi-formal (Junior Prom) and a limited number of informal dances are held each year. GF High School students attending dances must present their student ID card or be properly identified as a GFH student before they will be admitted. Appropriate ticket costs may be applied.

GFH students may bring a guest to the dance if they have a guest contract signed by an Administrator. MIDDLE SCHOOL STUDENTS AND GUESTS AGE 20 AND OLDER, ARE NOT ALLOWED TO ATTEND GFH DANCES. Guests will be admitted at the discretion of the GFH Administration. No student who has been withdrawn from or is on long term suspension from any high school due to attendance or disciplinary issues will be allowed to attend a dance as a student or as a guest.

All school rules apply at all school dances. Students leaving early are not permitted to re-enter the dance unless special permission has been granted prior to the student leaving. No student will be admitted after the first 45 minutes of a dance unless previous arrangements have been made. All school dances end at 11:30 pm unless otherwise announced. Students should make arrangements for rides home after the dance.

DECA Store

The DECA Store is run by the Distributive Education Club of America and is open to students before school and during lunches. Healthy snacks and drinks are available as well as other items throughout the school year. Join our club and compete in state competitions, help run the DECA Store and host the Spring Extravaganza Dance (MORP) in the spring.

Deliveries to Students

Classroom instruction time must be as free of interruptions as possible. Flowers, balloons, candy, or other items will NOT be delivered to students during the school day. Students will be notified to come to the Main Office at the end of their school day to retrieve items that have been delivered. Only emergency messages will be taken to students during the school day. Contact an Administrator if there is an emergency. Latex balloons are not allowed on school property.

Detention

When a teacher assigns detention to a student, the teacher will give the student a 24 hour notice and set a deadline for the detention to be served and have the student sign a detention form clarifying reason for the detention. The teacher will contact parents to notify them of the assigned detention. Unserved detentions will be turned over to an Administrator.

Driver's Education

Driver Education is taught each semester, after regular school hours. It is also offered during the summer. Sign-up information is available from the main Office @ 268-6250. Students who are or will be fourteen and one half (14.5) years old or older are eligible to enroll in the Traffic Education

Program. **Students are scheduled by grade, with priority given to seniors, followed in order by juniors, sophomores, and freshmen.** Middle school students, going into their 9th grade year, are allowed to enroll in the summer session (after school in May/June/July). If there is enough space, they may also sign up for driver's education during the school year.

There is a fee for this program, payable upon registration. The purpose of the program is to introduce students to a course of study that leads to eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the Superintendent of Public Instruction. These criteria include requirements for instructional time, instructor certification, recommendations for course of study and reimbursement procedures.

Attendance at school each day is required in order to attend Driver Education Class on that day. That is, if a student is not in school on a given day, that student is not allowed to participate in Driver's Education that day unless the absence is a school related absence or with administrative permission. Repeated truancies during the school year may result in withdrawal from Driver's Education class or revocation for a driver's license, with no refund available.

Great Falls Public Schools does not accept transfers into our program from another program.

The dates for registration will be announced. You may find additional information by going to the website for the Great Falls Public Schools @ gfps.k12.mt.us, then go to Parents/Students, scroll to secondary and find Driver Education. Each Instructor may additionally have a website.

Extracurricular and Co-Curricular Participation Fees

All students participating in extra and co-curricular activities must fill out and sign the Activities Participation Agreement form.

Besides meeting academic and physical eligibility, students who participate in extracurricular activities are assessed a fee. Participation fees are assessed annually in all extracurricular activities at GF High School. The cost is as follows:

First Extracurricular Activity	\$30.00
2 or more Extracurricular Activities	\$50.00

Extracurricular activities that require a Participation Fee at GF High School include:

All-State Band	Cross Country	Speech/Debate
All-State Choir	Drill Team/Bisonettes	Swimming
All-State Orchestra	Football	Tennis
Basketball	Golf	Track
Cheerleading	Soccer	Volleyball
Color Guard	Softball	Wrestling

GF High School students who elect to participate in the MHSAA District Music Festival solo or ensemble competition shall pay the entry fee of \$2 to \$12. No participation fee is charged for Band, Choir, or Orchestra.

Participation fees shall be payable following team or activity member selection. Fees are payable to GF High School and can be paid at the GFH Finance Office. A receipt will be issued upon payment. Students are to present their coaches or activity advisors their receipt as proof of payment. Except in extreme circumstances, there will be no refunds made after team or activity member selections are determined and fees have been collected.

Participation Fee Reductions

Students who qualify under Federal guidelines for free or reduced school lunch shall be granted a 50% reduction of the participation fees at GF High School. If there is personal hardship situation for a student, please see the Principal.

Field Trips

Principal-approved field trips are used to provide learning experiences in an environment beyond the classroom. Some field trips require students to provide their own transportation. A permission form will be sent home prior to the fieldtrip to gain parental permission for these arrangements. Students who are not attending the field trip may be given an alternate assignment. Students are responsible for coursework missed in other classes while they are on a field trip. An administrator may deny student participation if attendance or academic standing puts the student at risk.

Montana High School Association (MHSAA)

Great Falls High School is a member of the AA conference of the Montana High School Association, the governing body for interscholastic activities in the state. At GFH, we offer interscholastic activities for all students.

By District policy, eligibility for participation in interscholastic activities requires that students have received passing grades in FIVE subjects during the preceding semester of attendance. Coaches and activity advisors may have more stringent eligibility requirements which will be presented in writing before the season or activity begins. GFH participates in the following interscholastic activities:

Band	Drill Team/Bisonettes	Speech/Debate
Basketball	Football	Swimming
Cheerleading	Golf	Tennis
Choir	Orchestra	Track
Color Guard	Soccer	Volleyball
Cross Country	Softball	Wrestling

GF High School also offers various intramural athletic activities for which there is no participation fee.

Passive Alcohol Sensor

School authorities may use a Passive Alcohol Sensor when a reasonable suspicion exists that a student is in possession of or has been using alcohol. Suspicion may be based upon such factors as alcohol on the breath, impairment of speech and/or motor control, admission by the student, or reports from reliable sources.

Personal Property

Lost, stolen, or damaged personal property is not the responsibility of the school. Individual, secure lockers are assigned to each student to use for personal items, books, coats, book bags, etc., but it is recommended that students leave extraneous valuable items at home (iPods, cameras, excessive sums of money, etc.)

Pregnant and Parenting Students

Students with parental responsibilities and students who are pregnant are afforded the same treatment as other students. GFH staff and Administration will accommodate these students as needed, providing support for them to stay in school. See an Administrator for more information.

Search of Student Personal Property and Items

School authorities are permitted to search the student and/or student's personal items/property (including cell phone and other electronic devices) in the student's possession when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's student conduct rules. This includes student vehicles parked on school property.

Student ID/Activity Card

Student ID's are required for access to school activities and resources (such as library book checkout, etc.). ID's are purchased at the Finance Office for new students and are valid for all four years of high school. If a student purchases an Activity Ticket (optional), that purchase is indicated on the student's ID card.

Student Council

Student Council is a very active organization composed of committed, hard-working individuals. Full participation is a requirement of members. Elections for Student Body, senior class, junior class and sophomore class officers are held during early May of the preceding year. Petitions are obtained in the AP office and must be returned with the required number of signatures before names will be included on the ballot. Freshmen class officers are elected during the 2nd week of the school year. No student shall be elected who has not maintained a 2.0 grade point average for the previous two

semesters, with the exception of incoming freshmen. Behavior unbecoming an elected officer that results in school and/or legal disciplinary measures may result in the student being suspended/removed from their elected position.

Travel Regulations

Except as provided hereafter, all student transportation must be conducted by school bus or licensed and insured private carriers in connection with out-of-town school related events.

Students must remain with the group at all times in traveling to, from, and during an out of town school event, unless a "Transportation Request and Release" form has been submitted and approved. The form must be signed by the student, parent, and Administrator and submitted one week prior to travel unless otherwise approved by an Administrator. Forms are available in the Main Office and on the GFH web site. Parents must sign the form prior to Administrator signing.

For purposes of this regulation, the term "parent" means the parent/guardian or grandparent of the affected student or the parent/guardian or another student whom the student's parent/legal guardian has designated.

A copy of the rules and regulations for traveling groups must be signed by the student and his/her parent/guardian prior to a student traveling on a school-sponsored trip. The following is a summary of travel guidelines:

- Students are representing Great Falls High School and will be expected to wear appropriate clothing. Appropriate dress will be determined by the coach/supervisor.
- The use of alcohol or drugs is prohibited and will result in disciplinary action, up to possible expulsion from GF High School.
- All school rules are in effect, including those regarding use/possession of drugs, alcohol and tobacco use.
- Students are to be with the group at all times unless specifically excused by the advisor.
- Students may request permission to return with their parents from school-sponsored trips. "Transportation Request and Release" forms are available in the Main Office and on the GFH web site and must be approved and arranged with the advisor prior to any trip.
- No visitors will be allowed in students' motel rooms unless the sponsor has given his/her prior approval.
- Coaches and/or advisors may establish additional rules or regulations for their own group. These additions must be cleared with the Principal.
- Insubordination will not be tolerated.

Violation of travel guidelines may result in disciplinary actions. The parents will be called and the student may be sent home at the earliest convenient time via commercial transportation at the expense of the parents. Appropriate disciplinary consequences will be assigned and a parent conference will be required before the final disposition of the case.

Weapons at School

Any student, who uses, possesses, controls, or transfers a weapon or any object that can reasonably be considered to look like a weapon, on school district property, will face serious disciplinary consequences, including possible expulsion. The police will be notified. See District Handbook as well as this handbook, beginning on page 18.

SECTION TEN: TECHNOLOGY

Cell phones

Cell phones may be used in the common areas of the building between classes and at lunch time. Cell phones may be used during open periods in the commons and breezeways only. Parents are asked not to phone the student's cell phone during school hours.

Cell phones should not be used, seen, or heard during classes (except for class purposes at the teacher's discretion).

AT NO TIME is a student allowed to use a cell phone or other electronic device with video capabilities in any locker room, restroom, or other location where such operation will violate the privacy right of another person or interfere with the instructional process.

Unauthorized use may result in confiscation of the device by school staff and may result in disciplinary consequences. Confiscated devices will be returned to the parent of the student or to the student personally at the discretion of an Administrator.

All electronic devices, including cell phones, may be searched for information as needed pursuant to School Board Policy 3231; and 3226 (Bullying).

Student use of a cell phone or other electronic device with the intent to threaten, intimidate, or harass another student will be considered a serious offense with disciplinary consequences. In addition, this activity falls under the Privacy in Communications Act (MCA 45-8-213) and will be referred to the SRO. In short, this activity will not be tolerated.

Electronic Devices

iPods and other electronic listening devices may be used in common areas of the building as long as people around the user cannot hear the sound coming from the earphones and the user can hear emergency announcements and information. Electronic listening devices are allowed in classrooms only at the discretion of the teacher or supervising adult.

Computer Acceptable Use Policy and Internet Safety guidelines

Users of GFH Internet technology are expected to adhere to the Computer Acceptable Use Policy and Internet Safety guidelines. See attached. Violation of this policy may result in loss of privileges to computer access as well as other disciplinary consequences.

Power School

Power School is a browser-based student information management system used by all schools in the Great Falls Public Schools System.

The Parent Portal is available for access to student attendance and grading, along with access to communication with teachers to cooperate for student success in school. Power School can be accessed via this URL: <http://ps.gfps.k12.mt.us>

Each parent receives a password to access the Power School Parent Portal. If assistance is needed, please contact the Counseling Center at 268-6330.