

**Student Condensed Handbook**  
**2018-2019**



**Great Falls High School**  
**GREAT FALLS, MONTANA**

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# Great Falls High School Condensed Student Handbook

2018-2019

The last two pages of this condensed handbook must be signed by the parent and the student and returned to the 2<sup>nd</sup> period teacher by Wednesday, September 5<sup>th</sup>, 2018.

## Great Falls High is going GREEN(er)!

In lieu of printing 1400 copies of our 40+ page student handbook, we are instead sending home a few pages highlighting the “FAQs”. We are directing families to: <http://bisongfps.weebly.com/> and to <http://www.gfps.k12.mt.us/> to view the handbooks for GFHS and the district in their entirety, along with other important GFPS policies. Printed copies of the full GFHS student handbook are available, upon parent request, in the Main or South Campus offices throughout the year! Have a great year!



## 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 flat lined over the last four years at about 88.25% Average Daily Attendance, falling below our goal of 91%. Academic achievement is closely linked to attendance.

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 assessments. Your GFHS staff continues to work to combine 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 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.

**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](http://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. If, at any time, you feel that it is not safe for your child to travel to school because of road/weather conditions,

please call and speak with your child's associate principal. Great Falls High will work with you to support family decisions to keep their children safe.

**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, school 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.

**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 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.

**Impact on Extra-Curricular Activities:** *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. Rare exceptions may be made by an Administrator. This expectation also extends to students enrolled in Drivers Education courses!*

**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 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.

### **Backpacks:**

Backpacks are not intended to replace lockers and should be reasonable in size - not so large as to create congestion in the halls, common areas and classrooms. 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.

## **Busing:**

Bus transportation is provided by GFPS, contracted through Big Sky Bus Lines, Inc., for all students living two miles or more from the school. Depending on available space, students who live less than two miles from school may be able to ride a school bus. 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. A complete list of bus rules and expectations is given to riders at the beginning of the year and can be found online.

## **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.***

## **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.

**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.

### **Driver's Education:**

Driver Education classes occur multiple times a year, after regular school hour. They are also offered during the summer. Sign-up information is available from the Counseling Office @ 268-6330. 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 9<sup>th</sup> 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.*

### **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.

## **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.

**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.

## **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.

## **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.

### **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; 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.

### **Lockers:**

Students are assigned their own lockers for the year, during their freshman year. Lockers will be assigned, upon their request (made through the Advisement Center) during their Sophomore through Senior years. 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.

### **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 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.

## **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 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 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 Great Falls High parking permit on the passenger's side lower right hand corner of the windshield.

## **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.)

## **Scholarships and Financial Aid:**

Scholarships and other financial aid are awarded primarily to those students who have a financial need and have maintained high academic performance. Extracurricular activities, elected offices, honors, and other recognitions (both in and out of school) are important. A categorical listing of scholarships that are available is kept in the Advisement Center, and students are encouraged to consult it and their counselor, as well as watch for current listings on bulletin boards as scholarships become available. Students are also encouraged to access the GFHS website at: <http://bisongfps.weebly.com/>

## **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.**

**APPEAL PROCESS:** Any parent or legal guardian and student who is aggrieved by the decision of the school administration and building level Title IX director shall have the right to appeal any administrative decision to the district level Title IX director, Mr. Dale Lambert (268-6777).

## **Student Academic Interventions:**

Below is a compilation of student assistance opportunities. If you have questions or concerns, please contact your Associate Principal or your counselor.

- **Assistance for Math:** Before and after-school study help is staffed by certified teachers and is designed to help all GFH students. Night School and Saturday School also have math certified teachers available. Check with Counselors or Associate Principals for times of these assistance sessions.
- **American Indian Education Support:** Great Falls High School has our own Education Specialist for *Indian Education for All*, with an office on site at GFHS. Contact our Main Office for more information.
- **Credit Recovery:** Great Falls High School offers a daytime program through which qualifying students may work to recover credit in English. Credit recovery options can also be explored through Night School and Saturday School. Check with Counselors or Associate Principals for times of these assistance sessions and learn how to get signed up.
- **Focus School:** Offers an alternative path for students who struggle with the traditional setting. Please see your Counselor or Associate Principal 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 credit 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 your Counselor or Associate Principal 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, assigned by an administrator or designee. There are certified staff available to assist students with lessons and there are computers available to use for schoolwork. Please see your Counselor or Associate Principal for more information.
- **Student-Parent-Teacher Conference Nights:** Student-Parent-Teacher Conference Nights will be held in the Fall and in the Spring.
- **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.
- **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.
- **Summer School:** Summer school may be 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.

### **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, 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, for 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.

## **Student ID/Activity Cards:**

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 (free renewal with turn in of the previous year). If a student purchases an Activity Ticket (optional), that purchase is indicated on the student's ID card and is valid for only that school year.

## **Tobacco, Alcohol and Other Drug Use Policies:**

Disciplinary action may be taken against any students who possess, use, sell, buy, give or are under the influence of drugs, marijuana, alcohol, tobacco, tobacco innovations, intoxicants, or any substance defined by law as a controlled substance or dangerous drug. These policies also apply to students who

possess alcohol, drug paraphernalia and/or cigarette innovations. Disciplinary action may include, but is not limited to:

- In School Suspension / Out of School Suspension
- Suspension from extra and co-curricular activities
- Completion of a district approved alcohol/chemical/tobacco use awareness program

*For more complete details, please reference GFPS Board Policy 3310 or the GFHS Complete Student Handbook. Additionally, please see the District's Student Handbook at [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us) regarding "self-reporting" and Due Process provisions.*

### **Power School:**

Power School is a browser-based student information management system used by all schools in the Great Falls Public Schools System. Each parent receives a password to access the Power School Parent Portal. If assistance is needed, please contact the Counseling Center at 268-6330.

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>

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**The following four pages are the Great Falls Public School Computer Acceptable Policy and Internet Safety Agreement. Please review this policy in its entirety.**