

RONAN HIGH SCHOOL
2009-2010
Student Handbook



Vision Statement

Ronan-Pablo Public Schools and the community join in partnership to provide a safe, attractive, and orderly learning environment. This positive climate promotes healthy lifestyles where students realize the importance of life-long learning, take responsibility for high personal standards, and feel a greater sense of self worth and belonging. Each individual will learn to celebrate and be respectful of our rich multi-cultural community, and students will learn to appreciate the unique heritage and history of the Flathead Reservation. This partnership strives for a standard of excellence where all students achieve their highest personal expectations and are prepared to be successful in today's competitive global society. In this learning environment, students will graduate prepared to pursue their life choice and to attain their personal visions of success.

BELL SCHEDULE

PERIOD 1	8:30 a.m. - 9:25 a.m.
PERIOD 2	9:30 a.m. - 10:20 a.m.
PERIOD 3	10:25 a.m. - 11:15 a.m.
PERIOD 4	11:20 a.m. - 12:10 p.m.
LUNCH	12:10 p.m. - 12:45 p.m.

(Lunch served from 12:10 to 12:40 only)

PERIOD 5	12:50 p.m. - 1:40 p.m.
PERIOD 6	1:45 p.m. - 2:35 p.m.
PERIOD 7	2:40 p.m. - 3:30 p.m.

Welcome to Ronan High School!

Each student is valued at Ronan High School for their individual talents and needs. Students are encouraged to do their best academically and become an active participant in extracurricular activities.

Students and parents should read the handbook carefully in order to know and understand programs and expectations.

The ultimate purpose of education is to help each student become an effective citizen. To develop and accept the responsibilities and obligations of good citizenship will help us to participate in our varied activities and thus find those things within our school which will prepare you to live a better life. Remember that your success in this school will be directly proportional to your efforts.

Tom Stack, Principal
Mark Johnston, Vice-Principal
Jim Benn, Activities Director
Jay Gillhouse School Resource Officer
Dave Myers, School Counselor
Joell Conklin and Debbie Garcia, School Secretaries

I am excited about the school year and look forward to meeting with students, parents and community members. Let's work together to make all of our students successful.

Tom Stack, Principal

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Standards of Behavior

The following rules have been established to provide an atmosphere at RHS that will allow everyone involved with the school to be able to accomplish their tasks in a safe environment. These rules emphasize the atmosphere that is needed for students and staff to do excellent work in a place that is safe and respectful. We expect everyone to strive for excellence in their work, maintain honesty and integrity in their dealings with others, be respectful, and treat others with basic human dignity. Everyone is expected to take responsibility for their actions and deal with others fairly. RHS school rules are in effect during the school day. This includes on or off campus lunch, activities on school grounds at any time, or at any school-related event on or off of RHS property.

Teachers use the "Time to Teach" discipline program in their classrooms to make expectations clear regarding behavior in school. Students that are not meeting the expectations will be given an opportunity to reflect on the situation and make a better choice. Students that continue to or repeatedly violate basic school guidelines will be dealt with in the discipline structure outlined below.

Ronan High School practices positive interventions as a first step whenever possible rather than further the disconnection of children and families through discipline situations. Time to Teach and our counseling programs, including peer mediation, are low-level intervention techniques that are utilized as important components of the behavior management process.

Consequences for first or second rule violations of a minor offence may result in low-level interventions, conferences, parental involvement, loss of privileges, and/or detentions. As infractions become more severe or repetitive in nature, consequences will be increased and may include in-school suspension or suspension from school for 1-10 days. For extreme infractions, repetition of violations, or illegal action as dictated by law, students may face expulsion. Any action that is illegal will result in the School Resource Officer being notified.

Prior to any disciplinary action, an informal conference between the administrator and student will occur. At this conference the student shall be given an opportunity to present his/her perspective regarding the event and be informed of the reason for any disciplinary action. In addition, if any rule violations are also violations of the law, the SRO will be contacted by the school administration. No information regarding suspensions shall be communicated to any person not directly involved in the disciplinary proceedings or school functions. The principal will contact the parent(s)/guardian(s) of the student by telephone to communicate any

information regarding suspensions. Suspended students may not be on campus or attend school events at any time during their suspension, including the evening or extra-curricular events. Parent(s)/Guardian(s) will be given an opportunity to meet with the administrator at the earliest possible convenient time. A hearing may be requested by the parent(s)/guardian(s) of the suspended student.

A hearing with the Board of Trustees will be required in the case of an expulsion. Parents wishing to appeal an action in the discipline process may get a copy of the policy and appeal form from the school or district office.

Absolutes:

The following items are not tolerated at school or during school sponsored events and will result in the student being suspended.

Fighting – Fighting includes physical violence. This is someone intentionally hitting another to cause harm or pain. Self-defense means that a student leaves the situation if at all possible or as soon as possible. If it is impossible to physically leave, then self-defense in order to get away will not result in a suspension for that student.

Drugs & Alcohol

Students who are found to be in possession of or under the influence of drugs, drug paraphernalia and/or alcohol will be suspended. Students will be searched if the administration has reasonable suspicion that a student has drugs or alcohol on their person, or in their locker, backpack or car. Law enforcement may be notified. Students determined to be under the influence of a controlled substance by the administration and a police officer will be suspended.

Drug sniffing dogs will be used periodically at the school. The dogs may search lockers, backpacks, and cars on school property.

Weapons

Students with weapons on campus, in the school buildings or in a vehicle, will be suspended. Weapons include firearms, ammunition, explosives, and knives.

Also included as a weapon, is any object that can be considered dangerous, is used as a weapon, or is used in a threatening manner. It may not be brought to school or school functions. This includes but is not limited to knives, guns, paint ball guns/markers, toys that look like guns, ammunition, etc. As this is a substantial threat to the safety of staff and students, anyone with a dangerous object may be suspended or expelled.

If an object that may be construed as dangerous is needed for a class project, the student should have prior administrative approval to bring it to

school and it should be stored in the office when not being used in class.

Bringing firearms to school will result in a recommendation to the board for expulsion.

Verbal Abuse of Staff

Students are to conduct themselves in an appropriate manner at all times.

Bullying/Harassment/Intimidation/Hazing

All students will be informed and educated about what constitutes bullying behaviors and what they need to do if they feel that they have been or are being bullied. All students also will be informed of the school's expectations on bullying behaviors and will know that it is not allowed. The school attempts to create a safe and educational learning environment. Bullying, harassment, intimidation, and hazing are strictly prohibited. (Policy 3226)

Many researchers currently acknowledge and define three different types of aggression:

Aggression is Bullying!

1. **Physical aggression** - This behavior involves direct physical attacks such as punching, tripping, kicking, pushing, shoving, hitting or any other form of physical aggression against another individual.
2. **Verbal aggression** - This behavior involves the attempted humiliation of an individual through both overt and covert verbal abuse through name calling, putdowns, threats, howling, sighing and other audible expressions.
3. **Relational (or "Alternative") aggression** Behavior that aims to manipulate the web of third party relationships in order to hurt a particular individual. Spreading rumors, gossip, lies, telling secrets; eye-rolling, exclusion, cyber-bullying and the "silent treatment" all aim to promote cruelty through the social networks. This includes making fun of someone's clothes or appearance and bumping into someone on purpose. Many of these behaviors are quite common in girls' friendships, but when they occur repeatedly to one particular victim, they constitute bullying.

Gangs and Gang Activity

The school is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school

activities. Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang
2. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
3. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
 - a. Soliciting membership in or affiliation with any gang;
 - b. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - c. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
 - d. Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police. (Policy 3611)

Offenses

Cheating and Plagiarism

Cheating on any assignment will result in a zero for that assignment, and has the possibility of reducing a quarter or semester grade to an F. A student may also be suspended for cheating.

Vandalism and Theft

Students are responsible for their use and treatment of school or individual property. Students committing theft or vandalism may be suspended. Restitution may be required and law enforcement will be notified as appropriate. Fire alarms should not be set off if unauthorized or unneeded.

Spills in classrooms or the hallways should be cleaned up quickly. Please report major spills to the office. Stack chairs at the end of the day and assist in preparing rooms for the custodial crew to clean them.

School Bus

All students will obey the rules set by the driver of the bus. All school rules apply while students are on the school bus. In addition, students are expected to exercise safety precautions of bus riding such as: no standing while the bus is in motion, no throwing objects in the bus or out of the

windows, etc. Failure to follow bus rules may result in bus privileges being suspended.

Harassment

Physical, verbal, or sexual harassment, retaliation, intimidation, discrimination, hazing, threatening, bullying or initiation is prohibited and may result in suspension. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- e. Physically harming a student or damaging a student's property;
- f. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- g. Creating a hostile educational environment.

Smoking or Use of Tobacco

Students shall not smoke, chew, or have in their possession, tobacco or tobacco products while at school, on school property, or at school activities. Violations will result in confiscation, detention or suspension, and notification to law enforcement.

Open Campus

Students are permitted to leave campus during the lunch break. Care should be taken when leaving and returning to the school grounds. Prompt return after lunch, in a manner ready to continue working, is expected. Operating cars in a safe manner and following the posted speed is required at all times. Students may lose parking privileges if the responsibilities of vehicle operation are not met.

Public Displays of Affection

Holding hands is the only PDA allowed. Anything else is not allowed. Consequences include contacting parents, detention, school conference, and suspension for repeated offenses.

Electronic Devices

The use of cell phones, headphones, MP3 players, electronic games or any other electronic devices are prohibited during from 8:30 am to 12:10 pm and 12:50 pm to 3:30 pm at school. (Use will be defined in visual sight). These devices will be confiscated by school personnel and turned into the principal or vice principal's office where students may collect them at the end of the day. All subsequent offenses will lead to disciplinary action and devices will be returned to the parents/guardians.

General Behavior

Students are expected to abide by all individual classroom rules of their teachers. Students are not to disrupt the learning environment for themselves or others or the ability of the teacher to teach. Substitutes are guests in our school and should be treated with respect and cooperation. Teachers will use "Teach To's" in each of their classes to make students aware and provide an opportunity to discuss expectations for each class. The Montana Behavior Initiative (MBI) is a process of assisting educators and students in improving behavior and nurturing a positive school culture. It is a proactive approach to teaching behavior to students by setting positive examples, and using positive supports to encourage appropriate behavior while promoting healthy social culture for all. The goal of MBI is for all students to be equipped with the skills necessary for success. It offers the framework within which we can nurture a healthy and safe school environment, and the systems through which we can support students' behavioral and social growth. Students will be asked to reflect on the expectations in order to improve behavior. If the student continues to misbehave, teachers will initiate the discipline process with student and parent conferences.

Improper Language

All language used at school should be in good taste. Foul or vulgar language may not be used at any time at school, including in the halls.

Dress and Personal Appearance

Dress should be neat, clean, and appropriate for an educational setting. Shoes need to be worn at all times. No clothing or other items may display alcohol, tobacco, drug, or questionable comments. Revealing clothes such as belly shirts, skimpy tank tops, backless tops, spaghetti straps, muscle shirts, and clothing which show undergarments are not allowed. Shorts and skirts need to be of appropriate length, below the fingertips when standing straight. All clothing worn at school must be deemed safe and in good taste. The administration reserves the right to define what is in bad taste. All clothing must be worn in an appropriate manner including removing hats, headwear and sunglasses when entering a building. Administration reserves the right to deem what is appropriate clothing for school.

Computer Use

Students are to use the school computers for educational purposes. Students are to log in under their student ID and log out when done using a machine. Violations may result in the suspension of computer privileges. See the Acceptable Use policy for more details.

Attendance Policy

The primary responsibility for good attendance rests with the parents. Parents are required under Section 20-5-103, MCA, to assure their children attend school regularly. The District recognizes the importance of monitoring the parental responsibility for their child's attendance. Further, the District is committed to taking whatever action is necessary, up to and including legal action, to assure that students attend school regularly.

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. When a student arrives late or after an absence, the student is required to report directly to the office. All absences and tardies will be recorded on the report card.

A copy of the attendance policy will be mailed to the parents or guardians of all students by September 15 of each school year. Personal contact will be made with parents of students who have excessive unexcused absences, tardies, or instances of skipped classes, as defined in the "Excessive Absences" section below. A parent conference may also be required. Attendance letters describing consequences and lost credit will be mailed to parents or guardians if the unexcused absences are of a continual nature.

Reporting Absences

When a student must be absent, parents must inform the school by 9:00 a.m. on the day of the absence. If the student is not present, and the parent has not notified the school of the absence, the school will attempt to call the parent by 11:00 a.m. the same day. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report the child's absence. In the event the parent was unable to contact the school, a parent note upon the student's return to school will verify the absence. The school secretary will maintain a permanent record of student absences and tardies. Students must sign in and out anytime they are leaving or returning to campus with the attendance secretary with parent/guardian permission.

Activities or Preplanned Absences

It is the parent's responsibility to notify teachers prior to a student being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed, upon return.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school a half day on the date of the

event or in the afternoon on the last school day prior to the activity if the activity falls on a non-school day. Exceptions may be made by the administration.

Excused Absences

Absences are considered excused when the attendance office receives either a note or a phone call verifying why a student is absent. Excused absences are not exempt from the 10-day policy.

Absences are considered exempt from the 10-day policy, when certified with documentation for the following reasons:

1. Illness
2. Bereavement
3. Parental request for cultural or religious activities
4. Parental request for extended family activities
5. Unforeseen absences approved by administration
6. School related activities

The attendance office must receive the written certification documentation no later than **two (2) school days** after the absence. This written notification must be from a medical person, legal staff, parent/guardian or other pertinent persons of authority and must verify the student's reason for missing school. Absences that are not certified within this time period will be considered unexcused. School work missed during an excused absence can be made up at full credit. Students shall have a minimum of one day to make up work for each day missed.

Unexcused Absences

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absences. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of excessive tardiness or absence, and disciplinary action consistent with School District Discipline Policy and building level discipline procedures may be imposed. Excessive tardiness and absences are defined below.

Tardies

Classroom tardies are handled by the teacher. Consequences may include before-school, lunch or after-school detention. Failure to serve detentions for tardiness may result in students being placed in the Learning Center during the next meeting of the class to which they were tardy. Excessive tardies may be referred to the building administrator's office.

Ten-Day Policy

Students may accumulate ten (10) absences for any reason each semester. For each unexcused absence students accrue over 10, they will be penalized two (2) percentage points on their

quarter grade for each absence beyond the tenth (10th) day, unless documentation exempting the absence is provided. The ten (10) days are computed on a semester basis; the grades are computed quarterly. Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances. Students may elect to earn back grade percentage points lost through successful participation in the RHS After School Program (ASP). Upon receipt of written notification from the ASP teacher that a student worked diligently on material missed during an excused absence, the attendance office will credit the student with 1% point for every two hours spent successfully at the ASP. A student will only be allowed to earn a maximum of 10 percentage points back per quarter.

Excessive Absences

Excessive absences are defined as follows:

1. Three or more instances of skipping a class
2. Three or more unexcused absences
3. Continual tardies to school or a class
4. Ten or more absences of any kind during a semester, unless prior approval is given by the principal for special circumstances.
5. When appropriate, the Board shall, upon recommendation of the Superintendent, consider expulsion for chronic absenteeism.

In dealing with excessive absences the principal shall comply with the following administrative procedures; taking individual circumstances into consideration.

1. At the point when a student has accumulated five (5), eight (8), and ten (10) absences per semester, the principal or designee will document contacts with the parent regarding attendance, including telephone calls, written communications and/or meetings. Documentation should include times, dates, and the matters discussed.
2. After eight (8) absences per semester per class at grades 6-12, the principal or designee will send a letter to the parent calling attention to the consequences of poor attendance on school achievement. The letter will include a copy of the District attendance policy and a copy of the student's attendance record.
3. After ten (10) absences per semester per class, the principal or designee will send a letter to the parent or guardian expressing concern about the student's attendance patterns. The letter will require the parent to respond within five (5) days. The letter will also explain that the principal may be filing a complaint of educational neglect with the appropriate Tribal and/or County agencies. This letter may be sent certified mail.
4. If after five (5) days after the mailing of the second letter, the parents or legal guardian have ignored communications, and if the pattern of attendance has not changed, the

principal shall send a letter requesting the involvement of the appropriate Tribal and/or County agencies. Copies of this letter will be sent certified mail to the parent. Copies will also be sent to the Department of Family Services and/or Youth Probation.

5. If the parent does not comply with the provisions of the notice, the principal shall submit a request for prosecution to the Lake County Attorney and/or appropriate Tribal or County agencies. The request shall contain a written report of the investigation and supporting documents. The documentation must show evidence that the administrative procedures of the school district and statutory procedures have been followed. Documentation shall include all efforts taken by the school district to solve the problem with the student and the parents.
6. In the case of the student who resumes the poor attendance pattern following the two-day written notice to parents, the school district shall not be required to exhaust its administrative procedures for dealing with the problem before the student is again turned over to the proper authorities.
7. When appropriate, the Board shall, upon recommendation of the Superintendent, consider expulsion for chronic absenteeism.

Students of Legal Age

Every student, 18 years of age or older, will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established, pursue the prescribed course of study, and submit to the authority of teachers and others in authority over them.

Schedule Changes

Schedule changes are disruptive to the student, teacher, other students in the classes, and record keeping procedures. Any changes to the course request done at registration must be made prior to June 1. Any schedule changes for semester one must be made by **September 11, 2009**, and any schedules changes for semester two must be made by **February 5, 2010**. Students who receive the classes they registered for will not be allowed to make any schedule changes. This includes changes at the semester of yearlong classes as yearlong scheduling is completed in the summer. Any course dropped that does not meet the extenuating circumstances outlined below will receive a W/F in the class. The failure will be recorded on the student's grade transcript and will be calculated into their cumulative GPA. Extenuating circumstances include: mechanical errors, failure to meet a prerequisite for a course, failure to pass a course required for graduation, overloads in class size, a change recommended after administration consults with the parent/counselor/teacher, and any reason falling under IDEA, Section 504, or Title I. Extenuating

circumstances do not include completing the registration course request incompletely or incorrectly, or not registering for required courses. These matters will be handled during the scheduling process and an appropriate schedule will be generated for the student.

Lockers

Lockers will be assigned to students by grade level and students may not share lockers or use any unassigned lockers. Students should (thefts do occur) provide their own lock, if school administration needs to enter the locker without your presence and no combination was given to the office, then the lock will be cut off at the owner's expense. Students may decorate lockers and must leave them clean at the end of the year, removing all items such as tape, glue, and stickers prior to checking out of their locker. Displays should be neat and not offensive, vulgar nor advocate illegal activities. Lockers should contribute to the overall atmosphere of the school in a positive way. Lockers are owned by the school and provided to students for storage. Valuables should not be brought to school or stored in lockers. The school office will hold valuables or money if it is necessary to bring them to school. The school accepts no responsibility for the safety of items brought to school. Locker use is a privilege; any student may be denied the use of a locker or reassigned a different locker due to inappropriate use. The school reserves the right to enter any locker at any time. Drug dogs may search lockers at any time.

Video Surveillance

The Board of Trustees authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds, and equipment. (Policy 3235)

Parking

The student parking lot is available for student use except for the spaces marked for guest parking. Parking on campus is a privilege. Students will be denied parking on campus for inappropriate use of a vehicle. Driving on campus should be slow and safe. Drug dogs may search the parking lot at any time.

Parking permits are required from 8:30 a.m. to 3:30 p.m. Permits are linked to the person, not the vehicle. If you drive a vehicle other than the one usually brought to school, take the permit from one vehicle and place it in the other vehicle.

A student parking permit for the year is \$10. Students must complete an application that includes their driver's license number, proof of insurance, proof of registration, and license plate number of the car usually brought to school. Please note that all information provided will be reviewed and enforced by the administration and

the SRO. Students have the first week of school to get the application completed and turned in to the office with payment. Permits will be checked on a random basis beginning September 10, 2007. Students must park in the student parking lot and may not park in visitor, staff or other unauthorized spots. Visitor parking is available.

Proceeds from permits will be used for regular maintenance of the parking lot, sealing, painting, signs, etc.

If a car is in the parking lot without a permit the following consequences will take place:

First time	Warning
Second time	Fine \$5
Third time	Fine \$10
Fourth time	Fine \$20 and notified they

have lost all on campus parking privileges for the year. Notices will be printed in triplicate: one on the car, one in the student record, one delivered to the student after student identification has been made.

Homework

Teachers assign homework to supplement and reinforce planned and proposed classroom instruction. It is important that all students complete homework by the due date.

Make Up Work due to Absences

When a student is absent he/she is required to make up missed work as soon as possible. Teachers do not have to accept make up work from students with unexcused absences and may give a zero for assignments from that period. Students need to make up work for all absences including those that are either exempt or excused. Students should contact teachers prior to leaving and/or upon their return to school to receive make-up work. Two days to make up assignments will generally be provided for each day a student has an excused or exempt absence. Students should be prepared to take any tests or quizzes, or turn in long term assignments that were missed upon their return.

Report Cards/Progress Reports

Report cards are issued quarterly. In addition, progress reports will be sent home. RHS will provide parents with report cards in as timely a manner as possible after the close of the marking period. Accuracy is of primary concern, though errors will occasionally occur. If you have a question about a particular grade, please contact the teacher issuing the grade. If you are concerned about your student's overall performance, please contact the school counselor. Semester grades are the only grades included on transcripts and those grades will determine if credit is earned. Grades may be withheld until the student clears textbook, library, cafeteria and equipment responsibilities.

Visitors

All visitors to the high school campus are required to stop in the front office to check in. Students wanting to bring visitors to school for the day need to get prior approval from the principal.

Physical Education

Students are required to "dress out" for PE. Appropriate clothing includes shorts and sneakers. The teacher will provide additional requirements for PE. Students need to use lockers and lock up the items in the locker room during class. The school is not liable for items lost or stolen.

Medications and Accidents

Medications should be given at home whenever possible. If it is necessary for a student to take prescription medications while at school, a parent should contact the office with the appropriate directions and a labeled prescription bottle. If a student becomes ill or hurt during the school day, the student should notify his/her current teacher and then go to the RHS office. The RHS office will call home if the student is unable to return to class in a timely manner or the situation is serious. If a parent cannot be reached, the person listed on the student's registration form will be contacted. The school will not provide over-the-counter medicine to any student without parent permission. If we cannot reach anyone, we will use our best judgment in deciding what care is needed including hospitalization.

Food Service

RHS has an open campus and students are allowed to leave at lunch. All school rules and policies apply during the lunch break whether students remain on campus or choose to leave. We expect safe and appropriate behavior while leaving and returning to campus or eating in the cafeteria. Our local establishments support our school and students are to present themselves with respectful behavior while in the community or using the school cafeteria. Students leaving campus by foot are requested to travel downtown using the east side roadway and not cross the middle school campus. The cafeteria stops serving at breakfast at 8:20 a.m. and lunch at 12:40 p.m.

The price for students eating in the cafeteria is 75 cents for breakfast (40 cents for students qualifying for reduced meals) and \$1.50 for adults - the student price for lunch is \$1.25, (40 cents reduced) and \$2.75 for adults. Milk is 25 cents. There will be no more than 5 charges allowed, or you must bring a sack lunch, or pay in full. Checks should be made out to Ronan Hot Lunch with student ID# in memo portion.

Free and reduced meals are available in the Ronan/Pablo School District for children from any family certified as eligible for assistance. Information is provided on a form distributed the

first week of school and is available in the school office. We ask that you please return the form as soon as possible. A grace period for the form does exist, and, after this time allowance, you will be charged for your meals until the form is approved. All information given is confidential and will be used only for determination of eligibility.

Due to health codes, students are discouraged from sharing food. It is very important for each person to help keep the lunchroom clean and picked up. Students are asked to use their indoor voice while in the lunchroom and practice proper table manners and etiquette. Keep the table area neat and dispose of paper products and left over food appropriately. Place all flatware in the appropriate basket and your tray in the proper place. Clean up detail will be assigned to students who make a mess in the lunchroom.

Students and staff will be allowed a maximum of five charges. Students and staff with more than five charges must make arrangements to pay in full or bring a sack lunch.

Vending Machines

Use the vending machines at your own risk. The school will not reimburse users for malfunctions of the machines. Funds from the vending machines are used to support student activities. Water bottles are allowed in the classroom in the original container. No other food or beverages are allowed.

Volunteers

Adults wishing to volunteer in the school should contact the RHS Office. Interests of volunteers and the needs of the school will be used to find an appropriate service. A Volunteer Service Agreement is used to document volunteer services. This form must be signed prior to services being provided to the school. We need volunteers to organize special events, chaperone trips, and work with students.

Clubs

RHS offers our students a number of clubs for students to join on a voluntary basis. More information will be shared with students at the beginning of the school year about how to become involved with the various clubs and their eligibility rules such as enrollment in a departmental course or GPA requirement. Some of our current club offerings include: Student Council, FFA, FCCLA, VICA, Indian club, National Honor Society, Spanish Club, Ski Club, Pep Band, Jazz Band, Show Choir, BPA, and Big Brothers Big Sisters. Please see the eligibility section for the guidelines of participation. Students sharing a common interest may form new clubs provided that the club provides a benefit to the school, students, or community. Students interested in starting a new club must meet with the principal to develop their

plan for approval. All clubs must have adult sponsors and must develop a written statement of purpose and guidelines for the operation of the club. These are to be adopted by the membership of the club and filed in the school office.

Activity Cards

We encourage our students to buy Student Activity Cards. They are available for \$25.00 and adult passes may be purchased for \$45.00 and family passes are \$150.00. These cards/passes entitle the bearer to free admittance to all RHS home events except tournaments. All students participating in activities are required to purchase an activity card. This includes all athletes, music groups, and student council members.

Dances

RHS provides dances for the benefit of our students. People not enrolled at RHS will need the prior approval of the principal to attend. The student who will accompany the visitor must notify the principal one-week prior to the dance. Approval will not be granted to anyone who is not currently enrolled in high school and they must be in good standing. The administration may do reference checks on people not attending RHS to determine eligibility. Dances will be held in district facilities during the school year from 9 pm-12:00 am (Except for the Prom, this will go from 8 pm - 12:00 am.) Participants at the dance may not exit and return. School rules are in effect at all school functions, including dances.

Textbooks

Teachers will distribute student textbooks and supplementary educational materials. Students are responsible to cover texts and keep them in good condition. Students who do not turn in their texts will be charged for them. Students may be charged for damage to texts. Fines are based on the replacement cost of the item and must be cleared prior to each reporting period to receive a report card.

Library

Students are expected to maintain a respectful atmosphere in the library. Check out procedures for materials are available in the library.

Lost and Found

Any items that are misplaced should be looked for, or returned to, the RHS office. Small items of value are kept in the office. Clothes and other items are kept in the janitor's room. Lost and Found is donated to the charity bins at Mission Mart on the 1st and 15th of each month so please look for lost items promptly.

Peer Mediation

Peer mediation is available to all students who are having difficulty with another student or a staff member. Peer mediation is a confidential way of resolving disputes in a manner that does not

involve disciplinary action. Students are encouraged to use this service as needed. Contact the counseling center for more information.

Tobacco Cessation and Chemical Dependency Groups

Students wishing to change their habits regarding the use of drugs, alcohol, and tobacco have a number of opportunities to join groups with other students. Certified professionals run TEG and Chemical Dependency groups and any student is welcome to join to get help for him or herself or learn more.

Parent Concerns

Concerns raised by parents/guardians about school district decisions or personnel should be resolved as quickly as possible. If you have a concern, you are urged to make an appointment to discuss the matter with the employee(s) in question. Please check in with the RHS office upon arrival on campus. If your concern is not resolved, you should contact the administration. If you are not satisfied with the result arising from your concern, an official copy of the board policy regarding complaints is available from the school office or the district office for your use.

Promotion Standards/Graduation Requirements

Each student who has successfully completed an instructional program appropriate to his/her interests and needs shall be awarded a diploma at graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

The Board shall establish graduation requirements which, as a minimum, satisfy those established by the Board of Public Education (10.55.904 & 905, ARM). Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter 9th grade. Exceptions to this general rule may be made where it is determined by the Board that the proposed change in graduation requirements will not have a negative effect on students already in grades 9-12.

A unit is defined as 450 minutes or more of instruction/bi-week or 500 minutes for subjects requiring laboratory work for one year. The Board shall approve graduation requirements as recommended by the Superintendent.

To graduate from Ronan High School, a student must have satisfactorily completed the last semester prior to his/her graduation as a Ronan High School student. Highly unusual exceptions

may be considered by the principal, such as a student exchange program in a recognized school. The Superintendent shall develop procedures for implementing this policy which include:

1. Recommending course and credit requirements which satisfy the Board of Public Education requirements and recognize the desires of the citizens of the District.
2. Making graduation requirements available in writing to students, parents and members of the public.
3. Providing a waiver of graduation requirements for an individual student in conforming with 10.55.906(3), ARM.
4. Granting credit for learning experiences conducted away from school, including National Guard high school career training.
5. Granting credit for correspondence and/or college courses.
6. Counseling students to know what is expected of them for completion of their schooling.
7. Preparing a list of students for the information of the board and release to the public.
8. Preparing suitable diplomas for graduating seniors.
9. Planning and executing graduation ceremonies. Graduation requirements for both a general diploma and an honors diploma are listed on page

In addition:

- A. Student with disabilities who successfully complete their Individual Educational Program (IEP) will be granted a general diploma.
- B. Students transferring into Ronan High School may have some local requirements waived if necessary and approved by the RHS Principal.
- C. Effective starting with the 2004-05 school year students taking Advanced Placement (AP) classes the grading scale will be computed on a 5.0 grade point average (GPA) scale (i.e. A's = 5, B's = 4, C's = 3).

Valedictorian and Salutatorian

Valedictorian and Salutatorian will be determined at the end of 8 semesters and will be based upon cumulative GPA and the completion of the Honors Curriculum. The student(s) with the highest GPA will be designated Valedictorian. The student with

the next highest GPA will be designated Salutatorian. In case of a tie, the ACT or SAT scores will determine the recipient of the Montana University System Honors Scholarship. Students must be in continual attendance at Ronan High School the 4 semesters prior to graduation to be considered for the title of Valedictorian or Salutatorian. The Valedictorian and Salutatorian will be selected after the eighth semester.

Graduation with Less than Four Years Attendance

Permission to graduate from school with less than four years attendance shall be granted by the Board of Trustees on the basis defined herein:

All requests for graduation with less than four years attendance shall be presented to the Principal, who shall make a thorough review of the student's units and reasons for the request, and make his/her recommendation to the Board.

After review by the Principal, the request shall be presented to the Board of Trustees. The student should make the request in a letter directed to the District Superintendent of Schools and co-signed by the parents.

All students must have completed the necessary unit requirements for graduation.

Class standing

To be eligible as a member of the following classes a student must have earned the minimum number of credits specified at the beginning of the school year:

Sophomore standing	-	6 units
Junior standing	-	12 units
Senior standing	-	18 units

Students who begin their seventh semester with junior level credits will be moved to senior status upon the successful completion of their 7th semester if they have earned 18 or more credits. All other grade levels will maintain their entrance status until the following academic year.

Ronan High School Graduation Requirements (General Diploma & Honors Diploma)

Courses	General Diploma Requirements	Honors Diploma Requirement	Honors Diploma Electives
English and Language Arts	4 Credits English 9 - 12	4 Credits English 9 – 11 Honors English 12 or A.P. English 12 recommended Honors 9-11	Honors Eng. 12 AP Eng. 12 Salish 3 Spanish 3 Spanish 4
Mathematics	2 Credits	3 Credits To include Advanced Algebra	Pre-Calculus A.P. Calculus
Science	2 Credits	3 Credits	Chemistry Physics Human Biology A.P. Chemistry A.P. Biology
Social Studies	3 Credits	3 Credits	
Health Enhancement	1.5 Credits	1.5 Credits	
Fine Arts	1 Credit	1 Credit	Show Choir* Band* Jazz Band* Advanced Art* A.P. Studio Art
Vocational and Technology (at least one of each)	2 Credits	2 Credits	Entrepreneurship* Accounting II* Woodworking III or Woodworking IV* Drafting III or Drafting IV* Greenhouse III* Small Engines/Welding III* Int. Ag. Education Advanced. Ag. Education. Advanced Technology Projects
Electives	7.5 Credits	7.5 Credits	5 of the 7.5 Elective Credits must come from this column
Total Credits	23 Credits	25 Credits	

** Extra requirements to be met along with Junior or Senior standing. See registration handbook for additional requirements to be filled.

Commencement Exercises

To be eligible to participate in the graduation ceremony, a student must have documentation of completion of all the requirements for graduation. This must be turned in to the school administration on the senior's last regularly scheduled day. Any student taking correspondence courses from an accredited institution that are required to meet their graduation requirements, must have completed such work prior to May 15th to be eligible for graduation ceremonies. Students participating in graduation exercises must wear the appropriate cap and gown. Participation in graduation ceremonies is a privilege not a right and may be revoked for disciplinary reasons.

A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diplomas will be awarded after the official ceremony has been held.

Guidance/Counseling

Counseling services offered by RHS include crisis counseling, career counseling, and help regarding post-secondary choices. The school social worker is also available to help students and families coordinate with other resources in the community. The counseling office is also available to parents and students needing more support at school. Students, parents, staff, and administration may make referrals to the counseling center.

Testing

All eleventh grade students will be taking the ITBS standardized test as part of the state-testing program that will compare each student's performance to a national average. Sophomores will take the MontCAS as required by federal legislation. Many colleges require college admissions tests as part of the application process. They are also used as criteria for some financial aid and scholarships. These tests are useful to the student in demonstrating strength in academic areas when college and career decisions are being made. Grade point average (GPA) and test scores in ACT, SAT I, SAT II, and AP (Advanced Placement) are important in determining admissibility.

Transcripts

Any student needing a transcript (official copy of grades and course load) for a college application needs to request one from the RHS Office one day prior to needing the transcript.

Check Out Procedures

Students need to check out with the school office if they are moving or no longer attending RHS. This process will include gathering of grades, returning books and supplies, and an exit interview. This will allow RHS to provide timely and accurate information to the next school the student attends.

Registration

Eighth grade students from the middle school, as well as students currently enrolled at RHS will be registering for the next year's classes in the spring of each year. Students and their families will receive information regarding promotion and graduation standards, as well as the current requirements of local state universities in the school's course catalog. It is important that course requests are completed thoughtfully. Course change requests are disruptive to the student's schedule and are not generally permitted (see page 5).

Weather

It is necessary to cancel school or delay the start of school, it will be announced on local radio stations including 92.3 FM and 750 AM. If school is in session and needs to be dismissed early it will also be announced on these radio stations.

Emergency Drills

Emergency drills will be scheduled at regular intervals. Students will practice vacating the building or practice lock-downs. Students need to follow teacher directions during drills and emergencies and are encouraged to stay calm and quiet, even during a drill.

Early Release/Late Start

Freshman and sophomores must be enrolled in seven classes and they are not to be teacher aides (TA). Administration may deviate when in the best interest of the student and the school. To be eligible for ER/LS a student must be on track to graduate on time, and have a signed parental release. Juniors must take five classes; they can have an ER or LS, but not both. TA's don't count as one of the five classes. Seniors must be enrolled in four classes; TA's don't count as one of the four classes. When not assigned to a class, those students having early release/late start are not to be on school grounds unless arrangements are made with administration.

Fundraising

In order to conduct a fund raising event by a school class or a recognized school activity group, the principal must approve the event. A form is available in the office with all the necessary guidelines. Some of these guidelines include providing a list of students involved and monies due to the RHS office. Money should be turned into the office so the proper receipts may be recorded.

Insurance

The school has limited insurance covering accidents which may happen at school. Ask the main office for more information.

Student Evaluation Team

Student Evaluation Teams will meet when a concern regarding a student is identified. The team may be called for many reasons such as poor attendance, lack of diligence, poor schoolwork accomplishments, or discipline problems. The team may form due to a concern raised by the family, teachers, or the administration. The purpose of the team is to develop a plan for the student to aid in his/her success in school.

Student Records

The school keeps student records in a confidential manner. All records on a student are open to that student's parent(s)/guardian(s). Records are also open to the student with the consent of a parent or guardian (consent is not required for any student over 18). The school shall provide whatever assistance is necessary to enable the student and parents to understand the material in the record or the procedures to amend the material. Further policies regarding records are available in the school office.

When surveys or physical screenings are offered to students, parents will first receive notification which will allow them to preview the survey or have their student opt out of the program.

Federal law requires that 'directory information' on any child be released by the District to anyone who requests it unless the parent objects in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to the student. Directory information includes the student's name, address, gender, grade level, date and place of birth, parents'/guardians' names and addresses, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising your right to limit release of this information, include the items of directory information listed above that you wish the District to withhold about your child. In the recent past, lists of students have been requested by parents organizing a student trip, colleges wanting to provide information, sports programs, etc. Directory information is released in a list form; we do not release information only on selected students.

Equal Education

The Ronan Public School District #30 is committed to equality of educational opportunity. All students

have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offering, graduation requirements, athletics, counseling, extra-curricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental disability, and political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects.

Inquiries or reports should be brought to Mark Johnston, Title IX Coordinator at the RHS Office.

Asbestos Management Plan

In October of 1986 President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This act required every school district to have a certified technician inspect all of the buildings for asbestos and to develop a formal management plan for dealing with any asbestos that may be present. The management plan had to be submitted to the Environmental Protection Agency by October of 1988.

School District No. 30 contracted with Fulcrum Environmental Consulting of Spokane to conduct the inspection and update the management plan. The inspection report and management plan are on file in the district office and available for review upon request.

Network and Internet Acceptable Use Policy

All students must have a signed computer use policy statement on file in the RHS Office in order to use the computers at school. Students only have access to computer privileges with teacher permission and supervision.

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship. Furthermore, the District wishes to empower its staff and students with a sharpened sense of discernment. Learning to use The Web in productive ways can only be accomplished by free access.

It is also understood that the Ronan/Pablo School District does not have sufficient staff to monitor every aspect of Computer use. Therefore anyone within the District who uses the computer networks and Internet is responsible for good behavior on school computer networks and the Internet just as

he/she is in a classroom or a school hallway. Access to network services and the Internet will be provided only to those persons who agree to act in a considerate and responsible manner.

Ronan Public Schools
STUDENTS 3612P
Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.

2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.

3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;

g. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;

h. Using another user's account or password;

i. Posting material authored or created by another, without his/her consent;

j. Posting anonymous messages;

k. Using the network for commercial or private advertising;

l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District

will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.

9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence

of the status of "public domain" documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.

d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and the student.

11. Electronic Mail.

a. Use of school access Internet for e-mail is restricted to teacher directed or supervised projects. Electronic e-mail is not private. The system administrator on all levels has access to all mail

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.

2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.

4. The system administrator and building principals shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554
20 U.S.C. § 6801, et seq.
47 U.S.C. § 254(h) and (l)

Procedure History:
Promulgated on: 5-14-07
Revised:

3612F

building-approved account to access the District's computer network and the Internet.

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of Ronan Public Schools' policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Parent/Legal Guardian (Print):

Signature:

Home Phone: _____ Address: _____

Date: _____

This Agreement is valid for the _____ school year only.

User's Name (Print):

_____ Home

Phone: _____

User's Signature:

_____ Date:

Address: _____

Status: Student _____ Staff _____ Patron _____
_____ I am 18 or older _____ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the