

Ronan Middle School

Mark Johnston, Principal
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2011-2012 School Year

This agenda belongs to

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____ Student No. _____

Homeroom Teacher _____ Homeroom # _____

Welcome to Ronan Middle School

What We Believe at RMS

.....RMS Code of Character (RRIPP).....

RESPECT

...for all.

Re-spect (n): willingness to show consideration for the feelings and ideas of others.

When I am respectful, I treat others with courtesy. I show appreciation for the contributions of others. I will seek solutions to conflicts without using violence by showing respect and keeping others and myself safe. I will show respect and compassion for my school, my environment, and all living things.

RESPONSIBILITY

...with no excuses.

Re-spon-si-bil-i-ty (n): being reliable and accountable for obligations and duties.

When I am responsible I am reliable and trustworthy. I use sound judgment to make good choices and learn from the consequences of my mistakes. I take the initiative, thinking and working independently to complete my homework, keep the area clean, and encourage others to do the same.

INTEGRITY

...in everything we do.

In-teg-ri-ty (n): following a strong ethical code demonstrating a steadfast character.

When I have integrity I show leadership qualities. I am truthful and honest in my dealings with all people. I do the right thing in every situation. I stand up for what I believe in even though others may pressure me. I face new experiences or difficulties with confidence and strength.

PRIDE **...in who we are and what we do.**

Pride (n): having a sense of dignity, value, and self-respect.

When I have pride, I value my accomplishments and growth. I am willing to try my hardest and do my best. I take pride in being a cooperative and contributing member of my school and community. I celebrate all successes, large and small.

PERSEVERANCE **...by not giving up.**

Per-se-ver-ance (n): To persist in or remain constant to a purpose, idea, or task in the face of obstacles or discouragement.

When I demonstrate perseverance, I show that I am determined to accomplish my tasks and face my challenges. I finish what I start. I am committed to excellence in all my work. I stay true to my purposes and goals.

On behalf of the Ronan Middle School Staff, we would like to welcome you for the coming year. We look forward to assisting you in fulfilling your educational goals. Ronan has a history of fine academic and extracurricular accomplishments. We encourage you to strive for high academic standards and pursue excellence. RMS can offer you a rich experience. Involve yourself to help reach your potential. Staff members will be here to assist as you journey your way through the middle school years. Please read through this handbook as it can provide useful information for you. If you have further questions, please do not hesitate to ask.

Sincerely,

RMS Staff



School District # 30/RMS Contact Information

All district employees can be reached by dialing 676-3390 and the appropriate extension.

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 Mark Johnston, Principal ext 3400
 mark.johnston@ronank12.edu
 Curtis Schutzmann, Vice Principal ext 3433
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 lydia.fleming@ronank12.edu
 Camille Delaurenti, Attendance ext 3433
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 Sufia West, Counselor ext 3402
~~Patti Meeabee-TBA~~, School Nurse ext 3303
 Christopher Isle, Curriculum ext 3206
 Joan Graham, Special Services ext 3450
 Jay Gillhouse, SRO ext 3560
 Rob Tougas, Transportation ext 3600
 Gene Conklin, Maintenance ext 3601
 Marsha Wartick, Food Services ext 3602

Ronan Middle School Staff

6 th Math	Michael Graham-TBA
6 th English	Tanya Gray
6 th Social Studies	Doug Fisher
6 th Science	Tom Linse
7 th Math	Shawn Harris
7 th English	Claire Hibbs-Cheff
7 th Social Studies	Rod Harris
7 th Science	Terallynn Flink
8 th Math	Jeff Kelch
8 th English	Linda Jones
8 th Social Studies	Jessica Johnson
8 th Science	Turner Paddock
Native American Studies	Nichole McClure-Krahn
Choir	Cathy Gillhouse
Band	Alicia Lipscomb
Art	Nicki McClure Krahn-TBA Rod Harris-TBA
PE/Health	Steve Woll, Crystal Pitts
Technology	Brian Youngren
Librarian	Janey Salomon
Special Services	TBA
Special Services	Tom Alger
Special Services	Toni Hennesy-Christensen
ALC	Bob Bartlett, Judy Doyle
Drama	Rita Tingey

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Welcome Parents!



RMS Orientation & BBQ: The school year at RMS is kicked off with an orientation and BBQ on August 25th 24th from 5:00 – 6:30. Students and parents have a chance to meet school staff and get information about the upcoming school year.

Parent Teacher Conferences: Parent Teacher Conferences will be held on November 10th and 11th. Teachers and administrators are available to discuss student performance and progress at any time.

Student Enrollment: When a student is enrolled in school, a copy of his/her birth certificate, social security card, and immunization records are needed. A request for records is also completed at the time of enrollment in order to obtain records from a previous school. Student enrollment also requires completing an enrollment form, student insurance information, lunch form, permission for emergency treatment, Teacher-Student-Parent Agreement, and Authorization for Student Release. In addition, if a student has Title VII eligibility, Tribal enrollment numbers will be needed. Students will be given an agenda (which includes the handbook), school calendar, and a lunch menu.

Parent Information: Parents are asked to update the contact information on file in the office whenever a change occurs. It is essential that current phone numbers and physical addresses are on file in the event of an emergency. Parents are also asked to provide the name of a relative or close friend who may be called in the event of an emergency when the parent cannot be reached. An update of student information form is available in the RMS Office.

Student Recognition Assemblies: There will be designated dates at RMS for staff to recognize excellence in the form of a student recognition assembly. ~~Parents are encouraged to attend these 45-minute assemblies where their middle school student is identified for excellence in the “4 A’s 4 Success” at RMS: Academics, Attendance, Attitude, and Activities. Student Recognition assemblies are posted on the school calendars and bulletins.~~



Parent Volunteers: The parent volunteer program is an organized program of parent participation in the life of the school. There are many opportunities for parents to help in computer labs, support classes, library, and/or regular classroom activities. In addition, parents may assist with tutoring, clerical work, and preparation of instructional materials on a regular basis. Contact the administration for more information.

Parents, visitors, and/or volunteers are asked to sign in and out at the RMS Office.

Teachers welcome the presence of parents to assist with field trips, classroom activities, and projects. Staff plan activities for students to build teams and relationships with each other. In the past, RMS parents have participated in the Mission Valley Extravaganza, Pow-

Wows, Choir and Band Festivals, Science Olympiad, Academic Bowl, Knowledge Masters, Mathcounts, Honor Pass Field Trips, and athletics.

“One Book, One Community” Program: ~~The concept of “One City, One Book: Creating Community through Reading” originated in 1998 with Nancy Pearl, executive director of Washington Center of The Book at the Seattle Public Library in Washington. She gathered together people who shared her long held belief that reading and discussion build community. Ronan Middle School invites you to join us in our journey to build community through our shared reading.~~



Support Programs

Special Education Program(s): RMS has certified special education teachers that serve students with varying disabilities. Students receive support services in their classroom and in the resource room according to their Individualized Education Plan (IEP). A district speech therapist, school psychologist, occupational and physical therapists are available to provide related services to eligible students. Instructional/behavior aides are available to provide additional support for students.

Counseling Program: RMS provides counseling and social services assistance to students, parents, and staff and includes community resources in a variety of ways. It is comprehensive and balanced and strives to address responsive services for all participants in the school experience. Guidance curriculum provides information, materials, and resources to all grade levels. The intention of the curriculum is to give students necessary tools to make positive choices.

SRO Program: The School Resource Officer for School District # 30 is Lake County Deputy Sheriff Officer Jay Gillhouse. He is an employee of Lake County and partners with District administration. Officer Gillhouse is often called upon to resolve a very diverse range of problems at RMS, within the community of Ronan/Pablo, and within the agencies involved at RMS. One the most important tools the SRO has at his disposal is the ability to “be” and “use” available resources. The SRO provides a proactive

approach to problem solving in the school and assists us in providing a safe and secure school environment. The SRO is trained in dealing with law enforcement, law-related issues such as domestic violence and child abuse, youth and Youth Court Services, educational services pertaining to Montana and Federal Laws.

Student Activities

RMS believes that all students have the opportunity to participate in a variety of activities. Activities are part of the “4 A’s 4 Success at RMS”. Being involved in school activities helps students gain new friends, explore interests, discover new abilities, and simply have fun. Colleges look closely for a rich history of extracurricular activities in student records, as well.

Student Council: Students are encouraged to take a leadership role at RMS by getting involved in helping lead RMS. Student Council officers and representatives are elected by their peers. Ask your homeroom teacher how to get involved or visit with the advisors, ~~Mr. Courville, Dean of Students, and/or Mr. Gillhouse,~~ **Mr. Schutzmann, Vice Principal and/or Mr. Johnston RMS Principal.**

~~5th 4th Grade Transition Activity (Together Raising Attached Committed Kind Students – TRACKS):~~ 5th graders from the two elementary schools begin in April to learn about life at RMS. This begins with informal visits by the RMS staff to the elementary schools. In May, fifth grade students and their parents are provided an opportunity to spend the day at RMS and to become acquainted with students, staff, and RMS.

8th Grade Transition Activity: 8th grade students begin to learn about life at Ronan High School in the springtime. The transition begins with informal visits by the RHS administration to the middle school. Later in May, eighth graders and their parents will have an opportunity to become acquainted with RHS staff and students.

Academic Bowl: A team consisting of five 7th graders and five 8th graders, with two alternates, represents RMS in Lake County academic competitions. Student teams from St. Ignatius, Charlo, Polson, and Ronan meet four times throughout the school year, with each school hosting a meet. Teams compete by answering a variety of questions in history, math and logic, language arts, and science. The competition has both a written and an oral format. Team members practice and work hard in order to be competitive but also have a great time while learning!

Competitive Athletics: Program offerings include grades six through eight. Grades 7 and 8 travel for some of their competitions. **Students who are serving an in-school suspension or after-school detention must serve the consequences on the day it is assigned before competing in an athletic completion.** RMS athletics consist of football, cross-country, basketball, wrestling, track and field, tennis, volleyball. All athletics and extracurricular activities require a student to purchase an activity card to participate. An activity card costs \$25. This entitles the bearer to free admission to all RHS/RMS home events except tournaments. Students who participate in extracurricular events will be given the eligibility guidelines for the sport. Students’ eligibility shall be determined at the end of each quarter as follows:

- A participant must be registered and enrolled in School District #30.
- A participant must pass five of seven classes.
- Each participant is required to pass five classes each quarter.

Sixth grade students entering Ronan Middle School are eligible for the first semester of middle school.

Sports physicals are required prior to participation.



Sportsmanship

It is expected that all athletes and fans demonstrate good sportsmanship, which is shown by handling both defeat and victory in a gracious and respectable manner. Poor sportsmanship is unacceptable and berating opposing players, using artificial noisemakers, making obscene cheers or gestures, or complaining about officials will be addressed per district guidelines.

Assessment of Student Learning

The federal law, No Child Left Behind Act of 2000, requires the learning community to be accountable for Adequate Yearly Progress (AYP). Making Adequate Yearly Progress is a shared responsibility between all parties. Students will be assessed annually. Tests include NWEA MAP testing, Iowa Test of Basic Skills (ITBS), and MontCas2.

Grading: The District believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school. Parents shall be notified in writing by RMS staff of their student’s progress at mid-term and at the end of each quarter. Mid-term progress reports are mailed to parents during the grading term. The RMS administration encourages contacts by the classroom teachers to parents regarding student progress. Parent-teacher conferences will be held at least once each year. Parents may access student grade information online at www.ronank12.edu through the PowerSchool link. The school will provide a secure username and password for each student’s parent or guardian. Parents should contact the teacher if questions arise regarding student grades.

Grading Scales: The standard grading percentage is used at RMS in determining final quarter and semester grades that are submitted to the RMS office, which include:

Excellent	A	90 %	–	100 %
Above Average	B	80 %	–	89 %
Average	C	70 %	–	79 %
Below Average	D	60 %	–	69 %
Failing	F	Less than		60 %

Homework: The District believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Homework may be assigned to help students master specific skills which have been presented in class, to gain the maximum benefits from future lessons, to provide students with opportunities to transfer specific skills or concepts to new situations, and/or to require students to integrate many skills and concepts in order to produce original responses. **RMS has a Zero-Zero Procedure for homework. Students are expected to get homework in on the due date. If this does not happen, the student will be given one additional day to complete the assignment (late reduction determined by the teacher). If the student does not have the assignment at the beginning of the second class period, an afterschool detention will be assigned to the student. The student will bring the afterschool detention slip home for the**

parent/guardian to sign and return to the office detention box. Failure to return the slip will result in a lunch detention, and the school will contact the parent/guardian regarding this assigned detention.

Make-Up Work: The District’s policy regarding student absence places the responsibility for a student’s attendance directly on the student and his/her parents. An excused absence will permit a student to make up the work missed. It is imperative that the student contact each teacher on the first day of class after an absence to receive make-up work. Students are required to make up missed assignments as soon as possible. Each teacher will supply the student with a written statement, at the beginning of each course, regarding make-up work, tests, homework, and assignments. Failure to assume responsibility for make-up work may result in lower grades for the work missed. It is the student’s responsibility to initiate and follow through with the completion of the work.

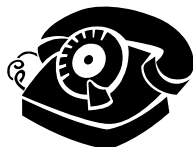
Student Health

Prescribed medications are to be turned into the school nurse for storage in a locked cabinet. The school nurse and/or trained designee will distribute the medication as prescribed by the doctor. All medication must come in the ORIGINAL pharmacy bottle. The pharmacist will give you a second bottle for school, if needed. Parents need to fill out proper paperwork for dispensing of both prescribed medication and over-the-counter medication such as ibuprofen, Tylenol, or cough drops. Students are not to keep medication in their bags, lockers or have it in their possession. A parent or guardian must bring the prescription medication to school.

Accidents/Illness: Occasionally students are injured or become ill while at school. Should a child become injured or ill at school, the parents/guardians will be contacted. If a parent/guardian cannot be reached, the emergency contact listed on the child’s enrollment forms will be contacted. It is important that school staff be kept informed of current addresses and telephone numbers. If we cannot reach you, we will use our best judgment in deciding what care is needed.

Immunizations: State law requires that students may not be enrolled in school without documentation of appropriate immunizations. Parents are responsible to provide this documentation. Only official records signed by a physician, nurse, or health department official are acceptable. Immunizations against the following diseases are required: diphtheria-pertussis-tetanus (DPT), rubella (German measles), mumps (MMR), and

poliomyelitis. A child may be exempted from the immunization requirement by: certification of a licensed physician that immunizations would seriously endanger life or health or a statement signed by the parent or guardian and notarized, indicating that immunizations are in conflict with his or her religious teachings. Immunization exemptions must be renewed yearly before the student may enter school. Effective 2006, the Department of Health and Environmental Sciences of the State of Montana requires a second MMR immunization for all students entering kindergarten. Students entering the 7th grade are required to have a TDaP (Tetanus, Diphtheria and Pertussis) booster. School District Policy #3416 addresses administering medicines to students.



Attendance Policy

The primary responsibility for good attendance for students rests with the parents. Parents are required under Section 20-5-103, MCA, to assure that 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 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. Teachers will have a list of admits. 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. The principal or designee will attempt to contact, by the end of the school day, any parent, guardian, or legal custodian whose child is absent from school but who has not reported the child as absent for the school day. We do this in order to determine whether the parent, guardian, or legal custodian is aware of the child's absence from school.

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 their child's absence. If in the event that a 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 absence and tardies.

Activities or Preplanned excused, Excused Absences: It is the parent's responsibility to notify teachers prior to 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)~~ **two (2) days** 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 ½ day on the day of the activity or ½ day on the last school day of the week prior to the activity. Exceptions may be made by the administration. **Excused absences are not exempt from the 10-day policy. After acquiring absence #10 in any class for any reason absences will be considered excused when certified with written documentation for the following reasons:**

Excused Absences: Excused absences are defined as the following:

1. Illness;
2. Bereavement;
3. ~~Parental request~~ **Pre-excused** cultural or religious activities;
4. ~~Parental requests for~~ **Pre-excused** extended family activities;
5. Other unforeseen absences approved by the principal;

School work missed during an excused absence can be made up at full credit. Students shall have a ~~minimum of one day~~ **two days** 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.

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.

Tardies: Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the building administrator's office.

Daily Schedule

The school day is from 8:30 – 3:30, unless noted as an early out on the district calendar. Students may come to school early and gather in the Grand Commons prior to the 8:10 bell which signals they can go to their grade level houses. Students may, with prior permission, go to classrooms to have assistance from teachers, gather make-up work, and/or complete assigned work.

Closed Campus

Ronan Middle School has a closed campus policy. **Upon arrival at school, students may not leave unless checked out by a parent or guardian. Leaving the school grounds is an issue of truancy and safety. It is also a violation of school policy and shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.**

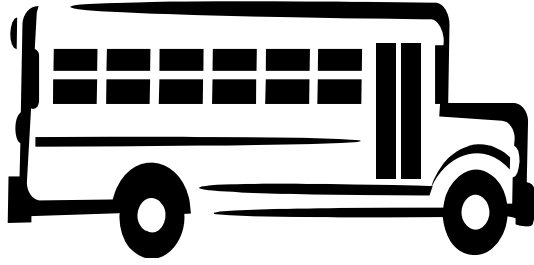


School Breakfast, Lunch & Salad Bar

Breakfast is served 7:30 to 8:20. Breakfast prices are \$.75 for students ~~\$1.30~~ **\$1.50** for adults. Lunch prices are \$1.25 for students and ~~\$2.50~~ **\$3.00** for adults. District

policy allows up to 5 charges only; after that point a person will be required to pay in full or bring a sack lunch. Free and reduced applications are available at the office or with the lunch clerk. Applications should be turned in during registration and may be turned in during the school year if income changes. Middle school students have a choice between the salad bar or the lunch entrée of the day.

Lunchroom Rules: Students should refrain from pushing/shoving, taking cuts, and keep hands/feet to self. Students should line up in an orderly respectful fashion and comply with directions from staff and lunch personnel. Students are responsible for cleaning up their table areas and disposing of trash appropriately. Students should eat food in the lunchroom only.



Bus Transportation

Bus service for students is a privilege, not a right. Students are expected to follow the same guidelines for behavior on buses as they do in school. Safety is a major concern on buses.

The following is a list of student expectations when riding the bus:

- Follow directions
- Remain seated at all times
- Keep your hands, feet, and other objects to yourself
- Keep your voice down. Whistling, yelling, vulgar or obscene language is unacceptable.
- No smoking or chewing
- Absolutely no fighting
- No vandalism

Behavior infractions will result in consequences. Consequences may include the following: Conference with the driver to discuss the problem, assigned seat, parent contact, bus conduct report to the principal, and/or bus privileges suspended.

Equal Education and Non Discrimination

STUDENT RECORDS (*Notification of Rights Under FERPA*): The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to their minor children's educational records. They are: (1) the right to inspect and review the student's educational records. (2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. (4) The right to file with the U.S.

Department of Education a complaint concerning alleged failures by Ronan School District to comply with the requirements of FERPA. (5) The right to obtain a copy of the Ronan School District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the district. Copies of School District #30 Policy on Student Records (Policy #3600) are on file at each of the school offices, school guidance office, and school libraries. Copies may also be obtained from the District Administration Office. School District # 30 designates the following items directory information: student home, parent's name, address, telephone number, date and place of birth, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, dates of graduation, awards received, school previously attended and photograph. The district may disclose any of those items without prior written consent, unless notified in writing to the contrary prior to September 1st each year.

EQUAL OPPORTUNITY: To comply with Title IX of the Education Amendment of 1972, the Ronan/Pablo School District #30 provide equal opportunity in that: "No person shall on the basis of sex, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any education program or activity of the Ronan/Pablo School District #30 Public Schools." In order to answer any questions or complaints concerning the provisions of Title IX (Equal Education, Nondiscrimination and Sex Equity Policy 3210), contacting the Title IX Coordinator for the school district. The coordinator can be reached by calling the district office at 676-3390 ext. 3200.

Harassment: Physical, verbal or sexual harassment, retaliation, intimidation, discrimination, hazing, threatening, bullying or initiation is prohibited and may result in consequences such as a suspension. Anyone who believes they are being harassed, should let the offender know immediately and firmly that the behavior is offensive and not acceptable, and report the incident to the administration as soon as possible. All information and complaints will be investigated in a manner that preserves confidentiality to the maximum practical extent possible without compromising the thoroughness of the investigation. Violations may result in interventions, suspension, notification of authorities, and/or recommendation for expulsion. Sexual harassment is a form of sex discrimination and is prohibited in the district. Students who believe that they may have been sexually harassed or intimidated should contact a teacher, counselor, or the principal to receive assistance. Further information can be obtained from the district Title IX coordinator.

SECTION 504: The school does not discriminate on the basis of disability in admission to, access to, treatment in, or employment in its program or activities. Section

504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: "No otherwise qualified individual with handicaps in the United States ... shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by any Executive agency or by the United States Postal Service.

AHERA COMPLIANCE: The plan and report are on file in the district office and available upon request.

Student Conduct

Expectations for student conduct are based on the RMS Code of Character (RRIPP) at the beginning of this handbook (page 2).

Respect...for all.

Responsibility...with no excuses.

Integrity...in everything I do.

Pride...in who we are and what we do.

Perseverance...by not giving up.

Student Discipline

The Montana Behavioral 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 a 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.

School discipline is directed toward assisting each student in developing self-discipline, the ability to judge the correct course of action in a given situation. It consists of encouragement to act in a positive way, as well as progressive consequences, which naturally occur if a student chooses to do otherwise. A copy of the school student discipline policy will be given to students and parents.

A school-wide after school detention program will be implemented this year. Teachers may issue after school detentions to students for disciplinary or academic purposes. Parents will be notified by the classroom teacher whenever an after school detention is issued to their son/daughter. Failure to serve an after school detention will result in further disciplinary action such as additional detentions or in school suspensions.

"TIME TO TEACH"

School district staff follows basic rules requiring the behaviors of safety, respect for property and other people, and responsibility. A safe, positive learning environment needs to exist at school and thus, there are rules requiring appropriate behaviors.

"Time To Teach" is the program used by the district to improve both discipline and academic performance. "Time To Teach" schools enjoy a number of advantages over those in either punitive or permissive settings. The program focuses on proactive strategies versus reactive behaviors. By paying prompt attention to the "little stuff" it is hoped that the "big stuff," can be prevented thus allowing for increased learning time for all students.

The school climate should be one of mutual respect. We all deserve to feel respected. Teachers "teach to" the expected student behaviors. The students are taught what behaviors are expected of them.

Improved school behavior is as beneficial to students as it is to teachers. Under "Time To Teach", a student is asked to "refocus" ("Think It Through") if the behavior is keeping the teacher from teaching, others from learning, and/or himself/herself from learning. A "refocus" is an instructional tool to help the student recognize the behavior that is causing a disruption in learning and help the student think through better ways to handle the problem. A "refocus" is not a disciplinary consequence but a time to think things through before the behavior becomes a problem.

On rare occasions, when a student does not respond to a refocus or repeatedly disrupts the learning environment, then disciplinary consequences will be issued and a referral will be made to the office. When a disciplinary referral is made, the student will be given a reasonable opportunity to express their views. If students continue to exhibit inappropriate behaviors after initial consequences have been issued, more severe consequences will be given. Staff members will notify parents if behaviors are of a serious nature. Consequences for behavior infractions may include 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, out of school suspension, and/or for extreme violations, students may face expulsion. Any action that is illegal may result in the police being notified.

The mission of the District is to assure learning experiences help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. All students who attend the District's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of teachers, principal, and Superintendent.

Attendance Violations: Students who have unexcused absences or tardies or who skip class ~~must make up the time.~~ ~~These students who have excessive absences (as defined in the attendance section)~~ will be issued consequences. Consequences include, but may not be limited to loss of privileges, parent conference, community or school service, lunch detention, before school detention, and/or after school detention, assignment to the learning center, suspension.

Absolutes: Behaviors that are not allowed at school include violence, drugs/alcohol, and weapons (knives or other objects that could harm someone). Drugs, alcohol, weapons, and violence are not only against school rules but against the law. If students engage in these behaviors, they will be referred to the office. Parents will be notified of serious behavior infractions.

Students, while on school property or on a school sponsored activity, who:

1. physically abuse a person under the jurisdiction or employment of the School district with or without a weapon;
2. verbally abuse, threaten, or defy a person under the jurisdiction or employment of the School District;
3. disrupt any classroom in a violent manner;
4. steal or destroy school or personal property;
5. are caught in the possession of or using drugs, including prescription drugs and over the counter items (see "prescribed medications" in Student Health section on page 6) or possession of weapons;
6. are caught smoking or chewing;

will receive, at the discretion of the administrative authority, punishment up to and including suspension from school. The administrative authority may require a meeting with the student and the student's parents before

the Board of Trustees, who may, in turn, either further suspend or expel the student. Further information on suspension and expulsion are included in School Laws of Montana 20-5-201 and a copy of the law can be requested from the school office. In the cases of theft or destruction of property, all reimbursements for damages will be collected based on the replacement costs. All reimbursements for stolen property not returned will also be based on the replacement costs. The district will hold the parents liable for all theft and damages caused by their student.

Weapons: Students with weapons on campus (the building or school grounds) may be suspended or recommended to the Superintendent for expulsion. Weapons include firearms, ~~ammunition,~~ explosives, ~~and~~ knives, ~~paintball guns/markers, toys that look like guns or any object that could, through the use or intent, be considered dangerous or is used in a threatening manner.~~ ~~Also included as a weapon is any object that can be considered dangerous, or is used as a weapon, or used in a threatening manner and~~ **These** items 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.

Drugs & Alcohol: Students who are found to be in possession of, or under the influence of drugs, drug paraphernalia and/or alcohol may 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, or backpack. Law enforcement may be notified. Students determined to be under the influence of a controlled substance by the administration may be suspended. Drug sniffing dogs may be used periodically to conduct searches of lockers, backpacks, and vehicles on school property.

Bullying/Harassment: 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 is strictly prohibited and shall not be tolerated. This includes cyber bullying: sending or posting harmful or cruel messages or pictures using the internet, e-mail, instant messaging,

cell phones, texting or other digital communication devices.

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. *Olweus Bullying Program*

Four anti-bullying rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Many researchers currently acknowledge and define three different types of aggression: **Aggression is Bullying!**

- a. **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
- b. **Verbal Aggression** = This behavior involves the attempted humiliation of an individual through both overt and covert verbal abuse, including name-calling, putdowns, threats, howling, sighing, and other audible expressions.
- c. **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 include 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 on particular victim, they constitute bullying.

Penalties for bullying/harassment will range from a verbal warning to suspension or expulsion depending on the severity of the incident. Law enforcement authorities will be contacted in severe circumstances.

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 anything 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.

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. Student computer use is by permission only. Violations may result in the suspension of computer privileges. School District Policy #3612, District-Provided Access to Electronic Information, Services, and Networks at the back of this handbook includes more information on proper computer use.

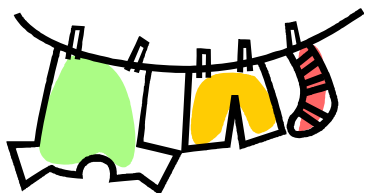
Student Conduct for Guest Teachers: When a guest teacher has taken over the classroom for a teacher, the guest teacher must be treated with respect and students should adhere to all classroom rules set up by the regular teacher. If students do not conduct themselves within school behavior standards, they will be held to strict accountability. Student misbehavior can reflect badly on the student as well as the school and community.

Public Displays of Affection (PDA's): Students are reminded that the school is a formal setting, much like a

place of business. Public displays of affection will not be allowed.

Searches of Students and Their Property: To maintain order and discipline in the District and to protect the safety and welfare of students and school personnel, school officials may search a student's person, personal property or district property when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or school (e.g., purse, wallet, backpack, coat, locker, cellular phones, and/or other electronic devices). School lockers and desks are and shall remain the property of the District. If a search of a student or his/her property or district property yields illegal or contraband materials, such materials may be turned over to proper legal authorities for disposition. In order to provide for the health and safety of its students, the Ronan School District may, from time to time, utilize drug-sniffing dogs in an effort to promote and maintain a safe, drug-free environment for students and staff.

Parents wishing to appeal an action in the discipline process may get a copy of the policy and the form from the school or district office.



Dress Code: Dress should be neat, clean, and appropriate for an educational setting. Shoes should 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, and clothing which shows undergarments are not allowed. Shorts and skirts need to be of appropriate length, below the fingertips when standing straight. Bulky, oversized/baggy clothing has been used to conceal dangerous objects designed to harm others and are not to be worn once students are inside the building. All clothing must be worn in an appropriate manner including removing headgear when entering a building. Administration reserves the right to deem what is appropriate in the school setting.

Video Surveillance: The Board 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 facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. Students or

staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention (*Board Policy 3235*).

Miscellaneous

Hallway Passes: Students should have a hall pass ~~and/or their agenda~~ to be in the halls during the instructional day.

8th Grade Promotion: In order to receive a Certificate of Promotion or be allowed to participate in any promotional activities students must meet the following conditions:

- Maintain a cumulative grade point of at least a 1.5 at the conclusion of the eighth grade. (For the 2011-12 school year, only their 8th grade GPA will be used).
- Have no more than 10 absences without a valid excuse (deliberately stayed away from school on his/her own volition) during the eighth grade
- Have returned all books checked out to the student (both textbook and library books) or paying the replacement value of the books.
- Accumulate no more than 10 discipline referrals during 8th grade

Each 8th grade student who is not eligible to receive a Certificate of Promotion or participate in any promotional activities shall conference with the student's parent/guardian and an administrator. A written notification shall be provided to parents/guardians the reasons for the ineligibility.

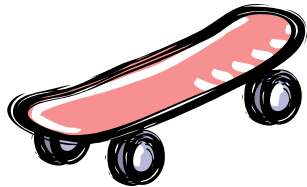
The administration reserves the right to make the final decision of who participates in 8th grade promotion.

Library Materials: School library and classroom library books are provided primarily for use by school district students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building librarian may assess fines for damaged or unreturned books.



Cell phones, electronic equipment, and personal possessions:

Personal electronic equipment such as cell phones, CD players, MP3 players, and/or cameras should not be brought to school. Pictures and/or recordings of school staff, students, and/or school events by students may not be taken without prior authorization from administration (e.g., year book pictures). Electronic devices are not allowed in school locker rooms and/or restrooms. Possession of electronic devices in an unauthorized area is grounds for consequences up to and including suspension or expulsion from school. If a cell phone is brought to school, it must be turned off and **should be** placed in a **locked** student locker until the end of the school day. If a student has an electronic device confiscated, it will be turned in to the office where it can be picked up at the end of the day. If a student has an electronic device confiscated a second time, the device will be turned in to the school office and a parent/guardian will be required to pick it up. In the case of multiple violations of this policy or refusal to give the device to a staff member, students will receive disciplinary consequences up to and including suspension from school. **The school is not responsible for any item left in a classroom, locker, the gym area or any unattended place. School lockers, even when locked, may not be secure. Students bringing personal items do so at their own risk.** In addition, due to the dangerous capabilities of inappropriate use of laser pointers, the use or possession of them at school is not allowed for students. *Please note that administration reserves the right to follow district guidelines for "Searches of Students and Their Property."*



Skateboards and/or Roller blades: Students are strongly discouraged from bringing skateboards and/or roller blades to school as **skateboard and/or roller blade use on school property is prohibited.** Violations of this policy shall result in consequences, up to and including suspension or expulsion from school.

"Lost and Found": Clothing, school supplies, and personal articles of students should be clearly marked.

Anyone finding lost articles should turn them into the Lost and Found at the main office. Checking the "lost and found" on a periodic basis is highly encouraged. Students should mark their names on possessions and are responsible for their safe keeping. If items are not claimed in two weeks, they can be disposed of to local welfare agencies. RMS is not responsible for lost items. Students should check the main office for lost items as soon as possible.

Food/Drink/Classroom Parties: Classroom parties, involving food and drinks, must be approved by administration. No food or drink is allowed outside of the school Grand Commons cafeteria area. Water bottles, in the original containers, may be used by permission only, within designated areas.

Lockers: Homeroom teachers assign lockers to students. Lockers are the property of the school and we reserve the right to inspect them at any time without a search warrant. If school administration needs to enter the locker without your presence and no combination was given to the homeroom teacher, then the lock will be cut off at the owner's expense. Keep your locker neat and clean. You are responsible for any damage done to your locker during the year. Make sure that you inspect your locker before moving in. Any offensive material displayed on or in the locker will be disposed of promptly. Only school sponsored signs of co-curricular activities are allowed on the lockers. You are **strongly encouraged** to bring a lock for your locker to secure your property and give the combination or key to your teacher as well. **Students are responsible for their own valuables.** The school is not responsible for any item left in a classroom, locker, the gym area or any unattended place. Take care of your possessions.

Money & Valuables: Students should not bring large sums of money or other valuables such as electronic games or devices to school.

Early Outs: The early out schedule and times are on the district calendar. Please consult the calendar.

Phones: Only in cases of an emergency or for important business will students be allowed to use school office or classroom phones. Interruptions to the classroom instruction are a consideration as the learning environment must be maintained. When calling the school, please leave a message and your son/daughter will be contacted prior to school dismissal. He/she will then be allowed to use the office or classroom phone for local calls with adult supervision. Students may also use calling cards for important long distance calls. If a student has a cell phone, it needs to be turned off and kept in a secured student locker until the end of the school day.

Deliveries: Deliveries of balloons, flowers, and gifts are accepted; however classes will not be interrupted for deliveries.



Textbook/educational materials: The district furnishes textbooks and supplementary educational materials to all students. Students are responsible for textbooks and materials checked out to them and are expected to exercise care and responsibility in the treatment of these items. Parents/students are required to pay for lost or damaged books and materials.

End of School Activities: Students with unpaid fines, fees, behavior issues, or unreturned books may be restricted or removed from end of school year activities.

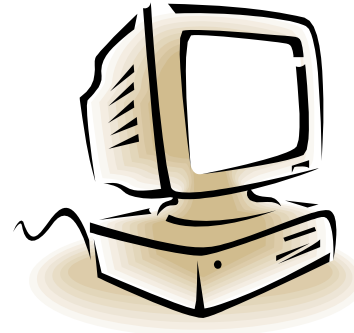
Out of School Suspension: Students who are on out-of-school suspension may not attend after school functions such as dances, sporting events, or other school sponsored activities while on an out-of-school suspension.

After School Hours/Public Events: When students are on school grounds, after regular school hours, they are still expected to follow school behavior rules. **Only students in a school sponsored activity, enrolled in the Afterschool Program, or supervised by a staff member may remain on campus after 4:00 p.m.** Any staff member employed by the school district may ask a student to leave the school grounds if their conduct is not satisfactory and contact a parent/guardian for transportation. The privilege of attending public events, at school, may be revoked and a law enforcement referral made, should it be warranted.

Playground: Students are expected to follow the Teach To's for playground behavior. This includes transitions to and from the playground area.

Student Agendas 2010-2011: Communication between home and school is highly encouraged. The student agenda is an excellent way to communicate. Student daily assignments (short and long term), anticipated due dates for major projects, hallway passes, and RMS information on important dates, activities, and other

important information should be found in the agenda. ~~Students must use their agendas for hall passes when they have permission from a staff member to be in the hallway during class time.~~ Students are given a free agenda at the beginning of the school year or upon entering RMS. If students lose their agenda, a replacement will need to be purchased for \$5.00.



District-Provided Access to Electronic Information, Services, and Networks

General

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum consistent with the District's educational goals.

access to other computers, networks, or other information.

Acceptable Uses

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:

A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized

C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If a student violates this policy, the District will deny the student access or will withdraw access and may subject the student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

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.

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

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____ Address: _____

Date: _____

This Agreement is valid for the 2010-11 school year only