

Elementary School

Student Handbook

2022-2023



TABLE OF CONTENTS

504	23	Medicines Given at School	20
Absolutes	11	Mission Statement	2
Accidents	16	Notice of Non-Discrimination	23
Additional Services	19	No Bullying	11
Address & Phone Numbers	5	Parent Resource Section	32
AHERA Compliance	24	Parent Teacher Conferences	17
Assessment of Student Learning	7	Parties	18
Attendance	5	Personal Possessions and Valuables	15
Bell Schedule	4	Pets	19
Birthday Policy	19	Program Exceptions	17
Bus Rules & Consequences	14	Recesses	17
Cafeteria & Playground Rules	12	Report Card	17
Discipline	9	School Functions and Field Trips	16
Dress Regulations	18	School Meal Program	18
Drug Free Schools	23	School Pictures	18
Early Arrivals at School	6	Screening Procedures	21
Emergency Drills	17	Sexual Harassment/Intimidation Policy	24
Equal Opportunity	23	Sexual Harassment Grievance Procedure	24
First Aid	22	Special Health Problems	22
Gang Activity or Association	15	Student Injuries	16
General Health	20	Student Records	30
Grading	7	Teacher-Student-Parent Contract	36
Handbook Receipt	37	Telephones	16
Health Related Absences	22	Textbooks/ Educational Materials	18
Homeless Definition and Rights	31	Time to Teach Discipline	9
Homework	7	To and From School	4
Illness & Communicable Diseases	21	Transportation Consequence Grid	38
Inclement Weather Plan	15	Video Surveillance	23
Immunizations	20	Visitation	17
Leaving School Grounds	6	Volunteers in School	29
Lost and Found	15	Welcome	3
MBI	8		

OUR MISSION...

The Mission of the Ronan Public Schools, an educational system which values our multicultural heritage, is to provide an equitable learning opportunity in a safe environment for all students. The District families, community, and staff join as partners to educate and empower students for present and future individual achievement and contribution to their community and compete in a constantly changing global society.

VISION...

The District and the community join in partnership to provide a safe, attractive, and orderly learning environment. This positive climate promotes healthy lifestyles, where students learn the importance of lifelong learning, to take responsibility for high personal standards, and to feel a great sense of self-worth and belonging. Each individual student will learn to celebrate and be respectful of the rich, multicultural community and 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 potential 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 choices and to attain their personal visions of success.

WELCOME TO THE 2022/2023 SCHOOL YEAR!

August 2022

Dear Parents:

Welcome to Ronan School District No. 30.

We are very proud of our school system and the many rewarding opportunities that await your child. You will find a dedicated group of teachers and staff members committed to providing your child with the most suitable learning situation possible. Every effort will be made to provide the best environment for your child to get a quality education.

We hope that you will become acquainted with us early in the year, for it is in working cooperatively that we can provide a full and productive year for your child. It goes without saying that the interest we all take in a child's education is reflected in his/her school performance. We want our schools to be warm, caring places where all children can feel safe and respected.

You are encouraged to read and discuss this handbook with your child. Hopefully it will answer many of your questions and be a handy reference throughout the school year.

If, after going through all of the information, you still have questions, please feel free to call your child's school office: **KWH 676-3390 Ext 7300** or **Pablo at 676-3390 Ext 7700**

Sincerely,

Ryan Fisher	Pablo Principal
Mike Ellis	KWH Principal

BELL SCHEDULE

School	PABLO	RONAN
School Begins	8:00	8:20
Dismissal	3:00	3:20
Early Release	12:00	12:20

TO AND FROM SCHOOL

We are most concerned with the safety of our students to and from school. Many of them walk along the road or highway to get back and forth. Please talk to your child about the dangers of walking on the road and crossing streets. It is particularly bad during the winter months. Since stopping distances for automobiles is much greater at this time of year, students should be made aware that drivers don't have the same control on slippery pavement as they do on a dry road surface.

This might also be a good time to stress to your child that he/she should NEVER get in a car with a stranger. This is discussed in the classroom, but it is a good idea to continue stressing this with your child.

If you have any concerns about the safety of ANY of our children, please do not hesitate to call the school and voice them. Since we cannot watch all the children all of the time, this is the only way we have of knowing that a problem may exist.

The schools assume authority over the conduct of students when on school grounds, in school transportation, and when on supervised school excursions. The schools will cooperate with parents, property owners and police in cases of problems or hazards created by students for themselves or others while going to and from school. Such cooperation may involve identification of students, counseling with students, notification of police, and contact with parents.

Please talk with your child about some basic safety rules:

1. Cross streets only at crosswalks
2. Don't accept rides with, or even talk to, strangers
3. Go directly home after school
4. Walk on the walking path of the roadway
5. Ride bikes on the right side of the street
6. Walk bikes across intersections
7. Students at bus stops, must wait a safe distance off of the roadway

ADDRESS AND TELEPHONE NUMBER

It is mandatory that we have current addresses and telephone numbers of emergency contacts for all of our students, in addition to the name and number of two relatives or trusted friends. In cases of emergency, this could prove to be extremely important. **YOU MUST notify us of any changes in this information.**

ATTENDANCE

Ronan School District No. 30 is committed to the tenet that every student should attend school every day; and that poor attendance results, not only in a loss of valuable instruction time, but creates lifelong behavior patterns which could dramatically influence a student's career success. Regular attendance and promptness are expected and essential for success in school.

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. (Policy #3122P)

Ronan School District No. 30 is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives.

When possible, please attempt to schedule appointments after school hours or during early outs to cut down on absenteeism.

Definitions

Excused Absences: Excused absences are defined as the following:

1. Illness;
2. Bereavement;
3. Parental request for cultural or religious activities;
4. Parental requests for 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 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:

- *Three or more unexcused absences
- *Continual tardiness to school or a class
- *Ten or more absences of any kind during a semester, unless prior approval is given by the principal for special circumstances.

When appropriate, law enforcement may be asked to assist with chronic absenteeism. When appropriate the Board of Trustees 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.

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. If in the event that a parent was unable to contact the school, a parent note upon the student's return to school will excuse the absence. The school secretary will maintain a permanent record of student absences and tardies. The family support team may also keep a record and be in contact with parents.

Absence/Student Performance

Once the teacher observes that the student's absences or tardiness are having an adverse effect on the student's progress, he/she will make parental contact to express concern and to explain the problem. After the teacher has made parental contacts, (including phone calls, written communications, and/or meetings), if the attendance or tardiness has not improved, the teacher may refer the student to the Student Assistance Team.

EARLY ARRIVALS AT SCHOOL

Children are welcome on the playground 20 minutes prior to the start of school. Prior to that time there is no supervision for them on the playground. This is a safety precaution! If students are eating breakfast at school, they may arrive at 7:30 at Pablo Elementary and 7:50 at K.W. Harvey Elementary.

LEAVING SCHOOL GROUNDS

As a general policy, children are dismissed from school during school hours only in cases of emergency. Since we are concerned for your child's safety and take every precaution to assure it, we ask that parents come to the office to sign their children out. **If someone other than yourself or a previously identified emergency contact will be picking up your child from school, we will need**

permission from you. If it is necessary for you to have your child dismissed during school hours, the office would appreciate being notified in advance, stating the time you want to pick up your child, and the reason. Children are never to leave the school grounds after arrival in the morning without permission from the office. If you will be changing your student's means of transportation home, please notify appropriate office personnel by 2:00 P.M. This will help office staff ensure your student(s) make it to their appropriate destination.

ASSESSMENT OF STUDENT LEARNING

Students will be assessed annually in compliance with federal and state requirements. Additional testing for building-wide instructional purposes will also take place throughout the year.

GRADING

Parents may access this information online at www.ronank12.edu through the PowerSchool link. The school will provide a secure username and password for each parent or guardian. Please contact the teacher if you have any questions.

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 work habits. Homework may be assigned for one or more of the following purposes:

1. **Practice:** to help students to master specific skills which have been presented in class.
2. **Preparation:** to help students gain the maximum benefits from future lessons.
3. **Extension:** to provide students with opportunities to transfer specific skills or concepts to new situations.
4. **Creativity:** to require students to integrate many skills and concepts in order to produce original responses.

* * *We require students to do twenty minutes of reading homework nightly.* * *

Be Safe

Be Responsible

Be an Active Learner

Be Respectful

DISCIPLINE

GOOD CITIZENSHIP IS.....

- Making good choices.
- Respecting the rights of others.
- Completing assignments on time.
- Following directives and instructions.
- Seeking alternatives to fighting.
- Using appropriate language.
- Showing kindness to others.
- Playing games by the rules.
- Doing your best to learn.
- Caring for books and equipment.
- Displaying good sportsmanship.
- Using good manners while eating.
- Working independently when asked.
- Being honest and truthful.
- Accepting responsibility for your actions.
- Waiting orderly for the bus.
- Playing safely on the playground.
- Taking your turn when standing in line.
- Being friendly to others.
- Visiting during lunch in conversational voices.
- Coming to class prepared for work.
- Sitting down while riding the bus.
- Listening attentively during discussions or presentations.

“TIME TO TEACH”

We follow basic rules requiring the behaviors of **SAFETY**, **RESPECT** for property and other people, and **RESPONSIBILITY**. We believe that in order for a positive and safe learning environment to exist at school there must be rules requiring appropriate behaviors.

"Time To Teach" is the program used by the school district to improve both discipline and academic performance. "Time To Teach" is a preventative program based on effective parenting techniques. Students in "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" we hope to prevent the "big stuff," which will allow for increased instruction 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 is expected of them. "And when children learn how to meet high expectations for behavior, when they come to believe in their own ability to change their behavioral patterns --- that is when they can feel honest pride in their own accomplishments. Time To Teach helps children achieve true self-esteem."

Improved school behavior is as beneficial to students as it is to teachers. Under Time To Teach, a student is asked to "refocus" if the behavior is keeping the teacher from teaching, others from learning, or himself/herself from learning. If a student misbehaves, the process begins with a "start-up request." For example: "Saundra, I need you to sit on your pockets and keep your hands to yourself." In most cases, the prompt will be enough and the focus remains on teaching and learning. If the student does not respond to the prompt, then the child is asked to refocus. A refocus can be verbal or in writing depending on the age of the child. A refocus may involve going to another classroom such as to a "buddy teacher." A refocus involves having the child identify the misbehavior, recognize the problem it has caused, and formulate a reasonable plan for the future. Upon completion of the refocus, the child rejoins the class. A "refocus" is an instructional tool to help the child recognize the behavior that is causing a disruption in learning and to help the child 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.

If a teacher observes misbehavior of a repeated nature, he or she will notify the parent in order to work together to solve the problem. Behaviors such as teasing, disrespect, disruptive or unsafe conduct, and/or noncompliance can be harmful to student self-esteem and disrupt the learning environment and therefore it needs to be addressed. If the problem persists after interventions and/or consequences are given, parent help will be enlisted by the teacher in order to help address the problem.

On rare occasions when a student does not respond to a refocus, or repeatedly disrupts the learning environment, disciplinary consequences will be issued, a referral will be made to the office, and parents will be notified. When a disciplinary referral is made the child will be told what rule he/she has broken and the consequences of the behavior. Students will be given a reasonable opportunity to express their views. If students continue to misbehave after initial consequences have been issued, more severe consequences will be given. Staff members will notify parents if misbehavior is of a serious nature. The consequences for misbehavior may include loss of privileges, detention, restitution, school service project, in-school suspension, out of school suspension, or after school academy. The length and duration will depend on the seriousness of the behavior as well as the age of the child. Due process steps will be followed. Repeated inappropriate behaviors of a serious nature may require a meeting between the teacher, parents, principal, and/or school counselor. The main focus for consequences is for the behavior problems to be resolved.

Dahlgren, Rick. 2008. Time To Teach. Hayden Lake ID: Center for Teacher Effectiveness.

ABSOLUTES

Behaviors that will absolutely not be tolerated at school or while on school sponsored activities include violence, drugs/alcohol, and weapons. The children will know that these things will not be tolerated. Drugs, alcohol, weapons, and violence are not only against school rules but against the law. They will not be allowed at school. If students engage in these behaviors, they will be referred to the principal. Parents will be notified of referrals to the principal. Infractions involving drugs, alcohol, weapons, and assaults may also be referred to the authorities. Our district focuses on providing a safe, orderly learning environment for all students.

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

1. physically abuse a person under the jurisdiction or employment of Ronan School District No. 30 with or without a weapon;
2. verbally abuse, threaten, or defy a person under the jurisdiction or employment of Ronan School District No. 30;
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 alcohol, illegal drugs, or possession of weapons;
6. are caught smoking, chewing or in possession of tobacco

may receive, at the discretion of the administrative authority, consequences 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 at 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 school district will hold the parents liable for all theft and damages.

NO BULLYING

The school has a character and manners program and diligently works with all students to inform them about what bullying behavior is. Through the counseling curriculum, Character Strong, students are 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. Students have been informed of the school's expectations on bullying behaviors and know that it is not allowed.

The school strongly attempts to create a safe and educational learning environment where students know from the beginning of the year that bullying, aggressive behavior, and violence are not acceptable. "The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall

not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).” Refer to Policies #3226 and #5015

CAFETERIA AND PLAYGROUND RULES

Cafeteria and playground rules have been established to protect children's rights as well as their health and safety. Students are expected to follow school rules and to choose behaviors and activities which promote a positive school community. These policies provide a framework to guide them in choosing appropriate behaviors. Teachers and supervisors will use the rules as a basis for developing consistency and fairness for student discipline and control.

LUNCH RULES:

1. Always walk and follow traffic flows
2. Use quiet voices
3. Keep your hands and feet to yourself
4. No exchanging or throwing food
5. Raise your hand to be recognized

PLAYGROUND RULES:

1. Play only in designated areas
2. Play by the rules of each game
3. Use equipment the way it was designed to be used
4. Show good sportsmanship
5. Line up quickly and orderly after the bell rings
6. Use trash cans for litter
7. Follow directions of the playground supervisors
8. Use appropriate language
9. No throwing rocks, sand, mud, bark, snowballs, etc.
Only throw equipment that was designed to be thrown
10. Do not climb fences or trees
11. Play safely, respectfully and responsibly

SWINGS

1. Swing back and forth in a sitting position
2. On wet days the swings may be off limits
3. Only one person on a swing at a time (except on the tire swing)

MERRY-GO-ROUND

1. Students must ride between the bars, unless they are pushing
2. Dragging in the dirt is not permitted
3. Jumping from the merry-go-round is not permitted
4. On wet days the merry-go-round may be off limits

MONKEY BARS, SINGLE BARS & BIG TOY

1. Students should use a lock grip (with one hand on the bars at all times.)
2. Standing on the bars is not permitted.
3. No “monkey fighting” or playing "tag"
4. Take turns on the bars

SLIDES

1. Students must slide in a forward sitting position only
2. One student on the down part of the slide at a time
3. One student on the ladder at a time
4. One student on the platform of the slide at a time
5. The slide may become off limits during bad weather
6. Keep objects off of the slide (i.e., snow, sticks, rocks, etc.)

JUMP ROPES

1. Use ropes only for jumping rope
2. Jump away from other games

GAMES

1. Wait your turn for a chance to play (no games are frozen)
2. Use playground equipment for what it was designed for only
3. Tell a duty teacher if the ball goes over the fence, or onto the road or parking lot

FOUR SQUARE

1. The ball must bounce once in your square and then it can be hit to any other square with an open hand or closed hand
2. If a ball lands inside the square, it is a good hit. If it hits the line, goes outside the square, or hits another person, the hitter is out
3. The next person in line is the line judge
4. There are no ‘saves’ or “do-overs”

SPORTS EQUIPMENT GUIDELINES:

1. Treat all school equipment with respect
2. Use equipment appropriately
 - *Throw only playground equipment designed to be thrown
 - *Do not kick basketballs or volleyballs
3. If you take out equipment, bring it back in to the classroom
4. Check the marked equipment to make sure that it goes back to the right room

WINTER SAFETY

1. Throwing or kicking ice is not permitted
2. Throwing snowballs is not permitted

3. King of the Mountain is not permitted
4. Leave icicles alone
5. No sliding on the ice on purpose
6. Destroying ice forts is not permitted
7. Stay out from under dripping water
8. Dress appropriately for the weather

BUS INFORMATION

Ronan School District No. 30's buses transport 1,000 students daily and nearly 2.6 million passenger miles annually. To provide safe, reliable, and orderly transportation for this many students is a daunting task that requires the cooperation of students, drivers, parents, and the school administration.

In order for any student to be transported by Ronan School District No. 30, a transportation form must be filled out and returned to the school office. This form includes a primary stop and a secondary stop. This form allows the driver permission to deliver your child/children to either stop. Any change to the primary or secondary stop will require a new transportation form to be filled out.

The bus driver is an integral part of the district's educational team and has an important job. The driver is the first contact that many students have with the school each year and can set the tone for the student's entire day.

The driver's job is most demanding. We wouldn't ask a professionally trained teacher to manage 60 students while facing away from them and still perform a task that requires total concentration. We ask this of our drivers daily. For this reason, we need the cooperation of both students and parents.

To assist the driver in this difficult task, we have adapted the "Time to Teach" program similar to that being used by the classroom teachers, which you have just read above under the rules and consequences.

BUS RULES

1. Follow directions the first time they are given
2. Remain seated at all times
3. Keep your hands, feet and objects to yourself
4. Keep your voice down. Whistling, yelling, or other use of vulgar or obscene language is unacceptable
5. No smoking or chewing
6. Absolutely no fighting
7. No vandalism

CONSEQUENCES

1. Start-up request
2. Bus Conduct Report & conference with driver and/or Transportation Director
3. Student assigned to a specific seat; driver or transportation director may contact parents
4. Student taken to the principal or transportation director and the parents may be notified
5. Bus privileges suspended pending conference with the principal and transportation director. In the case of severe infractions such as possession of or use of illegal substances, weapons, defiance and/or disrespect to the driver, fighting, vandalism and other behaviors of a continuous nature,

students may have their riding privileges suspended and the SRO may be notified.

INCLEMENT WEATHER PLAN

We will attempt to operate the school buses every school day. Any deviation from the school day or transportation changes will be a decision of the Superintendent. The Superintendent coordinates with the administrative team, Transportation Director, law enforcement and local road department services to make an informed decision in this regard. In the event of school closure or bus route cancellations, the District will notify KERR Radio station - 750 AM /93.3 FM. Information will also be distributed via the District's SMS notification system and listed on the school's website at www.ronank12.edu as soon as possible to reflect any changes to the regular routes.

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, insignia, acts, behavior or manner of grooming displayed, reflected or participated in by a student shall not:

- A. Lead school officials to reasonably believe that such behavior is gang related or would disrupt or interfere with the school environment or activity and/or educational objectives of the school or
- B. Present a physical safety hazard to self, students, staff, or other employees, or
- C. Create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence, or
- D. Imply gang membership by written communication, tattoos, drawing, painting, design, emblem upon any school or personal property or on one's person, or
- E. Occur in the school, on school grounds, to and from school or at/during all school activities.

Students identified as being gang-involved shall be provided assistance and/or programs to discourage gang involvement. Programs to enhance self-esteem and encourage interest and participation in other positive activities will be offered.

Discipline measures will be carried out for students who are involved in gang-related behaviors. These begin with the presentation of the policy and become more restrictive with subsequent offenses until, as a final step, recommendation for long term suspension or expulsion is made.

PERSONAL POSSESSIONS AND VALUABLES

Please discourage your child from bringing toys or extra money to school unless requested by the teacher. Disappointments can be avoided by leaving a favorite toy at home. Too often they get lost, broken or stolen. We cannot be responsible for ensuring their safe keeping.

Only necessary valuables should be taken to school by a student. The child must be responsible for such items.

LOST AND FOUND

Jackets and other articles of clothing that are left on the school grounds are placed in a lost and found area. If the item is marked with a name, it can be returned to the owner. Put your child's name on

his/her jacket, lunch pail, boots, coats, gloves, school supplies, etc.

TELEPHONES

Students are advised to NOT have cell phones at school. Each classroom has a telephone and we try to handle as many phone calls and messages as possible in the office to prevent classroom interruptions. If a parent feels that it is absolutely necessary for a child to bring a cell phone to school, it must be checked in with the classroom teacher, turned off and not used during the day except in cases of emergency.

Telephone use by children should be minimal. Plans for after-school activities should be made **at home before** the child comes to school for the day and these changes communicated to the building secretary or classroom teacher. If there is an urgent message for your child, please call the school secretary at **KWH 676-3390 Ext 7300** or **Pablo at 676-3390 Ext 7700**.

Parents are highly encouraged to write notes for their children should after school plans be different than the ordinary plans. Due to the number of calls, we ask that all change of plan calls be made before 2:00 pm so that information can get to your child in a timely fashion. This is for the safety of all children. The school secretary is very busy during the last ten minutes of the day. ***Parent calls regarding after school plans should be kept to emergencies and/or unavoidable changes.*** Planning ahead with your child and sending a note to communicate with school staff is the best thing to do. ***Keeping the school informed of changes in home telephone numbers and/or emergency numbers is very important also.***

ACCIDENTS

Should children become ill or injured at school, the parents will be contacted. If a parent cannot be reached the people listed on your registration form will be contacted. It is important that school staff be kept informed of current addresses and phone numbers. If we cannot reach anyone, we will use our best judgment in deciding what care is needed.

IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

SCHOOL FUNCTIONS AND FIELD TRIPS

Throughout the year we usually have several functions in the building involving one or more rooms. We encourage all parents to attend these special events -- especially those in which your child will participate. We will make information available to you when there is something special taking place. From time to time children are taken on educational field trips to enhance their learning experiences. Teachers (and sometimes parents) accompany the students. **Parental permission** is required before

students are allowed to leave the district for field trips. Student participation may be determined by grades, attendance and discipline issues.

PROGRAM EXCEPTIONS

If, for health or religious reasons, you do not wish to have your child participate in some school activity and/or program, please notify your child's classroom teacher and/or the school office.

VISITATION

Parents are encouraged to visit the school. Calling for an appointment will ensure that classes are in their rooms or that teachers are available to talk with you. It is mandatory that you check in with the office and we will help direct your visit. We encourage parents and relatives to make prior arrangements to visit our classrooms and we promote parental communication with classroom teachers.

We do not allow non-enrolled students to visit school or attend classes with relatives or friends. We have a high number of our own students enrolled at school. Liability and supervision can be concerns with students not enrolled in our schools.

PARENT - TEACHER CONFERENCES AND REPORT CARDS

Parent - Teacher conferences are held annually. We feel these conferences play an important part in exchanging information that helps to better understand your child. We do hope you will make every effort to be present when conferences are scheduled. Any time you want an additional conference, please feel free to contact us and we will make the necessary arrangements. Our school operates on the "quarter system" with report cards being issued four times a year. Report cards will be issued following the end of each quarter.

RECESSES

Students are expected to be outside for recesses unless weather is severe. Generally speaking, students go outside when the temperature is above 10 degrees. Teacher discretion is used when temperatures are 1-10 above. Students are to remain inside if temperatures are zero and below. Buildings use *local weather sites* for the most up to date temperature readings. Students must be dressed according to the weather conditions. If this is done, there is no reason for students to remain inside. Generally, if a child is well enough to be at school, he or she is well enough to go outside for recesses to get air and exercise.

EMERGENCY DRILLS

Emergency drills will be scheduled at regular intervals. Students will vacate the building, and/or follow teacher directives, in an orderly manner. The safety factor of these drills will be emphasized by your child's teacher.

SCHOOL PICTURES

Individual and class pictures of the students will be taken during the school year. Individual pictures are usually taken sometime in the fall and class pictures in the spring. All students will have individual pictures taken for school use, but only those who order online or with the appropriate picture order form will have picture packets printed. Only enrolled students from the building will be a part of this service.

TEXTBOOKS/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. Students are required to pay for lost or damaged books and materials. Charges will be based upon the replacement cost of the item.

DRESS REGULATIONS

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 are not allowed. Shorts and skirts need to be of appropriate length. The administration reserves the right to define what is inappropriate or in bad taste. All clothing must be worn in an appropriate manner and not be a distraction or interruption to the educational setting. Hats are not to be worn in the building.

SCHOOL MEAL PROGRAM

All enrolled students of **K. William Harvey, Pablo Elementary and Ronan Middle School** will receive a healthy breakfast and lunch at school at **no charge to your household** each day of the school year.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application for the entire school year.

Due to health codes, students are discouraged from sharing food. Please be sure your child's name is on the lunch sack or lunch box if she/he brings a homemade lunch.

If students would like to eat a 2nd lunch or breakfast, they will need to have funds available in their account and get permission from duty personnel. The price for a 2nd breakfast is \$1.25. The price for a 2nd lunch is \$2.00. Adult breakfasts are \$2.00; lunches are \$4.00; and an extra milk is \$0.35.

PARTIES

There are several room parties scheduled per year. This is not meant to imply that other parties will not be allowed throughout the year. Parents will be notified of special events such as classroom parties.

BIRTHDAY POLICY

If you plan to bring a treat to class for your child to share on a birthday, please contact the teacher ahead of time. He or she will have a suggestion about the appropriate times.

Do NOT send birthday invitations to school to be distributed. This can cause needless disappointments for the children.

PETS

All pets must be pre-approved by building administration. Animals can be a nuisance on the playground no matter how cute they are at home. Also, a playground full of children can be a problem for your dog. If a dog continually appears on the school grounds, an animal control and/or law enforcement officer will be called.

ADDITIONAL SERVICES

Guidance and Individual Testing Services are available to serve those students in need of such assistance. Individual and group counseling as well as classroom instruction is provided by our counselor.

Special Education Staff provides individual programs for those students who qualify under state/federal guidelines to receive special services.

Speech and Hearing Therapy is provided for qualifying students on an individualized basis by our clinicians.

Music & Art Classes are provided by our fine arts teachers. Special music programs are usually under sponsorship of the music teacher. Our art teacher provides special art projects throughout the year.

The Physical Education Program encompasses physical fitness. If your child has a medical problem requiring a doctor's care, or any condition that limits his/her physical activity, please send a note indicating the problem.

Library Services are provided by our librarian. All students are encouraged to check out books from our school library. However, there are certain requirements that must be met in order to check out more books. All library books must be returned or re-checked out in order for the students to select more books. If a book is lost or damaged, the student will be expected to replace it or pay for repairs. Replacement cost will be based on the current cost to replace the book.

The After School Program is funded by the 21st Century Community Learning Grant. Students in the district can participate in the after school program which hosts activities such as Power Hour for homework, a snack time, art, technology, sports, cultural activities, and/or special classes. Students can attend daily or on selected days of the week. There is bus transportation for designated areas of the district. The activities conclude at 5:30 P.M. Please check with your child's school office for further

details on this program. Applications are available in the school offices and will be considered in the order in which they are received.

Health Services are provided by a district appointed registered nurse upon the need deemed by administration. Assistance is also given in case of injuries caused from accidents taking place on the school grounds.

GENERAL HEALTH

Among other things, we closely follow the progress of our pupils. Any pupil not making satisfactory progress becomes a matter of consideration. Some of the factors that seem to be contributing causes of low achievement are: emotional problems, physical defects, nutrition, and neglect of proper rest due to late TV watching and lack of sleep. The school is interested in the health of children because good health habits contribute to their success in school.

IMMUNIZATIONS

All children must have adequate proof of immunization on file. If the immunization records for your child are not up to date, the school nurse will be contacting you to complete the necessary requirements. If you are electing to be exempt from immunization, a form must be on file with the district.

MEDICINES GIVEN AT SCHOOL

Ronan School District No. 30 requires medication to be given at home whenever possible. If not, the administration of medication to pupils shall be done only in life-threatening circumstances wherein the child's health may be jeopardized without it.

Parents of students requiring medications at school shall notify the office and/or the school nurse. Students found self-administering medications will be reported to the school nurse as well as administration. The parents of said student will be contacted.

After identification, the school nurse shall make a home contact to identify the type, dosage, and purpose of said medication. Medication that requires administration at school must be:

1. Identified by the family physician, who shall indicate the necessity of said medication being given to the child during the school hours. Rx bottles will be sufficient.
2. Given by the parents who come to school to give the medication, or
3. In special cases the school nurse, doctor, and parents may agree on a plan for administration of medication during school hours (requires use of Form #2 in special cases). The nurse may train a designee to administer the medication.

The pharmacy shall then be requested by the parents to provide duplicate bottles of said medication if it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the name and telephone number

of the pharmacy, the pupil's identification, name of the physician, and dosage of the drug to be given.

Under no circumstances will school personnel provide Tylenol or any other patient medication or nostrum without (written or verbal) permission from a parent or guardian. Cough drops will only be given with parental permission and only when necessary.

SCREENING PROCEDURES

SCREENING:

The school nurse will attempt to check heights and weights twice a year. Vision and hearing will also be screened periodically. If you have concerns about your child's vision or hearing, please contact the school nurse to request a special screening for your child.

HEAD LICE:

Children who have live head lice may be sent home. They must be treated and combed with a nit removing comb. Upon return to school after treatment they will be re-examined and if live head lice are found they may be sent home. We strongly encourage parents to routinely check their children for head lice.

FLUORIDE:

The District periodically provides fluoride treatment. In order to participate, a permission slip must be signed and returned by the child's parent or guardian.

SPEECH AND LANGUAGE DEVELOPMENT:

Screening for speech and language development is periodically done for those students referred by teachers or parents. If a further evaluation is recommended, you will be contacted by the speech pathologist.

ILLNESS & COMMUNICABLE DISEASES

There are facilities at school for a student to lie down if he/she is not feeling well. If a child does not feel well enough to return to class in a short time, a parent will be contacted to have the child picked up at school. **Please make sure that the school has a phone number other than your own so someone can be reached in case of illness or accident.**

Ronan School District No. 30 has policies regarding communicable diseases and prevention of disease transmission. These policies address education, safety, staff, students, and prevention. They also have strong statements protecting the rights of students and staff.

The safety of students and staff to study and work at school must be maintained, but so must the individual's right to privacy.

FIRST AID

Very minor injuries will be taken care of by school personnel or by the school nurse. Parents will be contacted and requested to take over the responsibility for any health care that goes beyond first aid.

HEALTH-RELATED ABSENCES

We realize that good school attendance needs to be established as early as possible. However, there are some health-related concerns. Your child should be kept home only for special reasons or illness. If a child has been checked by the county health nurse or the school nurse and it is felt he/she has recuperated sufficiently from an illness to return to school, he/she should also be able to go out for recess if dressed appropriately for the season. The fresh air and free play time is good for the children to prepare them for the next "round" of school work. In a few cases, for sufficient health reasons such as a chronic ear infection, children will be allowed to stay in for an appropriate amount of time. The child needs to have a written note explaining the reason, signed by his/her physician.

WHEN TO KEEP YOUR CHILD HOME

Children with any of the following should not be in school:

1. Fever. Child should be free of fever for 24 hours before returning to school.
2. Severe cold.
3. Sore throat and earache.
4. Swollen glands.
5. Red or discharging eyes.
6. Nausea or vomiting the previous night.
7. Skin eruptions or rashes.
8. Signs of listlessness, weakness, drowsiness, flushed skin, chilliness, or headache.

SPECIAL HEALTH PROBLEMS

If your child has a special health problem such as allergies, chronic nosebleeds, etc. please notify the office and your child's teacher. This will help us to better care for your child in case of an emergency.

The school nurse is responsible for all Ronan School District No. 30 students; therefore, if a problem arises on a day other than when the nurse is present, your child will be cared for by office personnel or a teacher.

Vision and health records are kept by the school nurse and recorded on a permanent record. All new students should have their parents complete a health record form and return it to the office as soon as possible after enrolling.

Ronan School District No. 30 Information

DRUG-FREE SCHOOLS

All students in grades K-4 will receive age appropriate instruction regarding illegal drugs and alcohol. Our students have a right to attend school in a safe drug free environment. The atmosphere of our school must be conducive to learning. We will not tolerate the unlawful possession and use of illegal drugs and alcohol. Students possessing, using, or selling alcohol, illegal drugs, drug paraphernalia, intoxicants, or tobacco while on school grounds or at school-sponsored activities will be recommended for disciplinary action and referred to law enforcement officials and parents/guardians.

Our counseling staff maintains current information about rehabilitation and counseling programs for parents and students.

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 as 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.

EQUAL OPPORTUNITY

To comply with Title IX of the Education Amendment of 1972, the Ronan School District No. 30 provides equal opportunity in that:

NOTICE OF NON-DISCRIMINATION

Ronan School District No. 30 does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or Title IX may contact Sandra Beal, Title IX Coordinator or Charity Cheff, Disability Coordinator, 421 Andrew Street NW, Ronan, MT 59864, 406-676-3390 Ext 7400, sandra.beal@ronank12.edu or charity.cheff@ronank12.edu. Inquiries may also be directed to the Office of Civil Rights. Reference: Polices 3210, 3225, 5012 and Procedures 3210F, 3210P, 3225F.

504

Ronan School District No. 30 does not discriminate on the basis of disability in admission to, access to, treatment in, or employment in its programs and activities. To contact the coordinator for information or to file a complaint, please call 676-3390 ext. 7450.

AHERA COMPLIANCE

ASBESTOS MANAGEMENT PLAN- ANNUAL ASBESTOS NOTIFICATION TO PARENTS AND EMPLOYEES OF RONAN SCHOOL DISTRICT NO. 30 (Required by the Asbestos-Containing Materials in Schools Rule, §§ 763.84(c) and 783.93((g)(4))

In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated within the Asbestos-Containing Materials in Schools Rule, (40 C.F.R. Part 763, Subpart E).

School District No. 30 utilizes Montana Schools Group Insurance Authority to conduct the inspections and update the management plan. The inspection report and management plan are on file in the district office and available for review upon request. The district's head of maintenance is the designated Asbestos Program Coordinator for Ronan School District No. 30. Please direct all inquiries regarding the Asbestos Management Plan to him/her at telephone (406) 676-3390 ext. 7230.

SEXUAL HARASSMENT/INTIMIDATION POLICY

(For Students and Employees)

BASIC POLICY

The Ronan Public School District is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex. The District will take prompt, effective, equitable and remedial action on reports, complaints, and grievances of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.

Furthermore, the District prohibits RETALIATION against any employee or student because he or she has made a report of alleged sexual harassment, or any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District sponsored, and to any school - sponsored events, regardless of location.

Title IX Sexual Harassment Grievance Procedures

The Ronan School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging sexual harassment prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Sexual harassment is a form of sex discrimination. The Ronan School District does not discriminate on the basis of sex in its education programs and activities. Individuals alleging discrimination on the basis of sex that is not sexual harassment are subject to the District's Uniform Grievance Procedure.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo* sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" which is an offense classified as a forcible or nonforcible sex offense under the FBI's uniform crime reporting system (20 U.S.C. § 1092(f)(6)(A)(v)); "dating violence" which is violence committed by a person who is or has been in a romantic or intimate relationship with the victim (34 U.S.C. 12291(a)(10)); "domestic violence" which is felony or misdemeanor crimes of violence committed by a current or intimate partner of the victim, by a person with whom the victim shares a child, or by any other person against an adult or youth victim protected by state law on domestic or family violence (34 U.S.C. 12291(a)(8)); or "stalking" which is a course of conduct directed at a person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress (34 U.S.C. 12291(a)(30)).

The District shall follow the procedures set forth herein prior to imposing any disciplinary consequences or sanctions on any individual. The District shall not assign or delegate any responsibility under these grievance procedures to any individual who has any general or specific conflicts of interest or bias.

Title IX Coordinator

Inquiries concerning the application of Title IX, sex discrimination, or sexual harassment may be referred to the District's Title IX Coordinator:

Sandra Beal
Title IX Coordinator
Sandra.beal@ronank12.edu
(406) 676-3390 ext. 7206

Inquiries may also be referred to the Assistant Secretary of the United States Department of Education, separately or in conjunction with an inquiry to the District's Title IX Coordinator.

Formal Complaint

An individual believing that he or she has been the victim of sexual harassment ("complainant") may file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. The complaint must be in writing, signed (either physically or digitally) and needs to specify the allegations which the individual believes constitute sexual harassment. The complainant has the right to contact law enforcement to determine if criminal activity occurred.

A complainant will be provided with a copy of these procedures.

Notice of Allegations

Upon receipt of a formal complaint, the District shall provide the parties (the complainant and the individual reported to be the perpetrator of conduct that could be sexual harassment – the "respondent") written notice of its grievance process and the allegations of sexual harassment at issue. This shall include the identities of the individuals involved if known; the conduct alleged to be sexual harassment; and the date and location, if known, of the alleged

incident(s). Notice shall also be provided to the parties in the event additional allegations arise after the formal complaint is filed that will be investigated.

Supportive Measures

The District will offer supportive measures to both parties regardless of the filing of a formal complaint and during the course of the grievance process. Supportive measures are non-disciplinary and nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. These measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, changes in work locations, restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the school campus, and other similar measures. Supportive measures shall comply with Section 504 and the Individuals with Disabilities Education Act ("IDEA").

Subject to Section 504 and the IDEA, the District may remove a student from its educational program or activities on an emergency basis if there is a determination that there is an immediate threat to the physical health or safety of any student or individual after conducting an individualized safety and risk analysis. The District shall provide the respondent of notice of such removal and an opportunity to challenge such removal. The District may place an employee on administrative leave with pay during the pendency of the grievance process.

Informal Resolution

The District may utilize an informal resolution processes, but only after a formal complaint has been filed.

The decision to invoke the informal resolution process is voluntary and is not required as a condition of enrollment or employment. The District may determine that the matter is not appropriate for informal resolution, including where an employee is alleged to have sexually harassed a student. If determined to be appropriate, both the complainant and respondent must agree to informal resolution.

If appropriate and both parties are in agreement, a school representative will be available to assist. The District shall provide written notice of the request for informal resolution. Either party may also request mediation with a designated mediator present to assist them to reach a resolution if appropriate for informal resolution.

Either party has the right to end the informal resolution process at any time and may request the commencement of the formal complaint process at any time prior to a determination of responsibility.

Investigation

Upon receipt of a formal complaint, the District will conduct an impartial investigation that will provide an equal opportunity for the parties to present witnesses and evidence, provide both parties with an equal opportunity to inspect and review any evidence obtained, and create an investigative report that fairly summarizes the evidence. The respondent is presumed to not be responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process.

Parties will have an equal opportunity to present relevant fact and expert witnesses and other evidence. The investigation shall allow for both the complainant and respondent to provide information separately. The District shall provide written notice to the parties in advance of any investigative interviews.

Either party may have an advisor or lawyer present during the investigations; however, the advisor or lawyer is not allowed to speak or ask questions during any investigatory interviews. The advisor or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Both parties and their advisors shall have the opportunity to inspect and review evidence obtained, subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law, prior to the completion of the investigation report. The parties and/or their advisors shall have an opportunity to submit a written response within 10 days of receipt of the evidence.

Investigation Report and Opportunity for Questions

Prior to the determination of responsibility, the investigative report will be provided to the parties and the decision-maker assigned by the District. The parties and/or their advisors shall have an opportunity to submit a written response within 10 days of receipt of the investigation report, subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law. After the investigative report is submitted to the parties, the decision-maker shall:

- 1) give each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- 2) provide each party with the answers; and
- 3) allow for limited follow-up questions from each party.

The decision-maker may refuse to submit a question to another party but shall provide an explanation of the basis for such refusal.

Evaluation of Evidence

All relevant evidence gathered and received in the course of the grievance process will be objectively evaluated. The District has the responsibility to gather evidence sufficient to reach a determination of responsibility but may request consent to access records of either party that is legally required. The District will not use, rely upon, or seek the disclosure of information protected under a legally-recognized privilege, unless the individual holding the privilege has waived such privilege. Evidence gathered and received during the grievance process must include both inculpatory and exculpatory evidence. No credibility determinations shall be made on the basis of an individual’s status as a complainant, respondent, or witness. No prejudgment shall be made of the facts at issue prior to the determination of responsibility.

Determination regarding responsibility

The decision-maker, who will not be the Title IX coordinator or the investigator, will issue a written determination with findings of facts and conclusions about the application of the District's code of conduct, describing each allegation and the decision reached on such allegation including any discipline, the rationale for the decision,

procedural steps taken, and explains the procedures and permissible bases for appeals. The determination of responsibility shall be made on the basis of the preponderance of the evidence.

Subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law, the determination of responsibility shall be provided to the parties. The determination of responsibility shall become final on the date it is issued unless appealed as provided in these procedures.

Dismissal

At any time during the grievance process, the District is required to dismiss a complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment even if proven;
- Did not occur in the District’s education program or activities; or
- Did not occur against a person in the United States.

Additionally, the District may dismiss a complaint where:

- The complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or allegations;
- The respondent is no longer enrolled in or employed by the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination regarding responsibility.

The District will provide the parties with written notice of a dismissal, whether mandatory or discretionary, and the reason for the dismissal.

Dismissal of the formal complaint under Title IX does not preclude action under another policy or the Code of Conduct.

Appeal

Either or both parties may appeal a determination of responsibility or the dismissal of a formal complaint, or any allegations therein, if:

- 1) a procedural irregularity affected the outcome;
- 2) a party has new evidence that could affect the outcome and was not reasonably available at the time of the determination; or
- 3) the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents (generally or in that specific case) that affected the outcome.

An appeal of the determination of responsibility shall be made within 10 days of issuance of the determination to the Superintendent or Superintendent’s designee. The Superintendent or designee shall provide written notice that an appeal is filed. Both parties shall have the opportunity to submit a written statement in support of or challenging the outcome within 10 days of issuance of the notice of appeal. The Superintendent or designee shall issue a written

decision to both parties within 30 days of receipt of any appeal, regardless of whether any written statements have been provided, of the result of the appeal and the rationale for the result.

Time Frames

The District shall complete the grievance process within 120 days within receipt of a formal complaint. The grievance process or other time frame specified herein may be delayed or extended for good cause. Good cause may include issues related to the absence of a party, a party's advisor or witness; concurrent law enforcement activity; or the need for assistance or accommodation of a person with a disability. The District shall provide written notice to the complainant and respondent of any delays or extensions of the time frames or grievance process with an explanation of the reasons for such delay or extension.

Remedies

The District shall take all reasonable and necessary measures to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Remedies shall be provided to a complainant where a determination of responsibility for sexual harassment has been made after the grievance procedure is complete. Remedies shall be designed to restore or preserve equal access to the District's education program or activity. Remedies may include discipline against the respondent, counseling, extensions of deadlines or other course-related adjustments, modifications of schedules, restrictions on contact, increased security/monitoring of the school campus, and training. Discipline for a student includes but is not limited to detention, in-school suspension, out-of-school suspension, expulsion, suspension or exclusion from participation in extracurricular activities. Discipline for an employee includes but is not limited to warning, reprimand, suspension with or without pay, or termination from employment.

Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

Recordkeeping

The District will maintain records of reports of and all sexual harassment investigations and other required documents related to its obligations under Title IX for seven years.

Confidentiality

The District will maintain the confidentiality of any individual making a report of sexual harassment, complainant, individual who has been reported to be the perpetrator of sex discrimination, respondent, and witness except as disclosure may be permitted to conduct an investigation or judicial proceeding or as permitted under FERPA.

VOLUNTEERS IN SCHOOLS

It is the policy of Ronan School District No. 30 to accommodate the services of volunteers in school programs or activities when those services benefit and enhance the resources and the students of Ronan

schools and do not displace or replace existing employees.

Building principals of Ronan School District No. 30 have the overall responsibility for the administration, coordination, and implementation of the volunteer programs. Building administrators may recruit volunteers, negotiate volunteer service agreements, and approve such agreements for volunteers assigned to appropriate school programs.

Teachers may be delegated the authority, through the appropriate administration, to recruit volunteer applicants, negotiate volunteer service agreements with individuals or organizations, and approve such agreements for volunteers. This authority may not be further delegated.

A Volunteer Service Agreement is used to document volunteer services to be performed and the terms and conditions of such service. Volunteers may not volunteer until the agreement is signed by both parties.

STUDENT RECORDS

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 No. 30 to comply with the requirements of FERPA.
- (5) The right to obtain a copy of the Ronan School District No. 30 students records policy. You can obtain a copy of the policy from the principal's office in each school within the district.

Copies of Ronan School District No. 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.

Ronan School District No. 30 designates the following items as 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.

The McKinney-Vento Act for Homeless Children and Youth (EHCY) Program Educational Rights of Homeless Children and Youth

They have rights to:

- Immediate enrollment in school without proof of residency, birth certificate, proof of immunization, or other documents.
- Attend school. Homeless children must be given access to the same public education provided to other students.
- Continue attending the school in which they were enrolled when they became homeless, the school last attended, or the school closest to their temporary residence, if feasible and in the best interest of the child or youth.
- Receive transportation to the school they attended before they became homeless.
- Automatic enrollment in the free/reduced lunch program without proof of income or residency.
- Automatic qualification for Title I services.
- Expedited assessments for services under LEP, Migrant, Title VII and IDEA.
- Receive all school-based services for which they qualify.
- Participate in all programs and activities offered to other students, including athletics, music, clubs and other extracurricular activities.
- Have their parents participate in and attend school events and activities.
- Challenge decisions on school selection made by schools and districts through the OPI Dispute Resolution process.

Definition of Homeless Children and Youth

The term “homeless children and youth,” refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law a child may qualify as homeless if he/she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing;
- Living in a motel, hotel, trailer park, or campground, were abandoned in a hospital, or are awaiting foster care placement;
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;

- Doubled up with relatives or friends due to a loss of housing, economic hardship, or a similar reason.
- Children who are not living with a parent or legal guardian may be considered a homeless, unaccompanied youth if their living situation meets one of the four definitions listed above.

Parent Resource Section

Frequently Asked Questions

This section includes questions that many parents may have about helping their child succeed in school. This FAQ section is meant to be a guide only - it cannot answer questions about every issue that may arise. However, this section intends to provide a starting point to answer many common questions and to provide suggestions for follow up strategies and contacts.

How can I help my child become a better student?

You should always ask your child how his/her school day was, what he/she learned in school that day, how her/his friends are, and look at their school books to see what they are learning. Praise your child daily and hug them often! The more connections you can make between home and school, the better your child will do academically. You are your child's first teacher. You must show him/her, through your questions, concerns, and activities that you care about their education.

Other small activities you can do to show your child that learning is important:

- Keep books/magazines in your home;
- Eat meals together;
- Limit screen-time;
- Keep a consistent bedtime schedule;
- Make sure your child is eating 3 nutritious meals a day;
- Go to the library;
- Set aside a quiet place for your child to do homework;
- Attend parent/teacher conferences at your school;
- Ask the school for its student handbook -- it has a lot of information about its policies, due process, discipline, grading, and student activities;
- Keep your contact information updated with the school;
- Attend your child's school events'
- Offer to chaperone field trips;
- Attend and serve on parent committees;
- Share your family's history and culture with your child;
- Help your student manage their time.

How can I check my student's grades?

Grades are updated regularly within Powerschool. Every student has access to their Powerschool account as well as their parents/guardians. Each school secretary can provide you with your parent/guardian password and instructions on how to log into Powerschool. There is also a Powerschool App. that provides instant notifications to changes in a student's grade.

How can I contact my student's teacher?

Every Ronan School District employee has an email. Teacher emails are located within Powerschool next to their name as well as you can reach them by calling 406-676-3390 and following the prompts in order to reach the appropriate building.

What can I do to strengthen the connection between my community and my child's school?

Talk with your child's educators and school leaders about ways to join collaborative groups. Consider joining the Parent Teacher Organization, the Indian Education Committee, the Title VI Committee, and any other collaborative group opportunity. Any time or assistance you offer will go a long way toward improving school-community collaboration and your child's educational experience.

I want my child to learn about American Indian Culture

You can contact the Ronan School District's Indian Education Director and/or the Ronan School District's Curriculum Coordinator for an update on the school's Indian Education for All efforts.

What is JOM?

The Johnson O'Malley Program is awarded to CSKT for any school on the Flathead reservation. Within these schools, students who are eligible can either be members of federally recognized tribes or at least 1/4 combined Indian blood (with verification of the parent's blood quantum). Each school is required to have a parent committee known as the Indian Education Committee (IEC). The voted members of the IEC are comprised of parents whose children are verified for JOM eligibility. Each member is a volunteer and every day try to recruit the interest of parents whose children are also JOM Eligible. For more information contact Tribal Education at (406) 275-2718.

What is Title VI?

Title VI funding is aligned with the following goals:

- to meet the unique educational and culturally related academic needs of Indian students, so that such students can meet the challenging State academic standards;
- to ensure that Indian students gain knowledge and understanding of Native communities, languages, tribal histories, traditions, and cultures; and
- to ensure that teachers, principals, other school leaders, and other staff who serve Indian students have the ability to provide culturally appropriate and effective instruction and supports to such students.”

A Title VI student is identified as:

- a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribe or bands terminated since 1940, and those recognized
- by the State in which the tribe or band reside; or
- a descendant in the first or second degree (parent or grandparent) as described in or considered by the Secretary of the Interior to be an Indian for any purpose; or
- an Eskimo or Aleut or other Alaska Native; or
- a member of an organized Indian group that received a grant under the Indian Education Act of 1988

For more information please contact the Ronan School District Indian Education Director at (406) 676-3390 ext. 7532

What ESSA requirements are specific to Montana and Tribal Nations?

Ronan School District has adopted Policy 7231 which outlines the District's consultation policy and procedures. All current information required by Policy #7231 is formally reported two times during the school year. It is the intent of the Ronan School District that all American Indian children of school age have equal access to all programs, services, and activities offered in the District. The Indian Education Reports will be used for planning purposes in consultation with the Confederated Salish and Kootenai Tribal Education Department, for the current and upcoming school year.

For more information please contact the Ronan School District Indian Education Director at (406) 676-3390 ext. 7532

What are the tests that schools give to my child and how do these tests affect my child?

Schools are required by both the federal government and the state to give tests to their students. Below are a few of the tests given within the Ronan School District. Please contact your student's principal if you have any questions about these assessments.

- STAR
- SBAC
- Pre-ACT
- NAEP
- ASVAB

What if I have a question about my child's learning?

You can ask any question you want of the school and teacher that relates to your child's learning experience. You can set up a meeting with your child's administrator and/or teachers. Each teacher has an email that can be accessed in Powerschool or on the District Website, so that you can email them directly. It is important to remember that the more connections you make with the school, the better for your child's academic progress. The school and parents should work to create a partnership so that they can help provide services to help your child succeed in school.

Some "ice-breaker" questions you can ask your child's teacher include:

- How can we communicate regularly?
- How can I tell how my child is doing in school?
- What is my child learning in your class?
- How can I help my child succeed in your classroom?
- What are your grading procedures?
- When do you update your grades and how can I access them?

I think my child needs extra help in school -- who should I ask?

If a parent/guardian is concerned about their child's success at school they should always start with the child's teacher. The teacher may have ideas on intervention strategies, supplemental-resources, and/or other school programs that can support your student's needs. Some examples of supplemental resources/programs are:

- School Counselors
- Afterschool Club
- Reading/Math Interventions
- Remedial Courses
- Student Assistance Teams
- Summer School
- Credit Recovery
- Altacare
- Title I Tutors
- Tribal Education Services
- Special Education Screening Services

What if I have a problem with a school's policy? "Due Process"

If an issue/problem occurs in regards to a school policy and/or procedure, schools must provide "due process" -- or a process that must be followed for addressing any issues that may arise. Schools must have a policy outlining the due process procedures. Ronan School District's Uniform Complaint Procedure 1700 outlines the District's due process procedures. The Montana Constitution provides that local school boards have nearly complete power over how they govern their school district. If an issue/problem is not cleared up after going through the due process procedure, other resources/advocates may be contacted for help.

You can bring an advocate to any meeting that you have with the school. Below is an outline of the appropriate steps to take when a problem/issue arises:

1. Parent/guardian receives and reviews handbook at the beginning of the year;
2. An issue arises with a school policy and/or procedure;
3. The parent/guardian should first meet with their child's teacher to discuss the problem and discuss possible solutions. A follow-up meeting should also be set at this time;
4. If the parent/guardian is not satisfied with their meeting(s) with the teacher, he/she should then meet with the school's principal to discuss the problem and potential solutions;
5. If the parent/guardian is still not satisfied, he/she should then meet with the school superintendent to discuss the problem and ask how the school's policies and/or procedures were applied in the situation;
6. If the parent/guardian is still not satisfied, he/she should then contact the district secretary to get on the school board agenda to discuss the problem with the elected officials who govern.

Resources Available to Parents

This section is included to help parents/guardians identify resources that can help facilitate their child's success at school. For more in depth information about any of the organizations or departments or the service that they offer, we recommend contacting the source itself.

CSKT Tribal Education Department

Contact Information: (406) 675-2700 ext. 1073, info@cskt.org, www.edu.csktribes.org

CSKT Early Foundations Home Visiting Program

Early Foundations provides a culturally relevant, evidence-based program with curriculum from Parents As Teachers, during the home visits.

Contact Information: (406) 675-2700, www.csktdhrd.org

CSKT Reason to Live

CSKT provides free suicide screening, prevention and intervention activities, therapy, referrals, support groups, healthy activities that promote resiliency and a sense of belonging, provides access to cultural activities that promote a sense of connectedness and wellness.

Contact Information: (406) 745-3525, info@cskthealth.org, www.cskthealth.org

Parenting Montana

ParentingMontana.org provides easy-to-use parenting tools to support your child's success from kindergarten through the teen years.

Contact Information: www.parentingmontana.org

The Montana Office of Public Instruction (OPI)

Contact: 406-444-2080, www.opi.mt.gov

RONAN & PABLO ELEMENTARY SCHOOLS
Teacher - Student - Parent Contract 2022-2023

School Mission: At Ronan Schools we are committed to working collaboratively to provide a quality learning environment in which ALL children can learn and develop to their maximum potential.

HAND IN HAND WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD

As a Teacher, I Will:

- *show respect for each child and his or her family;*
 - *come to class prepared to teach;*
 - *provide an environment that is conducive to learning;*
 - *help each child grow to his or her potential;*
 - *provide meaningful and appropriate homework activities;*
 - *enforce school and classroom rules fairly and consistently;*
 - *maintain open lines of communication with students and parents;*
 - *seek ways to involve parents in the school program; and*
 - *demonstrate professional behavior and a positive attitude.*
-

As a Student, I Will:

- *always try to do my best in my work and in my behavior;*
 - *work cooperatively with my classmates and the teaching staff;*
 - *show respect for myself, my school, and other people;*
 - *obey the school and bus rules;*
 - *exhibit a positive attitude about school work and the school setting;*
 - *take pride in my school; and*
 - *come to school prepared to learn.*
-

As a Parent or Guardian, I Will:

- *see that my child attends school regularly and is on time;*
 - *provide a home environment that encourages my child to learn;*
 - *communicate regularly with the school and my child's teachers;*
 - *support the school in developing positive behavior;*
 - *talk with my child about his or her school activities;*
 - *encourage my child to read at home and monitor his or her TV viewing; and*
 - *show respect and support for my child, the teacher, and the school.*
-

We will work together in our shared responsibility of educating and nurturing children to carry out the agreement of this contract.

RONAN SCHOOL DISTRICT NO. 30

PABLO AND K. WILLIAM HARVEY ELEMENTARY SCHOOLS

ELEMENTARY STUDENT & PARENT HANDBOOK

I have accessed online or received a copy of the Ronan School District No. 30 Elementary School Handbook for the 2022-2023 school year.

(Parent's/Guardian's signature)

(Date)

(Student's Name)

(Teacher)

TRANSPORTATION CONSEQUENCE GRID

Level I Offense (Steps repeated if student is not referred for 45 school days)	# of Occurrences	1	2	3	4	5
Disruptive Behavior including inappropriate interactions with students, talking loudly						
Inappropriate Behavior						
Failure to wear seatbelt/correctly						
Bourding or disembarking improperly						
Lack of cooperation with bus driver and/or bus monitor						
Rude, inappropriate language						
Possession of inappropriate materials						
Moving or being seated improperly while the bus is in motion including being out of assigned seat						
Level II Offense		# of Occurrences				
Fighting or non-mutual physical aggression, verbal or physical peer to peer conflict					1	2
Harassment/Intimidation						
Flagrant, vulgar, deliberate misbehavior, racial or gender slurs, misbehavior on a trip					10 Day suspension from bus.	Loss of privilege to ride the bus.
Gross disrespect of Faculty/Staff						
Level III Offense		# of Occurrences				
Open and persistent defiance/profane insubordination						
Indecent exposure of self or others						
Use or possession of alcohol, other illegal drugs, look alike drugs or drug paraphernalia, including tobacco/vaping materials.						
Threatening behavior (written, verbal, or physical)						
Possession of inappropriate dangerous materials						
Transportation Director has the authority to place student on the grid according to offenses not specifically listed. This grid is a guide and not designed to be all-inclusive.						

Lost Bus Pass Consequence Grid

First Lost Bus Pass: Warning (Free Replacement of Card)

Second Lost Bus Pass: Call to Home (Free Replacement of Card)

Third Lost Bus Pass: Bus Suspension - 3 Days (Charge for New Card)

*Each additional lost card will result in a 3 day suspension and charge for a new card.

PM Rider Requirements

Students will **NOT** be allowed to ride bus in the afternoon if they are not in possession of one of the following:

1. School issued bus pass
2. Written bus pass from building secretary or transportation
3. Clear photo of bus pass on phone containing name and barcode