

RONAN HIGH SCHOOL
2022-2023
Student Handbook



Vision Statement

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.

BELL SCHEDULE

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

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

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

Welcome to Ronan High School!

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

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

Kevin Kenelty, Principal
Jessica Johnson, Vice-Principal
Brandon Gale, School Resource Officer
Mitchell Wassam, Activities Director
Jennifer Cheff, School Counselor (last names A-O)
Tammy Young, School Counselor (last names P-Z)
Deedei Bartel and Liz Smith, School Secretaries

I feel that my responsibility as the Principal is to ensure your child receives a quality education within a safe, respectful environment. I know the staff at Ronan High School shares that same focus. I am a firm believer in the home-to-school connection. Please feel free to contact me at the school with any questions, concerns, or just to introduce yourself. Working together only enhances your student's educational experiences. Let's empower our students for life.

Kevin Kenelty, Principal

INDEX

Activity Cards	10	Lockers	8
Asbestos Management Plan	15	Lost and Found	10
Attendance Policy	6	Make Up Work	9
Behavior - Absolutes	3	Medications and Accidents	9
Behavior - Offenses	4	Network/Internet Use	15
Behavior - Standards	3	NHS Requirements	11
Check Out Procedures	14	Notice of Non-Discrimination	2
Clubs	10	Parent Concerns	10
Commencement Exercises	13	Parent Resource Section	20
Dances	10	Parking	8
Early Release/Late Start	14	Physical Education	9
EHCY Program	19	Promotion Standards	11
Emergency Drills	14	Registration	14
Equal Education	15	Report Cards/Progress Reports	9
Fundraising	14	Schedule Changes	8
Food Service	9	Sexual Harassment Grievance Procedures	24
Food and Drink	9	Student Assistance Team	14
Graduation Requirements	13	Student Records	15
Guidance/Counseling	14	Testing	14
Homeless Children & Youth	19	Textbooks	10
Homework	8	Transcripts	14
Inclement Weather Plan	14	Transportation Consequence Grid	31
Insurance	14	Video Surveillance	8
Library	10	Visitors	9
		Volunteers	10

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](mailto:sandra.beal@ronank12.edu), 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: Policies 3210, 3225, 5012 and Procedures 3210F, 3210P, 3225F.

Standards of Behavior

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

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

Ronan High School practices positive interventions and restorative practices as a first step whenever possible rather than further the disconnection of children and families through discipline situations. Ronan High School recognizes that classroom management refers to what teachers do to organize students, space, time and materials so that learning takes place. Classroom management at Ronan High School includes restorative practices, which seek to proactively build community to prevent problems from arising.

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

Prior to any disciplinary action, an informal conference between the administrator and student will occur. At this conference the student shall be given an opportunity to present his/her perspective regarding the event and be informed of the reason for any disciplinary action. In addition, if any rule violations are also violations of the law, the SRO will be contacted by the school administration. No information regarding suspensions shall be communicated to any person not directly involved in the disciplinary proceedings or school functions. The principal will make reasonable efforts to contact the parent(s)/guardian(s) of the student by telephone to communicate any information regarding suspensions. Suspended students may not be on campus or attend school events at any time during their suspension, including the evening or extra-curricular events. Parent(s)/Guardian(s) will be given an opportunity to meet with the administrator at the earliest possible convenient time. A hearing may be requested by the parent(s)/guardian(s) of the suspended student.

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

Absolutes:

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

Fighting

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

Drugs & Alcohol

Students who are found to be in possession of or under the influence of drugs, drug paraphernalia and/or alcohol will be suspended. Students will be searched if the administration has reasonable suspicion that a student has drugs or alcohol on their person, or in their locker, backpack or car. Law enforcement may be notified. Students determined to be under the influence of a controlled substance by the administration and a police officer will be suspended. Detection canines will be used periodically at the school. The dogs may search lockers, backpacks, and cars on school property.

Smoking or Use of Tobacco

Students shall not smoke, chew, or have in their possession, tobacco/nicotine products, including but not limited to e-cigarettes or other similar products, while at school, on school property, or at school activities. Violations will result in confiscation, detention or suspension, and notification to law enforcement. Detection canines will be used periodically at the school. The dogs may search lockers, backpacks, and cars on school property.

Weapons

Students with weapons on campus, in the school buildings or in a vehicle, may be suspended. Bringing firearms to school will result in a recommendation to the Superintendent for expulsion. Weapons include firearms, explosives, knives, paintball guns/markers, toys that look like guns or any object that reasonably could, through its use or intent, be considered dangerous or is used in a threatening manner. These items may not be brought to school or school functions. 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.

Verbal Abuse of Staff

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

Bullying/Harassment/Intimidation/Hazing

All students will be informed and educated about what constitutes bullying behaviors and what they need to do if they feel that they have been or are being bullied. The school attempts to create a safe and educational learning environment. Bullying, harassment, intimidation, and hazing are strictly prohibited. (Policy 3226)

Bullying Definition

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power** Kids who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose; if they also follow the repetition and imbalance of power criteria.

Gangs and Gang Activity

The school is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Students on school property or at any school-sponsored activity shall not:

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

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

Offenses

Cheating and Plagiarism

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

Vandalism and Theft

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

School Bus

Bus services are a privilege, not a right. All students are expected to obey the rules set by the driver of the bus. All school rules apply while students are on the school bus. Failure to follow bus rules may result in bus privileges being suspended. Students are expected to follow the following guidelines in order to establish and maintain safety for all passengers:

- A. Follow directions the first time they are given;
- B. If available, seat-belts must be worn at all times;
- C. Remain seated at all times;
- D. Keep hands, feet, and other objects to yourself;
- E. Keep noise to a minimum;
- F. Whistling, yelling, vulgar/obscene language is unacceptable;

- G. No tobacco use;
- H. No fighting;
- I. No vandalism;
- J. No food/drink unless approved by the bus driver.

See appendix for Transportation Consequence Grid.

Harassment

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

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

Open Campus

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

Public Displays of Affection

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

Electronic Devices

The use of electronic devices/headphones is an allowed privilege at school under the following provisions: before school (8:25 am), between classes (bell to bell), and lunch-break (12:10-12:45). These times are also applicable to early release, late start and students who have checked out. Inappropriate use of electronic devices (such as, but not limited to, violation of privacy, videotaping of altercations, harassment, academic dishonesty) will result in disciplinary measures. The use of wireless or portable speakers for your electronic device during the school day is prohibited. These devices will be confiscated by school personnel and will be returned to the parents/guardians. Devices may be turned over to law enforcement for investigative purposes. Students who fail to comply with electronic device expectations may lose this privilege.

General Behavior

Students are expected to abide by all individual classroom rules of their teachers. Students are not to disrupt the learning environment for themselves, for other students, or the ability of the teacher to teach. Ronan High School practices positive interventions and restorative practices as a first step whenever possible rather than further the disconnection of children and families through discipline situations. Ronan High School recognizes that classroom management refers to what teachers do to organize students, space, time and materials so that learning takes place. Classroom management at Ronan High School includes restorative practices, which seek to proactively build community to prevent problems from arising.

In accordance with being proactive, RHS staff will clearly communicate and teach behavioral/academic expectations during the first days of school.

Substitutes

Substitutes are guests in our school and should be treated with respect and cooperation. Students will be expected to adhere to all school and classroom rules when a substitute is present.

Improper Language

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

Dress and Personal Appearance

Dress must be neat, clean, and appropriate for an educational setting. Footwear needs to be worn at all times. No clothing or other items may display alcohol, tobacco, drugs, or questionable comments. Revealing clothing is not allowed. Shorts and skirts need to be of appropriate length and be deemed safe and in good taste. The administration reserves the right to define what is in bad taste. All clothing must be worn in an appropriate manner including removing hats, headwear and sunglasses when entering a building. Administration reserves the right to deem what is appropriate clothing for school. Tattoos promoting alcohol/drugs, tobacco or containing verbiage disruptive to the educational setting, must be covered.

Computer Use

Students are to use the school computers for educational purposes. Students are to log in under their student ID and log out when done using a machine. Violations may result in the suspension of computer privileges. See the Acceptable Use policy for more details(page 15)

Attendance Policy

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

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

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

Reporting Absences

When a student will 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, then School Messenger will attempt to contact parents of students that are unexcused at approximately 9:30 a.m. and 1:15 p.m. and/or based upon the RHS schedule. For students whose parents still have not contacted the school, the school will attempt to call by 11:00 a.m. the same day or within two periods for late start students. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report the child's absence. In the event the parent was unable to contact the school, a parent note within 48 hours of the absence will verify the absence. The school secretary will maintain a permanent record of student absences and tardies. Students must sign in and out with the attendance secretary anytime they are leaving or returning to campus and must have parent/guardian permission.

Activities, Pre-excused, Excused, Medical Absences

It is the parent's responsibility to notify teachers prior to a student being absent. With regard to pre-excused absences. Students will have at least one (1) day to make up work for each day missed, upon return. Medical absences will have at least two (2) days to make up work for each day missed upon return.

Extra-curricular Activities, Co-curricular Clubs and Organizations

Participation in extracurricular activities, co-curricular activities, clubs, and organizations is a worthwhile endeavor to enhance a student's development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations.

1. To participate in any extra-curricular activity or co-curricular activity a student **MUST BE IN ATTENDANCE** the FULL DAY of the scheduled activity. Exceptions are medical or pre-arranged (prior to that day) excuses as determined by the Administration. It is the responsibility of the coach or sponsor to enforce the rule. A list of all participants in the extra-curricular activity or co-curricular activity must be turned in to the office prior to the activity.
2. There will be up to a 10 minute grace period in the morning and up to a 10 minute grace period after lunch for tardies.
3. In the case of an unforeseen situation parents/guardians need to contact administration by 8:30 A.M. in order to potentially be eligible to participate in co/extra-curricular activities that day.

Absences are considered excused when the attendance office receives either a note or a phone call verifying why a student is absent. Excused absences are not exempt from the 10-day policy. After acquiring absence #10 in any class for any reason, absences will be considered excused when certified with written documentation upon return to school for the following reasons:

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

7. College Campus Visits

Written notification must be from a medical person, legal staff, and/or pre-arranged. Absences that are not certified will be considered unexcused. School work missed during an excused absence can be made up at full credit within the allotted time-frame. Students shall have a minimum of one day to make up work for each day missed.

Unexcused Absences

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

Tardies

Classroom teachers will contact the parents/guardians of students who are chronically tardy. In addition, consequences may include detention during lunch or before/after school. Failure to serve detentions for tardiness, or accumulation of excessive tardies, may result in an office referral. Tardies beyond 10 minutes will be documented as Tardy Absences and those beyond ½ the class period will count as excused or unexcused absences. Students who earn more than 3 tardies per week may lose open campus privileges at lunch.

Excessive Absences

Excessive absences are defined as follows:

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

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

1. At the point when a student has accumulated five (5), and ten (10) absences per semester, the principal or designee will document contacts with the parent regarding attendance, including telephone calls, written communications and/or meetings. Documentation should include times, dates, and the matters discussed.
2. After five (5) and ten (10) absences per semester per class, the principal or designee will send a letter to the parent or guardian expressing concern about the student's attendance patterns.
3. The ten (10) day-letter will require the parent/guardian to respond within five (5) days. The letter will also explain that the principal may be filing a complaint of educational neglect with the appropriate Tribal and/or County agencies. This letter may be sent certified mail.
4. If, after five (5) days after the mailing of the ten (10) day letter, the parents or legal guardian have ignored communications; and if the pattern of attendance has not changed, the principal shall send a letter requesting the involvement of the appropriate Tribal and/or County agencies. Copies of this letter will be sent certified mail to the parent. Copies will also be sent to the Department of Family Services and/or Youth Probation.
5. If the parent does not comply with the provisions of the notice, the principal shall submit a request for prosecution to the Lake County Attorney and/or appropriate Tribal or County agencies. The request shall contain a written report of the investigation and supporting documents. The documentation must show evidence that the administrative procedures of the school district and statutory procedures have been followed. Documentation shall include all efforts taken by the school district to solve the problem with the student and the parents.
6. In the case of the student who continues with an excessive pattern following the ten (10) day letter written notice to parents/guardian, the school district shall not be required to exhaust its administrative procedures for dealing with the problem before the student is again turned over to the proper authorities.
7. When appropriate, the Board shall, upon recommendation of the Superintendent, consider expulsion for chronic absenteeism.

Out of District

The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students. Except as required by §20-5-321, MCA, the District will admit nonresident students at its discretion. As such, the District will screen all nonresident students and consider only those who meet the criteria set forth in Policy 3141.

1. When a parent or legal guardian of an out-of-district student wishes to have his/her child attend Ronan Public Schools, he/she shall complete an Out-of-District Admission Request and submit it to the School District before July 1 of the school fiscal year for which he/she seeks admission, unless the student can establish compelling reasons for any mid-year transfer and the School District determines that a mid-year admission is in the best interests of the Ronan Public Schools.
2. The Superintendent or designee will act on the request within five (5) school days. The Superintendent or designee is given the authority to admit or deny admission to non-resident students in accordance with this policy. Students who are denied admission by the District Superintendent or designee may appeal the decision to the Board of Trustees at its next regularly scheduled meeting. The final decision of the Board is binding.

3. The District will examine a student's records from previous school districts before any Board approval for admission.
4. The District has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the student agrees to special conditions of admission as set forth by the District.
5. The District will not admit nonresident students when doing so would cause the district to exceed the class size standards under 10.55.712 and 10.55.713, ARM.
6. The District will not admit nonresident students when doing so would require hiring additional staff or providing educational services not currently offered or would create crowding of existing classes.
7. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).
8. If the request is approved, the parents must sign a standard Out-of-District Attendance Agreement form to be filed with. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).
9. The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from District schools.
10. The Board will not admit any student who is expelled from another school district.
11. All approved requests are subject to annual review. Students will be expected to remain in good standing and classrooms affected shall not be overcrowded. Where overcrowding is present, students who have been in the District's schools longer will be given preference over those with less time in the District.
12. Parents of non-resident students shall be notified of their child's status in May. In cases where space availability is uncertain, the child will be allowed to begin school pending the final decision of the Board of Trustees at their September meeting.

Students of Legal Age

Every student, 18 years of age or older, will be deemed an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established, pursue the prescribed course of study, and submit to the authority of teachers and others in authority over them. If eighteen year old students check themselves out, the parents will still be notified. If the parent will not excuse the check out, it will be marked as unexcused. The only exception is if the student has been emancipated.

Schedule Changes

Schedule changes are disruptive to the student, teacher, other students in the classes, and record keeping procedures. Any changes to the course request done at registration must be made prior to **June 3, 2022**. Any schedule changes for Semester 1 must be made by **September 3, 2022** and any schedule changes for Semester 2 must be made by **January 28, 2023**. Students who receive the classes they registered for will not be allowed to make any schedule changes. This includes changes at the semester of yearlong classes as yearlong scheduling is completed in the summer. Any course dropped that does not meet the extenuating circumstances outlined below will receive a W/F in the class. The failure will be recorded on the student's grade transcript and will be calculated into their cumulative GPA. Extenuating circumstances include: mechanical errors, failure to meet a prerequisite for a course, failure to pass a course required for graduation, overloads in class size, a change recommended after administration consults with the parent/counselor/teacher, and any reason falling under IDEA, Section 504, or Title I. Extenuating circumstances do not include completing the registration course request incompletely or incorrectly, or not registering for required courses. These matters will be handled during the scheduling process and an appropriate schedule will be generated for the student.

Lockers

Locker use is a privilege; any student may be denied the use of a locker or reassigned a different locker due to inappropriate use. Lockers are owned by the school and provided to students for storage. Lockers will be assigned to students by grade level and students may not share lockers or use any unassigned lockers. The school is not liable for items brought to school. In order to secure possessions, it is highly recommended that students should utilize a lock upon their locker. Students are responsible for providing their own locker, lock. If the school administration needs to enter the locker without your presence and no combination was given to the office, then the lock will be cut off at the owner's expense. The school reserves the right to enter any locker at any time. Detection canines may search lockers at any time. Students must leave lockers clean at the end of the year, removing all items such as tape, glue, and stickers prior to checking out. Displays should be neat and not offensive, vulgar nor advocate illegal activities.

Video Surveillance

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

Parking

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

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

A student parking permit for the year is \$10. Students must bring in their driver's license and proof of insurance to the office. A copy of the driver's license and insurance cards will be kept on file. Please note that all information provided will be reviewed and enforced by the

administration and the SRO. Permits will be checked on a random basis beginning September 8, 2021. Proceeds from permits will be used for regular maintenance of the parking lot, sealing, painting, signs, etc.

Homework

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

Make Up Work due to Absences

Students are expected to make up all missed work when absent. Missed work includes, but is not limited to; tests, quizzes, and/or long-term assignments/projects. Students will have a minimum of one (1) day to make up work for each day missed, due to an excused absence.. Teachers do not have to accept make-up work from students with unexcused absences and may give a zero for assignments from that period. It is the responsibility of the student to contact teachers prior to leaving and/or upon their return to school to receive make-up work.

Report Cards/Progress Reports

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

Visitors

Unless otherwise authorized, visitation will only be allowed outside of the teacher contracted hours. All visitors to the high school campus are required to stop in the front office to check in. Students wanting to bring visitors to school for the day need to get prior approval from the principal.

Physical Education

Students are required to "dress out" for PE; repeated failure to do so may result in loss of credit. Appropriate clothing includes tee shirts, shorts/sweatpants and sneakers. The teacher will provide additional requirements for PE. Students need to use lockers and lock up the items in the locker room during class. The school is not liable for lost or stolen items.

Medications and Accidents

Medications should be given at home whenever possible. If it is necessary for a student to take prescription medications while at school, a parent should contact the office with the appropriate directions and a labeled prescription bottle.

If a student becomes ill or hurt during the school day, the student should notify his/her current teacher and then go to the RHS office. The RHS office will call home if the student is unable to return to class in a timely manner or the situation is serious. If a parent cannot be reached, the person listed on the student's registration form will be contacted. The school will not provide over-the-counter medicine to any student without parent permission. OTC medication will only be issued in between classes, lunch, and/or before/after school. If we cannot reach anyone, we will use our best judgment in deciding what care is needed including hospitalization. Medications of any kind should not be shared between students and may be cause for disciplinary measures.

Food Service

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

- A. Student first breakfast Free
- B. Second student breakfast \$1.25
- C. Adult breakfast \$2.00
- D. Student first Lunches Free
- E. Second student lunch \$2.00
- F. Adult Lunch \$4.00

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

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

Food & Drink

With prior approval from administration, teachers can allow food and drink on special occasions. Water bottles are allowed in the classroom except for computer labs and other equipment sensitive areas. Vending machines may be used before and after school as well as between classes. The school will not reimburse users for malfunctions of the machines. Funds from the vending machines are used to support student activities.

Volunteers

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

Clubs

RHS offers our students a number of clubs for students to join on a voluntary basis. More information will be shared with students at the beginning of the school year about how to become involved with the various clubs. Please see the eligibility section for the guidelines of participation. Students sharing a common interest may form new clubs provided that the club provides a benefit to the school, students, or community. Students interested in starting a new club must meet with the principal to develop their plan for approval. All clubs must have adult sponsors and must develop a written statement of purpose and guidelines for the operation of the club. These are to be adopted by the membership of the club and filed in the school office.

Activity Cards

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

Dances

RHS provides dances for the benefit of our students. People not enrolled at RHS will need the prior approval of the principal to attend. Students are allowed 1 guest per dance and the student who will accompany the guest must notify the principal 7 calendar days prior to the date of the dance. Approval will not be granted to anyone who is not currently enrolled in high school and they must be in good standing. The administration will do reference checks on people not attending RHS to determine eligibility. Dances will be held in district facilities during the school year from 9 pm-12:00 am (Except for the Prom, this will go from 8 pm -12:00 am.) Participants at the dance may not exit and return unless escorted by a dance chaperone. School rules are in effect at all school functions, including dances. Excessive absences may be cause for denial of admittance to the dance.

Textbooks

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

Library

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

Lost and Found

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

Parent Concerns

Concerns raised by parents/guardians about school district decisions or personnel should be resolved as quickly as possible. If you have a concern, you are urged to make an appointment to discuss the matter with the employee(s) in question. Please check in with the RHS office upon arrival on campus. If your concern is not resolved, you should contact the administration. If you are not satisfied with the result arising from your concern, an official copy of the board policy regarding complaints is available from the school office or the district office for your use. School Board Policy 1700

NATIONAL HONOR SOCIETY

Students in grades 11–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership. Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:

- **Scholarship**
 - Students must have a cumulative 3.5 GPA.
- **Service**

- This involves voluntary contributions made by a student to the school or community, done without compensation to the student, his or her family, team or organization.
- **Leadership**
 - Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**
 - The student of good character is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a clean disciplinary record.

Students who meet the 3.5 GPA scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to scholarship, service, leadership, and character. The application requires submission of the following information: most recent student transcript, updated student resume, and an essay on why they would like to be a part of NHS. The submission is reviewed by an advisory staff council of five teachers from various disciplines (Science, Math, English, Social Studies and the NHS advisor). The committee uses the following rubric to score the applicant. The applicant needs to receive a score of 140 or above to be accepted to NHS. The NHS advisor then issues letters to all applicants notifying them of their acceptance status.

Score	Academics*	Leadership	Service	Character
10-9 points	4.0	3 + leadership	3 + volunteer projects	0 negative log entries
8-6 points	3.9-3.8	2	2	1 minor entries
5-3 points	3.7-3.6	1	1	1 major or 2 minor
2-0 points	3.5	0	0	1+ major or 3+ minors
Student Score				

Honors Diploma Requirement for NHS

- Must earn a minimum of 25 credits
- Must have credits from the following areas
 - English and Language Arts **4 Credits**
 - Honors English 9, 10, 11, A.P. English 12 or equivalent
 - Mathematics **3 Credits**
 - To include at least Advanced Algebra and Pre-Calculus
 - Pre-Calculus, A.P. Calculus, Finite Math (or equivalent) - if third math class it may count as both elective and required class
 - Science **3 Credits**
 - Earth Science, Biology, Chemistry, Physics, Human Biology, A.P. Chemistry, A.P. Biology, A.P. Environmental Science - if fourth or more science class it counts as an elective
 - Social Studies **3 Credits**
 - Health Enhancement **1.5 Credits**
- **Credits 5 of the 7.5 Elective Credits** must come from classes listed
 - Fine Arts **1 Credit**
 - Honors Choir, Advanced Theater Arts, Jazz Band, Advanced Art, A.P. Studio Art
 - Vocational and Technology **2 Credits**
 - Entrepreneurship, Advanced Culinary Arts III, Accounting II, I, Advanced. Ag.Science, Advanced Technology Projects, Engineering II, Construction II, III or IV, Drafting II or Drafting III, Ag Operations, Vocational Internship
 - Spanish 3 or Spanish 4 when offered

Promotion Standards/Graduation Requirements

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

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

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

To graduate from Ronan High School, a student must have satisfactorily completed the last semester prior to his/her graduation as a Ronan High School student. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school. The Superintendent shall develop procedures for implementing this policy which include:

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

In addition:

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

Valedictorian and Salutatorian

Valedictorian and Salutatorian will be determined at the end of 8 semesters and will be based upon cumulative GPA and the completion of the Honors Curriculum. The student(s) with the highest GPA will be designated Valedictorian. The student with the next highest GPA will be designated Salutatorian. Students must be in continual attendance at Ronan High School the 4 semesters prior to graduation to be considered for the title of Valedictorian or Salutatorian. The Valedictorian and Salutatorian will be selected after the eighth semester.

Graduation with Less than Four Years Attendance

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

- A. All requests for graduation with less than four years attendance shall be presented to the Principal, who shall make a thorough review of the student's units and reasons for the request, and make his/her recommendation to the Board.
- B. After review by the Principal, the request shall be presented to the Board of Trustees. The student should make the request in a letter directed to the District Superintendent of Schools and co-signed by the parents.
- C. All students must have completed the necessary unit requirements for graduation.

Class Standing

To be eligible as a member of the following classes a student must have earned the minimum number of credits specified

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

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

Courses	General Diploma Requirements	Honors Diploma Requirement	Honors Diploma Electives
English and Language Arts	4 Credits English 9 - 12	4 Credits English 9-11, A.P. English 12 (recommended Advanced 9-11)	AP Eng. 12 or equivalent (counts as both elective & required class) Alternative: Eng. 12 + Creative Writing
Mathematics	2 Credits	3 Credits To include at least Advanced Algebra	Pre-Calculus A.P. Calculus A.P. Statistics
Science	2 Credits	3 Credits	3 rd or more science class from below: Chemistry Physics Human Biology A.P. Biology A.P. Chemistry A.P. Environmental Science
Social Studies	3 Credits	3 Credits	Adv. Native American Studies
Health Enhancement	1.5 Credits	1.5 Credits	
Fine Arts	1 Credit	1 Credit	Advanced Art* A.P. Studio Art* Advanced Theater Arts* Honors Choir* Jazz Band*
Career Technical Education (CTE): Must take at least one Technology and one Vocational course	2 Credits	2 Credits	Advanced CTE courses: Advanced Culinary Arts Accounting 2 Advanced Ag Science Ag Operations Construction 2, 3, 4 Drafting 2, 3/CADD Computer Science Principles Engineering 2 Vocational Internship
Language	Recommended (2 yrs)	Recommended (2 yrs)	Spanish 3, 4
Electives	7.5 Credits	7.5 Credits	5 of the 7.5 Elective Credits must come from this column
Total Credits	23 Credits	25 Credits	

*Extra requirements to be met along with Junior or Senior standing. *Auditions may be required. Students meeting these requirements with a GPA of 3.5 and higher will receive High Honors. Students with a GPA between 3.0 and 3.499 will graduate with Honors.

Commencement Exercises

To be eligible to participate in the graduation ceremony, a student must have documentation of completion of all the requirements for graduation. This must be turned in to the school administration on the senior's last regularly scheduled day. Any student taking correspondence courses from an accredited institution that are required to meet their graduation requirements, must have completed such

work prior to June 4th to be eligible for graduation ceremonies. Students participating in graduation exercises must wear the appropriate cap and gown. Participation in graduation ceremonies is a privilege not a right and may be revoked for disciplinary reasons. Such exclusion shall be regarded as a school suspension. In such instances, diplomas will be awarded after the official ceremony has been held.

Guidance/Counseling

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

Testing

Sophomores and Juniors will participate in testing as required by federal legislation. Many colleges require college admissions tests as part of the application process. They are also used as criteria for some financial aid and scholarships. These tests are useful to the student in demonstrating strength in academic areas when college and career decisions are being made. Grade point average (GPA) and test scores in ACT, STAR, SAT I, SAT II, and AP (Advanced Placement) are important in determining admissibility.

Transcripts

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

Check Out Procedures

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

Registration

Eighth grade students from the middle school, as well as students currently enrolled at RHS will be registering for the next year's classes in the spring of each year. Students and their families will receive information regarding promotion and graduation standards, as well as the current requirements of local state universities in the school's course catalog. It is important that course requests are completed thoughtfully. Course change requests are disruptive to the student's schedule and are not generally permitted (see page 7).

Inclement Weather Plan

We will attempt to operate the school buses every school day. In the event of school closure or bus route cancellations, the District will notify KERR Radio station - 750 AM /93.9 FM. Information will also be listed on the school's website at www.ronank12.edu as soon as possible to reflect any changes to the regular routes.

Emergency Drills

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

Early Release/Late Start

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

Fundraising

In order to conduct a fundraising event by a school class or a recognized school activity group, the principal must approve the event. The REQUEST TO RAISE FUNDS form is available in the Public Drive for Staff (X:) with all the necessary guidelines. Fundraising advisors are liable for providing documentation of their fundraising procedures and participants to administration. Advisors are also responsible for providing correct receipts of money transactions.

Insurance

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

Student Assistance Team

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

school.

Student Records

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

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

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

Equal Education

The Ronan Public School District No. 30 is committed to equality of educational opportunity. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extra-curricular and other school-related activities.

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

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

Asbestos Management Plan

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))

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. 3600.

Network and Internet Acceptable Use Policy

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

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

It is also understood that the Ronan/Pablo School District does not have sufficient staff to monitor every aspect of Computer use. Therefore anyone within the District who uses the computer networks and Internet is responsible for good behavior on school computer networks and the Internet just as he/she is in a classroom or a school hallway. Access to network services and the Internet will be provided only to those persons who agree to act in a considerate and responsible manner.

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

Terms and Conditions

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

of computer viruses.

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

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

- a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

11. Electronic Mail.

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

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The system administrator and building principals shall monitor student Internet access.

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

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

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 privileges 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 the 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 _____ school year only.

**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 ask to 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 schools 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 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
- Indian Ed. Coordinator
- Afterschool Club
- Reading/Math Interventions
- Remedial Courses
- Student Assistance Teams
- Summer School
- Credit Recovery
- Altacare
- Title 1 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

Parents Let's Unite for Kids (PLUK)

Parents Let's Unite for Kids (PLUK) is a private, non-profit parent organization serving families and individuals with disabilities of any age in the state of Montana with information, support, training, and assistance. PLUK services are available for everyone at no charge.

Contact Information: 406-255-0540, 800-222-7585, info@mtpluk.org, www.mtpluk.org

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 process, 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 facts 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 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.

RONAN & PABLO 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

RONAN SCHOOLS

STUDENT & PARENT HANDBOOK

I have accessed online or received a copy of the Ronan School District No. 30 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		Warning including discipline referral and parent/guardian contact.	3 Day suspension from the bus.	5 Day suspension from the bus and \$25.00 seat belt citation.	10 Day suspension from the bus and \$25.00 seat belt citation.	Loss of privilege to ride the bus.					
Inappropriate Behavior											
Failure to wear seatbelt/correctly											
Bounding 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						2				
Fighting or non-mutual physical aggression, verbal or physical peer to peer conflict										1	Loss of privilege to ride the bus.
Harassment/Intimidation					10 Day suspension from bus.						
Flagrant, vulgar, deliberate misbehavior; racial or gender slurs; misbehavior on a trip											
Gross disrespect of Faculty/Staff											
Level III Offense	# of Occurrences					1					
Open and persistent defiance/profane insubordination						Loss of privilege to ride the bus.					
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