

**The Rocket Way  
Student Handbook  
2023-2024**

**DO THE RIGHT THING!**

**RESPECTFUL**

**OWN IT**

**CHARACTER**

**KIND**

**EFFORT**

**TEAMWORK**

**SAFE**

**EVERY DAY!**

**EVERY TIME!**

# Administration, Faculty, Staff & Board

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## Administration and Staff:

Alexander Ator ..... Superintendent  
JaLayne Obert ..... District Clerk  
Nancy Langager ..... Executive Assistant  
Safety Director ..... Peter Wisniewski  
Jim Burrows and Tanya Wright ..... Custodial  
Kelly Songstad and Lynette Burgan ..... Food Service  
Roly DeVries, Jeff Krook, and Randy DeVries ..... Bus Drivers  
TBD ..... Paraprofessional

## Faculty:

Tera Baver ..... English Language Arts  
Kennedee Blankenship ..... Social Studies  
Sarah Clark ..... 2<sup>nd</sup> and 3<sup>rd</sup> Grade  
Brian Frank ..... 4<sup>th</sup> Grade  
Darryl Grove ..... Agricultural  
Caitlin Hall ..... English Language Arts and Social Studies  
Ressa Herta ..... Special Education/1<sup>st</sup> Grade  
Therasa Kosel ..... Physical Education/Health  
Jacki Jessen ..... English Language Arts and Social Studies  
Jennifer Larson ..... Science  
Misty Pitts ..... Library  
Janice Polzin ..... Art  
Katy Raucsh ..... Mathematics and Science  
Sarah Shoopman ..... Mathematics  
Denyse Vanek ..... Kindergarten  
Lisa Young ..... Counselor  
Peter Wisniewski ..... Special Education

## Board of Trustees:

Michelle Swansborough ..... Chair  
Brandon Crane ..... Vice Chair  
Joel Bertolino ..... Member  
Mariah Holdbrook ..... Member  
Nick Dodd ..... Member

## **MISSION STATEMENT**

**Roberts School is committed to student learning by setting the PACE.**

**Positive Attitude Achievement Character Development Educational Excellence**

## **CHANGE OF POLICY NOTIFICATION**

Occasionally there may be changes of policy as outlined in the Student Handbook. These changes will appear in the monthly newsletter and will be posted on the bulletin board across from the high school office. Thereafter, any change will be the responsibility of the student to abide by the new policy.

## **GRIEVANCE/COMPLAINT PROTOCOL**

To properly solve a problem informally, begin by discussing it with the person closest involved. If the problem remains unsolved, continue the discussion up the “chain of command.” If the “chain of command” is not followed, problems cannot be solved.

1. Student
2. Teacher, Coach, or Sponsor
3. Athletic Director (if issue is athletically related)
4. Superintendent of Schools
5. Board of Trustees

Any person with a concern about the school will be required to complete a “Request for Resolve of Concern” form available at the office. Once this form is completed and signed by the concerned party, the Superintendent will follow the proper “chain of command” to try to resolve the concern. If the problem cannot be resolved at the Superintendent level, the concerned party can ask to be put on the School Board agenda.

## **ENROLLMENT, REGISTRATION AND RECORDS**

We welcome new students to Roberts School. We hope you will enjoy your education here. The counselor, teachers, superintendent and staff stand ready to assist you in any way. Enrollment and registration is contingent upon the status of the student as described below:

Once the student has been accepted for enrollment, the following documents will be needed prior to registration and official enrollment at Roberts School.

Immunization Record: A school district may not enroll any person as a pupil unless, prior to enrollment, the person has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella and measles (rubella) in the manner and with immunizing agents approved by the state health department. Pertussis vaccination is not required for a person seven years of age or older.

1. Copy of transcript, copy of latest report card, or recent withdrawal form from previous school.
2. Required Emergency Medical Consent form completed.

\*\* All out of district students wanting to enroll in Roberts School will be required to fill-out all necessary district paperwork and await review of past academic and disciplinary records before they will be officially enrolled in Roberts School at discretion of the School Superintendent and Board of Trustees.

## **18-YEAR OLD STUDENTS**

Students in our school that have turned 18 years of age, or will turn 18 years of age by the end of the school year, have the right, or will soon have the right, by law, to excuse themselves from school. We will honor that right according to Montana law as follows:

*"Eighteen year old men and women are adults under the Montana Constitution, and have the rights and responsibilities of adults while attending Roberts High School."*

**\*\*Please note that any absences without proper notification will be considered unexcused.**

This also means that all 18-year-old students have the right to privacy concerning all school reports and/or grades, including report cards. Report cards will be sent home to parents of 18-year-old students until a letter, written by the student and legally notarized, is submitted to the Superintendent of School.

## **ADMISSION AGE**

Kindergarten is our first level of education at Roberts School. Starting age for Kindergarten is five years old before September 10. Starting age for first grade is six (6) years of age before September 10. (Section 20-5-101), MCA. Both a birth certificate and immunization record is required before a student can be enrolled in kindergarten. These items will be kept on file in the student's cumulative folder.

## **ADMISSION OF IN-DISTRICT STUDENTS**

The Board of Trustees of Roberts Public Schools recognizes that all in-district students by state and federal must be provided a free and appropriate public education (FAPE). Under FAPE In-Districts with previous disciplinary or attendance issues may be provided FAPE in an alternative setting.

## **ADMISSION NON-RESIDENT STUDENT ATTENDANCE POLICY**

Roberts Public Schools has a tradition of helping out of district struggling students succeed. With this being said, RPS feels it appropriate to allow out-of- district students on a case by case basis at the discretion of the Superintendent and Board of Trustees. The review process will include, but is not limited to prior discipline, attendance, academic and extra-curricular records. The review process will evaluate the issues of overcrowding of classes and the need to hire additional staff. Out-of-district students may be placed on firm contracts that apply specifically to the individual's past records.

At the end of each school year, all out of district students will be reviewed by the school superintendent.

### **GRADUATING EARLY**

It is the philosophy of the administration and Board of Trustees that early graduation not be allowed at Roberts High School without consent of the superintendent and local board of education. Unless the student can demonstrate an advantage or need to graduate early, he/she should complete four (4) full years of high school prior to making future decisions and plans such as college, vocational school, military, or entering the work force or society.

### **GRADUATION REQUIREMENTS**

Students must earn twenty-five (25) credits to graduate from Roberts High School.

Within the twenty-five (25) credits, students must earn credit in the following classes:

ENGLISH.....	four (4) credits
MATHEMATICS .....	three (3) credits
PHYSICAL SCIENCE.....	one (1) credit
BIOLOGY .....	one (1) credit
ADVANCED SCIENCE (Chemistry, Physics, Anatomy and Physiology) .....	one (1) credit
UNITED STATES HISTORY .....	one (1) credit
WORLD HISTORY .....	one (1) credit
AMERICAN GOVERNMENT .....	one (1) credit
PHYSICAL EDUCATION/HEALTH ENHANCEMENT .....	two (2) credits
FINE ARTS.....	one (1) credit
COMPUTER EDUCATION .....	two (2) credits
ELECTIVES.....	seven (7) units required

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\*\* Units of credit earned in any Montana high school accredited by the Board of Public Education shall be accepted by all Montana high schools. A unit of credit is defined as the equivalent of at least 225 minutes per week for one year.

\*\*\* One quarter accounts for 1/4 of one credit. To earn a full credit a student must take the class for four quarters and pass the course.

It is very important to plan ahead to make sure that all graduation requirements for Roberts High School have been met. If a student is planning on going onto college, it is important to make sure that the courses required to attend that college are taken. If any questions or concerns arise with graduation requirements, contact the school guidance counselor for further information.

Students will be allowed to enroll in as many independent study courses as they wish. However, Roberts High School will only allow two (2) credits from independent study courses to count toward graduation. All independent study courses and those to be used for graduation must be taken through an Independent Study Program approved by the Superintendent.

### **MONTANA COLLEGE PREPARATORY PROGRAM REQUIREMENTS**

The credits listed below are those courses specifically spelled out by the Montana State Board of Regents of the Public Higher Education system that students must complete for automatic acceptance into any of

Montana’s 4-year public schools. These schools are:

- Montana State University - Bozeman
- Montana State University - Billings
- Montana State University - Northern (Havre)
- University of Montana - Missoula
- Montana Tech of the University of Montana (Butte)
- Western Montana College of the University of Montana (Dillon)

The credits will include:

English.....	Four (4) years
Mathematics (Algebra I, Algebra II, Geometry).....	Four (4) years
Science (Physical Science, Biology, Chemistry, or Physics) .....	Four (4) years
Social Studies (World History, American History, Government) .....	Four (4) years
Other electives (foreign language, computer sciences, visual/performing arts, vocational) .....	Two (2) years

**GRADUATION POLICY**

Senior class members who have not completed the requirements for graduation by the last day designated for Seniors in the month of May will not receive a signed diploma and will not be allowed to go through commencement exercises at graduation. In the instance where a Senior is .5 credit or less short of graduation requirements he/she will be allowed to participate in commencement exercises. In this case, the student will receive a Certificate of Attendance.

Any 8<sup>th</sup> grade students failing a fall or spring semester class will not be allowed to participate in the 8<sup>th</sup> grade graduation ceremony.

**HIGH SCHOOL GRADE LEVEL STATUS**

Senior status will only be assigned to those students who are eligible to graduate at the end of the school year. A student must have a minimum of 18 credits to be considered a Senior. In order to be considered a Junior, a student must have earned a total of 12 credits. In order to be considered a Sophomore, a student must have earned a total of 6 credits. In order to be considered a Freshman, a student must successfully complete the 8<sup>th</sup> grade as determined by the Superintendent of Schools.

**HOMELESS YOUTH**

The State of Montana defines homeless as, “individuals who lack a fixed, regular, and adequate nighttime residence.” The Roberts School District will work to support homeless youth by supporting students in all access as related to the McKinney-Vento Act. For more information on supports please the Office of Public Instruction webpage for homeless youth.

<https://opi.mt.gov/Leadership/Academic-Success/Title-Other-Federal-Programs/Homeless-Children-Youth#9942611161-resources-for-families--students>

A local contact for support in enrollment and available services is Lisa Young, Instructional Coach, 406-445-2421, [young@roberts.k12.mt.us](mailto:young@roberts.k12.mt.us)

Homeless youth is eligible for the following service:

- Instant Enrollment
- Free and Reduced Lunch
- Travel Supports to and from School
- Other Items Defined in State and Federal Code

## **STUDENT RECORDS POLICIES AND PROCEDURES**

Montana School Law will be followed in all cases regarding student records along with the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's educational records. A copy of this policy is located in the office of the Superintendent of Schools.

In addition, regarding student records, federal law requires that "directory information" on students may be released by the School District to anyone who requests it unless the parent and/or guardian object in writing to the release of any or all information. This objection must be filed within eight (8) days of the time the Student Handbook is given to parents. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, 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 previous schools attended. In exercising their rights as parents and/or guardians, to limit the release of this information, they will mark through the items of directory information listed above that they wish the School District to withhold regarding their children.

## **VALEDICTORIAN / SALUTATORIAN REQUIREMENTS**

It is the philosophy of the school district that it is important to validate the integrity of the Senior Class Valedictorian/Salutatorian. As a result, in order to earn Valedictorian/Salutatorian honors, a student must have the following qualifications:

1. Valedictorian - highest cumulative grade point average; Salutatorian - second highest cumulative grade point average at the completion of the third quarter of their senior year.
2. Complete the following:
  - a. four (4) years of Mathematics classes – 3 required courses (Algebra I, Geometry, and Algebra II) and 1 upper class, (Pre- Calculus, Trigonometry, Calculus, or Advance Math)
  - b. four (4) years of Science classes including Chemistry, Physics and/or Anatomy & Physiology.
  - c. four (4) years of English
  - d. four (4) years of History
3. must have attended Roberts High School for a minimum of four consecutive semesters during the Junior and Senior years.

In the case of one or more students having met the qualifications, co-Valedictorian awards will be presented. If there are no students who meet the qualifications for Valedictorian and/or Salutatorian, the awards will not be given.

## HIGH SCHOOL GRADUATION EXERCISES

\* It is the intent of the administration to give freedom to the senior class Valedictorian and Salutatorian to speak at high school graduation. All valedictorian and salutation speeches will be discussed with and approved by the administration.

All graduation activities must have superintendent approval. A list of activities, props, and music selections must be presented in writing to the superintendent one week prior to graduation.

\* A Commencement speaker must be selected by the Senior class by March 1 of each year. Keep in mind this person must make arrangements well in advance to speak at high school graduation. If no Commencement speaker is chosen by this deadline, no Commencement speaker will be used in graduation exercises.

# **SCHOOL SAFETY**

Roberts School District is committed to providing a safe learning environment for our students and working environment for our staff. Recent events in our country have forced us to realize that violence can happen anywhere; therefore, we have implemented policies to ensure a safe environment. We ask for your cooperation in helping enforce these policies to maintain a violence free school environment.

Our goal is to provide a comfortable, enjoyable learning environment at Roberts School. We encourage all of you to be a positive part of this goal.

The following are the policies of Roberts School District #5 that deal either directly or indirectly with violence. Please discuss these policies with your child/children and explain the importance of each policy.

## **ALCOHOL, TOBACCO AND DRUGS ON SCHOOL GROUNDS-TIER 3**

The school building and grounds are tobacco, alcohol and drug free zones.

The use and/or possession of tobacco (nicotine), alcohol, drugs or other controlled substances at Roberts School is prohibited by both school policy and Montana law. Students caught in possession of and/or using controlled substances of any kind on school grounds will be suspended from school. Local law enforcement authorities may be notified by the school superintendent. In all cases parents or guardians will be notified by administration.

Any student who provides the staff with reasonable suspicion of use, possession, or possession of paraphernalia of controlled substance will have their parents contacted by administration to consent to testing for controlled substances. Parents unwilling to consent to testing, will be considered admission of guilt by the student and family. Parents may be help responsible for cost of testing.

Any student who consents to testing and is found to be positive for said substance will receive a 50% reduction in penalty for activities other disciplinary measures.

See Training Rules for Extra-Curricular applications.

## **ASBESTOS NOTICE TO PARENTS**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 2007 an inspection of our school building for asbestos containing building materials was conducted. It was discovered within that inspection that the Roberts School is in compliance with the rules and regulations of the EPA guidelines for asbestos. The inspection found that our current building is safe and that the areas with asbestos are properly maintained and covered. The inspection findings and asbestos management plans have been on file in the school office since that time.

The EPA requires the school district to perform inspections of the asbestos material every three years.

## COMMUNICABLE DISEASES POLICY

Students are entrusted to the care and safety of the school staff. To provide a disease-free environment which does not endanger the health of students and staff, the Superintendent shall implement procedures ensuring that all school buildings are in compliance with rules and regulations regarding the presence of persons on or about any school premises who have, or who have been exposed to contagious diseases deemed dangerous to the public health.

The Superintendent will report to the local health officer for specific measures in handling suspected cases of communicable diseases. The local health officer has the discretion to institute appropriate measures to control or eliminate the spread of the disease in the school population and may include the recommendation for closure of school and exclusion of susceptible persons from school.

Close cooperation and consultation between the administration and the health department is essential for the effective control of "nuisance" diseases, such as lice, ringworm and scabies. The administrator may consult the health officer for assistance in handling suspected cases. A child suspected of having, or being able to transmit a contagious condition shall be excluded from school for a minimum of 24 hours.

In the case of lice, ringworm, and scabies, the student excluded from school will be required to bring a note from the county health nurse or a licensed physician stating the condition no longer exists and all symptoms have disappeared before returning to school and admittance back into class.

In addition, a student who has been diagnosed with lice will need to be checked again by either the county health nurse or a licensed physician SEVEN to TEN days after the initial treatment. The student must present a note to the Superintendent from the nurse or physician stating again that the condition no longer exists and all symptoms have disappeared before returning to school and admittance back into class. Failure to follow this seven-to-ten day policy would result in the student being excluded from school until clearance obligations have been met.

## EMERGENCY PROCEDURES

One of our goals at Roberts School is to provide for student safety. To maintain student safety, the following information details what actions must be taken should an emergency arise. It is important to remember to stay calm in any emergency situation. Please read the following procedures to understand what is expected of you if an emergency arises. REMEMBER, emergencies are not scripted, we have to be prepared for the unknown.

### BOMB THREAT-TIER 3

In case of a bomb threat, students will evacuate the building through their designated exit and proceed to the Methodist Church. Students will remain at the church until ordered by the Sheriff's Department and/or Fire Department to either go home or return to school. In a case where students are sent home, parents will be called to pick-up their child/children.

***A code phrase of {" Evacuate"} will be used over the intercom if this instance occurs.***

## BASIC RULES TO FOLLOW:

1. Do not touch a “suspect” device
2. Do not transmit a cell phone and/or radio around any “suspect” device
3. Telephone numbers to call from a landline: **911**
  - a. Montana Department of Emergency Services: 841-3911

Billings Police Department: 657-8459

## FIRE

In case of a fire, students will evacuate the building through their designated exit and proceed to the Methodist Church. Students will remain at the church until ordered by the Fire Department to either go home or return to school. In a case where students are sent home, parents will be called to pick-up their child/children.

## FIRE EVACUATION PROCEDURES

\* All UPSTAIRS classrooms will exit through the back steps toward the bus barns. Option two will be to exit through the west exit in the old gymnasium.

\* All ELEMENTARY classrooms will exit through the back door toward the Shop. Option two will be to exit through the south front entryway.

\* The Art, PE, Science, and Mathematics classroom will exit through the southeast old gymnasium exit. Option two will be to exit through the south front entryway.

\* The CAFETERIA will exit through the back door toward the Shop. Option two will be to exit through the south front entryway.

\* The MUSIC ROOM will exit through the old gymnasium’s west exit. Option two will be to exit through the old gymnasiums northeast exit (closest to the stage).

\* The OLD GYM/WEIGHT ROOM will exit through the old gymnasiums northeast exit (closest to the stage). Option two will be to exit through the west exit in the old gymnasium

\* The LIBRARY and COMPUTER LAB will exit through the south main entrance. Option two will be to exit through the north main entrance.

\* The NEW GYMNASIUM will exit the gym through the west exit doors of the new gym. Option two will be to exit through the south front entryway.

NOTE: The first person out of the room is to hold the door open until all persons are out. The teacher will then ensure that all students are out of the room and close the door.

Familiarize yourself with these exit routines so that you know what to do and where to go at any time during the school day.

Upon gathering at the designated exit gathering point, attendance will be taken to ensure all students are safely out of the building. Students and staff will then proceed to the Methodist Church for a second student count and further directions. No students or staff will be released until directed by the Superintendent.

### **GUN THREAT-TIER 3**

In the case of a gun threat, teachers will lock their classroom door and move all students away from viewable areas. All students in the gymnasium and music room will proceed to the weight room. Students in the cafeteria will proceed to the food storage area behind the serving area. The serving area window will be closed and locked along with the door to the serving area. Students outside on the field will move to the northern goal post. All students will remain with an adult/teacher until the situation is considered under control by the proper authorities.

***A code phrase of {"Lockdown"} will be used over the intercom if this instance occurs.***

*The Superintendent will use the intercom to state when all instances are safe and school is safe to resume. We will not call parents to pick-up children immediately, as doing so would bring more people into the "danger zone" and add confusion to an already serious situation.*

### **POSSESSION OF A WEAPON ON SCHOOL GROUNDS-TIER 3**

The purpose of this policy is to ensure a safe school environment for students, staff and the public.

GENERAL STATEMENT OF POLICY: Student or non-student, including adults and visitors, shall not possess, use or distribute a weapon when on school grounds. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

#### **DEFINITION:**

1. "Weapon"
  - a. A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns: pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace; and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
  - b. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look alike guns; toy guns; and any object that is a facsimile of a real weapon.
  - c. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate others. Such use will be treated as possession and use of a weapon.
2. "School Location"
  - a. Includes any school building or grounds, whether leased, rented, owned or controlled by

the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under jurisdiction of the school district.

3. "Possession"
  - a. Means having a weapon on one's person or in an area subject to one's control in a school location.

#### EXCEPTIONS

1. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his/her possession, and immediately notifies the superintendent's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the superintendent's office, a student shall not be considered to possess a weapon if he/she immediately turns the weapon over to a teacher or other staff member or immediately notifies staff of the weapon's location.
2. It shall not be a violation of this policy if a non-student falls within one of the following categories:
  - a. Licensed peace officer, military personnel, or students participating in military training, who are performing official duties.
  - b. Persons authorized to carry a pistol under Montana state statutes, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear of the vehicle.
  - c. Firearm safety or marksmanship courses or activities conducted on school property;
  - d. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  - e. Possession of dangerous weapons, BB guns or replica firearms with written permission of the superintendent or other person having general control or supervision of the school;
3. Policy Application to Instructional Equipment/Tools

While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regards to non-students, such a position is not meant to interfere with instruction of the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

1. The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
2. Pursuant to Montana law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.
3. The Following Consequences will be followed for all weapons:
  - a. immediately out-of-school suspension
  - b. confiscation of the weapon
  - c. immediate notification of police

- d. parent or guardian notification; and
  - e. recommendation of dismissal for a period of time, not to exceed one year, for all weapons other than a firearm, which is set by State Law.
4. Administrative Discretion: While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS

1. Other Non-students
  - a. Any member of the public who violates this policy shall be informed of the policy and asked to leave school grounds. Depending on the circumstances, the person may be barred from future entry into school grounds. In addition, if the person is a student from another district, that school district will be contacted concerning the policy violation.
  - b. If appropriate, law enforcement will be notified of the policy violation and may be asked to escort the violator from school grounds.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Students involved in violation of the weapons policy will be suspended from school until a hearing of the Board of Trustees can be scheduled. The minimum suspension would be ten (10) school days.

Any student subject to an expulsion shall be entitled to a hearing before the Board of Trustees, in accordance with Section 20-5-202, MCA.

## SCHOOL LOCKER - CARE AND SEARCHES

Students are assigned lockers and are responsible for the contents of the assigned locker. Students are not allowed to change or trade lockers without permission of the Superintendent of Schools. Students are encouraged to lock their lockers. A key or combination should be left with the office on your student information sheet. Students are advised against leaving money or any other valuables in their lockers. It is further expected that all students will keep the areas around their respective lockers clean and free of personal possessions and debris. No stickers, posters or pictures that are not considered respectful and tasteful are allowed on lockers.

Students are not allowed to obstruct the normal movements of others in narrow hallways.

The Superintendent is responsible for conducting and supervising routine inspections of all lockers.

To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property (lockers are considered school property) and equipment, as well as of students and their personal effects.

School authorities may inspect and search property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal and dangerous substances or material, including searches conducted through the use of specially trained dogs.

School authorities may search the student and/or student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the School District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

If a search produces evidence that the student has violated or is violating the law or the School District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **THREATS OF VIOLENCE-TIER 3**

1. No threats of violence will be tolerated. Students shall not make any threats, suggestions, or predictions of violence against any person or group of persons or to the school building - whether made orally, in writing, or via e-mail. No threat of violence will be considered a joke. Any bomb threat or threats of violence - whether or not made during school hours or on school grounds - shall result in immediate suspension and/or expulsion.
2. The superintendent shall report any threats of violence to the police.
3. When a student is suspended from school for making threats, the student may not return to school until he/she has completed a psychiatric evaluation that states, specifically, that he/she is stable and capable of returning to school, that he/she does, not pose a threat to him/herself or others at school.
4. The superintendent may recommend expulsion of a student to the school board. If a student is expelled for making threats, the student may not return to school or be on school grounds at any time.
5. All students shall report any and all threats of violence, including jokes and threats of suicide, by informing the superintendent, classroom teacher, or guidance counselor. This includes both threats to students and staff members.
6. The school district reserves the right to hold the student responsible for any costs and/or damages incurred by the district because of a threat.

### **HAZING, BULLYING, AND CYBER BULLYING-TIER 3 OFFENSE**

Roberts School District is a place of learning and development. District policy specifically prohibits using violence, force, noise, coercion, threats, and or urging others to engage in such conduct. The district will maintain a zero tolerance policy on all hazing activities.

Generally, hazing means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, organization or club, or for any other purpose.

Hazing, bullying & cyber bullying include, but is not limited to:

1. Any type of physical brutality
2. Any type of physical activity or other type of activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
3. Any activity that discourages a student from being in school whether the location of the incident is on or off campus.
4. Any activity that is in violation of the law or school rules.
5. Knowingly aiding and abetting another person who is engaging in hazing.

### **SEX EQUITY AND EQUALITY-TIER 3**

Equal educational opportunities shall be available for all students without regard to race, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance using the procedure on the following pages of this handbook.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs or activities.

Inquiries regarding discrimination or intimidation should be directed to the Roberts School District Title IX Coordinator and/or Superintendent.

### **SEXUAL HARASSMENT POLICY-TIER 3**

Sexual Harassment is illegal! Sexual Harassment is prohibited by federal and state law and shall be considered a violation of this policy.

It is the policy of the Roberts School District to provide a learning and working environment free from discrimination. Any complaints of Sexual Harassment by a student, staff-member or parent reported to an employee of the school district must be reported to the superintendent in writing. Please include a description of events, time, date, witness(es), and person(s) involved. Sexual Harassment will be dealt with as a severe discipline infraction by the school's superintendent or principal. In egregious or repeat events local law enforcement may be involved.

Examples of Sexual Harassment include but are not limited to:

1. Inappropriate language, sexual comments and unwanted touching
2. Public Displays of Affection
3. Anything that makes surrounding people uncomfortable or uneasy

# **DAILY OPERATIONS**

## **ALTERNATIVE LESSON PROCEDURES**

If a parent does not want their children to participate in a school lesson (academic, counseling, etc.) the following procedures are to be followed:

1. Parent/guardian will notify the teacher and Superintendent of the specific area(s) of concern in writing.
2. If the teacher and Superintendent determine that an alternative lesson is appropriate, they will then designate what the alternative lesson will consist of.
3. The alternative lesson must be of comparable difficulty for grading purposes. The teacher and Superintendent shall make this determination.
4. The teacher will be responsible for grading the alternative assignment and recording the grade in his/her grade book.

## **BIRTHDAYS AND HOLIDAYS**

We are happy to accommodate your child's birthday celebration at school. Birthdays are usually celebrated during the last period of the day. Please contact your child's teacher to make arrangements. Celebrating holidays such as Christmas, Valentine's Day, and Easter is optional, depending on the teacher's choice. If for some reason, you do not want your child to participate in the celebration of a holiday and/or birthday, please contact his/her classroom teacher.

## **BUS TRANSPORTATION**

Roberts School will provide bus transportation to and from school. Students are encouraged to ride the bus. A student that plans to occasionally ride the bus, must provide the bus driver with a written note or be granted approval by the Superintendent.

All students will behave appropriately and safely while riding on a school bus. The bus drivers will not tolerate students stopping drivers from doing their job or preventing other students from having safe transportation. A student, who commits an infraction of school or bus rules while riding on the bus to and from school and/or on school activities, will be disciplined according to the seriousness and frequency of the offense. Drivers are authorized by the school district to take any or all of the following disciplinary actions:

1. verbal warnings
2. assigning seats on the bus
3. issuing written warnings to the Superintendent of Schools for disciplinary action through the office.

## **GENERAL BUS RIDING RULES**

1. Follow directions of the driver. TIER 1
2. Students are to load the bus until the driver or coach is on the bus. TIER 1
3. Stay in assigned seats, sit down facing toward the front of bus, keep all parts of your body inside the bus, leave aisle clear. TIER 2

4. Pushing, shoving, fighting, bullying, or loud boisterous talk at any time is not to be tolerated. TIER 2
5. Emergency doors and windows are to be used by in the case of an emergency exit only. TIER 1
6. Food, candy, pop may be eaten at the teacher/coaches/bus drivers discretion on field trips, athletic events, other school sponsored trips or on the daily bus routes. TIER 1

## **BUS TRAVEL- FIELD TRIPS AND ACTIVITIES**

Field trips that promote student learning and meet teacher goals are encouraged. All field trips must be approved by the Superintendent before any plans are made or any information is given to students. All field trip requests must reach the Superintendent at least 15 school days prior to the date requested so proper arrangements can be made and notes can be sent home to parents.

All field trips will include a proper number of adult chaperones approved by both the teacher and the Superintendent of Schools. Other than the teacher(s) involved in the field trip, a guideline of one adult chaperone per each 10 students on the field trip will be ideal. At discretion of the superintendent, one chaperone can advise over a larger group. Chaperones will be seated throughout the bus and assigned seating will be implemented if necessary.

All students will ride to and from the field trip on the school bus unless permission has been given to ride with parents directly from the Superintendent of Schools. When both genders are riding the bus, a separation of the genders will be maintained. It is the responsibility of the advisor of the group to make sure the students are following this policy. Any misbehavior reported to the Superintendent of Schools during a field trip may result in suspension from school.

## **CARE OF TEXTBOOKS**

All textbooks are loaned to the students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. The student will be required to pay full replacement costs for lost or damaged books. TIER 2

## **CLASS AND TIME SCHEDULE**

School begins at 8:00 am each day, and ends at 4:00 pm. Roberts School will be on a regular two semester system, with grades being administered by teachers each quarter.

### Monday-Thursday

<b>Period</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>LUNCH</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Class Begins	8:00	9:00	10:20	11:20	12:20	12:40	1:40	2:40	3:40
Class Ends	8:57	9:57	11:17	12:17	12:37	1:37	2:37	3:37	4:00

Lunch Release Time	Duty & Seniors 12:14 Rest: 12:17
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## **CHECKING OUT OF SCHOOL PROCEDURE**

It is important that the Superintendent and office know when a student leaves school grounds because of legal requirements.

Students may leave the school premises only with the permission of the Superintendent during regular school hours except during lunch. During lunch, high school students may leave the school premises but may not drive a vehicle. Elementary and junior high students are not allowed to leave the school grounds during lunch unless extenuating circumstances occur with direct permission of the Superintendent.

If it becomes necessary for a student to leave school at any time, students must check out through the office with WRITTEN or VERBAL parental permission before leaving the school grounds.

Students who fail to follow this procedure will be considered “unexcused” and will be disciplined accordingly

## **GUIDANCE AND COUNSELING SERVICES**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

## **HOMEWORK**

Students should expect that homework will be assigned at various levels. Please make it a point to involve yourself with your child's work. This practice will give you a better idea of what your child is working on in school.

## **LOST AND FOUND MATERIALS**

Articles of clothing found in and around the school should be turned in to the administrative offices where owners may claim their property by identifying it. All items not claimed by the beginning of even months will be disposed or donated.

## **OFFICE AREA/FACULTY WORK ROOM**

Students are not allowed behind the front counter or in the administrative offices without permission. The faculty work room is for teachers and staff. Students are not allowed in the faculty work room without permission.

## **OFFICE BULLETIN BOARD**

The front entry bulletin board should be checked by students and teachers daily for notices and other types of information. Everyone must receive permission from the office before posting any notice on the bulletin

board.

## **OPEN CAMPUS STUDY HALL**

The Following students may earn the privilege of an open campus study hall.

1. High School student having a 3.6 cumulative GPA or higher
2. High School students having a 3.0 GPA or higher and perfect attendance from the previous quarter.
3. Senior students with a 3.3 cumulative GPA or higher

Students with open campus permission cannot drive or linger in the school hallways, but may sit outside, in the library and in the gymnasium. Open campus is a privilege, not a right and if students take advantage of the opportunity and are disrespectful to schools overall learning environment the privilege will be removed.

## **PARENT-TEACHER CONFERENCES**

One of the priorities of Roberts School is keeping parents informed of their children's progress and needs.

The school district has scheduled parent-teacher conferences, which will be open for all parents who are interested in the progress of their child. In addition, if parents wish to talk with their child's teacher at other times, they should call the office to schedule a conference. Conferences will take place before or after school or during the teacher's conference period.

Two Parent-Teacher Conferences are scheduled for the upcoming school year.

## **PROGRESS REPORTS**

Midterm Progress Reports will be sent home with your children following the 5<sup>th</sup> week of each quarter. Any question or concerns about these Progress Reports may be addressed by a note, phone call or scheduled appointment with the teacher(s).

## **SCHOOL LUNCHES**

Daily lunch tickets will be \$2.35 for elementary students; \$2.60 for junior high and high school students; and \$3.60 for adults.

The purchase of school lunch will be on a cash basis in advance. All school lunches need to be paid for in advance of eating. Please purchase your lunch tickets from the office at any time of the month.

Extra milk, other than the one provided with the meal, can be purchased for \$.40 per carton.

Free and reduced lunch forms are available for families who believe they may be eligible. Please check at the office.

## **SEX EQUITY AND NONDISCRIMINATION-TIER 3**

Equal educational opportunities shall be available for all students without regard to race, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance using the procedure on the following pages of this handbook.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs or activities.

Inquiries regarding discrimination or intimidation should be directed to the Roberts School District Title IX Coordinator and/or Superintendent.

## **SENIOR TRIP**

The Roberts Public Schools allows the junior class the first opportunity for athletic concession stand income and allows its classes to raise money for graduation and other expenses. In the case of an abundance of money made by a class the board of trustees and superintendent will recognize the students' privilege to attend a senior trip if the following criteria are met:

1. The sole cost of the trip is on the class. This includes all meals, chaperone cost, transportation cost (including cost of the driver) and all recreational activities. All funds should be attained by the November Board Meeting of their senior year.
2. There is an educational component to the trip.
3. The students only miss a maximum of two days of school.
4. All seniors going must be eligible under the semester eligibility rule and if a bus is taken eligible under the weekly eligibility rule.
5. Any student refusing to fundraise or is new to the class as a senior is unwelcome on the trip unless the class votes them eligible to attend by a  $\frac{3}{4}$  majority.
6. The class leadership comes in front of the board of trustees with a finalized proposal by the November School Board Meeting.
7. Any students with major discipline or attendance issues may be recused from the trip by the school superintendent.

## **SPECIAL EDUCATION SERVICES**

Roberts School supports and encourages the education of exceptional children from three years of age to 21 years of age. An individual education plan (I.E.P.) designed to provide the least restrictive learning environment is developed for each special education student.

The Roberts School District has adopted the special education policies and procedures as specified in the Program Narrative of the Yellowstone-West/Carbon County Special Services Cooperative and consistent with the requirements of the Administrative Rules of Montana, the Montana State Plan and the IDEA. Copies of the complete narrative are available upon request.

## **STUDENT AIDES**

In order for a student to be an aide, that student must meet the following criteria:

1. Be a Junior or Senior
2. Have a cumulative grade point average of 3.25
3. Have a cooperating teacher, counselor and Superintendent sign-off.

A student aid will earn  $\frac{1}{2}$  of a credit per semester. A pass or fail grade will be given to the aide and the grade received during time aiding will not be used when calculating the student's grade point average. A student aid will be required to keep a weekly journal of the activities they are completing in the classroom. Upon the completion of each semester a two page reflection paper will be handed in to the superintendent for review.

## **STUDENT LUNCH RECESS PRIVILEGES-TIER 2**

High School students (9-12) may leave campus at lunch, but are not permitted to drive vehicles during school hours (8:00 am until 4:00 pm). Exceptions may be made by the Superintendent due to extenuating circumstances.

Junior High students (7-8) may walk home and eat lunch with written permission from their parent/guardian. These Junior High students are not to go to any other destination during the lunch hour with the exception of home and are not to bring other students with them.

Elementary students (K-6) are to stay on campus at all times during school hours unless they are signed out by a parent/guardian. (8:00 am until 4:00 pm).

Any student that fails to abide by these rules will face disciplinary action through the Office of the Superintendent.

Students in grades 7-12 are to stay in the new gymnasium and foyer area during the lunch hour if they choose to stay in the building. Students are not to loiter in the lower hallway, locker rooms, or outside in front of the school; nevertheless, they are allowed to retrieve items from their locker. The lower gymnasium is closed during lunch unless the duty teacher is supervising in the lower gymnasium.

## **TIER SYSTEM**

The Montana Behavioral Intervention (MBI) has an expectation for us to TIER our discipline procedures.

1. Tier 1 items are items that are to be handled strictly by a teacher, coach, or other responsible adult in the facility. These items are nicknamed minors. They include but are not limited to items such as: Not being prepared for class; hats in the hallway; toys at recess; being loud and boisterous in the hallway; one or two missing assignments; etc.
2. Tier 2 items are items that are typically handled by a teacher, coach or other responsible adult that should be documented or an administrator should follow up in a timely but not immediate matter. These items are not illegal but are not to be accepted in a school setting. This includes but is not limited to items such as: Blatant disrespect; tardy to class; multiple missing assignments; etc.
3. Tier 3 items are items that are illegal or are points of emphasis that are to be handled by administration for consistency purposes. There are numerous examples of Tier 3 throughout the handbook.

## **VENDING MACHINE AND CANDY USE-TIER 1**

Pop, candy and snacks can be eaten after school. The water and juice machines will be available from 8:00 am to 4:00 pm Monday through Thursday. No one may eat or drink in the classrooms during regular school hours (8:00 am until 4:00 pm) within the school. Students may not bring pop or candy into the school at any time during the regular school day. Special occasions that warrant bringing these items into the school, need prior approval from the Superintendent.

## **VISITORS ON SCHOOL PROPERTY**

We welcome and encourage visitors to see our school. When visiting, we require all individuals to check in at our front desk. If you would like to visit with your child's teacher, please schedule an appointment. Student visitors will not be allowed into the school building without prior Superintendent approval.

Unauthorized persons on Roberts School grounds may be subject to the Montana Trespass Law

# STUDENT INFORMATION & BEHAVIOR EXPECTATIONS

	Classroom	Hallway	Bathroom	Internet	Assembly / Concert	Athletic Events	Bus	Lunchroom	Playground	Playground w/Snow
<b>Respect</b>	<ul style="list-style-type: none"> <li>-Use appropriate voice levels.</li> <li>-Raise hand to speak.</li> <li>-Stay in your seat until the bell rings.</li> <li>-Respect differences.</li> <li>-Listen to the teacher and classmates.</li> </ul>	<ul style="list-style-type: none"> <li>-Volume: 0 voice level during class, 1 or 2 between classes.</li> <li>-Keep hands off the walls.</li> <li>-Move feet for others when seated.</li> </ul>	<ul style="list-style-type: none"> <li>-Use 0 or 1 voice level.</li> <li>-Respect privacy of others.</li> <li>-Leave stall doors open when finished.</li> <li>-Flush</li> </ul>	<ul style="list-style-type: none"> <li>-Respect privacy of others.</li> <li>-Use respectful language.</li> </ul>	<ul style="list-style-type: none"> <li>-Listen quietly.</li> <li>-Remain seated at all times.</li> <li>-Pay attention to speaker, performance.</li> <li>-Silence cell phones.</li> </ul>	<ul style="list-style-type: none"> <li>-Cheer positively.</li> <li>-Show good sportsmanship to both teams, officials, and guests.</li> <li>-Follow the dress code.</li> <li>-Watch the game!</li> </ul>	<ul style="list-style-type: none"> <li>-Bullying is not acceptable.</li> <li>-Respect others' space and belongings.</li> <li>-Keep your feet on the floor.</li> <li>-Say "thank you" to your driver.</li> </ul>	<ul style="list-style-type: none"> <li>-Use "Please" and "Thank you".</li> <li>-Be polite.</li> <li>-Accept what is served.</li> <li>-eat the food you take</li> <li>-Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>-Allow others to play their game.</li> <li>-Encourage others.</li> <li>-Use kind words.</li> <li>-Line up quickly and quietly.</li> </ul>	<ul style="list-style-type: none"> <li>-Work on your own snow project's and ask before helping others.</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>-Be on time.</li> <li>-Complete work and hand it in on time.</li> <li>-Bring needed supplies.</li> <li>-Use work time wisely.</li> <li>-Keep desks organized, clean.</li> <li>-Take care of books.</li> <li>-Own your actions.</li> </ul>	<ul style="list-style-type: none"> <li>-Close lockers quietly.</li> <li>-Keep lockers clean.</li> <li>-Use time wisely.</li> <li>-Pick up your belongings and supplies and do not leave them in traffic areas.</li> <li>-Respect property (your's, others', and the school's).</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate web sites.</li> <li>-Use for school activities only.</li> <li>-Follow rules as written.</li> <li>-Leave your workspace cleaner than you found it</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time.</li> <li>-Be prepared, if performing.</li> <li>-Stay for the entire event.</li> <li>-Use restroom and drinking fountain before the event.</li> </ul>	<ul style="list-style-type: none"> <li>-Do your part (ex. in band, concessions, selling, as spectators.)</li> <li>-Pick up after yourself and put garbage in the wastebasket.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep lids on food and drinks.</li> <li>-Help the driver keep a clean bus by putting trash in the trash can.</li> </ul>	<ul style="list-style-type: none"> <li>-Use "Please" and "Thank you".</li> <li>-Be polite.</li> <li>-Accept what is served.</li> <li>-Eat the food you take</li> <li>-Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up trash.</li> <li>-Help those who are hurt.</li> <li>-Report unsafe activity.</li> <li>-Keep backpacks out of traffic areas.</li> <li>-Keep your hands to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Snow field area: wear boots, snow pants, hat, gloves, coat.</li> <li>-Black top area: wear hat, gloves, coat.</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>-Interact appropriately with your peers and teachers.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your locker clean and in proper working condition.</li> <li>-Keep hands off of show-cased work.</li> </ul>	<ul style="list-style-type: none"> <li>-Use time wisely</li> <li>-Wash hands</li> <li>-If there is an issue, tell Ms. Nancy</li> </ul>	<ul style="list-style-type: none"> <li>-Cyberbullying is not acceptable.</li> <li>-Do not use the computer when a classmate or teacher is talking.</li> </ul>	<ul style="list-style-type: none"> <li>-Listen quietly during presentation / performance.</li> </ul>	<ul style="list-style-type: none"> <li>-Shake hands after a game.</li> <li>-Help opponents up from the floor.</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>-Put trash in the garbage</li> <li>-Take pride in your space, keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>-Include others in games.</li> </ul>	<ul style="list-style-type: none"> <li>-Include others in games</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>-Respect differences.</li> <li>-Help others.</li> <li>-Greet each other.</li> </ul>	<ul style="list-style-type: none"> <li>-Let other's pass.</li> <li>-Keep your hands out of other people's lockers.</li> <li>-Maintain personal boundaries.</li> <li>-Be courteous.</li> </ul>	<ul style="list-style-type: none"> <li>-Use water, soap, paper towels, and toilet paper responsibly.</li> </ul>	<ul style="list-style-type: none"> <li>-Sign out of Google accounts.</li> <li>-Log off / shut down computers.</li> </ul>	<ul style="list-style-type: none"> <li>-Be respectful of teacher and performers.</li> </ul>	<ul style="list-style-type: none"> <li>-Be kind to other teams, teammates, coaches, refs, and spectators.</li> </ul>	<ul style="list-style-type: none"> <li>-Include others in conversations.</li> </ul>	<ul style="list-style-type: none"> <li>-Talk quietly</li> <li>-Handle your own food.</li> </ul>	<ul style="list-style-type: none"> <li>-Let others join your game.</li> <li>-Use appropriate language in games.</li> <li>-Help someone if they are hurt.</li> </ul>	<ul style="list-style-type: none"> <li>-Let others join in your snow activities.</li> </ul>
<b>Effort</b>	<ul style="list-style-type: none"> <li>-Always try your hardest.</li> <li>-Complete your work during study hall.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep the same pace as the line leader.</li> <li>-Keep hallways clean and orderly.</li> <li>-Keep floors scuff free.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep the bathroom clean and sanitary.</li> </ul>	<ul style="list-style-type: none"> <li>-Make an effort to use bandwidth responsibly.</li> </ul>	<ul style="list-style-type: none"> <li>-Listen quietly during presentation / performance.</li> </ul>	<ul style="list-style-type: none"> <li>-Help others clean up.</li> <li>-Give encouragement to everyone.</li> </ul>	<ul style="list-style-type: none"> <li>-Have a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your food on your plate</li> <li>-Make sure windows are closed on the bus when exiting.</li> </ul>	<ul style="list-style-type: none"> <li>-Try hard like it's the olympics.</li> </ul>	<ul style="list-style-type: none"> <li>-Stomp your boots when coming inside.</li> <li>-Brush off the snow on your clothing.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>-Participate in activities.</li> <li>-Support your peers.</li> </ul>	<ul style="list-style-type: none"> <li>-Stick together.</li> <li>-Stay in lines.</li> </ul>	<ul style="list-style-type: none"> <li>-Report if you are out of soap, paper towels, etc.</li> </ul>	<ul style="list-style-type: none"> <li>-Help others if they are having troubles</li> <li>-Log others out who have forgotten</li> </ul>	<ul style="list-style-type: none"> <li>-Clap responsibly.</li> </ul>	<ul style="list-style-type: none"> <li>-Cheer positively for your team.</li> <li>-Promote a positive atmosphere.</li> </ul>	<ul style="list-style-type: none"> <li>-Invite people to sit with you.</li> </ul>	<ul style="list-style-type: none"> <li>-Sit with someone who is sitting alone.</li> </ul>	<ul style="list-style-type: none"> <li>-Bring in all equipment.</li> <li>-Invite others to play join in games and activities.</li> </ul>	<ul style="list-style-type: none"> <li>-Invite other students to help work on your snow projects.</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>-Walk.</li> <li>-Four on the floor.</li> <li>-Keep hands and feet to yourself.</li> <li>-Use materials safely.</li> <li>-Keep aisles clear.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk to the right.</li> <li>-Keep hands and feet to yourself.</li> <li>-Sit with legs pulled in or sit on benches.</li> <li>-Step to the side when tying shoes.</li> <li>-Pay attention and be cautious.</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands.</li> </ul>	<ul style="list-style-type: none"> <li>-Personal information is personal'</li> <li>-Keep passwords private.</li> <li>-Report suspicious pop-ups, messages.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself.</li> <li>-Use good manners.</li> <li>-Remain seated.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in gym or be with your parents.</li> <li>-Leave toys and games at home.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated.</li> <li>-Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands.</li> <li>-Walk.</li> <li>-Keep hands and arms to side.</li> <li>-Keep tray on counters.</li> <li>-Keep food on tray, in lunch box.</li> <li>-Use silverware correctly.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep rocks on ground.</li> <li>-Use equipment properly.</li> <li>-Dress appropriately for weather.</li> <li>-Ask before leaving.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk slowly on the ice with your heels on the ground.</li> <li>-Stay away from icicles.</li> <li>-Leave the snow and icicles on the ground unless building a fort or snowman.</li> </ul>

## ATTENDANCE-TIER 3

The School Board of Trustees believes that regular attendance is a shared responsibility of the student, the parent/guardian and the school. Towards this end the following policies and procedures have been developed to insure continued academic progress. Every student enrolled in this school is subject to all school policies, procedures and rules, no matter his/her age.

1. The administration asks that parents/guardians please call (445-2421) to notify the school between 7:45 am and 9:00 am when their student is absent. In compliance with the **Missing Children Information Act** the school must make a reasonable effort to notify the parent/guardian by

telephone of a student's absence as soon as the absence is noted or by 10:00 am if the school has not already been notified by the parent/guardian. This will allow authorities to get an earlier start on tracking missing children.

2. The parent of an absent student must report the absence within 24 hours of the absence by either sending a written note with the student or a phone call to the office. Please note that we have an answering system that you can leave a message on. If a student is gone for more than 24 hours it is the responsibility of the parent to notify the office. Failure to comply will result in the absence being counted as unexcused. The school reserves the right to rule on the validity of each excuse, subject to the guidelines set forth in this policy.
3. Students whose parents/guardians fail to contact the school or send a written excuse within 24-hours for an absence will be given an UNEXCUSED absence and be subject to disciplinary action and a loss of 2% from the quarter grade in each class affected. This will occur each time the student is marked with an unexcused absent in the quarter.
4. During instructional time, students may not leave the school grounds unless they have reported to the office and received permission to leave. Failure to comply with notification may result in the absence being counted as unexcused. It is requested that parents/guardians send a note with the student if he/she is leaving the school grounds during the school day. Please note that students K-8 may not leave the building at any time without written permission from their parents. Students 9-12 have the privilege of an open campus during the lunch period as stated in this handbook.
5. A student who is too ill to participate in or remain in class is to report to the office. If necessary, parents/guardians will be called and the student sent home.
6. An advance absentee slip from the office is required when a student will be absent from school for reasons other than illness. Procedure:
  - a. The student will need verification from his/her parent/guardian stating the reason and dates for the absence.
  - b. If the absence is approved, the student receives an advance absentee slip stating the reason and dates of absence.
  - c. Assignments are to be completed and given to the teacher at the start of each scheduled class period on the first day of the student's return to school.
7. The procedures for School Sponsored Absences is as follows:
  - a. The teacher/advisor responsible for the activity must give the office a list of students who will miss school no later than 3 days before the activity's scheduled departure.
  - b. Teachers will assign the make-up work a day before the scheduled activity so students can make-up the work before they leave for the activity.
  - c. All make-up work for an absence, that comes as a result of a school activity is due the next scheduled class period following the activity.

Make-up work is the responsibility of the student, not the teacher. Students must complete make-up work according to the make-up work schedule policy. Tests and quizzes announced before the absence must be taken on the day the student returns to school.

## **LOSS OF CREDIT DUE TO ABSENCES**

For students in grades seven and eight where credit is not issued, a student will be in jeopardy of being retained at the current grade level when the lack of attendance exceeds 10 days of a semester. Successful completion of a summer school session for a 7<sup>th</sup> or 8<sup>th</sup> grade student with excess absences may be required in order to progress to the next grade level. The school district is under no obligation to provide this service to students.

For high school students will be allowed 8 absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed. The only absences not used in calculating the attendance record for the 8-day high school limit and the 10-day junior high limit are:

1. School sponsored (SS) absence if all following criteria have been met:
  - a. Students are supervised by school district employees or official designee
  - b. activity is a RHS or Montana High School Association/OPI activity
  - c. activity funding is part of the school budget
  - d. activity behavior is governed by RHS code of conduct
  - e. Other educational activities at the discretion of the school superintendent.
2. Bereavement in the immediate family (grandfather, grandmother, father, mother, sister, brother, or other immediate relatives). Extended bereavements may be reviewed by an Attendance Board on a per-case basis.
3. Subpoenas to appear in court or court-ordered appearances, and/or out-of-district placements for special services.
4. Illness, hospitalization and/or medical and dental appointments verified by a doctor's statement.
5. In-school and Out-of-school suspensions.
6. Seniors will be allowed a total of two (2) days for college visits with prior administrative approval. Juniors will be allowed one (1) day for college visits with prior administrative approval.
7. Prior arranged board approved absences as recommended by the superintendent. Students seeking board approved absences must present an absence approval form to the board. This form will include, dates of the absence, current grades, current attendance records and any comments teachers and administrators feel are relevant to how the extended absence will affect the student's success in the classroom. (The school board will not excuse absences such as family trips, vacations, visiting friends, work, watching tournaments when not an actual participant, hair appointments, photography appointments, skiing, hunting, non-mandatory court appearances, attending concerts, shopping, or any other absences deemed unacceptable by the school board unless the parent and student can provide an educational justification for the experience).

After missing 8-days of absence for high school students or 10-days for junior high students in any one class the student must meet with the attendance board. The board will consist of the student, with parental accompaniment, the superintendent, the guidance counselor, and those teachers in whose classes the student has exceeded the allowable number of absences.

The Attendance Board shall review the absence report to determine if the student will have credit withheld or be retained, which will occur unless extenuating circumstances surface. The Attendance Board may, after hearing a student's/parent's appeal for preservation of credit, deny grade advancement or place stipulations on a student whose credit or grade advancement will be dependent upon an agreement with student and parents concerning attendance for the rest of the semester. In addition, the Attendance Board may make decisions regarding the student's participation in extracurricular activities and school sponsored events.

Any decision by the Attendance Board to deny grade advancement can be appealed to the Superintendent and school board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided. If the appeal is granted, the student will return to class with the Attendance Board's stipulations. If the stipulations are violated, a loss of grade advancement will result.

#### **Make-up of Missed Academic Work**

It is reasonable to expect that some course work cannot be replicated due to the nature of the assignment,

especially when performance based activities and experiences are used. In such case the teacher may assign an alternative assignment covering the same material.

1. It is the student's responsibility to inquire about make-up course work. The student should know assignment expectations and due dates.
2. Students must make prior arrangements with their teacher for planned absences.
3. If the student has a pre-arranged assignment due during an absence, the student will submit the completed assignment the day of returning to school.
4. Prior to reaching the cap, make-up work must be completed according to the following schedule:

<b>ABSENT</b>	<b>Length of Time for Make-up Work</b>
1 Day	2 school days
2 Days	3 school days
3 Days	4 school days
4 Days or More	5 school days

### **Tardy Procedures**

It is the student's responsibility to be on time to class. If the student does not arrive on time to class the teacher is responsible for identifying the tardy on PowerSchool. If a student is tardy for a second time during a semester the teacher can give the student detention. Detention for tardiness will be administered by the teacher at the teacher's discretion. In addition to detention, if a student is tardy 3 times to a single class that will constitute an absence in that class. If a student has a valid late pass the student will not be considered tardy.

The attendance policy and tardy policy will be reset with the start of each new semester.

## **AUTOMOBILES USE AND STUDENT PARKING AREA-TIER 2**

Students are to park their cars or motorcycles in the parking area in front of the school building. Vehicles are to be parked in a responsible manner with either the front or the back of the vehicle facing the school building. Roberts School has a closed campus during the school day concerning the use of vehicles. Only students with direct permission from the Superintendent may use vehicles during school hours.

Students who fail to drive in a careful and prudent manner on or around school property will be reported to the Sheriff's Department.

## **CHEATING AND PLAGIARISM-TIER 3**

Cheating and/or plagiarism in the school environment is not to be tolerated. A violation of this magnitude could result in expulsion from a college, university or vocational-technical school. As a result, it is the goal of Roberts School to treat cheating with the utmost seriousness. A student caught cheating in any grade at Roberts School will face the following consequences:

1<sup>st</sup> OFFENSE: grade of "0" on the assignment and/or test and a meeting with the student, student's parent, teacher and the counselor will be held so the counselor can explain the severity of cheating/plagiarism and how it can affect a student's educational future.

2<sup>nd</sup> and further OFFENSE: grade of "0" on the assignment and/or test and a meeting with the student, student's parent, teacher and the counselor will be held so the counselor can explain the severity of

cheating/plagiarism and how it can affect a student's educational future. Other disciplinary procedures will be enacted.

If the student is a Junior or Senior, they will forfeit their opportunity to be recognized as their class valedictorian or salutatorian. A second formal form will also be submitted to the superintendent

## **CODE OF CONDUCT**

Students have a right and a responsibility to learn. Teachers have a right and responsibility to teach.

When students cause disruptions, they deprive others of their basic right to learn.

The scope of students and responsibilities is not just subjected to the classroom. Students follow under the code of conduct to and from school, at extra-curricular events and in any case where their actions directly affects the school atmosphere or environment.

Any of the following instances will be dealt with by disciplinary action.

1. Showing disrespect to a school staff member or another student. TIER 2
2. Obscene language, threats, or insubordination. TIER 3
3. Fighting or rough play. TIER 3
4. Vandalizing school property or personal property on school grounds. TIER 3
5. Violation of any local, state and federal laws. TIER 3
6. Disruptions or outburst. TIER 2
7. Theft TIER 3
8. Other items that are deemed irresponsible, disrespectful or unsafe by school staff and superintendent. TIER 2

## **DISCIPLINARY ACTIONS**

Roberts Public Schools recognized the following forms of disciplinary actions:

1. Detention-Utilized in TIER 1, 2 or 3
  - a. Before School 7:20-7:50
  - b. After School 4:05-4:35
  - c. Lunch Detention
  - d. Detention service is mandatory and is not to be handled at the convenience of the student. Arrangements for travel may be proposed to the school superintendent.
  - e. Detention takes priority over extra-curricular events.
  - f. Students missing detention will be given an extra day of detention for each day of detention missed. If a student misses multiple occurrences of detention, it will result in further disciplinary action at the discretion of the superintendent.
2. In School Suspension--Utilized in TIER 2 or 3
  - a. Is limited to 5 continuous days for a singular event.
  - b. If a student refused to attend in school suspension they will receive out of school suspension for the remaining days.
  - c. Students will be given credit for all completed work. Work is due upon return to class.
  - d. Students are not to eat lunch with their peers. They will eat before or after their specific grade level.
  - e. Suspended students are not able to participate in extra-curriculars for one week after the end of the suspension. Students may not attend practice during suspension, but may once

they return to the regular school environment.

3. Out of School Suspension-Utilized in Tier 2 or 3
  - a. Is limited to 10 consecutive school days without a school board hearing
  - b. Students will do all make up work, but will lose a 2% deduction in each subject for the quarter, for each day of out of school suspension.
  - c. Students are not allowed to be on school grounds for any reason whatsoever until 7:45 AM the day after suspension ends. Students are not to attend any RPS events home or away during the suspension.
  - d. Suspended students are not able to participate in extra-curriculars for one week after the end of the suspension. Students may not attend practice during suspension, but may once they return to the regular school environment.
  
4. Friday School-Utilized in Tier 2 or 3
  - a. Friday School is intended as an alternative to in school suspension
  - b. Student will come to school from 8:00-12:00 at the discretion of the superintendent.
  - c. Student will not be provided a meal or travel accommodations.
  - d. At the discretion of the parent/guardian and superintendent the student may do community service at the school during this time.
  - e. Friday School students are not able to participate in extra-curriculars for one week after the service of Friday School. Students may not attend practice until Friday School is served.
  
5. Expulsion-Utilized in Tier 3
  - a. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least four (4) school days before the date scheduled for the hearing. The notice shall include the time and place of the hearing; information describing the process to be used to conduct the hearing; notice of the Board's intent to conduct the hearing in executive session unless the parent or legal guardian waives the student's right to privacy.
  - b. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Superintendent at least two (2) school days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause.
  - c. At the hearing, the student may be represented by counsel; present witnesses and other evidence, and cross-examine witnesses. Formal rules of evidence are not binding on the Board of Trustees.

The School District shall comply with the provisions of the IDEA when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion.

## **DRESS CODE-TIER 2**

Pride in personal appearance and in grooming has always been encouraged at Roberts Schools. Because we wish to maintain this pride and for basic health and grooming considerations, certain minimum standards of dress have been put in place.

Student Dress Code extends to school sponsored functions, home games, and any time the student is representing Roberts Public Schools.

General guidelines of dress code are the following:

1. Shoes, boots, or sandals must be worn at all time.
2. Shirts or tops are to cover the midsection when standing and sitting. Are not to be see through. And are not to reveal the back, midriff or excessive cleavage.
3. Hats, caps, bandanas, tiaras or anything else designed to cover the head or hair is not to be worn inside the school without permission of the superintendent.
4. Clothing with obscene language, promotes sexual or derogatory connotations, advertises alcohol, tobacco or illegal drugs.
5. Skirts, shorts or bottoms are to be worn above the hips and must cover the leg to the mid-thigh or be longer than finger length without the student shrugging the shoulders.
6. Under garments will be covered at all times. Compression shorts and sports bras are considered a part of your undergarments unless required for an extracurricular event.
7. Any dress that is deemed inappropriate and is disrupting to the educational environment as deemed by the school superintendent.

Students wearing distasteful clothes will be asked to have a discussion with a faculty member about how the clothes are inappropriate. They will then be asked to change or cover up the inappropriate clothing.

## **HEALTH / MEDICAL IMPAIRMENTS**

Students with a physical disability are required to submit a certificate from a licensed physician stating it is medically acceptable for him/her to participate in athletic/activity events.

In addition, the school district is not responsible for covering injuries that occur at school or during school activities and/or extra-curricular activities. Parents are encouraged to have medical insurance which covers their children at school and in school events. A special student insurance policy shall be made available to parents for purchase at the school; however, the school district does not sell the policy, nor is it responsible for it.

In addition, all sports physicals must be taken after June 1 of each calendar year in order to be valid for the upcoming school year. Physicals taken prior to the June 1 date will not be valid for use during athletic activities during the next full school year.

## **INTERNET SAFETY POLICY “Acceptable Use Policy”-TIER 3**

### **Network Use:**

1. All use of the system must be in support of education and research and consistent with the mission of the district.

2. Any use of the system must conform to state and federal law and district policy. Use of the system for commercial solicitation is prohibited.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited.
7. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the Superintendent.

#### **Security:**

1. System login or accounts are to be used only by the authorized owner of the account for the authorized purposes. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, modify files, other data, or passwords belonging to other users; misrepresent other users on the system, or attempt to gain unauthorized access to any entity on the Roberts School Network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly to avoid easily guessed passwords.

#### **Personal Security:**

1. Personal information such as complete names, addresses, telephone numbers, and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent and/or guardian. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.
2. Students should never make appointments to meet people in person whom they have contacted on the system without school district and parental permission.
3. Students should notify their teacher or another adult whenever they come across information or messages they deem dangerous or inappropriate on the web or when using electronic mail, chat rooms, and other forms of direct electronic communications. (i.e. Instant Message services)

#### **Copyright:**

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the Roberts School Network shall comply with all copyright laws.

#### **Filtering and Monitoring:**

1. Filtering services are now in use on all computers with access to the Internet. This blocks or filters access to visual depictions that are obscene, child pornography, or other information harmful to

minors. An administrator or supervisor may disable the technology protection measure concerned to enable access for bona-fide research or other lawful purposes.

2. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take responsible measures to prevent access by minors to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

**General Use:**

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files, and users should promptly disconnect video-conferences on completion.
2. No person shall have access to Roberts School Network without having received appropriate training, and a signed Individual User Release Form must be on file with the School District. In addition, students under the age of 18 must have the approval of the parent and/or guardian.
3. Nothing in these regulations is intended to preclude the supervised use of the network while under the directions of the teacher or other approved user acting in conformity with district policy and procedure.

**RULES AND CODE OF ETHICS FOR SENDING AND RECEIVING E-MAIL**

Student e-mail use is restricted to school related e-mails. No personal e-mail messages are to be sent or received during school hours. Failure to comply will result in loss of computer privileges as described below.

**INTERNET ACCEPTABLE USE POLICY VIOLATIONS**

ANY VIOLATION OF THE INTERNET ACCEPTABLE USE POLICY WILL RESULT IN THE FOLLOWING:

1<sup>st</sup> OFFENSE: Loss of internet privileges for two (2) weeks.

2<sup>nd</sup> OFFENSE: Loss of internet privileges for five (5) weeks.

3<sup>rd</sup> OFFENSE: Loss of internet privileges for the remainder of the semester. If the 3<sup>rd</sup> offense is committed within the last five weeks of the semester the student will lose their computer privileges for the following semester as well. If the 3<sup>rd</sup> offense occurs in the final five weeks of the school year, the student's internet privileges will be revoked for the first semester of the following school year. If a senior is caught violating the acceptable use policy for the 3<sup>rd</sup> time in a semester and it is within the final five weeks of school he/she will be expected to complete a 5 page paper detailing how to properly use the internet in an educational environment. The paper must meet the expectations of the superintendent for that student to participate in the graduation ceremony.

**REVISIONS OF THE ACCEPTABLE USE POLICY**

FROM TIME TO TIME, THE SCHOOL DISTRICT WILL MAKE A DETERMINATION ON WHETHER SPECIFIC USES OF THE ROBERTS SCHOOL NETWORK ARE CONSISTENT WITH THE REGULATIONS STATED PRIOR.

UNDER PRESCRIBED CIRCUMSTANCES, NON-STUDENT OR STAFF USE MAY BE PERMITTED,

PROVIDED SUCH INDIVIDUALS DEMONSTRATE THAT THEIR USE FURTHERS THE PURPOSE AND GOALS OF THE SCHOOL DISTRICT.

FOR SECURITY AND ADMINISTRATIVE PURPOSES, THE SCHOOL DISTRICT RESERVES THE RIGHT FOR AUTHORIZED PERSONNEL TO REVIEW NETWORK USE AND CONTENT. THE DISTRICT RESERVES THE RIGHT TO REMOVE AN INDIVIDUAL'S NETWORK ACCESS PRIVILEGES TO PREVENT FURTHER UNAUTHORIZED ACTIVITY.

VIOLATION OF ANY CONDITIONS OF USE WILL BE CAUSE FOR DISCIPLINARY ACTION EXPLAINED FURTHER IN THIS HANDBOOK.

THE SCHOOL DISTRICT MAY MODIFY THIS "ACCEPTABLE USE" POLICY AS THE NEED ARISES.

## **LUNCH ROOM EXPECTATIONS**

1. Talk quietly / Do not yell
2. Stay in your place / Keep your hands to yourself
3. Clean up your area when you leave the table
4. Respect the lunchroom aides, teachers, and cooks
5. Follow directions

## **PETS-TIER 3**

Cats, dogs, etc. are wonderful pets. However, they can be a real nuisance on the school playground. Please leave pets at home during regular school hours unless permission has been granted by the teacher and Superintendent.

## **PROMOTION AND RETENTION-TIER 3**

Promotions and retention are based on an evaluation of academic, physical, social, and emotional growth. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved with any retention decision.

## **RECESS**

Weather permitting; students are given recess during the day. Decisions to have outside recess during cold weather depend on the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. Students should always dress for outside recess. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, reading, drawing, etc. are usually allowed by the teacher or teacher aide.

## **SUPPLIES FOR THE SCHOOL YEAR**

Each teacher will furnish his/her students with a list of supplies needed for the year. These supplies must be modestly priced and easy to obtain.

## TELEPHONE AND CELL PHONE USE-TIER 3

Below are general guidelines for telephone use:

1. Students need permission from the office and/or from staff before using any school operated telephone. All student telephone calls must be made from the front office.
2. Long distance calls are not to be made unless they are related directly to school business.
3. Personal Electronic Devices are not allowed in the locker or bathroom at any time, unless they are completely turned off and in a bag.
4. Personal Electronic Devices are to be kept on silent and to not interrupt class. Any interruptions will be dealt with by disciplinary measures.
5. Personal Electronic Devices are only to be used during the educational day with prior approval from the superintendent. They can be stored on the person as long as they are off.
6. Students in grades 7-12 will be allowed to use personal devices at lunch as long it does not create a distraction.  
1<sup>st</sup> OFFENSE-Personal Electronic Device is taken by the teacher and given to the administrator. Student will be returned the device at 4:15 PM that day, after communication has been had with a parent or guardian of the student.  
2<sup>nd</sup> OFFENSE-Personal Electronic Device will kept by the administrator until the parent or guardian is able to come pick it up.  
Repeated OFFENSE will result in disciplinary action for the student.

# HIGH SCHOOL & JR HIGH SCHOOL

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## ACADEMIC LETTER

The academic letter is designed to give recognition to those students at Roberts High School for excellence in academics. These awards will be given at an assembly as near to the beginning of each school year as logistically possible. All currently enrolled, full-time students meeting the criteria are eligible to receive the academic letter.

Once a high school student has been awarded an academic letter and continues to maintain both active enrollment status and the required cumulative average, subsequent awards will consist of a "lamp of learning" emblem to be affixed to the original academic letter.

### Lettering requirements are as follows:

Any student that maintains a 3.50 average throughout the academic year in grades 9-12 will be awarded an academic letter for their excellence in the classroom.

## GRADING STANDARDS

The grading system at Roberts School will reflect the student's actual performance in all facets of learning. The following grading system will be used:

<b>A = 4.0</b>	<b>(90-100%)</b>	.....	<b>Excellent work</b>
<b>B = 3.0</b>	<b>(80-89%)</b>	.....	<b>Above Average work</b>
<b>C = 2.0</b>	<b>(70-79%)</b>	.....	<b>Average work</b>
<b>D = 1.0</b>	<b>(60-69%)</b>	.....	<b>Below Average work</b>
<b>F = 0.0</b>	<b>(59 &amp; below)</b>	.....	<b>Failing Work</b>
<b>I = 0.0</b>	<b>(Incomplete)</b>	.....	<b>Incomplete Work</b>

\*\* Students who are approved and serve as aides will receive a pass/fail grade and one-half (½) credit per semester. These grades do not count for the Honor Roll.

## GRADING-INCOMPLETE GRADES

A grade of "incomplete" will be given to a student who has not completed the required work for a course by the end of a grading period and has missed school because of extenuating circumstances approved of by the Superintendent of Schools.

Only students who have been approved for grades of "incomplete" through the office of the Superintendent will be allowed to receive such grades.

A grade of "I" (incomplete) will be recorded when class work is not completed to the satisfaction of the teacher. If class work is not made up within a two week period after the last day of the grading period and recorded by the Counselor, the grade of "I" will convert to a grade of "F."

## **HONOR ROLL CRITERIA AND RECOGNITION**

Honor Roll is computed for each quarter. All courses taken that are given a letter grade of A, B, C, D, or F are included in the Honor Roll computation.

There will be two separate Honor Roll recognitions for Roberts Junior High and Roberts High School:

Basic Honor Roll: The Basic Honor Roll is 3.25 to 3.74 GPA.

High Honor Roll: The High Honor Roll is 3.75 to 4.00 GPA

Students who receive a grade of "D", "F", or "I" will not be eligible for the Honor Roll.

Resource Room grades will count equal to regular classroom grades on the Honor Roll.

## **SEMESTER EXAMS**

Students in grades 7-12 will be required to take semester exit exams at the end of each semester in all core class.

These exams will be used to assess the needs of the students and to make sure that students are meeting the content standards set by the State of Montana and Roberts School.

All semester exams will count for 20% of the total semester grade for high school students and 10% for junior high school students.

All classroom teachers are responsible to administer semester exams.

Students who fail to complete a semester exam will be given a grade of "0" on their semester exam and graded accordingly. The student will be allowed to make-up that exam as described in the schools attendance policies procedures.

# ATHLETICS & ACTIVITIES

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A balanced activities program is an essential component in the achievement of the educational goals identified in the basis statement for the Roberts Schools. The activities program should provide opportunities for youth to further develop interests and talents in such areas as drama, music and sports. Participation in these activities should provide many students with a lifetime basis for personal values, work and leisure activities.

The opportunity for participation in a wide variety of activities from which students may select is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, the activity, the student body, and the community. The development of learning skills and emotional patterns enables the student to make maximum use of his or her education. Knowledge and skills gained in classes may be applied and developed further through participation in extra-curricular activities.

Young people learn a great deal from their participation in activities. Lessons in sportsmanship, team work, cooperation, and how to win and lose gracefully are integral parts of all activities. Activities also can play an important part in helping the individual student develop a positive self-concept, an alert mind, and a chemical free healthy body. Competition enhances school spirit and helps spectators, as well as participants, develop pride in both themselves and the school.

Every effort should be made, within the capabilities of the School District, to support both the boys and girls activities programs with equal treatment and quality in the areas of staffing, scheduling, facilities, and equipment. Sponsors and coaches, through leadership and example, should teach the specific skills necessary for improvement. Sponsors and coaches should provide guidance in the development of self-esteem, good sportsmanship, cooperation, leadership, ethical behavior, and an appreciation for the importance of hard work and dedication.

Sponsors and coaches need to provide the opportunity for each individual to learn through practice and participation. At the elementary and junior high level the emphasis is on participation, not highly competitive ideals. At the high school level the emphasis shifts to a higher grade of competition requiring selective participation with the concept that "winning" becomes an important aspect of the activities program.

## ACADEMIC ELIGIBILITY RULES-TIER 3

### MHSA GUIDELINES

The Montana High School Association governs:

1. all athletic teams sponsored by the Montana High School Association.
2. all extra-curricular and co-curricular activities that are sponsored by the Montana High School Association including Speech/Debate, District Music Festival and State Solo & Ensemble, Cheerleaders, and Pep Band.

Students participating in any extra-curricular or co-curricular activity under the jurisdiction of the Montana High School Association listed above will adhere to the following regulations regarding eligibility:

*ARTICLE II, Section (3) - Academic Eligibility: To be eligible to participate in an Association Contest, a student must have a passing grade in at least twenty o of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an "incomplete" or a "condition" on a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be "made-up" in any way.*

#### INTERPRETATION:

1. A school's previous grading period is interpreted as a semester at Roberts School.
2. Schools may be more stringent in their policies.
3. Twenty hours of prepared work means four subjects that grant one unit of credit each, for the full school year, or their equivalent, (i.e. three classes carrying one unit of credit for the school year and two classes carrying one-half unit of credit for the school year would meet this requirement).
4. Schools having an attendance policy that issue a letter grade that indicates a student was passing but did not receive credit would not count toward the twenty hours. Credit must be received.

#### **ROBERTS SCHOOL REQUIREMENTS (7-12)**

Students participating in any extra-curricular or co-curricular activity under the jurisdiction of Roberts School District No. 5 will adhere to the following regulations:

1. Student must be in good academic standing (see MHSA rules) during the last preceding semester he/she was in attendance.
2. Teachers will submit a weekly "D and F" List by 12:00 noon on Wednesday of each week. Grades will not be checked during the first two weeks of a new quarter or semester. Any student in grades 7-12 whose name appears on the weekly "F" List will be ineligible to participate starting the following Sunday at 12:00 AM for 7 calendar days. If the student is not on the "F" List the following week they will again become eligible to participate Sunday at 12:00 AM. All head coaches have the right to sit out and/or dismiss any player for academic reasons that continue to be a hindrance to the sports program.
3. The Athletic Director is responsible for notifying the head coach of any student that is ineligible for the upcoming week. On Wednesday during 8<sup>th</sup> period all students will be notified of their eligibility status for the next week.
4. In the case of a trip scheduled far in advance where plane tickets or other costly items are paid, the district superintendent may choose to waive the weekly eligibility requirement and use the semester grades for the previous semester for eligibility. This means any student with one or more "F" from the previous semester would not be able to participate in the trip or event. Examples of these events are not limited to but include BPA Nationals, FFA Nationals, and Senior Trip.
5. Any High School student who is on the "F" list for 4 consecutive weeks during a singular season will be removed from any involvement with that particular team for the remainder of the season.
6. Any student of the "F" list, having 2 or more appearances on the "D" list or 3 or more missing assignments will be assigned a Friday School as an intervention to help the student in advancing their academic achievement. If a student on the Friday School list does not attend they will be deemed ineligible for the next week.

## **ROBERTS SCHOOL REQUIREMENTS (4-6)**

Students participating in any extra-curricular or co-curricular activity under the jurisdiction of Roberts School District No. 5 will adhere to the following regulations:

1. Student must be in good academic standing (see MHSA rules) during the last preceding semester he/she was in attendance.
2. Teachers will submit a weekly "D and F" List by 12:00 noon on Wednesday of each week. Grades will not be checked during the first two weeks of a new quarter or semester. Any student in grades 7-12 whose name appears on the weekly "F" List will be ineligible to participate in one game starting the following Sunday at 12:00 AM for 7 calendar days. If a student is on the "F" list for 2 consecutive weeks in any class then the student will not be able to compete in any activities the 2<sup>nd</sup> week. If the student is not on the "F" List the following week they will again become eligible to participate Sunday at 12:00 AM. All head coaches have the right to sit out and/or dismiss any player for academic reasons that continue to be a hindrance to the sports program.
3. The Athletic Director is responsible for notifying the head coach of any student that is ineligible for the upcoming week. The first day of the week during 8<sup>th</sup> period all students will be notified of their eligibility status.
4. Any student of the "F" list, having 2 or more appearances on the "D" list or 3 or more missing assignments will be assigned a Friday School as an intervention to help the student in advancing their academic achievement. If a student on the Friday School list does not attend they will be deemed ineligible for the next week.

## **ATTENDANCE RULE & REGULATIONS-TIER 2**

Students must be in attendance for the full day in order to practice or participate in an activity that day.

Exceptions are:

1. The student is attending a medical appointment.
2. Attendance at a funeral or bereavement approved by the Superintendent of Schools.
3. Special permission by the Superintendent of Schools.

Illness/Absence: any student that is absent during the school day, missing any periods, will not be allowed to attend practice, meetings, film sessions (even as a spectator) and/or a contest that day. If a student cannot attend school, they cannot attend activities.

Suspension: Any student, who is suspended out of school for disciplinary reasons, will face expulsion from participation of two competitive contests/events/performances from the first day of the suspension. The student will practice with the team during the suspension, but will not travel to any activity

## **ATHLETIC FEE**

Each athlete participant will be required to pay an athletic fee before being allowed to participate in any game activity. The game fee per sport is \$30 for high school athletes and \$20 for Junior High and Elementary athletes plus any additional fee associated with the sport, such as spirit packs or personalized jerseys.

## **ATHLETIC LETTERING SYSTEM**

1. **BASKETBALL & VOLLEYBALL** - Students must compete in (8) quarters in a varsity game and be a member of the District Tournament Team to receive a varsity letter. Suiting up for, and not playing in a varsity game constitutes as one (1) quarter.
2. **FOOTBALL** - Students who are on the varsity team, that play in eight (8) quarters of varsity competition, will receive a varsity letter. Suiting up for, and not playing in, a varsity game constitutes as one (1) quarter.
3. **TRACK & FIELD** - Students who are competing on the varsity level, that earn a set number of points determined by the head track coach, will receive a varsity letter.

Note: Unforeseen circumstances happen during a sport season, such as, an injury which would cause an athlete not to letter. These situations will be considered when coaches determine lettering qualifications.

## **CO-CURRICULAR LETTERING SYSTEM**

Students who have committed themselves to academic activities can earn a Letter to be displayed on the Letter Jacket. Criteria for such a letter would be left up to the discretion of the teacher/sponsor. Students will be given opportunities to letter in BPA, Music, Choir, and FFA. Each teacher or advisor will present students at the beginning of the year with the requirements for lettering.

## **COMMUNICATION AND CHAIN OF COMMAND**

Communication is very important for all parties involved. If a problem arises during the season, it is important that we start at the correct level to find an appropriate solution. The following procedure should be followed:

1. Player or member of a team should speak to the coach and discuss the problem.
2. If a coach and player cannot work out the problem, a conference will be schedule with the player, parent, coach, and athletic director.
3. Conference with all parties and the Superintendent.
4. File a Grievance that will be investigated by the Superintendent.
5. Board of Trustees

At no point is a parent to approach a coach after the completion of a game to discuss playing time, strategy or any other displeasures with the coach or team. At this time the parent and the coach both have a lot of items on their mind and for the safety of both sides this is not allowed. Approaching a coach in this matter may result in removal of parent's privilege to attend future games.

## **CURFEW**

Players are to abide by the set curfew hours of the coach.

## **DRESS CODE**

Extra-curricular and co-curricular activities are an extension of the classroom and the school. Students are to follow dress code requirements set by the school district. Coaches have the authority to set dress codes that promote respect and pride.

## **MEAL POLICY**

Students are responsible to pay for their own meals on away trips for all seasons. Exceptions are post-season events such as tournaments, playoff games and overnight trips approved by the Superintendent. During these events meals will be provided at the discretion of the head coach/sponsor and school administration. This meal policy includes all student functions that the district is paying, which includes all extra-curricular, co-curricular and curricular events.

The following meal policy will be followed for all meals paid out by the district.

Breakfast - \$ 7.00/individual School teams and groups will do their best to stay at motels and eat continental breakfast  
Lunch - \$11.00/individual  
Dinner - \$ 16.00/individual

If a team does not compete in a post-season game the district will pay for a team dinner at the given rate stated above.

NOTE: All team meals require prior approval from the Superintendent before being granted. Each situation will be decided on a case to case basis.

## **OUT-OF-SEASON CONTEST GUIDELINES**

1. The school can in no way sponsor events or be considered as the sponsor of an event.
2. Coaching staffs from the schools may not be involved unless competition is between June 1 and July 31.
3. No athlete can be in receipt of awards in excess of \$20.00 and athletes cannot receive any amount of cash as an award.
4. No proceeds may be used to help pay for camps.
5. Monies earmarked for use by athletes for participation in individual tournaments (not camps) may only be used for expenses relating to transportation, motel and meal costs incurred for that particular tournament. Records should be kept by the sponsoring group and individuals.
6. Equity amongst male and female opportunities must be maintained and documented. If a school accepts funds generated from an outside resource, the school must meet all gender equity standards when applying those funds to its athletic programs.
7. School uniforms may be worn - if the school allows.
8. MHS A insurance does not cover any of the participants in these events.

## **PHYSICAL EXAMINATIONS**

Students in the activities at all levels listed below must have a certified physical after June 1. These physicals must be on file in the office of the Athletic Director prior to the student practicing or participating.

Activities requiring a physical examination are: football, boys & girls basketball, girls volleyball, boys & girls track, boys & girls cross country.

## **PRACTICE REGULATIONS**

Players will be dressed and ready to go for practice by the time schedule set by the head coach.

Players are allowed one unexcused absence from practice. A second offense will result in no participation in the next scheduled game or contest. Repeated offenses will result in no participation for multiple weekends and/or dismissal for the remainder of the season. An unexcused absence is defined as:

1. Failure to give prior notice to the head coach and give reason why practice will be missed.
2. Reasons not accepted by the head coach as excused.
3. Vacation or family trips will not be considered excused unless special circumstances apply approved by the head coach.
4. Players and parents must realize that "excused" absences are still considered "absences" and playing time may be affected as a result.

Athletes will not be required to practice on Christmas Eve or Christmas Day. Individual basketball coaches have the right to cancel any practice during the winter break between Christmas and New Year's.

## **PRE-SEASON PARENT MEETING**

Prior to the first contest of the season, coaches will have a parent meeting. This meeting will be used to discuss the overall philosophy of the program, rules and regulations for the program, lettering procedures, collection of required forms, statement on the risk of injury, and any other information pertinent for both the parents and the players.

Parents of perspective athletes are required to be in attendance at this meeting in order for your child to participate in any contest.

## **SPORTSMANSHIP**

Sportsmanship on and off the field is a priority of all Roberts Athletic Programs. Any disrespect shown to the officials, fans or athletes will not be tolerated at any level. A successful program is based upon proper sportsmanship. Fans, coaches, and athletes have the responsibility of fostering great sportsmanship to instill the principles of appropriate athletic etiquette. It is therefore the responsibility of the coach to model proper sportsmanship for his/her athletes.

Fans will be asked to leave if poor sportsmanship hinders the operation and conduct of the athletic event and may not be welcome at further Rocket events. Coaches and athletes showing poor sportsmanship will be disciplined accordingly.

The Superintendent, AD, or designated school personnel will be responsible for the enforcement of the sportsmanship policy. All incidents will be reported to the Superintendent, documented and reported to the Board of Trustees.

## STUDENT INSURANCE

Students in athletics must be covered with a basic health insurance policy with catastrophic insurance included. The school does not carry medical or health insurance of any kind which covers students while they are taking part in school sponsored activities. Parents are required to provide insurance by signing the insurance waiver provided by the coaching staff at the beginning of each sports season.

## TRAINING RULES-TIER 3

All coaches will present a list of rules and guidelines for students and parents to be given at the parents meeting. These rules will identify all rules and consequences for the season.

Students participating in any extra-curricular or co-curricular activity governed by the Montana High School Association or members of any school organizations will adhere to the following regulations concerning use or possession of illegal drugs, alcohol, tobacco, **other controlled substances**, or stolen property.

Students are not to be in attendance at any functions in which the law is being broken, whether you are breaking the law or not.

Examples of school organizations will include: Athletics, Business Professionals of America, National Honor Society, National Jr. Honor Society, and Academic Olympics.

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USE: the consumption of illegal drugs, alcohol, or tobacco

THEFT: the illegal theft of property not belonging to you

POSSESSION: to possess, or be in possession of, illegal drugs, alcohol, tobacco, **other controlled substances, paraphernalia**, or stolen property

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Students involved in violation of extra-curricular training rules will face the following consequences as well as the consequences defined in the discipline grid during the course of a school year:

### FIRST OFFENSE:

1. suspension from participation for a period of **four** competitive weekends.
2. the student will practice with the team during the suspension, but will not travel to any activity.
3. **coaches, advisors, and administrators will consider removal of or suspension from awards and leaderships roles.**

### SECOND OFFENSE:

1. suspension from all activities for the remainder of the school year in progress. **The district will consider a suspension of eight weeks if the student takes a school approved program about prevention of use for such substance. Any cost will be paid by the student and family.**
2. during such suspension the student will not be any part of the team and will not practice nor travel with the organization.
3. **coaches, advisors, and administrators will remove awards and leaderships roles.**

\* Each head coach has the right to dismiss a player for the remainder of that sports season if they see fit

### **TRAVEL PROCEDURES-TIER 3**

All students traveling to/from school sponsored activities, while under Roberts School District supervision, will travel by school bus. Parents may request to remove their child, from the school owned vehicle, with a prior approved written excuse or in actual presence of the school sponsor. Any other variations must be approved by the Superintendent of Schools. In addition, parents of players are not allowed to ride the team bus unless they are serving in an official supervisory capacity approved by the administration.

If a student is going to ride the bus to an activity and is not going to ride the bus back, the student must have a parent sign-off on the coach's player sign-off sheet. Students will not be allowed off the bus without a parental sign-off. If a student is going to go home with someone other than a parent, a note from both parties is required a day before the activity. These notes need to be presented to the coach of the activity.

Students who violate rules and procedures when traveling in school district transportation during school activities concerning drugs, alcohol, tobacco, or theft will be disciplined severely. The following steps will be taken:

1. Parent will be contacted immediately.
2. Student(s) involved may be turned over to local authorities. In this case it will be the parent's responsibility to provide transportation back to Roberts.
3. Disciplinary action will be taken by the administration according to Probable Consequences on the Discipline Grid.

The student will not travel on any school district activity for a period of twelve (12) weeks. This suspension will be carried over to the next school year if applicable