# Welcome to the 2018-2019 School Year!

###### This Circle Student Handbook is provided to serve as a guideline for policy and procedures for all students and their parents. It is important that both students and parents be familiar with the information herein. Parental support in following the handbook is invaluable to students having a successful school year.

The student handbook is designed to reflect procedures that facilitate the enforcement of adopted school board policy. Any revisions in board policies throughout the year that affect the students will be made available to the parents and students. References to policy codes are included to confirm current policy. A copy of the District’s Board Policy Manual is available in the school office and online at circleschools.org.

# Communication is vital between home and school, and in order to communicate in a timely manner, please e-mail Sandy Schillinger, K-8 secretary, at [sschillinger@circleschools.k12.mt.us](mailto:sschillinger@circleschools.k12.mt.us) your e-mail address. We have found that the mail service is not as quick as it use to be. Also, please make sure that we have your current mailing address, along with complete information on file in the office as to the legal custody of your children in “split-family” situations. Current and specific legal documents that are signed by a judge or Clerk of Court are the very best assurance that your child can have the best protection possible. This information is guarded with the highest respect toward confidentiality.

Please read the contents of this handbook with your child. Sign and return the attached signature page to your child’s teacher or home room teacher. There is also a “Student Acceptable Use Policy Contract” that students in grades K-8 need to read, sign and return. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

###### Mission Statement

Circle Public Schools is committed to educational excellence by empowering students withthe means for success and by challenging them to become productive citizens.

###### District Vision

Circle Schools is committed to educating each student to meet state and local academic standards. Students will be prepared for success by challenging them to become productive and contributing citizens of a democratic society. They will pursue a life-long love of learning by providing challenging learning experiences in a safe and supportive environment enhanced by highly qualified educational leadership, instructors and technological resources.

The following objectives should contribute to the achievement of the district mission and vision by identifying features that establish the conditions required for students to progress to these ends.

1. Circle Public Schools will work to meet the diverse educational needs of all children in attendance.
2. The classroom should be user friendly for students, and meaningful relationships among students, staff and community should be maintained.
3. Lessons will be structured to teach district curriculum.
4. Periodic curriculum review will help to insure that district curriculum is aligned to state standards.
5. Students will effectively apply problem solving, critical thinking and decision-making skills.
6. The school will work to help its students develop and maintain a positive self-image.
7. Multiple assessments will be used to evaluate student achievement levels in appropriate areas.
8. Assessments will be used to produce data that can be used to modify and enhance the learning experiences.
9. Comprehensive academic files will follow students through the educational process and be used as diagnostics for instructional planning.
10. Learning objectives will be communicated by instructors to their students.
11. Students will be held accountable for their learning.

**District Title IX Coordinator*:*** *Refer to District Title IX Coordinator Policy 3210*

###### Equal Education, Nondiscrimination and Sex Equity: *Refer to Equal Education, Nondiscrimination and Sex Equity Policy 3210*

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student, on the basis of sex, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

**Access Rights to Student Records**

Each participating agency shall permit parents to inspect and review any education record related to their child which are collected, maintained or used by the School District. Parents also have the right to request amendment of their child’s record.

# Disclosure Requirements

Prior Consent Not Required for Disclosure: A school district or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent if the disclosure is for directory information if the school district has given public notice to parents of students in attendance of the types of information that the school has designated as directory information. A parent has the right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information. Directory information: Name, address, telephone listing, electronic mail address, weight and height of athletes, most recent previous school attended, photographs, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards, major field of study, grade level, and full or part-time status. **Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within ten days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.**

Your child may be interviewed or participate in educational programs that may be broadcast on the school radio station (90.3). If you do not want your child to participate, please send a written note to the building secretary stating that fact.

# Notification to Parents and Students of Rights Concerning a Student’s School Records

# *Refer to Notification to Parents and Students of Rights Concerning a Student’s School Records Policy 3600F1*

Video Surveillance: *Refer to Video Surveillance Policy 3235*

# Guidance and Counseling Program

The purpose of guidance services is to help each student’s education, vocational, social, and personal development. Students may see the counselor during study halls, before school, during noon hours, or after school for regular guidance issues. The counselor will be made available for any issues of more immediate or emergency nature. The counselor does have other class assignments; therefore, students should check the counselor’s office more than once, leave a message, or check with the main office when requiring help on any issue. Passes are required for visiting the counselor and may be issued by either the counselor or the teacher when needed. The duties of the counselor include:

1. Helping students improve study habits.
2. Planning student schedules with realistic curriculum selections.
3. Listening to the student and offering aid when possible.
4. Interpreting test scores, measurement data, and other information for students and their parents.
5. Treating all personal information in a confidential manner except in life threatening situations.
6. Offering services to all levels of the Circle Public School system without regard to the sex, age, ethnic origin, or any other demographic factor.

**Multi-Tiered System of Support**

Using the multi-tiered system of support enables Circle Schools to match educational, emotional and behavioral support and instruction to individual student needs.

**Title I**

Services are available to eligible children in grades K-8 who need extra assistance in language arts and math.

**Special Education**

Services are provided for students that are identified as needing special services for academic learning. The Circle Public Schools guarantees a free appropriate public education to all children with disabilities, from age 3 through high school. Special education and support services are available to all eligible students, whether enrolled in public school or private school within district boundaries.

**Classroom Visits by Parents**

We hope that more parents will afford themselves of the opportunity to visit their child’s classes sometime during the school year. We encourage you to visit any time during the school year. Because of liability reasons, we ask that all persons visiting a particular building **stop in at the office to make their presence known**.

Parents are encouraged to visit classes to learn first-hand about the educational program and to observe their child in a group situation. Class visits furnish an excellent basis for parent-teacher conferences, which may be arranged for a later time. Parents may find it more satisfactory to make an appointment with the teacher before visiting in order to avoid circumstances when the regular teacher is absent or when tests are being given. Please leave your preschoolers at home if you plan to visit the class during an academic lesson.

# Attendance Policy: *Refer to Attendance Policy 3122P*

If for some reason, a student is to be excused from school, it is required that the parent or guardian send a note or call the office letting personnel know the time and reason that he/she is to be excused. Students are not excused from school without a written or personal request from the parent or guardian. We do not permit any child to leave the school premises with an unidentified person. If the student is not present, and the parent has not notified the school of the absence, the school will attempt to call the parent by 11:00 the same day. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report their child’s absence. After three consecutive times (not days) of no contact with a parent, law enforcement may be called for a “well check”. Please see the classroom teacher or come to the office before taking your child. In case of illness or other absentee reason, the office MUST be notified. You may call the Elementary Office between 7:45 and 8:30 a.m. at 485-2140 or email **sschillinger@circleschools.k12.mt.us** to report this information. Unless the absence has been prearranged, you will be called.

**Permission to Leave School**

No student may leave the school grounds while school is in session without permission to do so. The student must sign out at the office and complete all requested information before leaving the premises. Before a student can leave, the School district must have written or verbal permission from parents on a day-to-day basis. Students leaving without permission will be considered truant and will result in consequences.

Students are urged to stay in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a student needs to be dismissed early, he/she will bring a note to the office stating time and reason.

**Early Dismissal**

We will try to send a notification home several days before if the students are to be dismissed early.

**Eight-Day Policy*: Refer to Attendance Requirement Policy 3122P for all K-8***

**5th-8th**

1. To receive credit for completion of coursework at the district, a student is allowed eight (8) absences per semester, A student with nine (9) or more days absent may provide extenuating circumstances for approval by the principal. After 8 absences consequences will be given. Consequences are not limited to, but may include Friday detention or detention. Make-up time will be done on an hour for hour basis. For Example, after your eight days, if you miss 1st and 2nd period, then you make up two hours on a Friday.

# Tardy: *Refer to Attendance Requirement Policy 3122P*

Tardiness is disruptive to classroom learning time. We request students to be at school when the 7:56 a.m. bell rings and in their seats by 8:00 a.m.

***Absences are recorded as follows for grades K-6*:**

A student will be counted absent for the morning (1/2 day) if he/she does not arrive at school by the morning recess time. Likewise, a student is counted present for the morning if he/she leaves school during the morning recess. The same applies for the afternoon. If a student leaves school after the noon hour, but before the afternoon recess he/she will be counted absent for the afternoon; if a student returns to school after the noon hour and before the afternoon recess, he/she will be counted present for the afternoon.

***Absences are recorded as follows for grades 7-8***

Absences are recorded per class period for grades 7-8. Students have three minutes between classes. If not present at that time they will be counted tardy, with the exception of a signed note from the administration/office or the teacher that they were currently with. A student missing more than 15 minutes of class will be counted absent.

**Morning Arrival**

The elementary school faculty is on duty at 7:45 a.m. Help your children to gauge their time so that they **do not arrive before 7:45 a.m.**, except for those eating breakfast or riding the bus.

**Truancy:** *Refer to Truancy Policy 3123*

# Make-Up Assignments: *Refer to Attendance Requirement Policy 3122P*

# Pre-activity Work Slip

When students know in advance that they will be gone from school, pre-activity slips are encouraged. Each teacher will sign the slip with work to be done.

**New Students and Transfer Students*:*** *Refer to Entrance Placement and Transfer Policy 3110P*

**Parent Disclosure**

Circle Public Schools requires that when enrolling a student who has attended another school, parents must disclose whether or not that student has been suspended or expelled from any other school. We would like to provide a safe, quality education for your student and all students in Circle Public Schools. According to this rule, if you do not disclose this information or provideinaccurate information, your child may be suspended or expelled if that inaccurate or non-disclosed information would have allowed the school district to deny your student admission. Be aware that the Circle Public Schools will request disciplinary records from your child’s previous school.

**Withdrawal from School**

Student withdrawing from school must report to the school office before withdrawing to get instructions as to the proper procedure. If possible, do this several days in advance so that the withdrawal form can be ready for you on your last day of school. If a student leaves school without properly withdrawing, his/her records will be held until a proper withdrawal is complete. All textbooks, library books, lunch payments and fines must be cleared before the student secures a transfer of records to another school.

**Student Health**

# *Refer to Student Health/Physical Screenings and Examinations Policy 3410*

# *Refer to Hearing Screenings Policy 3410*

*Refer to Student Immunization Policy 3413*

# *Refer to Management of Concussions Policy 3415a*

*Student Athlete & Parent/Legal Guardian Concussion Statement 3415b*

# *Refer to Administering Medicines to Students Policy 3416*

*Montana Authorization to Carry and Self-Administrate Medication Form 3416F*

*Refer to Pediculosis Policy 3418*

*Refer to Emergency Treatment Policy 3431*

*Throughout the year, students may participate in: pediculosis checks, hearing and vision screenings*

*and immunizations.*

**Illness at School**

If your child is ill he/she is better off at home. The first stages of many diseases are often severe for your child and contagious. If your child must be absent from school, **please call the office, 485-2140, or email, sschillinger@circleschools.k12.mt.us, before 8:30 a.m.** Your child should be free of fever for at least one day before returning to school.

If your child should become ill while at school, the teacher will have him/her rest. In a few cases, the child is suffering from a minor upset, and a few minutes of rest is sufficient for him to return to the classroom. Most often however, the secretary/teacher will call you to come for your child. If you are unavailable, the secretary/teacher will call the person whom you indicated at the beginning of the year was to be called in case of emergency. If at any time during the course of the school year, it becomes necessary to change the name of the person to call when you are unavailable, please be sure to inform the school secretary. As you can see, it is important that this information be accurate. If you have an unlisted telephone number, we need it.

Because of the close contact of children in the classrooms, any child with a fever or communicable disease (chicken pox, measles, etc.) must be kept home. We urge you to consider the health of other students as well as that of your own child in these situations.

If your child misses school because of a illness, they will not be allowed to participate in any activity or event sponsored by the school that evening. The guidelines are listed below:

K-4 – Students must be present the last 3 ½ hours of the school day in order to be allowed to attend school activities or events that evening.

5-8 – Students must be present the whole school day in order to be allowed to attend school activities or events that evening.

**Asbestos Notification**

In compliance with the *Asbestos-Containing Materials in Schools Rule*, the Circle Public School had its school building(s) inspected by an asbestos inspector, accredited by the State of Montana.  During that inspection, areas of suspect ACBM were identified.  A copy of the Asbestos Management Plan is available for review in the District Clerk’s office.

# Telephone

The office telephone is a business phone. When a student receives a phone message during the school day, the office will take the call. Students will not be called from class unless it is an emergency. Students will then receive a note concerning the call. If the message is to return the call, students may do this during a study hall, at noon, or after school. Students will be allowed to use school phones to return calls to parents or in an emergency.

***High School Office Phone number-485-3600, JH & Elementary Office Phone number-485-2140***

**Cell Phones and Other Electronic Equipment:** *Refer to Cell Phones and Other Electronic Equipment Policy 3630; Discipline Chart 3310c*

Students may use cellular phones, MP3players, I-Pods and other electronic signaling devices before school begins, and after school ends. Cell phones may not be used during recess for K-6th Grade . Students in 7-12 may use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional day. Teachers may require students to turn in their cell phone as a bathroom or hall pass. All cell phones will be collected at the beginning of each class and placed in a holder by the teachers. If the teacher allows use of cell phones or other devices for class work, permission will be granted at that time. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment.

**\*\*Parents, please do not call or text your child on his/her cell phone during the school day. You may call the offices to leave a message for your child or to talk to them in case of an emergency**.

**NO CELL PHONES** or any electronic media devices in locker rooms or restrooms.

**Dress Code:** *Refer to Dress Code Policy 3224 and 3224P*

The District recognizes that a student’s choice of dress and grooming habits demonstrate personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though Circle schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create an atmosphere of disrespect, intimidation, create health or safety hazard for students, staff, or others.

1. Clothing should be neat and clean. Clothing that displays alcohol, drug and tobacco logos, profanity, or inappropriate language and messages, spaghetti strap tops, sleep wear, slippers, and midriff tops are not allowed. Tank tops must be two inches or wider at the shoulder.
2. Muscle shirts cannot be worn alone. They must have another shirt covering them.
3. Clothes should be of a modest nature. No cleavage or underwear showing. If wearing dress-up leggings or spandex leggings, students must have a shirt that hangs to mid-thigh front and back.
4. Students are allowed to wear shorts during the entire year. Shorts and skirts must be no shorter than 6 inches above the kneecap.
5. Students will not wear hats, caps, or other head covering inside the building during school hours.
6. Sponsors of all school activities have the right and privilege to set and enforce higher dress standards for the students participating in those activities.
7. Montana High School Association approved extracurricular uniforms are exempt from the dress code rules when worn for the purpose intended.
8. The administration will be the final judge as to whether a student’s clothing is appropriate. The superintendent/principal may ask the student to change the inappropriate clothing even if it includes being sent home. Students will make up time missed at the convenience of the administration.

# Fines, Fees, and Outstanding Bills: *Refer to Student Fees, Fines and Charges Policy 3520*

# Students are responsible for payment of fines, fees, and outstanding bills. Fees must be paid before a student is allowed to check out at the end of the school year. Shop projects must be paid for before they can be taken home.

# Cafeteria Program

The cafeteria program is provided for staff and students only. **Parents are welcome to eat with his/her child, once or twice a month.** The program allows students to purchase a breakfast for $2.25 or hot lunch for $2.50 for grades K-3 and $2.75 for grades 4-12. Prices may be subject to change. If a student brings his or her lunch from home, they will eat in the lunchroom. Milk or other food items may be purchased.

Students will have a PIN (Personal Identification Number) for the system that we expect them to remember. The amount purchased for a meal will be deducted from the account. There are family accounts, so when you deposit money, it can be deposited into a family account. Money will be receipted at the High School and Elementary offices.

*Parents who qualify are encouraged to apply for free or reduced price meals for their children. This can be accomplished by completing an application and returning it to the school. Applications may be picked up in the main office.*

**Lunch Room Rules**

●Deposit all litter in the wastebasket

●Return all trays and utensils to the proper dish washing area

●Leave the table and floor around your place in a clean condition

# Beverages and Food

●Purchasing food from the kitchen, during or between class-time, is not allowed

●Beverages and food in the classroom are at the teacher’s discretion

●No food or beverages other than bottled water are allowed in the library, hallways or classrooms

●Staff may inspect and dispose of the contents of containers at any time

●Sunflower seeds are not allowedin the school buildings at any time

# Library

●All materials may be borrowed for a two-week period with renewal privileges

●Lost materials must be paid for at replacement cost

●All fines must be paid before report cards or diplomas are issued

●Special use of the library by a teacher and class should be arranged beforehand

# Bus Transportation

Riding the school bus is a privilege offered to students. It is important that students riding the bus behave in a way that shows an appreciation of this transportation service. We ask that students on the bus…

●Show respect for the bus driver

●Remain seated when the bus is in motion

●Talk quietly to each other

●Keep bodies and hands to themselves

There are times when students abuse the privilege of riding the bus and misbehave. Depending on the severity of the incident the following actions may be indicated.

●The principal will talk to the student about his/her conduct.

●The principal may call his/her parents informing them they will lose bus

privileges if the behavior does not improve.

●The student may be suspended from riding the bus for a period of three

(3) days.

●The student and parents may be asked to appear at a Board hearing and show cause as to why he/she should not be removed from the bus for the remainder of the school year or beyond.

**Lockers(*pertaining to 4th-8th graders*)**

A locker is assigned to a student at the time of registration. Lockers are school property and are provided for student use. Students are responsible for the proper care, and the contents of their locker. Bring valuables to the office for safekeeping or do not bring them into the building.

If students use their own locks for the locker room, a duplicate key or combination must be left with the office, or the lock will be removed. Locks are available to all students at their request at the office. Students wishing to protect the contents of their lockers are encouraged to utilize locks**. The school assumes no responsibility for articles lost or stolen from lockers, restrooms, or locker rooms.**

Lockers are subject to inspection at any time. Students are not to change lockers without permission. Students are not allowed in another student’s locker without the specific permission of the student involved. The students assigned to the locker will pay any cost for repair of lockers. Any pictures/posters that are deemed inappropriate by any school personnel will be removed.

**Community Activity Announcements**

The administration reserves the right to approve/disapprove any announcements to be dispersed.

It can be beneficial for students to participate in community activities. At times the secretary and/or teachers are asked to hand out notices or to make announcements concerning bowling, rifle shoot, baseball, girl scouts, etc. We try to help as a service to the community. If you request notification late in the day, it may not be possible to ensure that every student is given notice. We cannot guarantee it, but will try our best that notice is made. We ask that you support us by:

1. Restricting the means of communication as much as possible
2. Give the school ample time to handle it-please notify the school before 2:00 p.m.
3. Any written notifications be already duplicated, sorted, labeled by class and ready for distribution; classroom information can be obtained by calling the elementary office.

***Thank you for your help and cooperation***.

# Supervision of Activities

A member of the faculty will supervise all activities sponsored by an organization of the school. A faculty member or adult supervisor must be present when a student group uses the school facilities. The supervisor is responsible for the student conduct and the school facilities. A faculty member or adult supervisor must be present when a student enters the school building after school hours. School organizations are not permitted to sponsor public dances.

Student organizations will not schedule events or activities for Wednesday after 5:30 (family night) or on Sunday.

Service Learning/Volunteerism

Circle Schools offer an after school program for grades K-6 that provides an opportunity for junior high and high school students to assist with the program. Service hours are documented so that students can use this information when applying for scholarships, and job references.

**Time After School:**

If a teacher finds it necessary to keep your child after school to finish an assignment, or for any other reason, you will be notified either by the teacher of the child or administration of the approximate time that he/she will be dismissed from the building. We urge children to go directly home from school so that the parents will know that they have been dismissed.

\*\***Our school playground is NOT supervised after school.**

**After School Program:** The Circle Public Schools After School Program is for students in grades K-6from 3:45-5:30, Monday through Thursday. This program is supervised and allows students tutoring, extra help with homework, snacks, and recreational activities. The program runs from August to May.

# Access to Electronic Information, Services, and Networks

*Refer to District Provided Access to Electronic Information, Services and Networks Policy 3612*

*Refer to Acceptable Use of Electronic Networks Policy 3612P*

*Refer to Student Acceptable Use Policy Contract 3612F1*

*Refer to Student Parent Technology Contract 3612F2*

**Circle Public Schools Web Site**

For more information on our schools please check the website at circleschools.org

**https://mtstate.epm.infinitecampus.org/mtstate/images/logos/banner_logo_white_bg.gif**

**Infinite Campus Parent Portal**

Circle Schools provides a portal through Infinite Campus for parents/guardians of enrolled students to view their child’s grades, attendance, and household information. At the present time, the portal for the K-3 parents only has the attendance records and household information available. The portal for the 4-8 parents has their child’s grades, attendance, and household information available.

Parents can access Infinite Campus by going to

<https://mtstate.epm.infinitecampus.org/mtstate/portal/circle.jsp>

If you are new to the school, need help resetting your password or haven’t signed up for Infinite Campus Parent Portal please email Sandy at [sschillinger@circleschools.k12.mt.us](mailto:sschillinger@circleschools.k12.mt.us) or call 485-2140.

**Montana Digital Academy (MDA)-Grades 7-8**

* + - 1. An email address is required for a parent and student. After the student is registered for the class, the information for settling up the class will be sent to you. If you need your password reset, please see Mrs. Hubing.
      2. The proctor in the class at that time is your teacher. They will be monitoring you and making sure that you are working on your class each day. Unless other arrangements have been made, you will be working on one of the computers in the library.
      3. You need to log in to your class every day at school. You can work on your class at home, but you are expected to work during the entire class period.
      4. If you experience computer problems-which you will-try to be as specific as possible as to what is being blocked to not working. Report the problem immediately.
      5. Weekly grades: The online course grades are sent weekly on Tuesdays. If a student is failing, he/she will be put on the ineligible list the following Monday. If a student works on his/her work that week and can show documentation that the grade has improved, the student must print the report off and submit to the proctor before the end of the week.
      6. Ineligible List: If you are not working daily on your online course and making progress, this will be documented by the proctor and you will be placed on the ineligible list.
      7. Grading: The online instructors are instructed not to give letter grades, only percentage grades. Thus the percentages will be given letter grades according to Circle’s grading scale policy found in the handbook.
      8. If you are having difficulties, it is up to you to contact the teacher to discuss your grade or other concerns you may have. Computer issues are not a reason for making progress in the class.
      9. Students taking a foreign language may need to use the headphones and microphones**.** Weekly grades: The online course grades are sent weekly on Tuesdays. If a student is failing, he/she will be put on the ineligible list the following Monday. If a student works on his/her work that week and can show documentation that the grade has improved, the student must print the report off and submit to the proctor before the end of the week.
      10. Grading: The online instructors are instructed not to give letter grades, only percentage grades. Thus the percentages will be given letter grades according to Circle’s grading scale policy found in the handbook.
      11. Students taking a foreign language may need to use the headphones and microphone.

# Fire Drills and Other Emergency Procedures

***Fire Drills:*** ( locations for K-8 – Marquee and toward the court house) In cases of a fire emergency the signal to evacuate the building will be a continuous sounding of an emergency alarm. When the fire alarm sounds, students should leave their rooms in an orderly and quiet way. Walk quickly, but do not run. Do not stop at your locker.

***Lock-down Drills*:** The teacher and students go to a safe place in the classroom and wait for “All Clear”.

***Stay-Put Drills*:** The teacher locks the classroom door and continues to teach until “All Clear”.

***Tornado Drills:*** The teacher and students go to the middle of the school

***School Evacuation:*** All students go the Circle Country Market banquet room with their class.

# Storm Policy

In Montana, weather often causes difficulties in our scheduled program. It is the policy of this administration to run buses and hold school whenever possible. In the event the weather or other emergencies are so extreme as to force school closure, an announcement will be made by radio. Information will also be provided as it becomes available on the school’s Facebook page and webpage.

KXGN -Glendive 1400 KATL -Miles City 770

KFLN- Baker 960 KGLE- Glendive 590

KEYZ -Williston 660 KYUS -Miles City 92.3

# Discipline Policy*: Refer to Student Discipline Policy 3310a and 3310b and 3310c*

As per policy 3310 disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to:

1.Using, possessing, distributing, purchasing, or selling tobacco products and e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

3.Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.

4.Using, possessing, controlling, or transferring a weapon in violation of the “possession of a Weapon in a School Building” section of this policy.

5.Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.

6. Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.

7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.

9. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.

10. Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.

11. Hazing or bullying.

12. Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

**Disciplinary Measures**

Disciplinary measures include but are not limited to:

* Expulsion
* Suspension
* Detention
* Clean-up duty
* Loss of bus privileges
* Notification of juvenile authorities and/or police
* Restitution for damages to school property

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| **Minor Offenses**   * Inappropriate Language * Disruptive Behavior in school assemblies and activities and between classes (ex. Running, pushing, shoving, yelling) * Tardies (per quarter) | **Consequences:**  Lunch detention  After school detention  In School Suspension  Clean-up duty |
| **Major Offenses** | **Consequences:**  Lunch detention  After school detention  Clean-up duty  Friday detention  In School Suspension  Out of School Suspension  Expulsion  Progressive Discipline |
| * **Cell Phone Violations**   **\***Confiscation to the end of the day   * + 1st Offense: Warning/confiscation     - student may claim cell phone at the end of the day.   + 2nd Offense: 1/2 hour detention/confiscation     - parent may call to release phone to student   + 3rd Offense or more: 1 hour detention/confiscation     - parent may sign, in person for phone * Disrespect/Insubordination * Vandalism/Theft * Classroom disruption * Forging signatures * Cell phone misuse * Computer misuse * Truancy * Verbal abuse/verbal assault * Fighting/ threatening/ bullying/ hazing * Sexual harassment * Use of lighters, matches, laser pens and such devices |
| **Zero Tolerance: *Immediate office referral***   * Physical, sexual assault * Using, possessing illegal drugs, alcohol * Use or possession of tobacco * Controlling, transferring any object that could be used as a weapon * Felony theft (over $1500) * Deliberate launching of computer virus into school system * Breaking and Entering **(this includes pulling on the doors to open them when they are locked down**) | **Consequences:**  In School Suspension  Out of School Suspension  Police notified  Expulsion |

**Detention:** *Refer to Detention Policy 3312*

**Disciplinary Statement**

Circle Schools are committed to providing a safe and secure learning environment. This includes on, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group; off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school, travel to and from school or a school activity, function, or event. \*\*A student’s attendance on field trips, class trips, or any other school-sponsored activity may be determined by a committee consisting of teachers and administration. The committee may choose to look at office referrals, behavior of the student and whether the student is compliant to school staff.

Policy is in effect anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function. Discipline measures are intended to correct misconduct, prevent its recurrence, and promote learning. Every staff member (administration, teachers, substitute teachers, cooks, custodians, office personnel, paraprofessionals, coaches, bus drivers and other support staff) is to be considered a supervisor and has the right to correct unruly and unacceptable behavior by all students at school or at any school function.

Most disciplinary problems will be dealt with at the classroom level. Classroom teachers will have a classroom management plan that will be communicated to the students at the beginning of the year. These plans may include detentions and other reasonable measures. In pursuit of classroom management the teacher will have the authority to:

1. Assign detentions for up to 30 minutes after school. Advance notice of one day will be given to parents and administration unless prior approval of the parent is obtained.
2. Remove students by sending them to the principal. Teachers will submit a written referral to the principal explaining the circumstances leading up to the student being removed from class. Teachers may recommend that the student be suspended.
3. Deny classroom privileges.
4. Use other reasonable measures as necessary to maintain control.

**When classroom discipline measures have been exhausted administrative discipline will go into effect.**

* 1. Students who attend Circle Public Schools are expected to pursue a rigorous course of study aimed at graduation and beyond, be respectful, and submit to authority.
  2. Continued and willful disobedience and open defiance of authority of any staff shall constitute good cause for suspension or expulsion from school.
  3. Students may be suspended by a principal or superintendent when it is in the best interest of the school. Parents will be notified as to the nature of the student’s actions prior to the suspension. However, when a student’s presence poses a continuing danger to persons or property or poses an ongoing or immediate threat of disruption to the educational process a pre-suspension notification will not be required.
  4. The board of trustees may expel students when they deem the behavior warrants. In all cases involving expulsions the board shall observe due process by asking parents to attend a hearing.

**Removal of Student during School Day:** *Refer to Removal of Student during School Day Policy 3440P*

**Removal from Class for Disciplinary Reasons**

If it is necessary to remove a student from class due to repeated disruptive behavior, the student may receive an “F” for the quarter, lose eligibility for the remainder of the quarter, and be subject to progressive disciplinary measures.

**Detention and In-School Suspension Rules**

Be on time. If tardy, student will receive additional detention.

# No sleeping or eating.

# No technology allowed

Bring school work – or work will be provided.

Comply with directives from supervisor

**In-School Suspension and Out-of-School Suspension*:*** *Refer to Suspension and Expulsion Policy 3300 and 3300P*

# Progressive Discipline

Progressive discipline may be applied when it is recognized by school officials that a student has demonstrated a pattern of behavior that is disruptive and continues to impede the personal or academic progress of the student or his\her peers.  When disruptive behavior persists, a behavior plan requiring the structural accounting of the student’s day will be applied.  When disciplinary and other measures have been applied and the student fails to respond by modifying the disruptive behaviors, the student will be held accountable for his/ her actions and it will be necessary for administration to recommend expulsion to the Board of Trustees.   The student will be allowed due process.

**Cheating**

Cheating will not be tolerated in our school system. Cheating is an offense no matter where it occurs. Responsibility lies with both the person who cheats and the person who allows that person to cheat. Cheating occurs when students get answers without any effort of their own or without understanding the process. Cheating is copying from another person’s work with or without permission; using past materials, and cheat sheets. Consequences will vary with the severity and repetition of any offenses. At a minimum, student(s) will receive zeros and their parents will be notified. Serious offenses could include zeros, notification of parents and one day of in-school-suspension. Repeat offenders may have more serious consequences including OSS and/or being required to appear in front of the Board to show cause as to why they should not lose all academic awards.

### **Definitions**

In determining the severity of a particular violation of the rules, intent and persistence will be considered. The impact of any action is a factor in determining the severity of an offense. Another critical factor is persistence. Once an action is recognized as offensive and the violator has been warned if the action continues it can be considered to be harassment. After a warning has been applied the intent of the action becomes more obvious and consequences become more severe. The following definitions refer to behaviors that are against the rules at Circle Schools:

**Bullying:***Refer to Bullying/Harassment/Intimidation/Hazing Policy 3226*

**Defiance** *-* Failure to comply with school policies, rules or the directives of staff during any period of time the student is on school property, involved in a school sponsored event or under the authority of school personnel.

**Disruption**- To destroy or impede the order or continuity of a class, assembly or activity.

**Harassment, Intimidation:***Refer to Sexual Harassment/Intimidation of Students Policy 3225;*

*Complaint Form 3225F*

**Hazing:***Refer to Bullying/Harassment/Intimidation/Hazing Policy 3226*

**Insolence and disrespect** - Failure to comply with directives and/or rude, insulting behavior or speech.

**Instigating or encouraging** - Any action or utterance by an individual that results in a violation of the Disciplinary Policy especially by encouraging others to commit violations

**Insubordination *-*** The act of being disobedient to directives of those in authority. When insubordination is coupled with disrespectful and offensive behavior the offense is more severe.

**Physical Assault/Harassment** – Fighting, hitting, kicking, spitting, biting, scratching, poking, grabbing, squeezing, touching without permission or with intent to do harm or irritate another person.

**Psychological Harassment** - This is humiliating or abusive behavior that lowers or intends to lower a person’s self-esteem or causes them torment. This can take the form of verbal comments, actions or gestures.

**Put-downs -** Statements involving negative connotation or derogatory comments toward another person or group of people. Impact or intent can be considered in evaluating actions.

**Theft**- Act of stealing:

1. Petty – stealing something that can easily be replaced
2. Misdemeanor – stealing something that cannot easily be replaced (up to $500)
3. Felony – stealing something that is valued over $500

**Vandalism**- Willfully or intentionally marring, harming or destroying property

1. Petty – willfully or intentionally marring, harming or destroying property that can easily be replaced or repaired
2. Misdemeanor – willfully or intentionally marring, harming or destroying property that cannot be easily replaced or repaired (up to $500.00)
3. Felony – willfully or intentionally marring, harming or destroying property valued over $500.00

**Vulgar language** - Includes profanity, cussing, swearing as well as utterances or actions that are intended to be, or are offensive to the listener. A teacher or student supervisor will have the authority to interpret and correct offensive behaviors.

**Weapon** - Any type of firearm, knife, sword, straight razor, throwing star, num-chucks, or brass or other metal knuckles. A weapon could be any instrument utilized to fight with or harm others or property.

**Gambling:** *Refer to Gambling Policy 3345*

**Gun-Free Schools Act:** *Refer to Gun-Free Schools and Possession of a Weapon in a School Building Policy 3310b*

**Firearms and Weapons:** *Refer to Firearms and Weapons Policy 3311*

# Search & Seizure: *Refer to Policy 3231 and 3231P*

**Extracurricular and Co-Curricular Activities-Grades 5-8**

A variety of activities are offered on an interscholastic basis and all students are encouraged to participate. 5th, 6th grade and Jr. High students involved in extracurricular activities will follow the same athletic guidelines as the High School students. All discipline policies apply to students in extracurricular and co- curricular activities. Students may participate in these activities if they meet all eligibility rules of Circle Public Schools, and have a signed waiver from their parents. Out of district students that are enrolled in a McCone County Public School are eligible to participate in any athletic activity. To be considered enrolled a student must enroll in the required courses for each grade and electives. Thus students should be taking at least six courses in the building unless otherwise specified by an IEP.

Students participating must have satisfactorily passed a doctor’s examination. Copies of the above mentioned documents will be on file in the Activities Director’s (AD) office before the student can participate, or partake in, any athletic contests. The school does not provide insurance, the student and his/her family is responsible for all medical costs. All activity and participation fees must be paid before the first contest event of the student’s activity.

A student must be passing on a semester basis in at least four (4) subjects to qualify to represent the school. In addition, Circle Schools have established the following rules to participate in activities.

A two (2) week “F” eligibility list:

1. Student eligibility will run from Tuesday through Monday. All student work must be turned in by the close of school the previous week. Teachers will submit their list of ineligible students Monday.
2. If a student appears on the list the first time, they have until the close of school in their probation week to become eligible. If they fail to do so they would be ineligible from Tuesday through Monday for extracurricular events. In other words, if a student appears on the list two (2) weeks in a row in the same subject they are ineligible. This means that they are ineligible to compete, perform, and travel with the team. They will be allowed to practice in most cases. In some cases the principal may suspend the right to practice.
3. Once a student goes off the list his/her two (2) weeks starts all over again.
4. If a student does not get his/her name off the list the second week, ineligibility will continue weekly until his/her name is off the ineligible list.
5. No student shall participate in an activity unless he/she has been in school for the entire day of the activity unless excused for medical reasons supported by documentation from a medical facility, bereavement, or administrative discretion.
6. If a student fails a class for the quarter, he/she will be ineligible to participate in any extracurricular activities for two competitive weeks into the next quarter. This eligibility will carry over from quarter to quarter. Fourth quarter eligibility will carry over to the first quarter for the upcoming school year. This policy is for all grades 5th-12th, starting 2nd quarter of the 2017-2018 school year and will be in effect year round after that.

# Marking System and Grades

The marking system in our school uses the letters A, B, C, D, F, and I. An F indicates a failing grade while an I indicates an incomplete grade.

Incompletes are given if work has not been completed or if an exam was missed due to extended illness or extenuating circumstances. This plan may be modified if approved by the teacher and the superintendent/principal. Refer to Make-Up Assignments policy 3122P for details.

Report cards are mailed out each grading period. Any questions that may arise from grades or suggestions on the report cards will gladly be discussed with the parent, students, or a combination of both. Midterm reports may be sent to parents each mid nine-week session. Parents are urged to visit the school to discuss problems and/or concerns.

A+ 97-100

A 93-96

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F Below 60

# GPA and Honor Roll – 4.0 System-Grades 7-8

Any student may be placed on the honor roll by having a 3.25 average for the grading period. All graded classes will be used in the computation of the students GPA.

A=4 points

B=3 points

C=2 points

D=1 point

F=0 points

A grade below C- automatically disqualifies a student from the honor roll. In order to be on the honor roll, a student must have at least a 3.25 average and carry five (5) academic classes.

**Semester Test Policy-Grades 7-8**

All students are required to take all semester tests during the fall and spring semester. Semester test grades will count for no more than 10% of the semester grade. With principal approval, the semester test could be a major project, report or portfolio. **Students who miss less than five class periods in a semester (extracurricular or school sponsored activities are exempt) will not have to take the semester test**. Medical absences will only be accepted with written documentation from the doctor. Bereavement absences will also be accepted with documentation. Other absences will not be considered for exemption from the test. If any exempt student chooses to take the semester test, the test can only improve the final grade and not hurt it.

Teachers may require work through the last day of the semester, so it is imperative that the students are in attendance. If a student has a legitimate reason to be absent during this time, all work needs to be turned in prior to leaving.

# Alcohol, Drug and Tobacco Use during Extracurricular Activities: *Refer to Alcohol, Drug and Tobacco Use during Extracurricular Activities Policy 3340 and 3340P*

**In-School Suspension and Out-of School Suspension***: Refer to Suspension and Expulsion Policy 3300 and 3300P*

Students will not be allowed to practice, participate in or attend any extracurricular activities or school sponsored events (sport contests, dances/prom, school plays, music concerts, assemblies, school trips) during all suspensions. Repeat offenders may be referred to the Board to determine if extended suspension or removal from extracurricular activities is indicated.

# School Sponsored Trips

Students are to use good judgment in regard to their conduct at all times while on a school trip, and to represent themselves so as to bring praise to their school and community. General rules of conduct for students on school-sponsored trips are as follows:

1. All students must at least dress according to the school dress code. School sponsors may require a specific dress code.
2. There is to be no use of tobacco, alcohol or drugs.
3. All students will ride the bus to the event except in cases of prior administrative approval. Students should present a written request to the coach or advisor before leaving on the trip. Parents must speak directly to the coach before taking their student after the activity. Students may return with parents with permission. Parents may sign the “Parental Release Form” the coach has with them at events.
4. All students are expected to cooperate fully at all times with the bus driver while they are on the bus. Passengers must recognize the authority and responsibility of the bus driver.
5. A student’s attendance on field trips, class trips, or any other school-sponsored activity may be determined by a committee consisting of teachers and administration. The committee may choose to look at office referrals, behavior of the student and whether the student is compliant to school staff.

**Overnight Travel**

1. A chaperone for either/both genders of participants traveling will accompany groups when the activity requires an overnight stay.

2. At no time should students of the opposite gender be allowed in a room without the direct supervision of the coach/chaperone and/or sponsor.

3. If both genders are traveling together, the groups will be separated by the aisle or one group will be seated at the front and the other at the back with coach/sponsor/advisor sitting between the groups.

4. Rotate the seating arrangements to allow each group equal opportunity to sit at the front and back of bus.

5. Managers of opposite sex will sit near the coaches.

**Supervision**

1. Coaches/Sponsors should either be seated throughout the bus or make frequent visits to the back of the bus.

2. The coach/sponsor is responsible for seating arrangements when boys and girls are traveling together.

3. Students are expected to abide by the same rules expected in a classroom when traveling on buses contracted by the district.

**DVD’s**

Any movies viewed whiles traveling on charter buses must be cleared through the coach/administration and be “G” or “PG” rating…absolutely no “R” rated movies allowed.

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual’s rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person’s pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

**Level 1: Informal**

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

**Level 2: Building Administrator**

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) days of the administrator’s receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator’s decision, either may request, in writing, that the Superintendent review the administrator’s decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) days of the administrator’s decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent, within thirty (30) days of the nondiscrimination coordinator’s receipt of the written complaint. A coordinator may hire an outside investigator to conduct the investigation. Within fifteen (15) days of the Superintendent’s receipt of the coordinator’s report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent’s decision, either may request, in writing, that the Board consider an appeal of the Superintendent’s decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent’s written response to the complaint, for transmission to the Board.

**Level 3: Superintendent**

If either the complainant or the person against whom the complaint is filed appeals the administrator’s decision provided for in Level 2, the Superintendent will review the complaint and the administrator’s decision. The Superintendent will respond in writing to the appeal, within thirty (30) days of the Superintendent’s receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent’s decision, either may request, in writing, that the Board consider an appeal of the Superintendent’s decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent’s written response to the complaint, for transmission to the Board.

**Level 4: The Board**

Upon written appeal, the Board will consider the Superintendent’s decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

**Level 5: County Superintendent**

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) days of the Board’s decision, pursuant to Montana law.

*I. Definitions*

1. Grievance: Grievance means a complaint alleging any policy, procedure, or practice, which would be prohibited, by Title IX/Section 504 and other federal and state civil rights laws, rules and regulations.
2. Title IX: Title IX of the Education Amendments of 1972 (20 USC Section (1681), the 1975 Implementing Regulation and any memoranda, directives, guidelines, or subsequent legislation that may be issued or enacted.
3. Section 504: The Rehabilitation Act of 1973 (29 USC 794).
4. Federal and State Civil Rights Laws, Rules and Regulations. See legal reference on model policy statement.
5. Grievant(s): Grievant means a student/parent/guardian or employee of Circle School District #1 who submits a grievance.
6. Circle School District #1: Any reference to any school district as defined in 20-6-101, Montana Codes Annotated.
7. Title IX/Section 504 Coordinator: Means the employee(s) designated to coordinate Circle School District #1 efforts to comply with and carry out its responsibilities.
8. Day: Day means a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays. (20-1-305 MCA.)

*II. Basic Procedural Rights*: Applicable to all levels of the grievance process.

1. Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
2. The designated Coordinator may not have a direct interest in the outcome of the grievance and must remain impartial.
3. Relevant agencies/institutions records shall be available to all parties subject to requirements and clarification in Guidelines for Student Records. Office of Public Instruction, September 1984.
4. Intimidation or retaliation of any kind is prohibited by law.
5. Prior to a contested case hearing (under the Rules of School Controversy) the rights of the Grievant’s confidentiality in proceedings and records shall be respected.

(ARM 10-6-101 ET seq. Also see Ridgeway settlement agreement, page 29.)

1. This procedure does not deny the right of the Grievant to file formal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.
2. All records pursuant to the grievance shall be maintained by the clerk of the school district separate and apart from student and personnel records for a period of not less than five (5) years. (10-1-212 MCA)