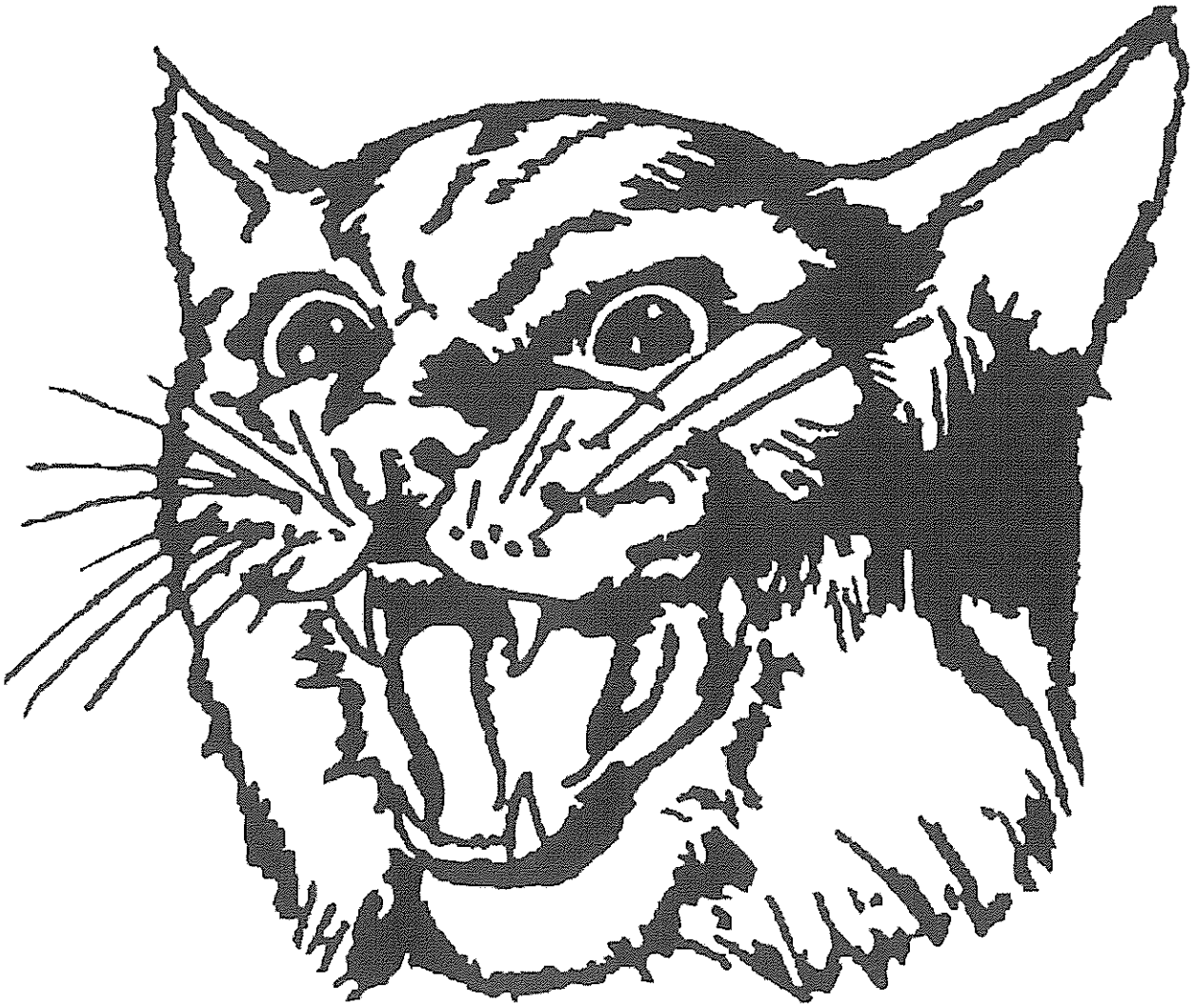
CIRCLE PUBLIC SCHOOLS

STUDENT HANDBOOK

2026-2027



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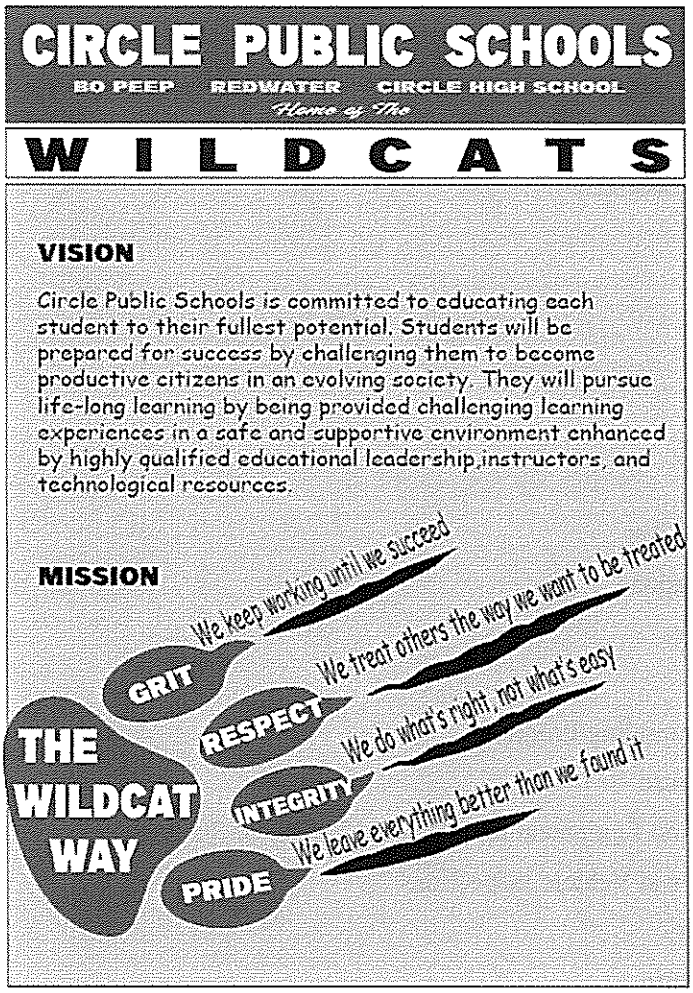
Welcome to the 2026-2027 School Year!

This handbook is designed for all K-12 Students.

Mission Statement

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



District Vision

Circle Schools is committed to educating each student to their fullest potential in order 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 the district curriculum.
4. Periodic curriculum review will help to ensure that the 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. Formal and informal assessments will be used to produce data that can be used to modify and enhance 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.

The Student Handbook is designed to work in conjunction with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office or on the website.

In case of conflict between Board policies or any provisions of student handbooks, the provisions in the board policies are to be followed. All students and parents are expected and required to adhere and abide by all Circle Public School policies and guidelines. Policies may be found at www.circleschools.org.

Attendance

Attendance Policy

Refer to Attendance Policy 3122P.

The primary responsibility for good attendance of students rests with parents. Parents are required by 20-5-103, MCA (*a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused*) to ensure their children regularly attend school. The District recognizes the importance of monitoring parental responsibility for their child's attendance. Further, the District is committed to taking whatever action is necessary, up to and including legal action, to ensure students regularly attend school. Students will be required to follow daily class requirements through distance learning platforms.

Reporting Student Absences

If a student must be absent due to illness or other unforeseen emergency, parents must inform the school. If the student is not present, and the parent has not notified the school of the absence, the

school will attempt to call the parent by 11:00 a.m. the same day. The fact that the school will attempt to call the parent does not relieve the parent of the responsibility to call the school to report their child's absence. After three consecutive times (not days) of no contact with a parent, law enforcement may be called for a "well check."

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 **kfritz@circleschools.k12.mt.us** to report this information. To report a high school absence, please call the High School Office between 7:45 and 8:30 a.m. at 485-3600 or email **sschillinger@circleschools.k12.mt.us**. Unless the absence has been prearranged, you will be called.

Excused Absences and Tardies

In cases of doubt concerning validity of an excuse, administration may require verification of medical conditions contributing to the absence. In the event the administrator determines an absence or tardiness is unnecessary, the absence or tardiness will be considered unexcused. The administration may request that parents communicate directly with the office regarding the reason for the absence or tardiness. The school secretary will maintain a record of the nature of student absences for school use. A permanent record will also be maintained which will include a record of the student absences and tardies.

Tardy

Refer to Attendance Requirement Policy 3122P in Appendix

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. A student who is tardy must go directly to class without stopping at the office and the teacher will indicate the tardy in Infinite Campus. If a student is late to class because a teacher has detained the student, that teacher will give the student a pass to the next class. Any period when a student is tardy more than 15 minutes will be considered as an absence.

Students accumulating three (3) unexcused tardies per quarter will receive detention. The student will be given one day's notice if he/she needs to arrange transportation. Students may be required to serve these detentions during practice but will not be required to miss a co-curricular or extracurricular event. On a student's 10th tardy in a quarter, the student will receive 2 hours of detention. Students will be assigned an additional hour of after school detention for each tardy after the 10th tardy. If a student reaches 15 tardies, they will be assigned in-school suspension.

When a quarter ends, so does tardy accumulation. Each student starts each quarter with zero tardies, but any accrued detention time will be served during the subsequent quarter.

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 8:15 a.m. To be counted present for the afternoon, a student must be in attendance by 12:15 p.m.

Absences are recorded as follows for grades 7-12:

Absences are recorded per class period for grades 7-12. 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 with whom they were at the time. A student missing more than 15 minutes of class will be counted absent.

Attendance Expectations

Regular attendance is essential for student learning, academic success, and school engagement. The habits of dependability and responsibility you learn and practice are essential to success in the adult business, social and personal relationships. Students are expected to attend all scheduled classes unless properly excused. Once a teacher observes that a student's absences or tardiness is having an adverse effect on the student's progress, the teacher will notify administration and explain the problem. The school follows Montana compulsory attendance laws and district attendance expectations.-Teachers may use computer monitoring programs as a method of tracking student absences. Students must be logged in to be counted present.

Definitions of Absences:

Exempt Absences- Defined as absences that DO NOT apply to the Excessive absence policy. These include:

- Participation in school-sponsored activity- This exemption will apply to eligible students who are participating in sports events, music events, academic field trips and other co-curricular activities (ex: BPA, FFA, etc...). To participate in an extracurricular activity or co-curricular activity, including practice, students must be in school during the day of the event. Students who miss school, following a school-sponsored event, may be considered ineligible for the next school-sponsored activity in which they are eligible to participate.
- Medical Appointments, extended illnesses, Chronic Health Conditions- Medical documentation MUST be provided to the office or exemption will not be allowed. An absence will be recorded as medical when the office has received written documentation from the attending doctor's office for each absence within 2 calendar days of the recorded absence(s). A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance.
- Legal appointments- Verification of appointments MUST be provided to the office or exemption will not be allowed.
- Post-secondary visits- Limit 2 per year for seniors and 1for juniors.
- Bereavement/Funerals-in the immediate family (grandmother, grandfather, father, mother, sister, brother).
- Absences resulting from disciplinary actions or short- term suspension

Excused Absences- Defined as absences that DO apply to the excessive absence policy. It is the discretion of the Principal, not the parent(s), to which absences are excused and which absences are not excused.

These include:

- Family trip
- Non-school sponsored activities. Examples include: AAU sports, 4-H, church trips, etc.
- Illness
- Family Emergencies
- Watching tournaments when not a participant

Unexcused Absences- Defined as absences that DO apply to the Excessive Absence Policy and are not authorized by state law nor by the district or school policy but occurs with or without parental knowledge or consent. These include but are not limited to:

- Truancy or skipping classes/school
- Needed at home to help parent, sibling, or other family member
- Homework completion
- Babysitting
- Oversleeping
- Missing the bus
- Shopping
- Hair appointments
- Work (student employment)

Truant - The absences policy uses the word "truant." 20-5-106, MCA defines truancy. For the purposes of this part "truant" or "truancy" means the persistent nonattendance without excuse, as defined by district policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103, (4)(a). If the child is discovered by the attendance officer to be truant on 9 or more days or 54 or more parts of a day in 1 school year, the child may be referred to youth court as habitually truant under Title 41, chapter 5.

A truant absence occurs when the student is absent without permission from the home and will not be excused by the school. This is a serious offense, and the following action will be taken: On the first (1st) offense the parent will be notified and the offense explained. The time missed will be made up in after-school detention. The student will receive a zero (0) in all work missed, with no make-up. On the second (2nd) offense the student will be assigned in-school suspension. More than two (2) offenses will result in further disciplinary action by the school. All absences due to truancy will be included in the quarter's total for each class and may result in failure due to excessive absence. All truancy will be reported to the proper authorities. *Refer to Truant Policy 3123.*

If a high school student is absent from class/school due to truancy more than four (4) classes per quarter, the student will receive a "0" for the attendance for the quarter, unless there are approved extenuating circumstances. The attendance "0" will be considered twenty percent (20%) of the quarter grade. Administration will notify the staff of a truant situation.

Excessive Absence Policy

Circle Schools strives to teach/develop traits and skills that not only prepare but transition students into real life. Just because an absence hasn't affected a grade does not mean it hasn't affected learning.

1. At 4 **excused/unexcused** absences per class period per semester, a letter will be sent home.

2. At 6 **excused/unexcused** absences per class period per semester, a letter will be sent home informing guardians that the student is nearing the attendance limit. Students will be informed that further absences will result in additional interventions.

3. When excused/unexcused absences exceed 8 per class period per semester, the student will be referred to the **Attendance Review Committee,** and a meeting will be requested with the

student and parents. The committee may include administration, counselor, and other designated staff and will review the student's attendance record.

4. Should a student who is passing a class exceeds 8 allowable absences in a semester, the student may receive a "P" grade in each class for which the student would have otherwise earned a passing grade.

Absences: 8-Day Absence Policy:

Students will be allowed up to eight (8) excused or unexcused absences per class period per semester. Should a student who is passing a class go over the eight (8) allowable absences in a semester, the student may receive a "P" grade in each class for which the student would have otherwise earned a passing grade. A grade of "P" will register as 1.0 for each class in terms of calculating GPA.

If the student wishes to receive the letter grade earned instead of the P grade, the student will be required to serve missed time. In the event extenuating circumstances exist, the student may appeal receiving a P grade due to more than eight (8) absences in a class using the P Grade Appeal Process. (See P Grade Appeal Process)

Attendance School

Students who go beyond the allowable absences may have the opportunity to regain their letter grade through Attendance School. In order to earn their letter grade rather than a P, students will be required to make up missed time. Absences that can be made up in Attendance School will be determined by the administration. Absence totals will not change upon completion of Attendance School hours. This only gives the student an opportunity to regain their letter grade. Arrangements to serve hours to regain a letter grade through Attendance School will be made with the principal. Attendance School time will be served outside of regular class time or other times the student is required to be in attendance.

P Grade Appeal Process

Any student passing a class but exceeding eight (8) days excused or unexcused absent due to legitimate extenuating circumstances may appeal for the original letter grade earned in each class. Extenuating circumstances include but are not limited to the following:

- A documented health care appointment, extended illness, and/or chronic health condition
- A court proceeding
- An absence required by state or local welfare authorities
- Prior approved activities as identified by the principal or superintendent. The student must initiate the appeal process by fully completing and submitting the P Grade Appeal Form obtained from the Principal. Approval or denial of the request for the original letter grade will be determined by the Attendance Committee. A denial of the request will result in the student receiving a P grade. Further appeal may be made to the Superintendent.

Make-Up Assignments

Make-up work is the responsibility of the student, and students are to check with their teachers regarding make-up work. The time limit for make-up work is 2 days for the first day absent and 1 day for each additional day of the continuous.

In addition to policies covered in *Attendance Requirement Policy* 3122P, any work needed in advance (e. g., if a student has a planned absence) will require the family to give no less than 24-hours' notice for a day's absence for work-gathering by a teacher, and for absences longer than a day, work gathering can take up to 4 days – families should plan accordingly. If, at the teacher's discretion, gathering of work is not possible beforehand, the student will be expected to gather work when they return.

Individual teachers will set guidelines for their courses regarding participation grades. Students may or may not be able to make up participation grades when they are absent. Students who miss class due to verified medical reasons will be eligible to make up participation points when appropriate. After 8 days absent in a semester, a student will not be able to make up participation points.

Morning Arrival for Elementary Students

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.

Permission to Leave School

No student may leave the school grounds while school is in session without permission to do so. Students must also get permission to go to their vehicle between classes. 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.

Withdrawal from School

A 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, device turned in, and fines must be cleared before the student secures a transfer of records to another school.

New Students and Transfer Students

Refer to Entrance Placement and Transfer Policy 3110

Parent Disclosure

Because Circle Public Schools honor discipline assignments from other schools/districts, we require 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. Any inaccurate information could adversely affect your child's eligibility. Be aware that the Circle Public Schools will request disciplinary records from your child's previous school.

Semester Test Policy for Grades 9 - 12

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.

Students with less than five (5) absences in a given period in a semester will take the final and need to pass it with a 60% or better for it to be excluded from the final average. A score below 60% will be counted as a semester test. The semester test will count for students with five (5) or more absences. 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 tests.

***Three (3) tardies in a single period will equal one (1) absence towards the semester test calculation of absences.**

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.**

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. The teacher may or may not provide homework depending on when the student makes the request.

Senior College Visits

Juniors may be allowed one (1) day and seniors may be allowed two **(2) days** for visiting a college (**with documentation from the college**).

Student Health

Illness at School

If your child is ill, he/she is better off at home. It is the responsibility of the parent/guardian to ensure they have checked their student for a fever BEFORE sending to school. The first stages of many illnesses are often severe for your child and contagious. If your child must be absent from school, **please call the office, 485-2140, or email kfritz@circleschools.k12.mt.us before 8:30 a.m. (elementary) and 485-3600 or email sschillinger@circleschools.k12.mt.us (high school).**

****In order to help ensure your child is free of the following including but not limited to: muscle pain, body aches, fever, diarrhea, or vomiting for at least 24 hours before returning to school, the following will be enforced:**

- If your student is sent home after arriving at school because of fever or illness due to communicable disease, he/she MUST remain home for the remainder of that day AND all of the next school day, unless the next school day falls after a weekend or holiday and school is not in session on that next day.
- Example: Student arrives to school on a Tuesday and is sent home due to illness or fever at 10am. The student will remain home the rest of Tuesday and ALL of Wednesday.
- Example: Student arrives to school on a Thursday and is sent home due to illness or fever at 10am. The student will remain home the rest of Thursday and may return to school on the following Monday. (In the case of Friday being a no-school day.)

- Parents should wait a minimum 24 hours until a student returns to school after showing symptoms. If a student returns with symptoms of illness, they will be sent home as ill.

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 you have designated as the emergency contact. 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 an illness, they will not be allowed to participate in any activity or event sponsored by the school that evening. Students must be present the whole school day in order to be allowed to attend school activities or events that evening. Administrative discretion may be used.

Administering Medications
Refer to Board Policy 3416

Communicable Diseases
Refer to Board Policy 3417

Lice
Student's heads will be checked routinely for lice. Students found to have nits or lice will be sent home. The first absence will be excused. Those students sent home will be checked upon their return, and if nits or lice are still present, they will be sent home again until the problem is resolved. Public Health officials will be notified of any successive trips home.
Pediculosis – *Refer to Board Policy 3418)*

Health Screenings/Hearing Screens
Refer to Board Policy 3410
The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day. Every reasonable effort shall be made to contact parents of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents or legal guardians.
3. Vision and hearing screening.
4. Scoliosis screening.
5. Immunization as provided by the Department of Public Health and Human Services.

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Students who wish to participate in certain extracurricular activities may be required to submit to a physical

examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations. All parents will be notified of requirements of the District's policy on physical examinations and screening of students at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. Parents have the option of opting out of screenings and examinations with the exception of the sports physical.

Immunizations
Refer to Board Policy 3413

Concussion
Refer to Board Policy 3415

Emergency Treatment
Refer to Board Policy 3431

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.

Accident Reports
All accidents causing bodily injury or property damage which occur on the grounds or in the school buildings are to be reported immediately to the teacher in charge and to an administrative office. Accident reports are kept on file in the clerk's office.

Student Activities

School Dances
Arrangements for each dance must be made with the principal at least one (1) week in advance. The sponsor of the group giving the dance must be present as well as two (2) additional chaperones.

1. No student shall be admitted to a dance later than one (1) hour after the beginning of the dance.
2. A student leaving a dance will not be readmitted to the dance.
3. Permission to bring an out-of-district student must be approved by the principal with the appropriate form completed and on file with the school office.
4. No Junior High student nor persons not currently enrolled in high school may attend a high school dance as a guest.
5. Dances will end no later than 12:00 midnight without prior approval from the administration.
6. Currently suspended/expelled students are not allowed to attend dances.
7. Appropriate dress (see dress code in handbook) will be worn to school dances.
8. Students should respect the work of the decorating committee and not pull down the decorations.

9. Students attending a high school dance function may be subject to an alcohol screening.
10. Sponsors and administration will be the people in authority at the dance. Inappropriate dancing, as deemed by the chaperones, will not be allowed.
11. Homeschool/out-of-district students may be allowed to attend school dances at administrator's discretion and must be sponsored by a student currently enrolled full time in Circle Public Schools.

Extracurricular Activities: Grades 4-12

A variety of activities are offered on an interscholastic basis and all students are encouraged to participate. Grades 4-12 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 MHSA for grades 9-12), and have a signed waiver from their parents. Out of district students enrolled in a McCone County Public School (and Circle High School for grades 9-12) are eligible to participate in any athletic activity. To be considered enrolled a student must enroll in the required courses and electives for each grade. Thus, students should be taking at least six courses in the building unless otherwise specified by an IEP. Students not otherwise enrolled in Circle School District may participate in activities as specified in District Policy 3510.

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; therefore, 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.

Eligibility list/Participation Guidelines:

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. The first time a student appears on the list, he/she has until the close of school in a probation week to earn eligibility. Failure to do so will result in ineligibility 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, he/she is ineligible. This means the student is ineligible to compete, perform, and travel with the team. The student 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 attends morning practice and then chooses not to attend school that day, they will forfeit their practice the following day unless administrative discretion deems otherwise.
7. If buses do not run, students will have until 10:00 am to arrive at the school in order to participate in sporting events, practices, and performances unless administrative discretion deems otherwise.
8. If a student fails a class for the quarter, he/she will be ineligible to participate in any extracurricular activities for two (2) 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.
9. Other circumstances, which may arise and which are determined to violate the spirit of expected conduct and academic achievement, shall also be considered to affect the terms of eligibility. This will be enforced for grades up to the 8th grade.

Co-Curricular Activities:

Certain student organizations, activities, performances, competitions, and field experiences are considered co-curricular activities because they are directly connected to classroom instruction, Montana Content Standards, and district curriculum. Participation in these activities may require concurrent enrollment in the associated course offered by the district.

Examples of co-curricular activities include, but are not limited to:

- **FFA** — Participation requires enrollment in an approved agricultural education course, as FFA activities extend classroom instruction in agricultural sciences, leadership, career readiness, and supervised agricultural experiences.
- **Band/Choir Performance Groups (including Blue Shadows)** — Participation requires enrollment in the corresponding music course, as performances and competitions are extensions of Montana Music Content Standards and classroom instruction in performance, music literacy, and ensemble skills.
- **Theater Productions** — Participation may require enrollment in a related English Language Arts, speech, drama, or theater course because productions support standards involving communication, speaking/listening, reading interpretation, performance, collaboration, and presentation skills.
- **Mathletes, Academic Olympics, and Academic Competitions** — Participation is based upon student academic performance and progress within core academic coursework aligned to district curriculum and Montana Content Standards.
- **Curriculum-Related Field Trips** — Participation in field trips connected to science, social studies, agriculture, English, or other curricular areas may require enrollment in the associated class because the activities are designed to meet instructional standards, classroom objectives, and course outcomes.

The district reserves the right to determine whether an activity is extracurricular or co-curricular based on its connection to classroom instruction, academic standards, graded coursework, and instructional outcomes.

Overnight Travel

1. A chaperone for either/both biological genders of participants traveling will accompany groups when the activity requires an overnight stay when practical.
2. At no time should students of the opposite biological 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 the bus.
5. Managers of the opposite biological 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.

Alcohol, Drug and Tobacco Use during Extracurricular Activities

Refer to Alcohol, Drug and Tobacco Use during Extracurricular Activities Policy 3340

Student/Coach Ejection

Article VIII, Section (2) General Penalties, page 34, MHSA Handbook

Any student or coach representing a MHSA member school who is ejected from an interscholastic athletic competition will not participate for the remainder of the day and will be ineligible for the next regularly scheduled or rescheduled competition at that level of competition and all other games/meets in the interim at any level of competition. A second violation during a sport season will result in a four (4) competition suspension of the offending student/coach. If penalties are imposed at the end of the sport season and no contests remain, the penalty is carried over in that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next sport season.

Student Government

All class officers, including student council representatives, must have at least a "C" average to be eligible for any office. This includes the student body candidate for President, Vice President, Secretary, and Treasurer. Any other representatives on the student council from other groups such as band must also carry at least a "C" average. No president of any class is to call a meeting without first consulting the sponsor of the class. A sponsor and a quorum (of at least 50% of members) must be present in order for a meeting and business to be conducted. The secretary will take minutes during class meetings. Class treasurers are responsible for the collection of class dues if any are imposed. All school parties are to be cleared by the office before scheduling. The Student Council is an organization through which the students may express their opinions, assist in the administration of school activities, and assist in the management of school enterprises. The purpose of the Student Council is to promote leadership and participation in school activities. The Student Council is comprised of elected student body officers and class

officers. Minutes of all meetings including Student Council, class meetings, Honor Society, etc., must be signed by the secretary, the advisor, and the principal before they are official. An official form will be available from the principal's office. Copies will be kept on file.

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 innovations, 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 consider additional criteria including but not limited to office referrals, behavior of the student, academic performance, and whether the student is compliant to school staff.
6. School sponsored advisors with administrators will determine chaperones.
7. If a student has not been enrolled in CHS for all four years of their high school career, he/she may need to help pay for the senior class trip. Only full-time students are eligible to go on senior class trips.

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 including athletics will not schedule events, activities, or practices for Wednesday after 6:00 (family night) or on Sunday.

General Policy/Procedures

Cell Phones and Other Electronic Equipment

Refer to Cell Phones and Other Electronic Equipment Policy 3630

Students may use cellular phones and other electronic signaling devices, hereinafter referred to as "devices," before school begins and after school ends. Students are required to silence or turn off all notifications. Teachers are required to collect all devices at the beginning of each class

period. The devices will be placed in a supervised, secured holding box supplied by the District for each teacher.

This policy is in effect for students in grades K-8 during the school day including lunch and recess, P. E., and any activities on and/or off campus. Students in grades 9-12 are permitted to access their devices between classes and during lunch.
Offenses violating this policy are dictated in the "Disciplinary Measures" section of this handbook.

****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 use in locker rooms or restrooms.

Dress Code

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (*refer to Policy 3224*). The students at Circle Schools are proud of their individual appearance and the freedom to express themselves through the latest fashions. It is the School District's goal to continue the tradition of our students presenting themselves in a positive manner. We ask that students are well-groomed and demonstrate personal hygiene, exemplified by excellent manners and respect for each other. To maintain high standards in health and safety for all of our students, personal dress and grooming standards shall comply with the following guidelines:

- Students shall be appropriately covered and not be a disruption to the educational environment (for example, any garment that exposes the belly button, butt cheeks and/or chest should not be worn).
- Students may not wear clothing or jewelry that advertises or promotes harmful substances prohibited by district policy.
- Students are prohibited from wearing any clothing, jewelry, or other ornaments that could cause personal harm to the student or others.
- Students shall not wear articles of clothing that are adorned with sexually suggestive slogans, profanity, lewd pictures, innuendos, vulgar or obscene displays, or that which may be offensive to another's religion, race, or national origin.
- Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Slippers are not appropriate for school.
- Some classes or events may require further dress requirements due to safety concerns or performance dress. Students in these classes will be made aware of these additional requirements.
- Students need to dress appropriately for the weather.
- Students that are attending class or students who are not meeting the dress code will be asked to change into something else that meets the dress code. Refusal to comply will result in additional disciplinary action.
- Students may be asked to dress in accordance with the tradition of specified activities.
- Students will leave hats of any type in their lockers throughout the school day and hats or hoods of any type are not to be worn in buildings during school hours.
- Montana High School Association approved extracurricular uniforms are exempt from the dress code rules when worn for the purpose intended.

- 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.

Lunch Room Rules

- Deposit all litter in the wastebasket.
- Return all trays and utensils to the proper dishwashing 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, nor is receiving food from the kitchen allowed at any time other than a student's scheduled lunch break.
- When breakfast, lunch, or any other meal ends, food not yet consumed shall be disposed of so as to not leave the lunch room premises.
- Beverages and food in the classroom are at the teacher's discretion.
- No food or beverages other than water are allowed. Containers must be spill proof.
- Staff may inspect and dispose of the contents of containers at any time.
- Sunflower seeds are not allowed in 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.

Study Hall

- Each study hall supervisor may require structured study sessions if deemed necessary.

Dropping and Adding Subjects

- There will be a two-day period for dropping or adding classes each semester.
- Before a subject can be dropped or added, a student must have the consent of the school counselor, teacher, and parents on the drop/add slip.

Lockers/Cubbies

A locker/cubby 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 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 student 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.

Open Campus (Grades 7-12)

- Unanticipated circumstances, events, and/or instances by individuals or groups, which are deemed to interrupt or disrupt campus operations and the educational environment shall be considered and invoked, thereby extinguishing the off-campus privilege(s).
- For grades 7-8, students will have the opportunity to earn open campus for the 2nd, 3rd, and 4th quarters of each year, contingent on a signed parental permission slip.
- For grades 9-12, students will have the opportunity to use open campus all year.
- Students may lose the privilege for the following reasons including but not limited to behavior, grade ineligibility, and F list.

Bus Transportation

Refer to School Board Policy 8124

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 that the student 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.

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. Children still on school grounds after 3:45 may be sent to the After-School Program (if offered).
****Our school playground is NOT supervised after school.**

General Information

Announcements

School announcements are read each day at the beginning of second period. Student groups desiring to have an announcement made over the P.A. should first have their adviser's written permission. Please keep announcements brief yet informative.

Community Activity Announcements

The administration reserves the right to approve/disapprove any announcements to be dispersed consistent with *Policy 4331*. 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 to give notices. 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 are 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.

Visitors

All visitors to Circle Public Schools must check in at the school office. Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Students may bring visitors to school only with the principal's permission.

Fundraising

Any and all fundraising associated with the school in any way needs to go through the Administration for prior approval.

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: 406-485-3600, JH & Elementary Office: 406-485-2140

Parents and guardians are encouraged to use Remind as the primary tool for communication with the school. This platform is used to share important announcements, updates, reminders, and other school-related information such as testing, important dates, and Midterm information. Families are strongly encouraged to check Remind regularly to stay informed about events, schedules, and student activities.

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

Students are responsible for the proper use of their school-issued or personal devices during class time. During the school day, students are required to use their school-issued device for all academic and educational purposes. The use of personal electronic devices in place of a school-

issued device is not permitted unless specifically authorized by a teacher or administrator. Devices should be used solely for educational purposes as directed by the teacher. If directed by the teacher, students are expected to check into Google Classroom at the beginning of class for assignments, announcements, and instructions. Accessing unauthorized websites, including streaming services or sites used for watching movies, playing games, or unrelated browsing, is not allowed and may result in disciplinary action. Responsible and respectful use of technology is essential for maintaining a productive learning environment.

Internet Use

The District provides electronic information, services, and networks for educational purposes. All use must be in support of education and/or research, and in furtherance of the District's stated educational goals. Accordingly, regulations for participation by anyone on the Internet shall include, but may not be limited to the following:

- Access is a privilege, not a right, and carries with it responsibilities of digital citizenship for all involved. Students will use appropriate language and/or images (ex: no swearing, vulgarities, suggestive, obscene, inflammatory, belligerent, defamatory, or threatening language and/or images). Students will practice respect for others, by never using any technology to harass, haze, intimidate, defame or bully anyone.

- Students are responsible for all activity under their electronic accounts. Students will not share passwords with other users or log in as someone other than themselves. Students will never use or attempt to use a teacher's login information to gain access to a computer workstation or to log through the Districts internet filter. Students will log off of devices and/or websites when finished.

- Students will use school district-provided devices, networks, and Internet access for educational purposes only. Uses that promote a personal commercial enterprise for personal gain through selling or buying over the school district's network are prohibited. Uses in regards to political activities agendas must be in compliance with state law and Board policy.

- Students will protect the privacy of self and others. Students will carefully safeguard last names, personal addresses, personal phone numbers, personal email addresses, passwords, photos, and other personal information on the Internet, including such items belonging to others. Students should be aware that when using many digital tools on the Internet, published work may be publicly accessible and permanently available.

- The District reserves the right to monitor, inspect, backup, review, and store at any time and without prior notice any and all usage of the school district network and Internet access, and any and all information transmitted or received in connection with such usage. This also includes any information stored on school district networks or local electronic devices. All such information files shall be and remain accessible by the District, and no student shall have any expectation of privacy regarding such information.

- While the District maintains an internet filtering appliance and makes every effort to filter inappropriate material, it is possible for an industrious user to gain access to such material. Inappropriate material is defined as material that violates generally acceptable social standards. It is the student's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters through software or internet browser extensions/add-ons.

- It is every student's responsibility to adhere to the copyright laws of the United States that delineate those laws regarding software, authorship, and copying information.

- It is every student's responsibility to treat the physical and digital property of others with respect. This includes proper treatment of digital devices and other hardware, the network system, and respecting others' electronic files. Students are not to remove, add or modify software, computer hardware or network equipment.

Equal Education, Nondiscrimination and Sex Equity

See Equal Education, Nondiscrimination and Sex Equity 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.

Video Surveillance

See Video Surveillance Policy 3235

Drills

Throughout the school year, students and staff will participate in a variety of safety drills, including fire, hold, secure, lockdown, evacuate, and shelter, to ensure everyone is prepared in case of an emergency. Circle utilizes the Standard Response Protocol from the "I Love U Guys" Foundation.

Parent Involvement, Responsibilities, & Rights

Parent and Family Engagement

Circle Schools collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website at http://www.circleschools.org/ and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

- Student and Family Privacy Rights – Policy 2132
- Parent/Family Engagement and Involvement in Education – Policy 2158
- Student Health Instruction – Policy 2335
- School Activities and Clubs – Policy 3233 and Policy 3510
- Student Health – Policy 3410
- Student Immunization – Policy 3413
- Student Records and Confidentiality – Policy 3600

- Title IX: Sexual Harassment, Sex Discrimination, or Sexual Intimidation – Policy 3210 for Title IX Coordinator – Tara Hubing, 406.485.3600 thubing@circleschools.k12.mt.us. Reporting Form – Policy 3225-NF(1)
- Bullying/Harassment/Intimidation/Hazing –Policy 3226

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent(s), and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

• Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
• Review the information in the student handbook with his or her child and sign and return the acknowledgement form(s) and the directory information notice. A parent with questions is encouraged to contact the Secretary of the applicable school.
• Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
• Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406-485-3600) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
• Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
• Become a school volunteer. For further information, contact the Secretary of the applicable school.
• Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
• Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the District Clerk.

Protection of Student Rights [*Policies 3200 and 2132*]

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Access Rights to Student Records

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

Notification to Parents & Students of Student School Record Rights

See Notification to Parents and Students of Rights Concerning a Student's School Records Policies 3600, 3600F1, 3600F2, 3600P

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the

District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parents' or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and

the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a 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 recent previous school attended.

Release of "Directory Information"

*"Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed [within ten school days] of the time this handbook was given to my child. 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 recent previous school attended]. **This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2.***

In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Rights concerning a Student's School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
5. The right to a copy of any school student record proposed to be destroyed or deleted.
6. The right to prohibit the release of directory information concerning the parent's/guardian's child.
7. The right to request that information not be released to military recruiters and/or institutions of higher education.
8. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Classroom Visits by Parents

We hope that more parents will afford 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 and sign in at the office.**

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 need 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.

Entertainment

Any images or videos viewed during school or whilst traveling on charter buses must be "G" or "PG" rating. Any "PG-13" movies must be cleared through coach/administration. Absolutely no "R" rated movies allowed.

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 provides breakfast and lunch for students and staff only. **Parents/guardians are welcome to eat with his/her child once or twice a month.** The program allows students to purchase meals at the following rates:

- Breakfast:
  - Grades K-12: $3.00
  - Adults: $3.50
  - Adult Guests: $4.00
- Hot Lunch:
  - Grades K-3: $3.00
  - Grades 4-12: $3.25
  - Adults: $5.25
  - Adult Guests: $6.00

Prices are 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 separately. Individual accounts are set up

at the school to deposit money into. Money will be received 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 or fill out the application online at www.circleschools.org.

Academics

Graduation Requirements

Financial Lit/Business Math	½ year	½ credit
English Language Arts	4 years	4 credits
Math	2 years	2 credits (3 recommended)
Physical Ed/Health	1 year	1 credit (over 2 years)
Science	2 years	2 credits (3 recommended)
Social Studies • World History • United States History • Civics	3 years	3 credits
Career & Technical Educ.	1 year	1 credit
Arts	1 year	1 credit
Electives	4 years	8 ½ credits
Total necessary for graduation		23 credits

* If credit recovery courses are needed, no more than two semesters (equal to one credit) of correspondence courses (outside the normal school day) will be counted toward graduation at Circle High School. Only approved credit recovery courses can be taken during the summer. When correspondence credits toward graduation have been approved, proof of credit must be presented to the superintendent/principal by the scheduled date for graduation practice in order to allow the student to participate in the graduation ceremony. Only one on-line class may be taken per period to make up for failed classes.

The entrance requirements for the Montana University System will be an ACT of 20 or higher or a GPA of 2.5 or higher or standing in the upper half of the graduation class, Math score of 18 on the ACT, Writing score on the ACT of 6 or 3 on MUS writing assessment.

Online Courses Grades 7 - 12:

The MDA and NDCDE allow students to be able to take courses on-line that our school does not offer. Please read the following statements that will explain how on-line courses will work in the Circle school system.

1. Students may not take online courses that are already offered at Circle High School and an online course will not replace a core course offered by the District except as needed for situations such as credit recovery.
2. Any student taking an online class must have it approved beforehand by the Counselor.
3. The online courses will count toward graduation, will be calculated into your grade point average, and will be on your transcript. Any online college course not approved will not go on the transcript.
4. 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.
5. The study hall teacher in the class at that time is your teacher. They will be monitoring you and making sure you are working on your class each day. Unless other arrangements have been made, you will be working on your one-to-one assigned device.
6. 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.
7. If you experience computer problems–which you will–try to be as specific as possible as to what is being blocked or not working. Report the problem immediately.
8. Weekly grades: The online course grades are sent at various times. If a student is failing, he/she will be put on the ineligible list. Students may need to self-report and show grades to their online supervisor for college courses and other online programs that are not available online to a school. 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 it to the school office before the end of the week.
9. 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.
10. Seniors, let the on-line teacher know you will need to be done with your class by Wednesday before graduation. You will be able to correspond with your teachers through email. All students must complete their online courses by the last day of each semester.
11. Grading: The online instructors are instructed not to give letter grades, only percentage grades. The percentages will subsequently be given letter grades according to Circle's grading scale policy found in the handbook.
12. 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 not making progress in the class.
13. Students taking a foreign language may need to use headphones and microphones. You will need to provide your own headphones with microphones.
14. All finals must be proctored by a teacher or staff member.
15. Online college courses count towards eligibility.

16. Students are required to complete online courses during the semester they enroll in each course.

Refer to Board Policy 2168, 2170 and 2170P

Dual Enrollment:

What is dual enrollment/dual credit courses as defined by the state of Montana?

- College Credit Only Courses:

  Students receive college credit for courses taken from a post-secondary institution but do not receive high school credit. Students may or may not be taking these courses during the school day.

- Dual Credit Courses:

  Students receive both college credit and high school credit for courses taken from a post-secondary institution.

  Students may or may not be taking these courses during the school day. The faculty member must have an appropriate K-12 license and endorsement in the subject taught or a Class 8 license.

- Concurrent Enrollment Courses:

  The District offers these courses during the school day and they are taught by district high school faculty who have been approved by the post-secondary institution to teach these college level courses. Students receive both high school and college credit for the completed course.

Montana students ages 16-19 with junior or senior standing are eligible for dual enrollment and One-Two-Free, with some exceptions. Courses may be eligible for transcript credit with approval by the administration. Students will be encouraged to check with courses through MTDA and other Montana University system colleges that offer One-Two-Free or some other type of approved or reduced fee program. Circle High School will support students in obtaining 15 college credits throughout their high school career. Every effort will be made to utilize colleges that provide free classes. Dual enrollment classes full up quickly so students should try to enroll as early as possible.

Dual enrollment students must complete an Application for Dual Enrollment and submit it to their desired college or university within the appropriate deadlines set by the campus.

o Students only need to apply once, but they must complete registration paperwork for each semester they intend to enroll in courses.

o All campuses must use the Application for Dual Enrollment form.

o Acceptance for dual enrollment does not constitute permanent or regular admission to the individual campuses offering the program.

- Students must have approval signatures of a designated high school official and a parent or guardian (if the student is not yet 18 years of age) to participate in a dual enrollment course. A designated college official (generally dual enrollment program staff) must also approve students' participation.

- Without exception, all dual enrollment students must meet the same prerequisites as on-campus students for courses that require specific placement tests, standardized test scores, or prerequisite courses. Students seeking placement in mathematics and composition courses, including those students seeking college credit in "honors" classes, must meet the requirements of BOR Policy

301.17. Campuses must keep copies of official placement scores and/or prerequisite transcripts on file.

o Dual enrollment students are not required to meet college admissions scores, as they are not applying for standard admission.

Students taking online dual enrollment courses from colleges are required to notify the school counselor immediately if they drop the course at any time during the semester. If the college course is failed or dropped, the student will no longer be allowed to take college classes during the school hours for the remainder of the school year or the following next semester. Students must also self-report a course grade with documentation at quarter time (end of 1st quarter and/or end of 3rd quarter) for dual enrollment courses to a supervisor. A semester of dual enrollment equaling three (3) college credits will be equal to ½ high school credit. A School Access FERPA Agreement form needs to be signed between the school entities by the parents and student. The college of record provides those forms. This is the responsibility of the student to obtain, sign and have the counselor sign. Students who complete their assigned online courses may be required to participate in additional educational activities or coursework as assigned by the school.

Work Based Learning

Worked based learning opportunities are available to seniors. Students may receive credit for cooperative work experiences and will have to meets requirements set forth by the District.

Students 16 years of age and older may be able to earn credit for his/her employment at congregate care facilities, childcare facilities, and school-age programs. There will be requirements and conditions that must be met to receive credit (*Refer to Policy 2600*).

Making Up Credit and/or Coursework

Students will be directed to the MDA, NDCDE, or another accredited correspondence institution for make-up courses. Online classes will be available. These are a combination of online work and work assigned by the classroom teacher. Your grade will be an average of both parts. Some online classes do not work toward requirements for NCAA. You will want to take MDA courses if you plan on playing sports in college.

Junior High students who fail a course in a previous quarter may forego participation in electives (i.e., the current rotating first period class) in the immediate consecutive quarter and instead work to make up the failed course independently by way of digital learning or another program. If the failed course takes place in the fourth quarter, the same procedure shall be followed except that the course make up shall take place in the first quarter, the grade 8 year.

College Preparatory Program

In order to improve student's preparation for college level work, the Board of Regents of Higher Education requires the College Preparatory Program for students who wish to enter a unit of the Montana University System.

1. Four years of English: In each year the content of the courses should have an emphasis upon the development of written and oral communication skills and literature.

2. Three years of mathematics which shall include Algebra I, Geometry, and Algebra II, (or sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.
3. Three years of social studies which shall include global studies such as World History or World Geography, American History, and Government, Economics, Indian History, or other third year courses.
4. Two years of laboratory science: one year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another college preparatory laboratory science.
5. Two years chosen from the following: foreign language (preferably two years), computer science, visual and performing arts, or vocational education units, which meet the Office of Public Instruction guidelines.
6. One-half of a credit of Financial Literacy/Business Math/Consumer Math.

GPA and Honor Roll – 4.0 System

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 student's 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. Course replacement GPA calculation shall be exempt from rankings upon request by the parent(s)/guardian(s).

At the conclusion of each academic year, the District shall recognize the five (5) highest-ranked students in each grade level (9^{th}, 10^{th}, 11^{th}, & 12^{th} grade) based on cumulative weighted grade point average (GPA). Cumulative weighted GPA shall be calculated using the District's approved weighting system and shall include all coursework completed through the end of the year. Students shall be ranked in order from the highest to lowest GPA. If a tie occurs affecting the fifth (5^{th}) ranked position, all students whose GPA is equal to the fifth-ranked GPA shall be recognized. In such cases, more than five (5) students may receive recognition.

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. Parents will be notified that midterm reports are available in Infinite Campus in the middle of each nine-week session. Parents are urged to visit the school to discuss problems and/or concerns.

Grades K-3 use an O/S/N/U (Outstanding; Satisfactory; Needs Improvement; Unsatisfactory O=100-94; S+ = 93-86; S=85-78; S-=77-70; N=69-60; U=60-0) grading system, and half way through 3rd grade they will transition to letter grades.

Individual teachers will set guidelines for their courses regarding participation grades. Students may or may not be able to make up participation grades when they are absent. Students who miss class due to verified medical reasons will be eligible to make up participation points when appropriate. After 8 days absent in a semester, a student will not be able to make up participation points.

Participation in Commencement Exercises

A student's participation in a commencement exercise of the graduating class at Circle High School is an earned privilege and subject to administrative discretion. As such, participation in this ceremony is reserved for those members of the graduation class who have completed all state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time. **All bills, fees, and fines must be paid prior to graduation practice.**

Graduation Ceremonies

It is the District's responsibility to issue a proper diploma to each graduate on completion of graduation requirements. Participation in the graduation ceremony is not a requirement. Graduation ceremonies will be conducted in the following manner:

1. Each student who participates will purchase or rent the cap and gown designated by the school administration and the class advisor and officers.
2. Caps and gowns will be worn in the manner designated by the school administration and the class advisor. If caps are approved for decorating, all designs need to be signed off by the Superintendent.
3. Participating students will be expected to use good taste in the choice of accessories for their attire.
4. Participating students will cooperate with the class advisor and participate in all parts of the graduation ceremonies.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in graduation ceremonies.

Participation in graduation ceremonies is a privilege extended to students. Students may be denied the privilege of participation at the discretion of the administration.

Valedictorian and Salutatorian Honors

1. Attended Circle High School for at least two (2) years.
2. Meet the Montana college entrance requirements.
3. GPA based on the 1st seven (7) semesters.
4. As per the Montana University System requirements, the Circle High School Valedictorian and Salutatorian must follow the criteria set forth under the rigorous core. (See College Preparatory Program in back of handbook).

Circle Public Schools Website

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

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** or call 485-3600 for High School or Katelyn at **kfritz@circleschools.k12.mt.us** or call 485-2140.

Discipline & Behaviors

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:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. 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.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. 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.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules, violating state or federal law, or not honoring regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic

and habitual truants.

- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- 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.
- Records or causes to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

Disciplinary Measures

Administrative discretion may be used when determining consequences for actions. 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

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 • Disrespect/Insubordination • Vandalism/Theft • Classroom disruption • Forging signatures • Computer misuse • Truancy • Verbal abuse/verbal assault • Fighting/threatening/bullying/hazing • Sexual harassment • Use of lighters, matches, laser pens and such devices	**Consequences:** Lunch detention After school detention Clean-up duty Friday detention In School Suspension Out of School Suspension Expulsion Progressive Discipline

• **Cell Phone and Other Personal Communication Device Violations** (This includes the prohibition of any emerging unknown technologies.) *Confiscation to the end of the day 1. 1st Offense: Warning/confiscation student may claim cell phone at the end of the day. 2. 2nd Offense: 1/2 hour detention/confiscation ▪ parent may call to release phone to student 3. 3rd Offense or more: 1 hour detention/confiscation ▪ parent may sign, in person for phone	**Consequences:** Lunch detention After school detention Clean-up duty Friday detention In School Suspension Out of School Suspension Expulsion Progressive Discipline
Zero Tolerance: ***Immediate office referral*** • Physical, sexual assault • Using, possessing illegal drugs, alcohol • Use or possession of tobacco, vapes or alternative nicotine products. • 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 thirty (30) minutes after school. Advance notice of one (1) 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.

a. 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.

b. Continued and willful disobedience and open defiance of authority of any staff shall constitute good cause for suspension or expulsion from school.

c. 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.

d. 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 unless otherwise allowed by the supervisor.

- 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 the administration to recommend expulsion to the Board of Trustees. The student will be allowed due process.

Definitions for Behaviors:
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;
Sexual Harassment Grievance Procedure 3225P

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:

a. Petty – stealing something that can easily be replaced
b. Misdemeanor – stealing something that cannot easily be replaced (up to $500)
c. Felony – stealing something that is valued over $500

Vandalism
Willfully or intentionally marring, harming, or destroying property

a. Petty – willfully or intentionally marring, harming, or destroying property that can easily be replaced or repaired
b. Misdemeanor – willfully or intentionally marring, harming, or destroying property that cannot be easily replaced or repaired (up to $500.00)
c. 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 3311

Firearms and Weapons

Refer to Firearms and Weapons 3311

Daily School Rules

- Be on time to and prepared for classes.
- Follow staff directions.
- Respect rights and feelings of schoolmates and staff.
- Leave during school hours only with office permission.
- No public displays of affection.

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. The use of artificial intelligence (AI) tools to complete assignments, tests, or projects without teacher permission is considered academic dishonesty and will be treated as cheating.

At a minimum, student(s) will receive zeroes and their parents will be notified. Serious offenses could include zeroes, notification of parents, and one (1) 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.

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.

Searches and Seizure

Refer to Policies 3231 & 3231P

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly and safe educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place. Parents/Guardians will be notified if a search will be conducted on their child.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots). The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Student Searches and Vehicle Inspections

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or district policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

- The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on school premises, as further provided in this procedure.
- If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car, locker, or container and to seize any such item or substance of any kind on school premises without notice or consent.
- No student shall hinder, obstruct, or prevent any search authorized by this procedure.
- Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
- In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

Student Vehicle Regulations

1. Students are not to drive to or from classes unless arrangements have been made through the administration.
2. The parking lot outside the East wing is for seniors only.
3. Students are reminded that state law stipulates that maximum driving speed on or adjacent to school property is 15 mph.
4. Students driving irresponsibly are subject to legal action and loss of driving privileges.

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 governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

This grievance procedure shall be made available on the District's website and the location of which shall be included in all handbooks issued by the District.

The District requests individuals to use this complaint procedure to resolve concerns within the District when an individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board. Attempts to bypass this Uniform Complaint Procedure at any of its Levels shall be redirected by District officials at the appropriate Level.

The District will seek 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 pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint should first attempt to discuss it with the appropriate employee or building administrator with the objective of resolving the matter promptly and informally in accordance with requirements of Policy 2158. If such resolution is not possible, the individual may choose to file a formal written complaint in accordance with specifications at Level 2. An exception to attempts at informal resolution 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, including the complaining individual's position to assert legal rights; (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. The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

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) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant 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) calendar 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 Administrator shall turn the complaint over to the applicable District nondiscrimination coordinator. The coordinator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment or Title IX complaint the applicable investigation and appeal procedure is Policy 3225P or 5012P. In the case of a disability complaint, the coordinator shall complete an investigation and file a report and recommendation with the Administrator for decision. Appeal of a decision in a disability complaint will be handled in accordance with this policy.

Level 3: Superintendent

If the complainant 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) calendar 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 the complainant has reason to believe the Superintendent's decision was made in error, the complainant 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) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal of a complaint alleging a violation of the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may 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, (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. 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 full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar 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.

District Title IX Coordinator

Refer to District Title IX Coordinator Policy 3210

Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Tara Hubing
Title: Counselor
Office Address: PO Box 99, Circle, MT 59215
Email: thubing@circleschools.k12.mt.us
Phone Number: 406-485-3600

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Tara Hubing
Title: Counselor
Office Address: PO Box 99, Circle, MT 59215
Email: thubing@circleschools.k12.mt.us
Phone Number: 406-485-3600

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Tara Hubing
Title: Counselor
Office Address: PO Box 99, Circle, MT 59215
Email: thubing@circleschools.k12.mt.us
Phone Number: 406-485-3600

Services

504 Coordinator
Refer to 504 Coordinator Policy 2162 and 5002

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-12 who need extra assistance in reading or 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.

Education of Homeless Children *Policy 3125*:

McKinney Vento Homeless Assistance Act

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to children with permanent housing.

The term "family in transition" refers to individuals who lack a fixed, regular, and adequate nighttime residence.

-Living in an emergency shelter, domestic violence shelter, or transitional housing.
-Living in a motel or hotel due to economic hardship
-Living in a car, park, etc. or other structure not meant for housing
-Doubled up with relatives or friends due to a loss of housing, economic hardship, or a similar reason.

Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district. The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths.

Homeless students will have access to services comparable to those offered to other students, including but not limited to:

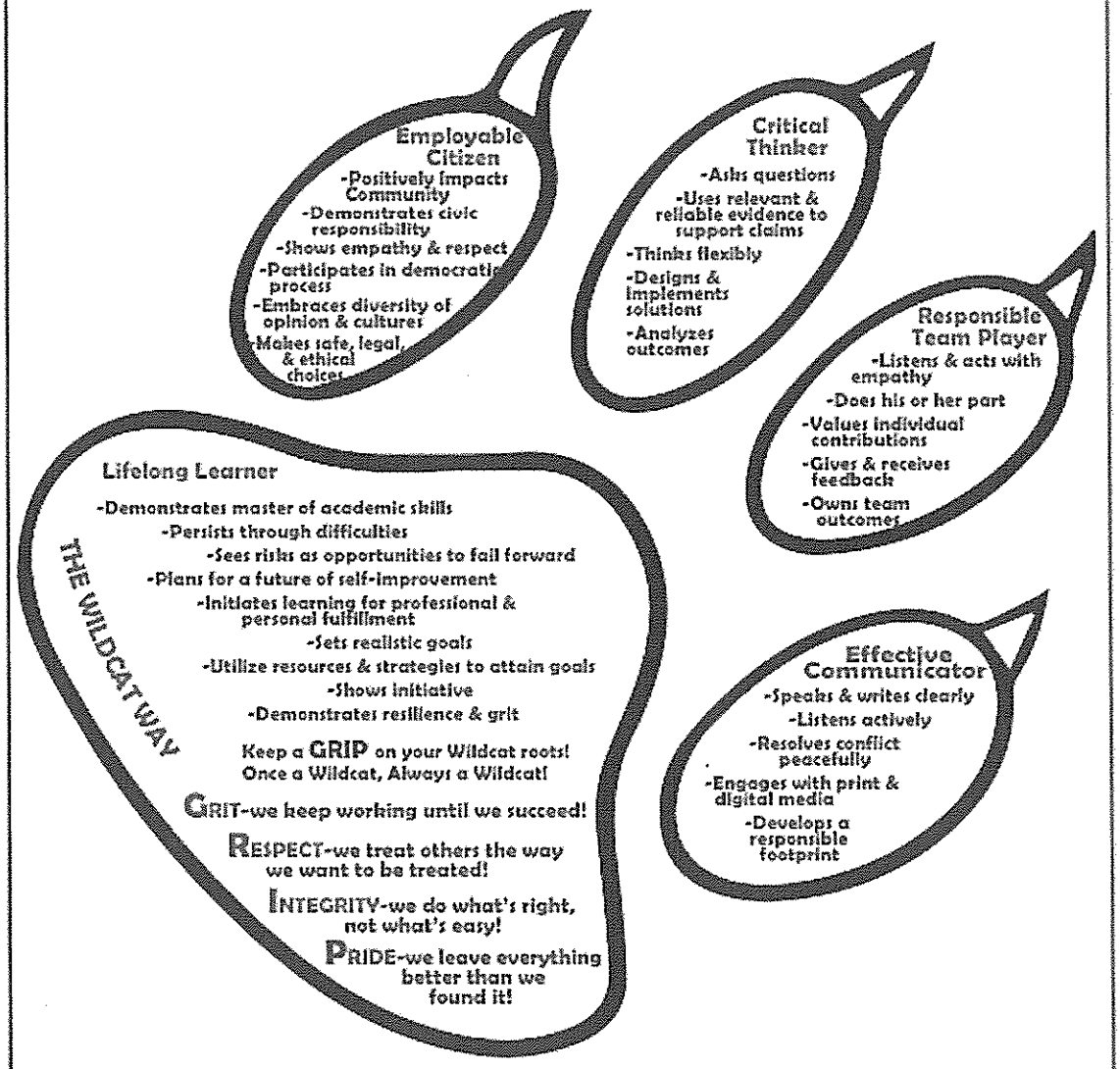
1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

Please refer to the school website at www.https://www.circleschools.org/homeless-education.html

The liaison for Circle Public Schools is:
Tara Hubing
406.485.3600
thubing@circleschools.k12.mt.us

PROFILE OF A CIRCLE GRADUATE

CIRCLE PUBLIC SCHOOLS



HOME OF THE

WILDCATS

CIRCLE, MONTANA

www.shelby.k12.schools.us/domain/1353 https://www.ascd.org/el/articles/creating-your-school-core-values#

Chromebook/Laptop/Device Agreement
2026-2027 School year

*I/We understand the Chromebook/Laptop (Service tag _____) Circle Public Schools provided me for use during school hours while on or off campus is property of the school and is to remain at school throughout the school year, unless signed out by a parent. The Chromebook/Laptop will or may be taken from and returned to the charging cart daily.

*I/We understand disabling programs, downloading programs, or altering the operating system and its programs in any way is not allowed.

*Any damage caused to the Chromebook may result in the student assigned to the Chromebook paying for repair or replacement.

*I/We understand the Chromebook is only to be used for school related work.

_____
Student PRINTED Name

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

WE THE UNDERSIGNED, VERIFY
THAT WE HAVE RECEIVED
THE CONTENTS OF THE
2026-2027
CIRCLE STUDENT HANDBOOK.

BOTH PARENTS' SIGNATURES ARE
REQUIRED PLEASE

_____

PARENT/GUARDIAN

_____

PARENT/GUARDIAN

_____

STUDENT/STUDENTS' NAMES

THIS VERIFICATION NOTICE IS
DUE IN THE REDWATER OR HIGH SCHOOL OFFICE WITHIN TWO WEEKS OF
THE START OF SCHOOL.

ALL FAMILIES OF STUDENTS MUST
HAVE A COPY OF THIS VERIFICATION ON FILE