

Welcome Parents/Guardians,

We are delighted that you have entrusted the Rocky Boy Elementary with your child's education. For your child's academic success, we need you to be part of the team effort to prepare your child to learn and grow.

Your child needs your support and understanding of the policies necessary for a safe environment where your child may flourish.

Please read the following Student Handbook and sign below on the signature line. Your signature ensures that you are familiar with Rocky Boy Elementary School policies and procedures.

Please pay special attention to the Attendance and Tardy Policy. Should you have any questions concerning the Handbook, please contact the Principal for clarification.

Please sign below when you have read the Student Handbook and return this page to your child's classroom teacher.

Parent Name _____

Parent Signature _____

Student Name _____

Student Signature _____

~FRIENDLY TIPS FOR STUDENT SUCCESS~

Develop a structured nightly routine with a set bedtime. Elementary children are developing at a rapid rate and require lots of rest; usually anywhere from 9 to 12 hours of sleep a night.

Children need to be in school EVERY DAY to receive instruction and daily practice of skills to become proficient. Excessive absences and tardiness have a negative effect on children socially. They need a sense of belonging.

Parents and family members should read to their children. It is equally important to talk with children about the world around them and listen to your child's concerns feeling and observations.

COMMUNICATE with your child's teacher often.

COMMUNICATE with the school anytime you have a question or problem. Let's work together, as a TEAM, to solve any issue that arises! ☺

The Rocky Boy Elementary School Staff will support **Every Child Every Day!!**

2015-2016 STUDENT HANDBOOK

Rocky Boy Elementary School
RR1 Box 620
Box Elder, Montana 59521
(406) 395-4291

I. STUDENTS RIGHTS AND RESPONSIBILITIES

- A. Rights of the individual. Each student at Rocky Boy Elementary has and shall have protected the following rights:
1. The right to an education and to an environment which allows learning and growth to take place.
 2. The right to participate in decisions affecting his/her education and matters affecting the educational programs.
 3. The right to freedom of speech and expression, including symbolic expression such as in dress and length of hair, so long as the expression does not disrupt the educational process, impose upon the rights of others, or create a health or safety hazard. Students will not be permitted to wear clothing displaying or promoting tobacco, drugs, alcohol, or sexual innuendoes. Hats are not to be worn at any time within the building.
 4. The right to freedom of religion and culture.
 5. The right to respect and fair treatment from fellow students, as well as from school staff.
 6. The rights to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
 7. The right to freedom from discrimination.
 8. The right to Due Process in every instance of alleged violation of school policies, which result in the student's suspension or withdrawal from school or in any other disciplinary action. (See Section C: Grievance Procedures p. 2-3)
 9. The right to an environment free of sexual harassment. This includes, but not limited to lockers, book covers, clothing, book bags, and visible tattoos.
 10. Regarding student records, federal law requires that "directory information" on students be released by the District to anyone who requests it unless a parent objects in writing to any or all of the information. This objection must be filed within ten school days of the time this handbook was given to the student. 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, and dates of attendance, awards received in school, and most recent previous school attended. In exercising your right to limit release of this information, you must mark through the items of directory of information listed above that you wish the District to withhold about your child (ren).

Rocky Boy Elementary School

B. Student Responsibilities. The Student Rights outlined above also carry with them responsibilities. Students shall bear the following responsibilities in the exercise of their rights and freedoms.

1. To attend school daily, unless excused in accordance with Student Policies and Procedures (pg. 4), and to be on time to all classes.
2. To respect the rights of others and to conduct oneself in accordance with established Student Policies and Procedure.
3. To make decisions without infringing upon the rights of others.
4. To express opinions and ideas in a respectful manner that does not slander or abuse others.
5. To respect the beliefs of others.
6. To respect the freedom of expression exercised by others.
7. To respect the emotional and physical safety needs of others.
8. To observe the prescribed procedures for due process as outlined in Section C – Grievance Procedures.

C. Grievance Procedures

1. The District 87 J-L School Board is the sole authority which can alter the policies and procedures of Rocky Boy Elementary School.
2. Every family shall receive a copy of the Rocky Boy Elementary School Handbook and will be responsible for its contents. Parents are also required to read and sign off, acknowledging receiving the handbook.
3. All students are entitled to be heard. No action will be taken against a student without the opportunity of telling his/her side of the incident, except when their presence poses a safety risk.
4. Students and the parents/guardians will be informed of any action that affects the students standing in school.
5. Any student who feels that he/she has been treated unfairly may report his/her concerns in the following order:
 - (a) Teacher
 - (b) Dean
 - (c) Principal
 - (d) Superintendent
 - (e) School Board after the previous avenue has been utilized.

II. STUDENT POLICES AND PROCEDURES

To insure that the mutual obligations of both staff and students are fulfilled, the school board has adopted the following policies and procedures.

1. Attendance
 - a. The school day begins at 8:15 and ends at 3:15. Attendance letters will be mailed to parents/guardians when students have accumulated 3, 6, and 8 absences. After 10 days absent, the school will file with the court an affidavit on the parent/guardian for failure to send a child to school.

Rocky Boy Elementary School

b. Students who accumulate in excess of 10 absences per academic year will be considered for retention unless the student tests at grade level. All retentions will be reviewed by the Student Support Team (SST) which will consist of classroom teachers, parent, counselor(s) and other professional staff. The parents and guardians are important advocates for their child at this crucial time. The SST meetings are a forum for the parent/legal guardian to express concerns regarding their child's retention and/or progress. The team's decision is final.

c. Students arriving at school past 9:00 am will be recorded as half day absent. Students checked out prior to 2:30 will be recorded as half day absent.

d. Students (grades 3-6) who are absent will be required to attend After School Academy upon their return to school.

e. Planned absences are not excused absences; the student is still missing critical instruction and practice. School work needs to be made up and turned in to the teacher in a timely manner or the student will receive zeroes for those assignments.

2. Tardies

a. All tardiness will be considered "unexcused" unless tardiness is due to school transportation problems and/or weather conditions. Students are expected to be on time for all classes and ready to learn at 8:15. Classroom teachers will contact parents/guardians of students to resolve chronic tardiness.

b. Tardies will be recorded from 8:20 am to 9:00 am.

3. Conduct

a. To maintain an environment which lends itself to instruction and learning, high standards of conduct and citizenship will be expected from students while enroute to/from school, on school premises and at all school sponsored activities.

b. A concept, which guides both student and staff conduct, is RESPECT. Both students and staff are entitled to mutual respect, as well as cooperation. This should be demonstrated at all times to create a culture of caring.

c. Visitors Policy. All visitors must report to the main office and arrange for the conduct of their business. The school does not allow children as student visitors during regular school days.

d. Student Check-Out Process. The office requires a visit in person from the parents or legal guardian before a student may be dismissed during regular school hours. No phone calls or written notes will be accepted. (Please be aware that absences will accumulate when checking out of school prior to 2:30 pm).

e. Internet Use Policy. Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in the classroom or other area of the school. The same general rules for behavior and communications apply. Access is a privilege, not a right. Users should have no expectation of privacy or confidentiality in the content of electronic communication or other computer files sent and received on the school computer network. When sending electronic messages, students shall not include information that could identify themselves or other students. All Internet sites containing pornography or sexually explicit materials (written or pictured) are off limits to users. Students are prohibited from using e-mail, except when completing a classroom assignment and under the direct supervision of the teacher. Students are prohibited from, using social media, unless it is a teacher -sponsored activity.

4. Student Discipline

School personnel have the authority to hold a pupil to strict accountability for orderly conduct and citizenship while enroute to/from school, on school premises, and at school-sponsored activities.

Disciplinary action will be taken against any student guilty of gross disobedience or misconduct, including but not limited to:

- > Using, possessing, distributing, purchasing, or selling tobacco products.
- > Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions, and are treated as though they had alcohol in their possession.
- > Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- > Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy.
- > Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- > Disobeying directives from staff members or school officials and/or rules and regulations governing students conduct.
- > Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. (Bullying)
- > 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 disruptive activity.
- > Running away from / skipping school.
- > Hazing
- > The forging of any signature, or the making of false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

These grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

- * Social media if it causes an issue with student relationships or interferes with the educational process.
- *In route to/from school, on school premises and at all school sponsored activities.
- *Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Consequences include, but are not limited to: Counseling, detention, suspension, expulsion, loss of student privileges, behavioral interventions, loss of bus privileges, notification to juvenile authorities and/or police, or restitution for damages to school property.

Promotion/Retention Policy: The Board recognizes that students of the same age are many intellectual and developmental levels and that these differences are a normal part of human development. Student placement, promotion, or retention will be determined after a careful evaluation of academic, attendance, social, and personal factors.

It is the philosophy of the District that students thrive best when placed or promoted to grade levels with other students who have compatible age, physical, social/emotional and academic status. It is our philosophy to promote students who demonstrate effort within those compatibilities. It is equally our philosophy and practice to

Rocky Boy Elementary School

retain students who do not make a reasonable effort to meet grade level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning. Students will not be promoted for purely social reasons.

Teaching staff and building principals will make the final decision respecting promotion or retention.

Gun-Free Schools: A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or **looks like**, a firearm, shall be expelled for a definite period or time of at least one (1) calendar year. The Board may modify the expulsion period on a case-by-case basis.

Zero Tolerance Policy: Any student who shall grossly insult or abuse a teacher or staff member anywhere on school grounds, school premises, or at school sponsored activities shall be immediately recommended for expulsion from Rocky Boy Elementary School. The student will be placed on long-term suspension until the Board convenes to act upon the recommendation for expulsion. (Grossly Insult: Direct profane, vulgar, derogatory statements made to or about a staff member. Abuse: To use insulting, coarse or bad language to or about a staff member; or making any threat or actual physical harm/touching of a teacher, or staff member.)

Appeal Process for Disciplinary Action & Short-Term Suspension:

Any parent/legal guardian and/or student who are aggrieved by the imposition of discipline shall have the right to heard. Please refer to page 3 under Grievance Procedures for the appeal process.

Appeal Process for Long-Term Suspension or Expulsion:

Any administrative recommendations for long-term suspension or expulsion will be made by the principal to the superintendent. If the superintendent concurs in the recommendation, the superintendent shall recommend long-term suspension or expulsion to the board of trustees. That recommendation shall be written and provided to the student and parents and/or legal guardian and contain the following information:

Notification that the superintendent will be recommending long-term suspension or expulsion to the board of trustees.

A brief statement setting forth the misconduct upon which the recommendation is based.

Notification of the maximum duration of the recommended long-term suspension or expulsion.

Notification of the student's right to a hearing before the board of trustees regarding the recommendation, his/her right to be represented to the extent required by law and to present information regarding the appropriateness of the recommended duration of the discipline.

5. **Search & Seizure**

The school and its employees are authorized to conduct searches and seizures. School employees and law enforcement officials may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger.

Search or seizure guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees or law enforcement officials to believe that there is something that violates a law or school policy.
2. Illegal items are firearms, explosive devices, weapons, drugs, alcohol and tobacco.
3. Items, which are used to disrupt or interfere with the educational process, will be removed from a student's possession.

Rocky Boy Elementary School

4. A student's person may be searched by school employees or law enforcement officials when there is reasonable cause to believe that the student has on his/her person illegal items that may interfere with school purposes.
5. The school maintains ownership of student lockers and desks. The school staff may and will search student lockers and desks on a periodic basis to protect the health, safety and welfare of all students.
6. Motor vehicles, operated by students, parked on school property may be searched by school employees and law enforcement officials when there is reasonable cause to believe that health, safety, or welfare of students might be in jeopardy.
7. The school reserves the right to use dogs trained to sniff out illegal drugs, alcohol, or firearms.

Drug/Alcohol Free Policy

1. First Offense

The student and student's parents/guardians will be contacted regarding the offense and the student may be suspended up to five days. The student may be readmitted to school after an administrator-parent-student conference at which time the Student Support Team will provide recommendations based on their findings. The Building Administrator will inform the student and parent of the plan of action derived from the Student Support Team's recommendations. If the student and/or parent refuse to accept the plan of action, then the student will be referred to Social Services and recommended for off campus placement.

2. Second Offense

The student and the student's parents/guardians will be contacted regarding the offense and the student may be placed on long-term suspension and recommended for expulsion.

Transportation Policy: School law requires the school district to transport students to their legal residence before and after the school day.

Parents are responsible to be home to meet students who are being dropped off by bus. If no one is home, the students will be transported back to the school and attempts will be made to contact parents/guardians. If no contact is made with parents/guardians, the police will be contacted for them to contact Social Services. Requests for different drop offs should be in writing. In limited incidents where a telephone call is necessary, the request needs to be made before 2:30.

III. ACADEMIC INFORMATION

A. Grading and Progress Reports

1. Progress reports (commendations and deficiency notices) will be mailed to parents/guardians mid-term of each quarter.
2. Teachers may send weekly progress reports to the parents or guardians of failing students.
3. Parents may request in writing progress reports periodically.

B. Transfer Policy

No student will be allowed more than one transfer per year between Rocky Boy Elementary, Box Elder Schools, and Havre Schools. If a student has already used up their transfer and wishes to transfer again, they must petition the Board, in writing, and be granted permission to re-enroll before they will be accepted back at Rocky Boy Elementary. Transfer students living with a relative other than mother/father, must have legal custody papers on file with the school, showing who has responsibility for the student(s). Rocky Boy School will not enroll a student without having the proper legal guardianship papers on file with the school.

Rocky Boy Elementary School

Students transferring in after the first quarter will need to register and meet with the principal or dean prior to student entering the classroom. Areas of discussion would be the handbook, attendance and behavior expectations, specific academic needs, medical conditions. If the transfer is based upon a recommendation for retention in the third quarter from another school, the retention will be honored unless the student demonstrates on grade level proficiency.

Students transferring in from HOMESCHOOLING will be placed at appropriate grade level as determined by the student's performance on assessments.

C. Grading symbols and terms

O = outstanding academic performance - exceeds standards (advanced)

O = 95% - 100%

S=satisfactory academic performance – meets standards (proficient)

S+ = 89% - 94%

S = 80% - 88%

S- = 74% - 79%

N=below average academic performance – (nearing proficient)

N = 68% - 73%

U = unacceptable performance - does not meet standards (novice)

U = 0% - 68%

A = outstanding academic performance - (advanced)

B = above average academic performance (proficient and progressing toward advanced)

C = average academic performance (meeting minimum standards of proficiency)

D = below average academic performance (nearing proficiency)

F = failing to meet minimum academic standards (novice)

A 95% - 100%

A- 92% - 94%

B+ 89% - 91%

B 86% - 88%

B- 83% - 85%

C+ 80% - 82%

C 77% - 79%

C- 74% - 76%

D+ 72% - 73%

D 70% - 71%

D- 68% - 69%

F 67% - 0%

Modified grades - student is being assessed or graded below the student's present grade level. The student has some academic deficiencies that do not allow him/her to perform at grade level in specified subject areas. However, the student is working on concepts at his/her appropriate developmental stage.

DIBELS is a reading assessment instrument used to provide data to direct instruction at the appropriate level and skill for students.

Advanced – as used in the DIBELS assessments indicates that the student has grade level skills and strategies and can work independently.

Benchmark - as used in the DIBELS assessments indicates that the student has entry level knowledge and strategies necessary for grade level instruction.

Rocky Boy Elementary School

Strategic- as used in the DIBELS assessment indicates that the student is below grade level by one year.

Intensive - as used in the DIBELS assessment indicates that the student is significantly below grade level (two or more years behind).