

LONE ROCK SCHOOL DISTRICT # 13

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STAFF HANDBOOK

2017 - 2018

Scott Stiegler, Superintendent/Principal

Lone Rock Launch Code



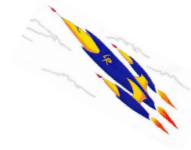
Be Safe



Be Respectful



Be Responsible



Be a Learner

Lone Rock School Student Expectations for the LR Community

	BUS	Bathroom	Cafeteria	Playground	Hallway/Stair s	Library	Classroom	Assembly	Office
		<ul style="list-style-type: none"> *Flush toilets after use *Turn off faucets when you are done washing hands *Let an adult know immediately if there are any problems in the bathroom 	<ul style="list-style-type: none"> *Use utensils properly *Eat your food only *walking feet only Tell an adult if someone is choking Let an adult know you need to leave 	<ul style="list-style-type: none"> *Take turns on equipment *Run only in designated areas *watch out for each other * Keep hands and to yourself *Use equipment appropriately 	<ul style="list-style-type: none"> .Enter the building when given permission by a person in charge *walking feet only *Keep hands, feet and objects to yourself *Try to void ice, puddles, and mud 	<ul style="list-style-type: none"> *Use Library materials and equipment appropriately *Remain in the library unless you have permission or a pass to leave *Keep hands, feet and objects to yourself when in the library 	<ul style="list-style-type: none"> *Keep chairs and desks safely on the floor *Keep hands, feet and objects to yourself *Use technology appropriately *Stay in the classroom unless otherwise directed 	<ul style="list-style-type: none"> .Keeps hands, feet, objects to yourself .Walk safely on bleachers *Walk safely on bleacher walkways and stairs *Bleacher seats are for sitting only 	<ul style="list-style-type: none"> .Calmly wait for assistance from an adult *Keep hands, feet, and objects to yourself
Be Respectful		<ul style="list-style-type: none"> *keep bathroom sinks and floor clean *Give others as much privacy as possible 	<ul style="list-style-type: none"> *Show good manners by saying “please and thank you”, using utensils properly, and chewing with mouth closed *Use quiet voices *Be Quiet when lights go out *Wait patiently in line 	<ul style="list-style-type: none"> *Wait patiently and ask politely for your turn on equipment or in group games *Listen to adults in charge *Follow the rules of the game *Line up immediately when the whistle blows 	<ul style="list-style-type: none"> *Maintain a reasonable distance between you and the person in front of you *Assist others .Hold all equipment while standing quietly and courteously in line *Be mindful of other classes in session *Be kind 	<ul style="list-style-type: none"> *Listen attentively to librarian *Be considerate of others while using the library *Talk quietly with permission 	<ul style="list-style-type: none"> *Listen and follow directions *Raise your hand *Quietly wait for your turn *Be on task *Follow classroom procedures *Be kind and helpful 	<ul style="list-style-type: none"> *Face the performance area *Give performers/speakers your full attention *Respond appropriately *Use restrooms and during transitions 	<ul style="list-style-type: none"> .Use the office and phone only with permission *Wait quietly if adults are with others *Wait quietly if phone is being used

<p>Responsibility</p>		<ul style="list-style-type: none"> *Always wash hands *Only take the necessary amount of toilet paper and paper towels needed *Use bathroom in a timely and appropriate manner *Use quiet voices *Throw used paper towels in the garbage *Use bathroom pass 	<ul style="list-style-type: none"> *Remain seated until dismissed *Leave your area clean *Follow proper line behavior while in lunchroom 	<ul style="list-style-type: none"> *Let an adult in charge know if equipment is broken *Try to work out differences with each other before involving an adult *Be prepared for changing weather *Pack it out, pack in in *Wipe feet before entering the building 	<ul style="list-style-type: none"> *Walk quietly on the right hand side *Move to the side if you need to stop *Go directly to the destination to which you've been given permission *Put trash in appropriate place 	<ul style="list-style-type: none"> .Wait patiently for directions .Place books in appropriate area *Handle materials and books with care *Return books on time 	<ul style="list-style-type: none"> *Stay seated during instruction .Be on time .Work quietly .Ask for help appropriately .Manage time well .Keep area clean .Report bullying behavior *Stay seated during instruction 	<ul style="list-style-type: none"> *Stay in rows and line up beginning with top row *Upon entering gym, stay in line until you reach your designated class section *Stay in designated area-when assembly is over, remain quietly seated until teacher signals to stand 	<ul style="list-style-type: none"> *Make sure you have an office pass and permission *Know your purpose
		<ul style="list-style-type: none"> *Get back to where learning takes place 	<ul style="list-style-type: none"> *Make healthy food choices 	<ul style="list-style-type: none"> *Include others *Take time to learn the rules of the game 	<ul style="list-style-type: none"> *Get back to where learning takes place 	<ul style="list-style-type: none"> *Listen and follow directions *Make use of the resources wisely 	<ul style="list-style-type: none"> *Be prepared for class *Challenge yourself *Develop effective study habits *Take pride in your work 	<ul style="list-style-type: none"> *Listen and follow directions 	<ul style="list-style-type: none"> *Get back to where learning takes place

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Mission Statement:

“We at Lone Rock School, in partnership with the community, strive to empower ourselves with knowledge and become respectful contributing citizens.”

Board Goals

1. Ensure adequate funding for all aspects of the district and manage funds responsibly into the future
2. Recruit and retain exceptional professionals at all levels- Be an employer of choice
3. Maintain high academic standards and communicate high expectations for students, staff, parents and community.
4. Provide a clean, safe and well maintained environment for learning.
5. Communicate, cooperate, coordinate and collaborate our community organizations and members

**Lone Rock School District #13
Board of Trustees**

*	Gary Leese	-	Chair 552-2041
*	Paula Short	-	Vice Chair 546-3989
*	Wayne Stanford	-	Trustee 777-3212
*	Julie Logan	-	Trustee 670-1770
*	Ray Larson	-	Trustee 239-5574

Board meetings are held the third Tuesday of each month.

Administration Responsibilities ~ 2017-2018 School Year

<ul style="list-style-type: none"> ● School Board Meetings ● Lone Rock School District Budget <ul style="list-style-type: none"> ▪ Purchase Order Approval ● Supervision and evaluation of Classified staff: paraeducators, kitchen, maintenance, transportation, custodial, non-instructional, and secretarial. ● Supervision and evaluation of Administrative staff: Business Manager, Systems Administrator, Afterschool Program Director, and Athletic Director ● Professional Development, K-8 ● K-8 Staff Meetings- twice monthly ● Lone Rock School Public Relations ● Collective bargaining with LREA and MPEA. ● School Board Meetings ● Approval of Sick or Planned Leave all staff 	<ul style="list-style-type: none"> ● Certified teacher supervision and evaluations ~ K-8 Classroom teachers and specialists ● Professional Development, K-8 ● Curriculum, K-8 <ul style="list-style-type: none"> ▪ RCCC Director ● RTI Coordinator, K-8 ● <i>Weekly Rocket News</i> & District Newsletter <i>Lone Rock Record</i> ● Scheduling, K-8 ● Student Discipline ~ Grades K-8 ● Special Education ~ Grades K-8 ● K-5 and 6-8 Staff Meetings ● School Based Support Team, K-8 ● Field Trip Approvals, K-8 ● Infinite Campus Grading System <ul style="list-style-type: none"> ▪ K-8 Report Cards
<p>In Mr. Stiegler’s absence, an appointed staff member will act in areas of student discipline and as special education administrator for the district.</p>	

An individual with a complaint is encouraged to first discuss it with the staff member involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

If a complaint is not resolved at this informal level, please refer to the Uniform Grievance Procedure in School Board Policy 3000 Series.

COMMUNICATIONS

All staff are expected to check their e-mail at a minimum of twice daily, once in the morning and once in the afternoon. Staff should also check their mailbox in the workroom at least once daily.

STAFF RESPONSIBILITIES

PARENT/STUDENT HANDBOOK

Please familiarize yourself with the guidelines established in the Parent/Student Handbook. This handbook includes additional information related to specific staff responsibilities.

STAFF ABSENCES

All staff will be required to utilize the Aesop system for absences. Absences should be entered as much in advance as possible. Training in the Aesop program will be provided to new employees. If you are sick in the morning, immediately put the absence in Aesop and contact the principal as soon as possible. If you become ill during the school day, contact administration immediately.

SUBSTITUTE FOLDER

Each staff member should develop a special folder for a substitute to access in the event of an unplanned absence. This folder should include a **general schedule with recess duties, special classes, and other schedule notes.**

For teachers, the folder should also include an **updated classroom roster with information regarding any individual student arrangements.** The more information you can leave in a readily accessible folder for the substitute, the more smoothly our school will run in your absence. Detailed lesson plans should include objectives, lesson outcomes, essential questions, methods of informal assessment. The more detailed and complete information you leave, will assist the substitute in running your classroom the way you want.

STAFF SUPERVISION DUTIES

It is important that students be supervised at all times, whether in the classroom, hallways, or playground. Staff members **must** be on time for their supervision duties. When you are late, you take a chance of students not being supervised or expecting your coworker to be on duty longer than his/her assigned time. If you are not present with your class or in your assigned duty area on time, you are increasing your personal liability in the event of an accident or problem.

ESCORTING STUDENTS TO SPECIALISTS, RECESS, & CAFETERIA

Please walk with your students to their specialists, recess, and to the cafeteria until they are under the control and supervision of another adult. Please do not dismiss them into the hallway to find their way on their own.

ACCIDENT REPORTS

Accident Reports must be completed by the adult who was supervising the child at the time of accident. All head or back injuries and any other serious accident must be reported. Accident report forms should be turned into the Principal, which can be found in the elem mail room in the file cabinet labeled "forms".

ATTENDANCE

Attendance will be taken by teachers once in the morning utilizing Infinite Campus. Teachers for grades 6-8 will take attendance electronically at the start of each class period. Please notify the principal if you feel a student's excessive absences are affecting academic progress.

TARDIES

As you know, having students who are tardy for school, even a few minutes, is disruptive to the class and affects a student's learning. The student not only misses the beginning instruction and directions but also is often unsure and embarrassed when he/she is late for class. With the third tardy each quarter, Middle School will be expected to stay after school ½ hour to make up the missed learning time. Parents will either be telephoned or notified by the student that he/she will be making up tardy time after school. The make-up time will usually be scheduled on the next school day in order to allow parents time to arrange how the child will get home after dismissal.

ABSENCES AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity if the activity falls on a non-school day. Exceptions may be made by the administration.

BUILDING PROCEDURE- STUDENT CHECK OUT :

In order to provide for the safety and welfare of the students the following procedure will be followed for the dismissal of students at other than regular school dismissal times:

1. Whenever possible the parent/guardian will notify the teacher at least one day in advance of the student's early departure in order that the teacher may prepare instruction and/or materials for the child to help compensate for the lost instructional time.
2. At the time of checkout the parent/guardian:
 - a. Notifies the office in person that he/she has come to check the student out of class;
 - b. Records the student's name, date, and time of departure;

- c. Office personnel will retrieve the student from the classroom while the parent/guardian waits at the school office. A parent or guardian may go to the student's classroom to pick up the student with permission from administration or office staff.
3. In the event the student is returned before the end of the regular school day, check the student back into school at the office.
All students are to check in and out at the elementary school office. Students must have an admit slip to be allowed into class.

MAKING UP MISSED WORK

It is the student's responsibility to notify teachers prior to being absent and request make-up work. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed, upon return. Absences for school-sponsored activities are excused, but students are held responsible for the work missed.

REMOVAL OF STUDENT DURING SCHOOL HOURS

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with District procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Superintendent is directed to establish procedures for the removal of a student during school hours.

RECORD KEEPING

Teachers will maintain grade records of student performance through the Infinite Campus electronic grade book. ***Grades will be entered into the electronic system regularly and will be no more than 2 weeks out of date.*** A print out of your Infinite Campus class summary for each course will be turned in to the office at the end of the school year.

At the end of the school year, teachers should record cumulative grades on the student's cumulative file. A copy of each student's report card should also be placed in the student's file. In the event of a student transferring out of Lone Rock School, a copy of their most recent report card should be placed in their cumulative file.

REPORT CARDS, MID-TERM GRADES, AND GRADING

Halfway through each term, a mid-term report from the classroom teacher to parents is issued to all students in grades 3rd – 5th. For Middle School, mid-term reports are mailed only to students with a grade of D or F, but all students will receive a copy of their mid-term progress from their teacher. Teachers of grades K – 2 should telephone parents if there is a need to visit about a child's progress.

Letter grades are given in grades 3 – 8. The grade scale used to report is:
100 - 94% = A, 93 - 85% = B, 84 - 70% = C, 69 - 60% = D, 59% and below = F.

Second and third quarter report cards are given to parents at Parent Teacher Conferences. Report cards for first and fourth quarter will be sent home with students.

The deadlines for when midterm grades are due in Infinite Campus are subject to change by administration. Teachers will be informed regarding deadlines via e-mail and through staff meetings. Reminders will be sent via email regarding upcoming posting deadlines.

HONOR ROLL

Each quarter Lone Rock School recognizes the academic achievement of students by publishing the Honor Roll for grades 5 – 8. Students with B or better grade average are honored. *Honor Roll information will be gathered from the Infinite Campus grading system by the Principal.*

PARENT TEACHER CONFERENCES

Parent Teacher Conferences give parents and teachers an opportunity to share information, ask questions and a chance for both parties to better understand the child's school progress.

COMMUNICATION WITH PARENTS

Staying in close contact with parents is important. Telephone parents on a regular basis to let them know the positive things their children are doing in addition to when there is a problem. When you send notes to parents, please give the administration a copy so they will have knowledge of what has occurred if parents call. Parent helpers in your classrooms and community volunteers in our school are encouraged. Let's use the Lone Rock community to enrich our educational program.

EXTRACURRICULAR ACADEMIC ELIGIBILITY RULES

Students participating in extracurricular activities are expected to maintain passing grades. All middle school teachers will have their grades current in the Infinite Campus grading system by Monday at 12 noon. The athletic director (AD) will run a report for eligibility at 12 noon on Monday. Any student with any F's or 2 D's will not be eligible for that week. The eligibility period will run from Monday at noon till Monday at noon the next week. Weeks with less than five days will not be counted as a week of eligibility unless it is in favor of the student.

PUBLISHING STUDENT PHOTOS ONLINE

Photos of students shall not be published online or in any other public forum without the expressed written consent of parents. If photos are going to be posted to a public sharing website such as Facebook, this information will be specifically included in the waiver from parents. If you would like to publish student photos anywhere online besides the school newsletter, contact the principal regarding parent permission forms. When publishing online, only first names of students should be used.

FIELD TRIPS

Field trips must be well-planned, well-supervised, and have an educational objective. Field trips need to be scheduled 3 weeks in advance so that bus arrangements can be made. In addition, parental permission forms must be signed by parents or guardians prior to departure. For all field trips, parents need to be notified of upcoming field trips at least 7 days in advance. A copy of the permission slips and emergency phone contacts for students must be taken by the supervising teacher.

Upon leaving for a field trip, attendance shall be taken on the bus and copies of those attending the field trip should be left in the mailboxes of the principal and the attendance clerk, and one copy shall be given to the bus driver.

In the event of an emergency on the field trip, first contact the necessary emergency authorities. Notify the office and your building administrator of the incident as soon as it is safe to do so. The school office will make contact with parents. Upon returning to school, complete an accident report.

BUS GUIDELINES AND RULES

The rules and guidelines for the school bus are outlined in the Parent/Student Handbook. Bus drivers will notify the classroom teacher whenever possible as to discipline issues that have occurred on the bus coming to and from school. On field trips, the classroom teacher and other staff members are expected to assist the bus driver in maintaining a safe and orderly environment.

GUEST SPEAKERS

Teachers are encouraged to have guest speakers in their classrooms. These people help to demonstrate the real-life applications and concepts being studied. All guest speakers and the subject upon which they are speaking should be cleared through the principal well in advance of the planned presentation.

HARASSMENT STATEMENT

Lone Rock Elementary District No. 13, is committed to ensuring a harassment-free environment. The district prohibits discrimination on the basis of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status. We are proud of our staff and students. It is this pride that makes us feel confident that we can all work together to eliminate harassment from the school and workplace.

Please refer to the Lone Rock School District's Policy Manual for the complete Harassment Policy.

WEAPONS POLICY

Firearms

It is the policy of the Lone Rock School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2) MCA, pertaining to students who bring a firearm to, or possess a firearm at any setting that is under control or supervision of the school district. In accordance with 20-5-202 (3) MCA, a teacher, superintendent or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at any setting that is under control or supervision of the school district. In accordance with Montana Law, a student who is determined to have brought a firearm to, or possess a firearm at any setting that is under the control or supervision of the school district must be expelled from school for a period of not less than 1 year.

Possession of weapons other than firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns, pellet guns, bb guns, fake weapons, all knives or blades, clubs, metal knuckles, nunchucks (also known as numchucks), throwing stars, explosives, fireworks, mace or other propellants, stun guns, ammunition, poisons, chains, arrows and objects that have been modified to serve as a weapon.

No persons shall possess, use or distribute any object, device, improvised weapon or instrument having the appearance of a weapon, and such objects, devices or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns- toy guns, and an object that is a facsimile of a real weapon. No person shall use the articles designed for other purposes (ie lasers or laser pointers, belts, combs, pencils, files, scissors, etc) or improvised weapons to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries or stores a weapon in a school building and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution as parent or guardian of any minor violating this policy of grounds of allowing a minor to possess, carry or store a weapon in a school building. (45-8-361 (1) (2))

This policy does not apply to law enforcement officers acting in his or her official capacity (45-8-361 (3a))

DRUG FREE ENVIRONMENT

The Drug Free Workplace Act of 1998 require all agencies receiving federal funds to develop a policy certifying that they will provide a drug free workplace. A provision of the policy requires the employer to notify each employee of the provision of the policy. The following constitutes the required notice.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is illegal and prohibited on school property. As a condition of employment, employees must abide by the terms of this policy and notify the employer, within five (5) days of a confirmed violation of this policy. The school district will take appropriate personnel action that may include termination.

TOBACCO FREE SCHOOL

Lone Rock Elementary is a tobacco free school.

MEDICATIONS AT SCHOOL

To maintain a safe environment, students are not allowed to possess any medications including Tylenol, ibuprofen, cough syrups, etc. on school property, including the bus, with the exception of inhalers. Students are allowed to carry and administer their own inhalers. Please review the medications policy in the Parent/Student handbook. Contact your building administrator if you have a concern.

CHILD ABUSE- NEGLECT- INADEQUATE FOOD OR CLOTHING

As educators, we are MANDATORY REPORTERS. Report any student problems to the principal or the school counselor regarding child abuse, neglect, or inadequate food or clothing. The principal and counselor have a copy of *Montana School Guidelines for the Identification and Reporting*

of Child Abuse and Neglect. Be especially alert to child abuse. When you have information that leads you to suspect that child abuse or neglect may be occurring, call the **MONTANA'S STATEWIDE TOLL-FREE CHILD ABUSE HOTLINE at 1-866-820-KIDS (1-866-820-5437)**. This Hotline is available 24 hours a day, 7 days a week.

LATEX FREE SCHOOL

Lone Rock is a Latex-Free School. Please inspect your first aid supplies around the classroom and remove any bandages, or gloves that you suspect may contain latex. Do not bring latex balloons into our school environment.

EQUAL OPPORTUNITIES FOR STUDENTS

All school classes and activities (grades K8) shall be open to both male and female students under Title IX requirements.

TEACHING BEHAVIOR EXPECTATIONS

It is expected that all teachers will teach the Teach-To's and any other behaviors expected of students to ensure a safe and orderly learning and working environment for all students and staff. Teachers should record in their plan books the behavior lessons taught in the fall and reviewed as needed with a least one review mid-year. It is also expected that teachers will instruct students in developing an understanding of harassment issues (appropriate to their grade level) and those behaviors which are unacceptable in the school setting. All behaviors should be monitored consistently and responded to quickly.

OLWEUS BULLY PREVENTION PROGRAM

Lone Rock School is implementing the Olweus Bully Prevention Program. The expectations and guidelines of this program are to be followed by all staff members.

The Olweus Bully Prevention Program (OBPP) is the most researched and well-known bullying prevention program available today. With over 35 years of research and successful implementation all over the world, OBPP is a whole-school program that has been proven to prevent or reduce bullying throughout a school setting.

OBPP is used at the school, classroom, and individual levels and includes methods to reach out to parents and the community for involvement and support. School administrators, teachers, and other staff are primarily responsible for introducing and implementing the program.

STUDENT BEHAVIORAL GUIDELINES

Our school-wide behavior expectations consist of four main objectives. We call these objectives the Lone Rock Launch Code and ask that our students strive to be:

Safe, Respectful, Responsible, A Learner.

Students are expected to behave in a manner that contributes to a positive, safe school environment. We encourage student self-discipline and hold students responsible for their actions. Being a positive addition to Lone Rock School is encouraged.

Our rules are directed toward insuring a safe, orderly school environment. These rules are reviewed with students regularly. Discipline problems are dealt with in a systematic fashion as defined in our discipline plan.

Student Expectations are summarized in the following campus rules:

1. Be safe
2. Be respectful
3. Be responsible
4. Be a learner

I. Essentials of an Effective Discipline Plan

- a. Appropriate behavior needs to be taught BEFORE students engage in inappropriate behavior.
- b. Consequences of problem behavior must be TIMELY.

II. Implementation

- a. Teachers teach the expected behaviors (The Teach-Tos).
- b. Teachers look for appropriate behaviors to encourage.
- c. Teachers coach or prompt students' positive behaviors.
- d. Refocus – This means time for students to think about inappropriate behaviors and consider the appropriate behavior.
- e. Absolute (zero tolerance) - weapons, drugs, fighting, stealing, vandalism, harassment, or refusal to follow directions of a staff member. An Absolute may result from repeated less serious infractions.

III. Record Keeping & Consequences

- a. Teachers keep track of Refocus slips and impose consequences such as one Refocus may result in the loss of a recess. When more than three Refocuses have occurred in a quarter, parents will be notified.
- b. Green Slips - for violations of discipline Absolutes. Consequence for an Absolute is an immediate call to parents and In or Out of School Suspension.

- c. White Slips – for violations on the bus. Consequences include notifying parents, warning and after several infractions, loss of bus privileges.

IV. Summary

Rules governing appropriate behavior are established for each classroom, the building, and the playground. The students are made aware of these rules at the beginning of each year and the rules are reviewed on a regular basis.

Specific Campus Rules are outlined in the Lone Rock Parent/Student Handbook.

REPORTING BULLYING AND DISCIPLINE ISSUES

In order to track student behavior, student bullying and discipline issues (both major and minor incidents), shall be reported to the principal. A database with behavior information will be utilized by administration, teachers, the YEP program, and the School Based Support Team to identify appropriate behavior interventions and to implement/modify behavior plans to better meet student needs.

TOYS BROUGHT TO SCHOOL

Students are discouraged from bringing toys or games to school unless they are for Show and Tell. Students are encouraged to bring sports equipment that is suitable for outdoor use and that can be shared with everyone. If students bring toys or other equipment, the school is not responsible for any loss or damage that results from students having brought personal items to school. Electronic devices are addressed under the “Cell phones and other electronic equipment policy.”

LONE ROCK SCHOOL’S CORE BELIEFS FOR DISCIPLINE

1. We believe every attempt will be made to maintain the dignity and self-respect of both the student and teacher/adult.
2. We believe that students will be encouraged to use problem-solving tools to solve their own problems (with adult guidance when necessary).
3. We believe that discipline should be considered an opportunity for personal growth and students will be given opportunities to make decisions and live with consequences.
4. We believe misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. We believe misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.

Specific Discipline Procedures:

All discipline actions are dealt with under the discretion of administration.

Minor and Major Referral System

Minor Infraction is considered any incident that is handled by the teacher or supervisor and warrants a warning, minor consequence and tracking. Recurring minor infractions may result in a major referral.

Minor Infraction: include but are not limited to:

1. tardiness
2. dress code violations
3. non-compliance to classroom expectations
4. obvious displays of affection (kissing, embracing fondling)
5. throwing objects

Major infractions include, but are not limited to:

1. disrespect, insubordinations and/pr defiance toward staff and others
2. use of disrespectful or offensive language or gestures
3. bullying behavior, physical and/or verbal aggression, fighting, intimidating threats or harassment of any kind
4. use or possession of drugs, alcohol, tobacco and or e-cigarettes (vaping)
5. cheating and/or plagiarizing
6. theft
7. failure to serve detention or ZAP (Zeros Are not Permitted)
8. truancy
9. vandalism on school property or facilities

Referrals that are sent to the office will be assessed by administration and treated as a tracking or Major referral.

A **Major Referral** is subject to, but not limited to, the following procedures. Steps may be skipped depending on the severity of the infractions. A student may go back a step in the process with they have not had a referral for a two month period.

Level	Infraction	k-8
1	1st Major	Conference with student Parent/guardian contact
2	2nd Major	Conference with student

		Parent/guardian contact Loss of privilege
3	3rd Major	Conference with student Parent/guardian contact In-school suspension for .5 to 2 days Behavior contract signed
4	4th Major	Conference with student Parent/guardian contact In-school suspension for 1-3 days or expulsion Behavior contract signed School board hearing

PLAYGROUND EXPECTATIONS

Lone Rock Elementary has designated areas to play. Students are to follow the Launch Code school-wide expectations of being Safe, Respectful, Responsible and a Learner. Students will be taught the expected playground behaviors during the first few weeks of school.

BE SAFE

- Flag/touch football is allowed. No tackling.
- Run in open areas
- Watch out for each other
- Keep hands, feet and objects to oneself

BE RESPECTFUL

- Wait patiently for your turn on equipment
- Follow playground supervisor's instructions at all times
- Line up immediately when the whistle blows
- Listen to the playground supervisor

BE RESPONSIBLE

- Let an adult know if equipment is broken
- Try to work out differences with each other before involving an adult
- Follow the rules of the game

BE A LEARNER

- Take time to get to know the rules of the game
- Take time to get to know other students in your class

APPEARANCE

The students at LRS are proud of their individual appearance and the freedom to express themselves through the latest fashions. It is our goal to continue to foster self-expression in a positive manner. We ask that students are well-groomed and demonstrate personal hygiene, exemplified by excellent manners and respect for each other. Your peers and teachers will appreciate your cooperative spirit and working together to present yourself by being your best. We respectfully request that you dress in a manner that does not distract from the learning environment.

STUDENT DRESS

As staff members, you serve as the front line when it comes to identifying violations of the student dress code. If you feel that a student's dress or grooming violates the provision of the policy, please request that the student make appropriate necessary corrections. If you are unable to correct the dress code violation directly with the student, contact your building administrator, and he or she shall request that the parent and the student make the appropriate necessary corrections. If both the student and the parent refuse, the administrator shall take appropriate action including suspension if circumstance so warrants.

DRESS CODE

- Teacher's and student's attire should be neat, clean and properly fitting. It shall not be offensive to others.
- Footwear must be worn at all times for sanitary and safety purposes.
- Patches, accessories or clothing advertising alcoholic beverages, drugs, tobacco or containing obscene or derogatory slogans or pictures will not be allowed.
- Caps, hats and dark glasses will not be worn in the school building during school hours. These items restrict vision and limit eye contact between instructor and pupil, which is an integral part of the learning process.
- Undergarments and midribs shall not be exposed and are considered inappropriate dress.

- Any strap-type shirt/blouse must have straps at least 2.5” wide. Transparent blouse/shirts, halter-tops will not be allowed.
- Skirts, dresses or shorts must have a bottom hem that reaches the tip of the middle finger when your arms are straight down the sides of the body.
- All staff and students should be dressed appropriately for weather conditions. Cold weather and or snow will require students to wear gloves, snow boots, hats and heavy coats. Children will be expected to play outside except during severe weather. Generally it is believed that children who are well enough to go to school are well-enough to go outside. We will consider a student’s needs on an individual basis. Please prepare for ever-changing Montana weather by layering of clothing when it’s cooler.

VIOLATION OF DRESS CODE FOR K-8

When clothing is inappropriate or in poor taste, students will need to change into other clothing. Parent will be notified if the dress code is violated more than once and the administrator shall take appropriate action, including suspension if circumstance so warrants.

Dress for special activities

Special events such as sports trips, concerts or field trips may require special dress. This school does NOT expect parents to purchase new, expensive dress for special events. The dress requirements will be reasonable; hopefully clothing that student has available.

Dress for physical education classes

All students should have a spare pair of clean non-marking athletic shoes at school to be worn during PE classes. All middle school students are asked to have a spare pair of comfortable shorts and T-shirt at school to be used in the event of the student’s regular school clothes are not appropriate for the physical activities planned for that day.

SUPERVISION OF COMPUTER AND TECHNOLOGY USE

Teachers should be familiar with the Lone Rock School District # 13 Computer Network Acceptable Use Policy and the Rules and Code of Ethics for Lone Rock School District’s Computer Users (Parent/Student Handbook).

Teachers should collect a signed *Computer Network Acceptable Use Form* from students as soon as possible. Students will not be allowed access to any Lone Rock School computer until this form is on file at the school.

Lone Rock School has a high-speed internet connection and access to the internet is possible through every computer at the school. This affords amazing educational opportunities to enhance research, curriculum, and library skills.

With access to the internet, information that is not of educational value, or possibly inappropriate for young students is available and could be viewed by students. Please monitor student use of the internet to reduce the number of exposures to non-educational content.

Please contact your building administrator if you feel a student is deliberately misusing the internet or computers of Lone Rock. Any user who does not comply with the rules and code of ethics for Lone Rock School's computer use will lose network privileges for a period of 30 days. Repeated infractions may result in permanent termination of network privileges. Other disciplinary policies of the district may also apply.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones, pagers, and other electronic devices (including, but not limited to iPods, Phones, PDAs, CD Players, and MP3 Players) on school grounds, at school sponsored activities, and while under the supervision and control of school District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends or as determined by school procedures. Schools may regulate the use of cell phones by parents and other adults while they are on school property. In special circumstances, the building principal may authorize use of cell phones or other electronic devices by students (for example; the use of iPods during a bus trip, or exception due to a specific student situation.) The Lone Rock School District is not responsible for lost or stolen devices.

Lone Rock School District No. 13 will encourage a technologically rich environment to students, teachers, and staff to enhance and promote educational excellence through resource sharing, innovation and communication with direct guidance from faculty and staff. Although Lone Rock School No. 13 supports opportunities to integrate technology in the classroom, teacher discretion will determine specific classroom use. It is the responsibility of users and their parents or guardians to honor the use restrictions of the District.

GUIDELINES FOR ELECTRONIC DEVICE USE

Students

It is the student's responsibility to:

1. Know and follow each teacher's policies,
2. Understand the legal ramifications of inappropriate electronic communication, including but not limited to cyber bullying, sexting, etc.
3. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Teachers

It is the teacher's responsibility to:

1. Articulate and communicate classroom policies to students and families in a variety of formats.
2. Guarantee equal access to electronic devices if they are required for an assignment.
3. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Parents

It is the parent's responsibility to:

1. Understand that contacting their child during class time is disruptive to the classroom environment.
2. Know their child's schedule so that student is not using electronic communication during class time.
3. Know the appropriate method of contacting during instructional time is through the Main Office, which will contact the student with a message.
4. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Administration

It is the responsibility of administration to:

1. Provide education to students regarding legal issues surrounding inappropriate electronic communications.
2. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.
3. Create, communicate and implement school-specific and District policies and procedures.

We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. Confiscated devices will be returned to the student, parent or guardian. Unauthorized use of such devices may result in disciplinary action.

STUDENT FEES, FINES, AND CHARGES

When you issue textbooks to students, all students need to complete a textbook condition sheet. At the end of the school year, consult with your building administrator to determine fees and fines to be charged for misuse and damage done to textbooks.

A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

Fees may be required for the actual cost of breakage and of excessive supplies used in courses. A student shall be responsible for the cost of replacing materials or property, which are lost or damaged due to negligence. The teacher will notify the student and parent regarding the nature of the violation or damage, and how restitution may be made, and how an appeal may be instituted. A student's grades may be withheld until restitution is made by payment. The student or parents may appeal the imposition of a charge for damages to the Superintendent and the Board.

GRADUATION AND PROMOTION

Graduation Requirements

An eighth grade student must pass 6 semesters of core subjects (English, science, math and social studies) during their 8th grade year. If a student does not pass 6 semesters of the core subjects, they will not be allowed to attend the eighth grade graduation ceremony.

Transfer students to Lone Rock Middle School must complete the above criteria or have transfer grades from an accredited public or private school. Students must be enrolled full time for at least their 8th grade year to be eligible to graduate.

If a student does not meet the above criteria, they may be retained in the eighth grade. However, before retention of any eighth grade student is considered, a committee of grade level teachers, an administrator and the student's parents will be formed and all factors will be analyzed. The committee could also decide that summer school at the parent's' expense could be considered as an alternative to retention.

RETENTION

If you are considering retaining a student, you should begin by communicating with parents regarding where the student is struggling. Then, try to problem solve at the parent/teacher/student level. If problem solving ideas have not been effective, consult with your building administrator or the School Based Support Team.

If the teacher recommends retention, the teacher should make the parents aware of his/her recommendation and the teacher should complete the Lone Rock Grade Placement Form. The teacher should keep a copy of this form and send home a copy to the parents. Parents can sign that they support the teacher's recommendation, or they can make their own placement request on the back of the form and return this form to the school. If the parents request a placement other than the one recommended by the teacher, the building administrator must also sign the form. The completed form will be kept in the student's cum file.

FUNDRAISERS

Please contact the superintendent for approval of any classroom or school fundraising activities, including bake sales. We are a small community and having one person coordinate fundraising keeps us from duplicating services and items offered.

PURCHASE ORDERS

Staff members are responsible for making their own orders. All purchase orders shall be approved by the Superintendent prior to items being purchased, ordered, or reimbursed. Approved purchase order invoices shall then be forwarded onto the Business Manager.

If your purchase receipt is dated before the purchase order is approved, you may be personally responsible for the payment.