

Lone Rock School District # 13

Parent/Student Handbook 2017-2018

1112 Three Mile Creek Road
Stevensville, MT 59870
Phone: (406) 777-3314
Fax: (406) 777-2770
www.lonerockschool.org



ROCKET PRIDE

Student Name _____

Teacher/Advisor _____

Scott Stiegler, Superintendent/Principal

Full Text of Handbook located at: www.lonerockschool.org

Lone Rock Launch Code



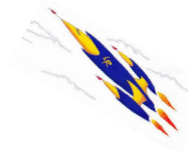
Be Safe



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

Responsibility		<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
<small>Be a Leader</small>		<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 Elementary District #13

1112 Three Mile Creek Road
Stevensville, MT 59870

406-777-3314, Office
406-777-2770, Fax



Aug. 1, 2017

Lone Rock School Families,

Welcome to the 2017-18 school year. We have been working all summer to make campus a warm and inviting place as you begin this year. Lone Rock is a place for everyone to engage in learning experiences in a safe, responsible and respectful environment. Our universal expectations are important to know and follow: BE SAFE, BE RESPECTFUL, BE RESPONSIBLE, BE A LEARNER.

We look forward to participation of both students and parents in the LRS community of learners. In this handbook document and with invitations to come, you will find opportunities to contribute and participate in the positive educational experiences found at Lone Rock.

This handbook serves as a guide for the programs, practices, and expectations we have. We urge you to keep this handbook and use it as a reference guide throughout the school year. To assure that each child and his or her family have received this resource, we ask you sign and return the form on page 43 indicating your reception of the handbook. We ask that you read and discuss with your child the behavioral expectations that are included in the handbook.

At Lone Rock School, we wish you the best for the coming year. You are always welcome to visit our school, communicate with your student's teachers as well as myself. In our student-centered campus, we value and cherish student and parent input and involvement. Have a great year!

Sincerely,

Scott Stiegler, Superintendent/Principal
777-3314 (x201 or x202)

Lone Rock Staff 2017-18

Agosto, Jon [Technology]
Angyus, Vicky [Occupational Therapist]
Arnott, Mary [Title 1 Paraprofessional]
Bachman, Julie [2nd Grade]
Beaudin, Ken [Bus Driver]
Bloom, Marcia [Secretary]
Boaz, Sunny [Title 1]
Burgess, Jan [Librarian]
Carroll, Erica [First Grade]
Cartwright, Pat [Excel]
Chanin, Ouisie [Middle School]
Christensen, Abby [Paraprofessional]
Coombes, Bill [Bus Driver]
Davis, Lindsey [CSCT Therapist]
Dimsha, Billie [Paraprofessional]
Hardy, Brandy [Assistant Cook]
High, Deb [Title 1 Paraprofessional]
Hollist, Cheri [Kindergarten]
Jarvie, Cindy [Food Service Director]
Jensen, Tania [Counselor]
Laga, Debbie [Music/Band/Choir]
Lake, Ward [3rd Grade]
Lampi, Paula [School Psychologist]
Lowitt, Beth [Paraprofessional]
Martin, Alisa [Speech Therapist]
Myers, Danielle [Paraprofessional]
Morgan, Jeannie [Business Manager]

Morrison, Terri [1st Grade]
Murphy, Shelby [Kindergarten]
Nentwig, Linda [Kitchen Aide]
Perez, Art [PE]
Porter, Barbara [CSCT Therapist]
Pound, Kristen [Sign Language Interpreter]
Rebich, Kimberly [2nd Grade]
Reed, Amy [Middle School]
Ross, Carol [Bus Driver, Custodian]
Rowe, Angela [Elementary Special Ed]
Stevens, Lisa [Middle School]
Stiegler, Scott [Superintendent/Principal]
Wandler, Jeannette [4th Grade]
Wandler, Mike [Custodian, Maintenance]
Wight, Eve [5th Grade]
Wilson, Monica [Middle School Special Ed]
Wood, Wendi [Physical Therapist]

LONE ROCK SCHOOL | 2017-2018 CALENDAR

Aug. 22 - All Sports Parent Meeting 7:00 pm – New Gym
 Aug. 22 - Booster Club Meeting present at above and meeting after – Gym
 Aug. 24 - Kindergarten Orientation at 6:30pm-Old Gym
 Aug. 26 – Playground Cleanup 3 pm / BBQ 6 pm / Movie Night 9 pm
 Aug 28-29 PIR

AUGUST '17						
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FEBRUARY '18						
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Feb. 7 – PTM Meeting 6 pm
 Feb. 9 – Community Dance
 Feb. 16 – 19 - No School Winter Break
Feb. 19 - Mid Quarter
 Feb. 21 – Booster Club Meeting 6:30 pm
 Feb. 23 – Family Movie Night

Sept. 5 - First Day of School
 Sept. 6 – PTM Meeting 6 pm
 Sept. 12 - Open House 6:00 – 7:30 pm in the New Gym
 Sept. 20 – Booster Club Meeting 6:30 pm
 Sept. 27 – Fall Picture Day

SEPTEMBER '17						
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MARCH '18						
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March 1 - Parent/Teacher Conferences 4:00 – 6:00 pm
 March 7 - Parent/Teacher Conferences 3:00 – 7:00 pm
 March 14 – PTM Meeting 6 pm
 March 21 – Booster Club Meeting 6:30 pm
 March 23 – Family Movie Night
March 29 - End of 3rd Quarter
 March 30 – April 2 No School Spring Break

Oct. 4 – PTM Meeting 6 pm
Oct. 4 - Mid Quarter
 Oct. 18 – Booster Club Meeting 6:30 pm
 Oct. 19-20 - No School (MEA Conference)
 Oct. 27 – Halloween Carnival 6:00 – 8:00 pm

OCTOBER '17						
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APRIL '18						
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April 3 - 1st Day of 4th Quarter
 April 4 – PTM Meeting 6 pm
 April 6 – Meatballs and Monkey Bars
 April 7 – Run for the Rock 3rd Annual 5k Fun Run
 April 18 – Booster Club Meeting 6:30 pm
 April 26 – Spring Pictures

Nov. 1 – PTM Meeting 6 pm
 Nov. 2 – Picture Retake Day
Nov. 8 - End of First Qtr.
 Nov. 9 - 1st Day of 2nd Quarter
 Nov. 11 – Craft Bazaar
 Nov. 13 - Parent/Teacher Conferences 4:00 – 6:00 pm
 Nov. 15 - Parent/Teacher Conferences 3:00 – 7:00 pm
 Nov. 16 – Thanksgiving Dinner
 Nov. 22-26 - No School – Thanksgiving Break

NOVEMBER '17						
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MAY '18						
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May 2 – PTM Meeting 6 pm
May 2 – Mid Quarter
 May 8 – Staff Appreciation
 May 16 – Booster Club Meeting 6:30 pm
 May 28 - No School – Memorial Day

Dec. 6 – PTM Meeting 6 pm
Dec. 13 - Mid Quarter
 Dec. 21 – Christmas Dinner
 Dec. 22 – Jan. 1 No School
 Holiday Break

DECEMBER '17						
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JUNE '18						
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June 5 - 8th Grade Graduation
 June 5 – End of Year Carnival
June 6 – Last Day of School
 11:30 am Dismissal
 End of 4th Quarter and End of 2nd
 Semester
 June 7 – Post Records Day

Jan. 3 – PTM Meeting 6 p
 Jan. 17 – Booster Club Meeting
 6:30 pm
 Jan. 19 – Family Movie Night
**Jan. 24 - End of 2nd Quarter –
 End of 1st Semester**
 Jan. 25 - 1st Day of 3rd Quarter

JANUARY '18						
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**LONE ROCK SCHOOL
 2017 – 2018 CALENDAR**

School Hours 8:30 – 3:30 pm
Breakfast 8:15 – 8:30 am
Instruction Begins 8:30 am
Lunch 11:05 – 12:25 pm
Dismissal 3:30 pm

Early Release Every Wednesday at 2:30 pm

All K-5 students not at breakfast are to be
 outside 8:15 – 8:30 am

Board meetings are held every 3rd Tuesday
 every month and are open to the public.
 Come join us!

CAMPUS SAFETY

At Lone Rock we will continue to work diligently to tighten security around our school campus for the safety of our students and staff. **All visitors to campus need to check in at the Elementary Office and shall wear a visitor badge while visiting our campus. Parents picking up children after school from the Elementary building need to meet their children outside in the Bitterroot garden area.** Middle school parents can meet their students outside or wait at the front of the M.S. During the school day, office staff will retrieve all students from their classrooms while the parents wait at the office. We have found this limits disruption to instruction and provides a more secure campus.

PARENT INVOLVEMENT

We believe that the parents’ role in their children’s education is to be an advocate for and be supportive of their child, as well as cooperate with the school. Parents and teachers should maintain open communications and work cooperatively for improvement of the school and their child’s education. To provide parents an opportunity to participate in the formal education of their children, **you may expect Lone Rock School to:**

1. Invite parents to visit the school frequently and acquaint themselves with the staff and programs.
2. Encourage parents to telephone or email the teacher whenever they have a question or concern.
3. Provide parents with midterm reports as well as report cards issued at the end of each quarter. Likewise, we encourage all teachers to telephone parents whenever they have a concern, question, or special compliment.
4. Organize an **Open House September 12th, 6pm-8pm** for parents to meet their child’s teacher and to learn more about the school. This is a wonderful opportunity for students to “show off” their school.
5. Schedule individual **Parent-Teacher Conferences November 13th, 4pm-6pm & Nov 15th, 3pm-7pm, 2017 and March 1st, 4-6pm and March 7th, 3pm-7pm, 2018.**
6. Encourage participation in the **PTM, our Parent Teacher Membership** Organization, which welcomes all school parents as members. In the past, the PTM has sponsored such activities as an Ice Cream Social at the fall Open House, Take-Home Books for early readers, an end of school carnival, and the school supply store, as well as

contributing to many school needs. They also welcome your Box tops and Soup Labels as they use the funds to help with the costs of their efforts throughout the year.

PTM officer(s) for 2017-18 are: President: **Michele Brunson** PTM@lonerockschool.org
Vice-President: **Crystal Grant** crystalgrant755@yahoo.com
Secretary: **Crystal Grant**
Treasurer: **Michele Brunson**

7. Encourage parents to join the **Booster Club**. The Lone Rock Booster Club supports student organizations and sports. The Booster Club fundraises through sports concession stands and selling Rocket gear to help students attend academic and athletic competitions. Your child may not be involved in a sport or academic club now, but your support in the Booster Club ensures strong programs will be available in the future. Booster Club officers for 2017-18 include: Crystal Grant (406) 241-8134 crystalgrant755@yahoo.com and other volunteers are needed.
8. Encourage parents and community members to volunteer in school.
9. Invite parents and community members to serve on various committees for the improvement of school and special programs.
10. Provide a weekly newsletter including upcoming events, recognition of student achievement, expressions of appreciation for help received, community announcements and more. A monthly activities calendar and lunch menu will also be sent home with every student.

ANSWERING YOUR QUESTIONS AND RESOLVING PROBLEMS

If you have a question or a problem, please talk directly to the school person involved.

All school personnel wish to have open communication with parents and want them to feel comfortable asking questions and being involved in their children's education.

If you are not able to get an answer or resolution to your concern, please contact your administrator, **Mr. Scott Stiegler for K-8th students, teachers, classified staff and district concerns.**

For more information on resolving problems, please review the Uniform Grievance Procedure in the back of this packet.

BREAKFAST AND LUNCH PROGRAM

Lone Rock Elementary School serves breakfast and lunch daily. Our lunch program is a prepay program. Please make advance payments on your child's account. Notices are sent home with students every Thursday if their account is running low or has a negative balance. For your convenience, we suggest paying at least a week ahead of time or even monthly. Phone calls are always welcome to Marcia, Meal Account Coordinator, 777-3314.

Free or reduced price lunches are available to qualifying students. Forms are sent home with students explaining the qualification criteria. If you believe your family would qualify, please complete and return the form to school as soon as possible. You will be notified within a week as to whether or not your family meets the qualifications.

Kindergarten students have the opportunity to purchase milk each day for their snack/story time breaks. Milk is 40 cents and is not included in the free/reduced meal account program.

Breakfast:

Breakfast will only be served from 8:10-8:25a.m so that students have adequate time to finish their meal before they are expected in the classroom at 8:30. The bus schedule accommodates this schedule. Students walking to school or riding with parents must arrive at school prior to 8:15 to be served for breakfast.

Meal Pricing 2016-17

K-8 Full Pay Breakfast	\$1.60
K-8 Reduced Breakfast	\$0.30
Adult Breakfast	\$2.60
K-5 Full Pay Lunch	\$2.35
6-8 Full Pay Lunch	\$2.60
K-8 Reduced Lunch	\$0.40
Adult Lunch	\$4.00
Ala Carte Milk (Cold Lunch/Kindergarten Snack Milk)	\$0.40

Parents are invited to join their child for lunch.

CAFETERIA

The school cafeteria serves nutritious, home-cooked breakfasts and lunches. Prices are listed above. A monthly menu is published so families can decide which days, if any, a student would prefer to bring a cold lunch from home. Milk is always available.

Parents, grandparents, or other adults are invited to join their child for lunch. If you would like to come for lunch, please notify the lunch accountant two days in advance so the cook can be adequately prepared.

Free or reduced price lunches are available to qualifying students. Forms are sent home with students explaining the qualification criteria. If you believe your family would qualify, please complete and return the form to school as soon as possible. You will be notified whether or not your family meets the qualifications.

Communication from School to Home

Educating a child is a team effort and we look forward to working with you. We try to keep you informed and involved in many ways. However, if you are not getting the monthly newsletter or not hearing from your child's teacher, please let them know. You will be notified if your child is not meeting behavior or academic expectations at school. If your student is in grades 3-8, Infinite Campus will help you stay informed about academic progress. For assistance in establishing access to Infinite Campus, contact Jon Agosto, our IT Coordinator at ext. 260. In addition, mid-term reports and report cards will be sent home. If you have any questions about your child, feel free to contact his or her teacher.

ATTENDANCE

Attendance is extremely important to a child's progress in school. In addition to academic success, good attendance is a life and job skill. Students who are frequently absent or tardy miss important classroom instruction and get behind in their studies. Poor self-esteem may develop as the student struggles to keep up because of being away from school. It is recognized that some absences are necessary due to sickness or circumstances beyond one's control, however, every effort should be made to insure your child is in attendance and on time every day.

- Phone the school prior to **8:20 am**, the morning your child is absent. If you do not call the school, a school representative will try to reach you to confirm consent for your child's absence.
- For those planned absences, i.e. family vacation, the parent or student should notify the classroom teacher several days before departure and request homework assignments. Some lessons can be completed with parental help. However, for those lessons which require teacher instruction the student will be given time to complete the work upon his/her return. If the absence is lengthy, the teacher may not have assignments planned.
- Please make every attempt to have children in school and on time. Instruction begins promptly at 8:30am. Parental cooperation is greatly appreciated and needed.
- Students with excessive absences may be reported to Department of Family Services for investigation. Excessive absences are defined as 10 or more absences.

Activities or Preplanned Absences

It is the student's responsibility to notify teachers prior to being absent at least 24 hours in advance. Teachers may require the work to be completed and turned in prior to departure. If work is not requested by the teacher to be turned in prior to the absence, students will have one (1) day to make up work for each day missed upon return. Please make every effort to plan for absent work ahead of time. It helps the teachers do their best for the students.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. 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. (Note, for activity bus rules, please see MS Activities, page 36, part M.)

Excused Absences

Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available prior to requesting an admit slip. School work missed during an excused absence can be made up at full credit, even those beyond ten (10) days (see Ten-(10)-Day Policy). Time allotted for make-up work is stated in this student handbook.

Unexcused Absences

Unexcused absences are not acceptable in the District. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections or an absence for which the student did not receive prior approval from the building administrator. Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

Ten-(10)-Day Policy

Students can accumulate ten (10) absences each semester. This includes excused and unexcused, but does not include extracurricular absences. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. After the tenth (10th) absence, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority, verifying the student's reason for missing school, must be

obtained by parent/student. Upon return, an excused admit will be provided if this documentation is in hand, and no penalty will be incurred. If the student does not have that documentation, an unexcused admit will be issued, and the student will have two (2) days to obtain the necessary paperwork. When the attendance office receives the proper documentation, the absence will be considered excused. The ten (10) days are computed on a semester basis; the grades are computed quarterly. Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

MAKING UP MISSED WORK

It is the student's responsibility to notify teachers prior to being absent and request make-up work. When a parent/guardian has requested at least 24 hours in advance, teachers may provide the work prior to departure. Please make every effort to plan for absent work ahead of time. It helps the teachers do their best for the students. Upon return, students will have one (1) school day to make up work for each day missed. The day of return is counted as day zero. **For example**, if a student misses Monday and returns on Tuesday, the absent work is due on Wednesday. If a student is absent Mon. & Tues., and they return on Weds., their absent work would be due on Friday.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed.

ZAP (Zeros Are Not Permitted)

In our efforts to continue the long standing tradition of having high academic excellence for all students, Lone Rock has incorporated ZAP which stands for Zeros Are-Not Permitted. We have created space and teacher support for both the middle school and elementary students to have a place to finish work they have missed or have not completed in the classroom. Teachers will give input when students need to visit the "academic center" but students can request it too, which allows ownership of their own academic success.

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.

Parents, guardians or legal custodians will provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.

STUDENT CHECKOUT POLICY

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. **All students need to be checked in and out through the Elementary School Office.** 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.

1. At the time of checkout, the parent/guardian:
 - Notifies the office in person that he/she has come to check the student out of class;
 - Records the student's name, date, and time of departure;

- **The office will contact the student’s classroom. The student will be sent down to the office to meet with parent/guardian. Parents please do not go directly to the classroom, as it is a disruption to the instructional program.**
2. In the event the student is returned before the end of the regular school day, the student will be required to check back into school at the elementary school office.

TARDIES

Being tardy for school is an unacceptable disruption to the educational process for all students and the teacher. Excessive tardiness will result in detention.

- **Any K-8 student arriving later than 8:30 AM to school needs to check in at the Elementary Office. Teachers will require late arriving students to have an admit slip from the office in order to join the class.**

VOLUNTEER PROGRAM

We have many volunteers active in our school. Parents, grandparents, and community members willing to volunteer are encouraged to sign-up anytime during the year. Volunteers tutor children in reading, math, and other subjects and help teachers with special projects and events during the school year. The work a volunteer wants to do is matched with the work a teacher needs to have done. The number of hours and choice of days is up to the volunteer. If you have time you can lend to our children, please call the school, 777-3314. Volunteers are very important to our students’ education. All volunteers are subject to background checks the same as all district employees and substitute teachers. Volunteers also need to check in and out at the office daily.

- **All volunteers will be required to check in at the office and must wear their visitor’s badge during the school day.**

CLASSROOM VISITORS

You are welcome in the school and you are encouraged to visit your child's classroom **All visitors are required to make arrangements with the teacher at least 24 hours in advance and check in at the office. All visitors must wear their visitor’s badge during the school day.**

LATEX

Due to allergies, we try to be as Latex free as possible at Lone Rock School. Please do not bring latex balloons or any other latex products into our school environment.

SPECIAL SERVICES FOR STUDENTS

A variety of programs and personnel are available to help students be academically successful. If you believe your child qualifies for any of these services, please visit with your child’s teacher.

Counselor

Our school counselor, Tania Jensen, works with children, parents, and teachers to support children’s emotional health. The counselor will work with individual students or small groups and presents lessons in the classroom. Feel free to visit with our counselor if you have questions and/or concerns about your youngster’s emotional well-being. Email tjensen@lonerockschool.org or call 777-3314 ext. 232 for an appointment.

CSCT Services

Lone Rock School is proud to have a CSCT Program. The Comprehensive School and Community Treatment Program is a therapeutic service jointly provided by the Bitterroot Valley Education Cooperative (Co-Op) and Lone Rock School. It is designed for children and adolescents who are experiencing serious emotional and behavioral problems. The program at Lone Rock offers services for preschool through middle school-aged youth and their families. If you have questions, contact CSCT staff with any questions you may have.

Title I Program

The Title I instructor and paraprofessionals work with the classroom teacher to help children with reading and math difficulties. It provides an excellent opportunity for children who need individualized help. Contact Sunny Boaz, sboaz@lonerockschool.org or call 777-3314 ext.230.

Parents may request and the district will provide the following information regarding the professional qualifications of the student's classroom teachers: Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived; the baccalaureate degree major of the teacher and other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree; and/or whether the child is provided services by paraprofessionals and, if so, their qualifications. For more information on the Title programs, please contact Scott Stiegler, Superintendent/Principal.

Special Education Programs

The Special Education Program is designed to provide individualized academic assistance to children with specific learning disabilities. Included among these may be disabilities in any of the following areas: vision, hearing, speech and language skills, motor skills, social/emotional behavior, and academic learning abilities. Contact Angela Rowe, Elementary Special Ed. Teacher, arowe@lonerockschool.org or call 777-3314 ext. 208 or Monica Wilson, Middle School Special Ed. Teacher, mwilson@lonerockschool.org or call 777-3314 ext. 224.

Federal 504 Plans

Students with a mental or physical impairment which substantially limits one or more major life activities may be eligible for a Federal 504 Plan providing for school accommodations. Please contact the 504 Coordinator, Tania Jensen, our school counselor, if you feel your child has impairment. Email tjensen@lonerockschool.org or call 777-3314 ext. 232.

Speech & Language Program

The Speech and Language Program provides evaluation and therapy for students with speech, language, or hearing problems. Screenings are conducted in the fall for all kindergarten students and screenings for students in other grade levels may be done upon teacher or parent request with signed permission from the parents. Speech Language Pathologist is provided through the Bitterroot Valley Educational Cooperative (BVEC).

Hearing Screening

Hearing Screenings are conducted annually for all kindergarten, first grade students and out-of-state transfers. Students who do not pass the initial screening will receive a follow-up screening. Parents will be notified of results and recommendations. Hearing screenings for students in other grade levels may be done upon teacher or parent request with signed permission from the parents. Questions can be directed to the Speech-Language Pathologist.

Vision Screening

Vision Screenings are done annually at Lone Rock and notification is sent to parents if further testing needs to be done. This screening is provided by an outside source.

SCHOOL PICTURES

Professional photographers will take individual pictures of all students. Even though some families may choose not to purchase school pictures, all students will have their pictures taken for record purposes. Group/class pictures will be taken in the spring. Each year a Lone Rock School Yearbook is made available for all interested families to purchase. The yearbook includes pictures of students, staff, and school events.

Picture Day- September 27

Make-ups- November 2nd

LIBRARY

All students are allowed and encouraged to check out books from our school library. In order for the library to be of the most benefit for all students, there are certain procedures for checking out books.

- a. Students will not be allowed to check out new books until other books are returned.
- b. If a book is lost or damaged, the student will be expected to replace it or pay for repairs. Replacement cost will be based on the current cost to replace the book.
- c. There will be no fine for late returns on books, however, it is requested that students renew books they wish to keep longer.

EXCEL AFTER-SCHOOL PROGRAM

Lone Rock School provides an after-school program for grades K-8 starting Monday, October 3rd. The program will run through Friday, June 2nd. EXCEL runs from 3:30- 5:30 p.m. Children sign up on monthly sign-up sheets for specific dates and activities. If there are changes in your child's plans regarding the EXCEL program, please call the office at 777-3314. If you have questions about the program, contact Pat Cartwright, Program Coordinator at pcartwright@lonerockschool.org

NEIGHBORHOOD ACTIVITIES FOR CHILDREN

The following are community people who can answer your questions concerning various children's activities:

Boy Scouts	Russ Cleveland	777-5153	
Cub Scouts	Mike Zielinski	777-7001	
Girl Scouts	Penny Bertram	777-2567(H)	329-2139(W)
4-H	Ravalli Cty. Extension Office	375-6611	
Youth Softball	Linda Nentwig	552-2041	
Baseball	---??---		
Soccer	Crystal Grant	241-8134	
Wrestling	Scott Stiegler	777-3314	x201/202

SCHOOL BUS TRANSPORTATION

Riding the school bus is a privilege. Our main concern is to safely transport passengers. All students who wish to ride the bus will be expected to follow the rules governing bus conduct. Expectations for bus conduct are listed on page 19 of this handbook. Please contact the bus driver or school if you have questions about bus routes or other concerns. Your cooperation is appreciated.

STUDENTS WAITING FOR AFTER SCHOOL PICK UP

Parents of elementary students may meet their child in the Bitterroot garden area. If their ride has not arrived by the time

the buses need to leave, students will be directed inside to wait. To ensure students' safety, students waiting for rides are expected to wait in the hall by the bathrooms. We do not have the staff to supervise students after school. At dismissal time, it is expected that students will go home where they will be under the supervision of their parents.

CHANGE IN AFTER SCHOOL, GOING HOME ROUTINE

If your child will not be following his/her normal routine after school (walking vs. riding the bus, going on a bus other than the one to which they are assigned, or going home with someone other than immediate family) please let the teacher know for his/her safety. Students will not be permitted to change their route home without a **signed and dated note from you or a phone call**. If we are not given proper notification, the student will be placed on his/her usual bus. Also, make sure your child understands your directions for the afternoon before he/she leaves home in the morning. The younger children especially become confused or frightened if we try to give them directions different from what they think their parent gave them.

TELEPHONE USE

Students are permitted to use the classroom phone for matters of importance with the teacher's permission. Students are not allowed to phone home for "minor" forgotten items or to make social calls such as to get permission to visit a friend's house after school. Students are not to use personal cell phones for calling or texting during the school day.

1. Students are allowed to use their devices before and after school- this means phones and other devices must be turned off when entering the building for the day and can be turned on when students leave the building at the end of the day.
2. When students are sick, they must come to the office and then they can call parents. We are here to help your children and it is important we are aware of what is happening with your child.
3. Students are allowed to use their electronic devices on the bus with the exception of no videotaping or pictures taken. The bus drivers expect all other bus riding expectations to be followed.
4. Parents, if you need to get a message to your child before the end of the day call the office. Please don't send a text message.
5. If parents phone during school time, we ask that they leave a voicemail message for the teacher or a message with the school secretary. We do not interrupt classes during instruction unless it is an emergency.

FLOWERS, BALLOONS, GIFTS, AND BIRTHDAY INVITATIONS

Any flowers, balloons or gifts delivered to the school for students can be picked up by the student at the end of the day. Otherwise, these gifts are often a disruption to the learning process and other children's feelings are hurt if they cannot receive the same privilege. Birthday invitations will not be allowed to be passed out at school.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

When an emergency arises at school, we need to have a current local phone number where you can be reached. Please contact the school office (777-3314) if your home or work telephone number or address changes during the year.

REQUEST TO NOT PUBLISH STUDENT WORK, PICTURES, OR NAME

From time to time we have the opportunity to publish students' names, schoolwork, or picture in the school newsletter,

class book collections, public bulletin boards, on the Lone Rock Internet web page, etc. However, any parent/guardian may prohibit such publication by filling out the opt-out form at the beginning of the year, or notifying the principal. As noted earlier, Lone Rock will be creating a school directory which will be made available to all families by the end of September 2017. If you do not wish to be published in this directory, please make sure to make note of your wishes on the Lone Rock School District Parent Permission Form.

HOMELESSNESS

If your family lives in any of the following situations: 1) In a shelter, 2) in a motel or campground due to lack of alternative adequate accommodation, 3) in a car, park, abandoned building, bus or train station, or 4) double up with other people due to loss of housing or economic hardship, your school age children may qualify for certain rights under the federal McKinney-Vento Act. Eligible children have the right to receive a free and appropriate public education regardless of their enrollment eligibility. For further information and eligibility, please contact Carrie Kouba, principal of Lone Rock.

BAD WEATHER DAYS

If the weather causes us to delay starting the school day or to cancel school for the day, the local radio and television stations will be called as early as possible. Please listen or watch for this information. The school will also make an attempt to contact all families via the automated phone messaging system and Mr. Stiegler's [Remind](#) messaging system.

EMERGENCY PROCEDURES FOR LONE ROCK SCHOOL

Lone Rock School has a Crisis Procedures Manual that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of all persons in the event of a crisis and to see that all students get home safely.

It is impossible to foresee all the possible emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us.

In most emergencies your child/ren will remain and be cared for at the school. In the rare event of an emergency affecting the school that prohibits re-entry to the buildings (such as a broken gas or water main, a fire or a sudden loss of utilities in bad weather) students and staff will be moved by bus to an alternate location.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO OR TELEVISION.**

We will keep the media accurately informed of any emergency.

2. **PLEASE DO NOT TELEPHONE THE SCHOOL.**

We have limited phone lines. These **MUST** be used to respond to the emergency.

3. **DO NOT COME TO THE SCHOOL.**

Any emergency involving the school may mean emergency vehicles and disaster workers must be able to get to the building.

a. If, for any reason, Lone Rock School must be evacuated during regular school hours, your child will be bused to and cared for at the **Masonic Lodge, 300 Church Street, Stevensville. We have a**

reunification procedure in place.

- b. Stay tuned to the radio and television stations for updated accurate reports and information about when and where to pick up your child/ren.
- c. Children not picked up by a parent from the Masonic Lodge, will be bused home as close to their regularly scheduled time as possible.

STUDENT INJURY OR ACCIDENTS

If there is a severe injury or other emergency, the parent will be contacted immediately. If we are unable to reach the parent or legal guardian, we will call the emergency numbers listed for your child. It is very important that we have a number where we can reach parents.

MEDICATIONS AT SCHOOL

NON-PRESCRIPTION MEDICATIONS

If your child frequently has headaches, new braces, or another reason to take Tylenol or another non-prescription drug, you must sign a permission form for him/her to take that medication 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 may carry their inhaler or inhalers can be kept at the office.

PRESCRIPTION MEDICATIONS

If your child is being treated with any prescription medications, other than an inhaler, either for a short term or every day, it is required that:

- 1. School must receive authorization from the parent or guardian to administer the specific medication.
 - 2. Parents **MUST** deliver the medication in person to the superintendent, principal, school counselor or secretary.
 - 3. The medication **MUST** be in a pharmacy bottle with the Doctor's orders on the label. The order must match the request by the parent. The quantity of medication in a container will be confirmed by the school personnel with the parent present.
 - 4. If the physician changes the dosage of medication, it must be confirmed by a signed and dated order from the physician. Faxes are accepted.
 - 5. Any medication missed at home will not be administered at school unless it is an emergency.
 - 6. Expired medications will not be administered at school. Parents will be notified of the expiration and have seven (7) days to pick up the expired medication. After seven days, the school will dispose of the expired medication.
 - 7. All medications will be kept in a locked cabinet. Only trained staff members will have access to that cabinet.
- For the safety of all students, these procedures will be strictly followed.

SEARCHES AND SEIZURES

The School District provides that an authorized administrator shall be able to conduct any searches or to seize property on or near school premises if there is reasonable suspicion to believe that there are any items 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. An authorized administrator may perform random searches of any locker, car, or container of any kind on school premises without notice or consent.

In any instance where an item or substance is found which would appear to be in violation of the law, the circumstances shall be reported promptly to the appropriate law enforcement agency.

TOYS AT 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.

FUNDRAISERS

Please contact the principal for approval of any campus based fundraising activities, including Bake sales. We are a small community and having one person coordinate fundraising keeps us from duplicating services and items offered.

STUDENT FEES, FINES, AND CHARGES

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible.

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 student and parent shall be notified 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.

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 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.

***Personal cell phones and other electronic devices may not be used in the hallway, common areas, lunchroom, or the playground.**

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.

Parents please do not contact your students via cell phone during the school day. Contact can be made through the office 777-3314.

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 the teacher/adult
2. We believe 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 the 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.

STUDENT EXPECTATIONS

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.

At Lone Rock, we are an MBI school following the Montana Behavior Initiatives and using resources such as Time To Teach, Olweus, and Kelso's Choices that help set clear guidelines for student behavior and insure a school that is positive and safe for all students and staff. These expectations are reviewed with students regularly. Discipline problems are dealt with in a systematic fashion as defined in our discipline plan.

Discipline Plan

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. Teacher/Adult will reconnect with the student

III. Record Keeping & Consequences

- a. Teachers keep track of Refocus slips. If expected behavior is not achieved, the student will receive a minor. Minor infractions will result in loss of privileges and when more than three minors have occurred in a quarter, parents will be notified as additional consequences may be imposed for students in Grades 2nd-8th.

IV. Summary

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

SPECIFIC DISCIPLINE PROCEDURES

All discipline actions are dealt with under the discretion of the building administrator.

Minor and Major Referral System

A **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 infractions 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, insubordination, and/or defiance towards staff and others
2. Use of disrespectful or offensive language and/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 cigs
5. Cheating and/or plagiarizing
6. Theft
7. Failure to serve detention or ZAP (Zeroes Are Not Permitted)
8. Truancy
9. Vandalism on school property or facilities

Referrals that are sent to the office will be assessed by the Principal 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 when they have not had a major referral for a two month period.

Level	Infraction	K-8
1	1 st Major	Conference with student Parent/Guardian contact
2	2 nd Major	Conference with student Parent/Guardian contact Loss of Privilege
3	3 rd Major	Conference with student Parent/Guardian contact In-School Suspension for .5-2 days Behavior Contract signed
4	4 th Major	Conference with student Parent/Guardian contact In-School Suspension for 1-3 days or expulsion Behavior Contract Signed School Board Hearing

Playground Expectations

Breaks

Recess Schedule: K-4 students will have a 15 minute morning recess and a 20 minute lunch break. Afternoon breaks are scheduled at the discretion of the classroom teachers and typically scheduled for 15 minutes in grades K-3. Students also have playground opportunities before and after school. **However, there will be NO playground supervision before 8:15am and after 3:35pm. (2:30 on Wednesdays) To insure your child's safety, we ask students to arrive on the playground no earlier than 8:15am and to leave school grounds by 3:35pm (2:30 on Wednesdays).**

Designated Play Areas

Lone Rock Elementary has designated areas to play. Students are to follow the 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.

BeSafe

- Take turns on equipment
- Run only in designated areas
- Watch out for each other
- Keeps hands and feet to yourself
- Use equipment appropriately

Be Respectful

- 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

Be Responsible

- 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 it in
- Wipe feet before entering the building

Be a Learner

- Include others
- Take time to learn the rules of the game

APPEARANCE

The students at Lone Rock 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 of other students.

DRESS CODE

- Student's dress should be neat, clean, properly fitting, non-revealing or low-cut. Student's dress shall not be offensive to others.
- Footwear must be worn at all times for sanitary reasons and for protection. Please consider the seasonal weather when selecting your footwear.
- Patches, accessories, or clothing advertising alcoholic beverages, drugs, or 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 the instructor and pupil, which is an integral part of the learning process.
- Undergarments and midriffs shall not be exposed and are considered inappropriate dress.
- Any strap-type shirt/blouse must have straps at least 2 ½ inches 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.
- Children should be dressed appropriately for weather conditions. Cold weather and or snow will require students to wear gloves, snow boots, hats, and a heavy coat. 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. Do dress children for the ever-changing Montana weather. Often "layering" of clothes is helpful

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 will 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. The school does NOT expect parents to purchase new, expensive dress for special events. The dress requirements will be reasonable clothing that a student has available to them.

DRESS FOR PHYSICAL EDUCATION CLASSES

All students should have a spare pair of clean indoor tennis 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 the student's regular school clothes are not appropriate for the physical activities planned for that day.

GRADES, HOMEWORK, AND STUDENT RECORDS

REPORT CARDS, MID-TERM GRADES AND GRADING

Halfway through each quarter, a mid-term report from the classroom teacher to parents is issued to all students in grades 3–5. 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 will 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. First and fourth report cards will be sent home with students.

HOMEWORK

Homework is a very important part of education as it gives students an opportunity to develop responsibility, improve their work habits, and practice skills which affect school achievement. Homework also helps parents maintain a closer connection with their child's education. Parents can help the child succeed by providing a quiet place to work, setting a specific study time, and expecting him/her to complete the assignments. The EXCEL afterschool program also offers homework support on specific days of the week and after the daily projects have ended.

If your child should have what you believe to be an excessive amount of homework or if he/she does not know how to complete the work independently, please contact the classroom teacher to determine if your student is using class time wisely or might need extra help at school. You may also consider enrolling him/her in the after-school program for their homework club.

Very often the difference between successful students and less successful ones is that successful students know how to study, organize their time, complete tasks, and get the most out of what they read. Homework practice helps students develop these skills, as does lots of practice reading.

PARENT TEACHER CONFERENCES

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

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. Watch the school newsletter for the Honor Roll.

Student Information System- Infinite Campus

Infinite Campus is used for grade 3-8 to provide information. Parents and students can have full access to their student's academic progress, assignments, and attendance. Access to this system does not change from year to year so it will be the same as last year. If you are new or forgot your access, please contact Jon Agosto for access information.

STUDENT RECORDS

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child.

The District will maintain two (2) sets of school records for each student, a permanent record and a cumulative record. The permanent record shall include: basic identifying information, academic transcripts, attendance record and accident and health reports. The cumulative record may include intelligence and aptitude scores, psychological reports, achievement test results, participation in extracurricular activities, honors and awards, teacher anecdotal records, special education files, verified reports or information from non-educational persons, information pertaining to release of this record and disciplinary information.

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 of the day the District receives a request for access.
2. The right to request the amendment to the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading irrelevant, or improper.
3. 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.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to: name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of student and period of attendance in school.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days after the first day of school. No directory information will be released within this time period, unless the parent(s) is specifically informed otherwise.

For more detailed information, consult the District Policy Manual Section III, 3600

SCHOOL ENVIRONMENT

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 the

control and 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 the control and 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 and 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 (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); 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 person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and 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 a parent or guardian of any minor violating this policy on 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))

TOBACCO & DRUG FREE SCHOOL

Lone Rock School is a tobacco free, drug free school and campus. Tobacco includes, but is not limited to: cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other illegal substance. Use or possession will not be allowed in the building or on the grounds.

ASBESTOS REVIEW

Lone Rock has completed a successful asbestos review, as required.

EQUAL EDUCATION, NONDISCRIMINATION AND SEX EQUITY POLICY

Equal education opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance using the procedures that follow this policy.

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

Inquiries regarding discrimination or intimidation should be directed to the Lone Rock School Title IX Coordinator, 1112

Three Mile Creek Road, Stevensville, MT 59870 or call 406-777-3314, fax 406-777-2770. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure in the District's Policy Manual. The school Title IX Coordinator can provide copies.

STUDENT RIGHTS AND RESPONSIBILITIES

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, and 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 description of the Harassment Policy #3225.

SEXUAL HARASSMENT/ INTIMIDATION OF STUDENTS

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, nonverbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender. An individual seeking further information should contact the Superintendent and Title IX Coordinator for the District. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

SCHOOL BUS CONDUCT

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading and unloading areas. The bus and the bus top are extensions of the school day. Each individual student, as well as his/her parent, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege (not a “right”) that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior. A student’s eligibility to ride the bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards.

A student shall not:

- Eat drink or litter on the bus
- Leave the seat or stand while the bus is in motion
- Use profanity, verbal abuse, harassment, obscene gestures, or have possession of unacceptable material
- Ride an unassigned bus or use an unassigned bus stop without permission (note required)
- Open windows past the safety line
- Attempt to ride a bus during a bus suspension
- Be disobedient or disrespectful to the driver
- Hang out the windows
- Throw any object
- Write on the seats or tear or cut seats
- Enter or leave the bus through emergency door/tampering with bus equipment unless authorized
- Any activity that distracts the driver from safely driving the bus

Please Note: TOYS, TRADING CARDS, ETC. Music and game machines, toys, trading cards, etc. may be used on the bus if their use is not disruptive, at the supervisor's discretion.

Students are expected to follow the bus expectations and bus drivers are authorized to assign seats at any time. Students are expected to help keep the bus clean and safe.

BUS EXPECTATIONS FOR EXTRACURRICULAR AND FIELD TRIPS

1. The students will obey the driver at all times.
2. Sit in your seat. No changing seats without permission. Remain in your seat until the bus comes to a complete stop.
3. No foul language, fighting, teasing, or scuffling.
4. Eating and drinking is permitted with the following guidelines:
 - No open containers for drinks
 - No dairy products or suckers
5. No excessive noise, including yelling and screaming. Talk quietly with those in your seat. Personal CD players and games are OK as long as they are not disruptive.
6. No hanging your hands or head out the windows.
7. No throwing anything out the windows.
8. No writing on the seats or tearing or cutting seats.
9. Bus drivers are authorized to assign seats at any time.

On extracurricular trips and field trips, the smooth and safe functioning of the bus is a shared responsibility between the bus driver, teacher, coach or other staff member who are assigned to

accompany the students on the bus. The driver's main responsibility is to safely drive the bus. The other adults assigned to ride the bus will have primary responsibility for the behavior of the students on the bus. The bus driver will have final authority and responsibility for the students riding on the bus.

Non-participating or non-student riders attending field trips or extracurricular activities must follow all school and bus rules and regulations. No pre-school children are allowed to ride school buses.

Computer Network Acceptable Use Policy Lone Rock School District # 13

Use of the computers at Lone Rock School District is a privilege. Therefore users of the computer network are expected to follow guidelines in order to maintain this privilege. The attached document is a binding agreement made between Lone Rock School District and those who have signed the document. By signing, one acknowledges that he or she has read the terms and conditions carefully and understands their significance. The Code of Ethics containing the rules on the second page of this policy document is now a regular part of the Lone Rock Curriculum. They are taught in the classrooms at a level of detail commensurate with each grade level. Your child 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. Lone Rock School has taken and continues to make every effort we can to prevent the deliberate or accidental exposure to inappropriate content. Unfortunately, no filtering or blocking system is perfect, and it is possible that a student could be exposed to inappropriate content while using the internet on a school computer. Examples of inappropriate material could include content of a sexual nature or individuals seeking personal information for inappropriate reasons. We firmly believe that the valuable information available on the internet outweighs the negative prospects of this inappropriate material.

Terms, Conditions and Agreement for Network Acceptable Use

Rules and Code of Ethics for Lone Rock School District's Computer Users:

1. Use of the computers is limited to Educational Use only.
2. Use of the network to develop programs that infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
3. Hateful communications, obscene remarks, discriminatory remarks and other similar behaviors are prohibited.
4. Attempts to use other user's passwords or access other user's files are prohibited. Any reconfiguration of any pcs without express permission is prohibited.
5. Users may not download software or computer programs from the Internet. Only data may be copied from the internet onto our pcs.
6. Students may not place any programs (ie, games) anywhere on our computer network. Students may not run outside programs from any media, ie running programs from discs or USB drives.
7. Lone Rock School District's systems administrator may access user's files when necessary for maintenance of the network and for user assistance. Every effort will be made to ensure the privacy of user's files.
8. 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.
9. The district may modify the acceptable use policy as the need arises.

LONE ROCK MIDDLE SCHOOL RECOGNITION AND PROMOTION

Recognition and Promotion 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 recognition 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.

The ceremony for eighth grade Recognition will follow traditional guidelines with the following stipulations:

- Dress should be appropriate for this event.
- No student will receive an official graduation certificate until all fines are paid, lunch accounts are paid in full, and discipline requirements are met.
- Any class activity following the eighth grade ceremony will be planned and supervised by the parents.
- Any use of school facilities must be cleared through the Administration at least two weeks prior to the event.

MIDDLE SCHOOL DANCES

Three Middle School (6th-8th grade) dances a year are possible for Lone Rock Students. Dances may be sponsored by individual classes or group such as PTM or Student Council. Guidelines for a Middle School dance are:

1. Three chaperones are the minimum needed in attendance during a dance.
2. If a student leaves the building during the dance, he/she will not be allowed to reenter.
3. Admission will be set by the sponsoring group.
4. The school Administration must approve all dances at least 2 weeks before the event.
5. Dances may be scheduled on Fridays from 7:00 to 10:00 P.M.
6. Dances will be open to Lone Rock students only.
7. There will be adequate lighting to insure safety.

MIDDLE SCHOOL EXTRACURRICULAR PROGRAM

Philosophy of Extracurricular Program

The extracurricular program should provide for wide participation to those who wish to play with emphasis on sportsmanship and development of good health, nutritional habits and cleanliness. Each participant will be given meaningful playing time in game situations. While winning and competition is important, it is secondary to meaningful playing time for all participants regardless of their skill level. At the middle school level, attention should be given to teaching and honing fundamental skills in each particular sport.

Pay-to-Play

Students participating in interscholastic activities will be asked to pay a \$25.00 fee prior to each season. If a student chooses to participate in a third school sport in the same year, the requested donation for that third season would be waived. These pay to play fees cover referees, uniforms, and other costs associated with athletics.

Eligibility

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 2 D's or an F will not be eligible for that week. The eligibility period will run from Monday at noon until 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. It is the responsibility of the AD to notify parents in a timely manner if their child is ineligible for a particular week. Three consecutive weeks of ineligibility will result in suspension for the remainder of the season.

Home School Student Participation

Students not enrolled at Lone Rock School will be allowed to participate if:

- 1) they live within the district boundaries of Lone Rock School
- 2) the roster size of enrolled students does not meet the number specified below:

Boys and Girls Basketball	10 enrolled students per team
Flag Football	14 enrolled students per team
Volleyball	10 enrolled students per team
Track	No specific numbers to maintain program

Sixth grade students will participate exclusively on the 7th grade team.

The decision to split a team into two teams will be made in consultation with the AD, coaches and the Administration.

The Administration at their discretion may ask the Board's approval.

It is expected that 7th grade students would participate on the 7th grade team unless the 8th grade team needs enrolled students.

Extracurricular Rules

The following Extracurricular Rules will apply to all Lone Rock Middle School extracurricular participants. We encourage your questions, suggestions, and comments.

- A. The following are considered unacceptable behaviors for any students participating in any extracurricular program:
- 1) Use of alcoholic beverages.
 - 2) Use of tobacco in any form.
 - 3) Use of materials classified as dangerous drugs outside of compliance with doctor's orders.
 - 4) Illegal acts.

Violations of the Extracurricular Rules would bring about immediate suspension of the participant from that activity season. A second offense of the above would bring about suspension for the remainder of the school year.

- B. The following disciplinary actions will apply to any participant who engages in unacceptable behavior not listed in Section A above:
- 1) First Behavior Slip the student will be removed from one game/meet. Participation at practices is required and student will be required to attend home games, but will not dress out and will not play. They will sit with team members. Student will travel to "away" game/meet, but will sit with the team.
 - 2) Second Behavior Slip same as for the first slip.
 - 3) Third Behavior Slip the student will be off the team for the remainder of the activity season.
- C. **This section C applies to athletics only.** Students must have physical examinations at the beginning of each year before they will be permitted to take part in practice or games/meets. No physical = no practice.
- D. Students must be present at school on the day of a given activity in order to participate. A note from either a medical doctor or dentist would be the only exception.
- E. The referee/official's judgment will be accepted at all times. It doesn't do any good to complain or gripe. If there

- is something wrong contact your coach at once. Never speak to the officials.
- F. Profanity and/or unsportsmanlike conduct will not be tolerated. This type of action makes it only tougher for us to win.
 - G. Your dress and appearance should reflect your attitude. Wear neat clean clothes. Our school dress code applies to all activities, including away competitions.
 - H. There will be no excuses accepted for missed practices, unless you have notified your coach beforehand. If you feel that you have a legitimate reason, or if an emergency arises, talk it over with your coach. One unexcused missed practice will result in the player missing the next game. Three unexcused missed practices will be a dismissal from the team.
 - I. Good observance of participation rules must come from within the performer. It shouldn't be the coach's job to be constantly checking on you. Living with the participation rules is part of being on the team.
 - J. Team members who misbehave at practice may be sent home for that day. That day will count as an unexcused absence from practice.
 - K. Practice will last from _____ to _____ every _____ (VARIES BY SPORT)
Prompt pickup is expected and appreciated.
 - L. All eligible participants must ride the team bus to the event. If a medical or dental appointment conflicts with the bus travel time, parental transport could be approved by the administrator if prearranged.
 - M. Team members may ride home with parent or guardian only if the team member and parent have signed out with the coach. A child participating in an away game or activity may return home with a non-parent driver with written consent from a parent. A parent must designate an alternative adult driver by giving the coach a letter specifically stating who the alternate driver will be. The alternate driver must be at least 18 years of age. For any away game or activity, the designee must check out the student with the coach or teacher. Coaches and teachers will have sign out sheet available.
 - N. If a MS student is removed from the route bus due to discipline, that student will also have no access to bus transportation for athletic events for the duration of the discipline. Therefore, athletes will not be allowed to participate in those events during the duration of the discipline that require school transportation.

A Kelso Reminder

Remember, when kids come to you with a small problem:

- 1) Ask, "Is it a big problem or a small problem?"**
- 2) Ask, "What two of Kelso's choices have you tried?"**
- 3) If needed, remind child how to use each skill appropriately and have child practice and or repeat using the skill.**
- 4) Suggest skills that may work better when appropriate.**

Remember

**Each complaint by a child is a teachable moment.
The more time we can take now to teach,
the fewer complaints we'll get later on.**

**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

CITIZEN PARTICIPATION IN BOARD MEETINGS

Board Meetings are held the third Tuesday of each month.

The Lone Rock School is an extension of the Lone Rock community. Community members are encouraged to come to the board meetings and to be involved in our school. The community runs the school through its elected board of trustees who bring the community's values, concerns, and recommendations to its monthly meeting. Lone Rock School has flourished because the community holds the education of its children in the highest regard. The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the Board will provide a period during which visitors may make formal presentations (hearing of individuals or organization delegates having business with the Board of Trustees.)

Board meetings follow an agenda. The agenda is finalized, printed, and distributed to board members 4 working days before a meeting. When individuals or organization delegates have business with the Board, they need to request to be put on the agenda a minimum of 4 working days prior to the meeting. Copies of any letters, petitions, or other formal communications should be included at this time. The Board retains the option to take the matter under advisement and to

respond at a future meeting.

The Board will also allow individuals to express an opinion prior to Board action on agenda items. Individuals will be limited to 5 minutes per person per agenda item. Individuals wishing to be heard by the Board shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. The Chairperson may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. Please refer to Policy 1463.3. Depending on the number of persons who wish to address the Board, the Board Chairperson may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

Uniform Grievance Procedure for Lone Rock School

We at Lone Rock strive to work together in all circumstances to resolve any issues in a prompt effective manner. Board policy 3215 outlines this process however our goal is to resolve conflict without resorting to the uniform grievance procedure. It is imperative to help us help you by communicating with us the issues at hand and by following the chain of command. Talking with your child's teacher first tends to alleviate most issues however, at times administration needs to get involved to help both parties come to some resolution.

Please follow the following levels to address the issue you may have and use the form on the following page. This form also can be found on our website.

Level 1 Informal

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

Level 2 Principal

If the complaint is not resolved at Level 1, you may file a written grievance stating:

- a. the nature of the grievance
- b. the remedy requested

This written grievance must be signed and dated by the person filing and must be given to the principal within 60 calendar days of the event or incident or from the date the grievant could reasonably become aware of the occurrence. If the alleged grievance is in violation of a Board policy or procedure, the principal shall investigate and attempt to resolve the complaint within 15 working days.

Level 3 Superintendent

If the complaint is not resolved in a satisfactory manner, you may request to the superintendent in writing to have the decision made by the principal reviewed within 15 working days. After reviewing complaint and current resolution of the

issue, the superintendent may have a nondiscrimination coordinator appointed to review and investigate the complaint.

Level 4 Board of Trustees

If the complaint has not yet been resolved in a satisfactory manner, you can appeal to the board within 15 working days. Appeals at this level must be based solely on whether or not policy has been followed.

Level 5 County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the Count Superintendent by filing a written appeal within 30 calendar days after the final decision of the Board, pursuant to the Rules of School Controversy.

Grievance Report Form

Date Filed _____

Aggrieved Person _____ Date of incident _____

School _____ Grade of student _____

Statement of Grievance _____

Action Requested or Relief Sought _____

Signature of Aggrieved

Date

Decision of

Principal _____

Principal's signature

Date

Aggrieved Person's Response

_____ I accept the decision

_____ I hereby refer to the next step of the procedure

Signature of Grievant

Date

Grievance appeal to Superintendent

Date Filed _____

Please attach your original grievance to the appeal form for the superintendent.

State why you would like for the superintendent to review the above decision _____

Superintendent's Decision _____

Superintendent's signature

Date

Aggrieved Person's Response

_____ I accept the decision

_____ I hereby refer to the next step of the procedure

Signature of Grievant

Date

Grievance appeal to School Board

Date Filed _____

State why you would like for the Board of Trustees to review the above decision

Board of Trustees Decision _____

Board Chair's signature

Date

Aggrieved Person's Response

_____ I accept the decision

_____ I hereby refer to the next step of the procedure

Uniform Grievance Procedure for Lone Rock School

3215 Uniform Grievance Procedure All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board policy. The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by a person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator 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.

Level 2: Principal If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) calendar days of the event or incident or from the date the grievant could reasonably become aware of such occurrence. If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint within 15 working days. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) working days of the principal's decision. If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) working days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) working days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent SECTION III 22 Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) working days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent. If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) working days of receiving the Superintendent's decision. The Board is the

policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy. Level 4: The Board Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board Policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) calendar days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law. Level 5: County Superintendent If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) calendar days after the final decision of the Board, pursuant to the Rules of School Controversy.

Lone Rock Public Schools Learning Agreement

A compact is an agreement among participants working together for a common goal. Educators, students, and parents all have the responsibility to contribute to the effort to establish an effective climate for learning for all students. This compact outlines the role of each group in an effort to provide a high quality education for our students.

As a student I will:

- Attend school regularly and arrive to all classes on time
- Do my homework every day and ask my family and teachers for help
- Always do my best work and believe I can learn
- Be active in my learning and school activities
- Show respect for myself, fellow students , adults and school property

As a parent/guardian I will:

- Ensure that my child attends school regularly and arrives at school on time
- Encourage my child to complete his/her homework and to ask for help
- Support the school and encourage my child to be respectful of himself/herself, adults, fellow students, and school property
- Encourage my child to read each day
- Find ways to become involved with my child's school
- Stay informed about my child by keeping in touch with the school

As an educator I will:

- Help each child meet his/her potential in a physically and emotionally safe environment
- Make efficient use of learning time by coming prepared to teach with meaningful and engaging activities
- Encourage students to become lifelong learners
- Welcome parents into our school and encourage them to volunteer and participate in classroom activities
- Communicate regularly with parents to discuss individual student achievement and share ways to support learning at home
- Encourage students to be actively engaged in their learning
- Provide a supportive environment where every student has access to personalized learning and qualified caring adults

Student Signature
Date _____

Parent Signature
Date _____

Educator Signature
Date _____