

# Southside School



## PARENT/STUDENT HANDBOOK 2020-2021

## ENROLLMENT REQUIREMENTS

Wolf Point School requires that the following documents/forms regarding an individual child be provided or they will not be admitted.

- Copy of Birth Certificate
- Copy of Immunization Record
- Race/Ethnicity Report Form
- Title VI Student Eligibility Certification (required for all children of Indian descent)
- Copy of Certificate of Indian Blood (CIB) **within 10 school days**
- Custody Documents (if your name does not appear on the child's birth certificate)

Other forms needed:

- Transfer of Records request
- Authorized Release Form
- ImMTrax release form
- Home/School Partnership Contract
- Field Trip
- Health Enhancement Participation Information
- Contact Information

## FAMILY EDUCATION RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) requires that directory information regarding your child be released by the district to anyone who requests it, but **ONLY IF** parents have been notified and they have been given the right to reject the release of any or all of the student's directory information.

Directory information ordinarily includes the following:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs
- Dates of attendance
- Awards received in school

In exercising your right to limit release of this information, please contact the school where your student is in attendance and inform them of which directory information item/s, if any, you wish the district to withhold about your child.

Your objection must be filed within ten days of the publication of this notice.

## STATEMENT OF POLICY

The schools of Wolf Point School District #45-45A are equal opportunity schools. No employee or student shall be denied equal opportunity for educational instruction, participation in school activities or employment by the school because of policies or practices which discriminate on a basis of sex, age, race, religion or physical disability.

**Complete copies of the Wolf Point School District Policy Manual are located online at  
(<https://www.wolfpointschools.org/>)**

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## WOLF POINT SCHOOLS CALENDAR 2020-2021

August 18-19		PIR Day
August 20		PDD
August 21		TCD
<b>August 24</b>		<b>First Day of School for Students</b>
September 7		Labor Day
September 11		PDD
September 24	(early release)	Early Release
September 25		Native American Day
October 14-16		PIR Day
<b>October 29</b>		<b>End of 1<sup>st</sup> quarter</b>
November 9	(Parent Teacher Conferences)	PIR ½ Day
November 10	(Parent Teacher Conferences)	PIR ½ Day
November 25		Thanksgiving break begins / No School
November 26		Thanksgiving Day / No school
November 30		Classes Resume
December 4		PDD
December 23		Christmas Vacation Start / No School
December 25		Christmas Day
January 1		New Year's Day
January 4		Classes Resume
<b>January 14</b>		<b>End of 2<sup>nd</sup> Quarter</b>
January 15		TCD
January 26	(PTC JH/HS only)	PIR ½ Day
January 28	(PTC JH/HS only)	PIR ½ Day
February 12		PDD
February 18	(early release)	Early Dismissal @ 2 pm
March 19		PDD
<b>March 25</b>		<b>End of 3<sup>rd</sup> Quarter</b>
April 5		Easter Break / No school
April 6	(PTC 4pm – 7pm NSS/SSS only)	PIR ½ Day
April 8	(PTC 4pm – 7pm NSS/SSS only)	PIR ½ Day
May 31		Memorial Day
<b>June 3</b>		<b>End of 4<sup>th</sup> Quarter</b>
<b>June 3</b>		<b>Last Day of School for Students</b>
June 4		PIR Day

### SOUTHSIDE SCHOOL DAILY SCHEDULE

#### Pre-School:

AM Session	Monday – Thursday	8:30 a.m. – 11:30 a.m.
PM Session	Monday – Thursday	12:30 p.m. – 3:30 p.m.

#### Kindergarten & First Grade:

Monday – Thursday	8:05 a.m. – 3:50 p.m.
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#### Second & Third Grade:

Monday – Thursday	8:05 a.m. – 3:55 p.m.
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2020-2021 WPSD CALENDAR

	July 2020	January 2021	January
Yellow - Regular School Day	Su M Tu W Th F Sa 1 2 3 4	Su M Tu W Th F Sa 1 2	4 - School Resumes
Red - End of Quarter (Regular Day)	5 6 7 8 9 10 11	3 4 5 6 7 8 9	14- End of 2nd Quarter
Tan - Early Release	12 13 14 15 16 17 18	10 11 12 13 14 15 16	15 - TCD
Blue - No School	19 20 21 22 23 24 25	17 18 19 20 21 22 23	26, 28 - PTC JH/HS
Green - No Students PIR, PDD, TCD	26 27 28 29 30 31	24 25 26 27 28 29 30 31	8 PI / 8 PI
August	August 2020	February 2021	February
18, 19 - PIR	Su M Tu W Th F Sa 1	Su M Tu W Th F Sa 1 2 3 4 5 6	12 - PDD
20 - PDD	2 3 4 5 6 7 8	7 8 9 10 11 12 13	18 - Early Dismissal - 2:00 p.m.
21 - TCD	9 10 11 12 13 14 15	14 15 16 17 18 19 20	
24 - Students start	16 17 18 19 20 21 22	21 22 23 24 25 26 27	16 PI
5 PI	23 24 25 26 27 28 29 30 31	28	
September	September 2020	March 2021	March
7 - Labor Day	Su M Tu W Th F Sa 1 2 3 4 5	Su M Tu W Th F Sa 1 2 3 4 5 6	19 - PDD
11 - PDD	6 7 8 9 10 11 12	7 8 9 10 11 12 13	25 - End of Third Quarter
24 - PowWow Early Release - NOON	13 14 15 16 17 18 19	14 15 16 17 18 19 20	16 PI / 3 PI
16.5 PI	20 21 22 23 24 25 26 27 28 29 30	21 22 23 24 25 26 27 28 29 30 31	
October	October 2020	April 2021	April
14-16 - Educator Days	Su M Tu W Th F Sa 1 2 3	Su M Tu W Th F Sa 1 2 3	5 - No School
29 End of 1st Quarter	4 5 6 7 8 9 10	4 5 6 7 8 9 10	6/8 - PTC NS/SS
15 PI	11 12 13 14 15 16 17	11 12 13 14 15 16 17	16 PI
	18 19 20 21 22 23 24 25 26 27 28 29 30 31	18 19 20 21 22 23 24 25 26 27 28 29 30	
November	November 2020	May 2021	May
9/10 - PTC	Su M Tu W Th F Sa 1 2 3 4 5 6 7	Su M Tu W Th F Sa 1	31 - Memorial Day
25-26 - Thanksgiving Break	8 9 10 11 12 13 14	2 3 4 5 6 7 8	
15 PI	15 16 17 18 19 20 21	9 10 11 12 13 14 15	
	22 23 24 25 26 27 28 29 30	16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	16 PI
December	December 2020	June 2021	June
4 - PDD	Su M Tu W Th F Sa 1 2 3 4 5	Su M Tu W Th F Sa 1 2 3 4 5	3 - Last Day of School - NOON
23-31 - Christmas Break	6 7 8 9 10 11 12	6 7 8 9 10 11 12	3 - End of Fourth Quarter
13 PI	13 14 15 16 17 18 19	13 14 15 16 17 18 19	4 - PIR
	20 21 22 23 24 25 26 27 28 29 30 31	20 21 22 23 24 25 26 27 28 29 30	2.5 PI

WOLF POINT PUBLIC SCHOOLS  
SOUTHSIDE ELEMENTARY SCHOOL  
PARENT/STUDENT POLICY HANDBOOK  
GREETINGS



Welcome to the Wolf Point Elementary Schools!

Students in kindergarten through grade three are served at the Southside School. Students in our school receive a quality education: academics, library, music and P.E. Special needs in reading, math and communication arts will be met through Title I, a school-wide program, and/or Special Education.

In order to help you understand the basic operation of Wolf Point Elementary Schools, guidelines and rules are given in this handbook. We particularly hope to communicate to you an understanding of the rules and procedures of Southside School.

***Please read and keep this copy in your home throughout the year.***

Close cooperation between the home and school is essential to promote the best interest of your child/children. Parents are encouraged to visit Southside School and consult staff or principal. If you have any questions or concerns, please do not hesitate to call the principal at the Southside School (406 653-1480).

We will strive to have a successful and rewarding school year.

Principal

**BELIEVE ✨ ACHIEVE ✨ SUCCEED**

## MISSION STATEMENT

In partnership with community, Wolf Point Schools will create a positive teaching and learning environment to ensure that every member of the school family reaches academic achievement as set by local, state, and federal standards. We are determined to utilize comprehensive school-wide research-based strategies to assure this outcome.

## VISION STATEMENT

- ❖ All children feel safe, welcome, and successful.
- ❖ All children appreciate their unique qualities, cultures and their role as valued members of their school family.
- ❖ All children will read at or above grade level by the end of 3<sup>rd</sup> grade and remain on or above grade level thereafter.
- ❖ All students are responsible for caring for self, caring for others, and caring for property.
- ❖ All students have the opportunity to learn from their mistakes.
- ❖ All children, regardless of race or economic status, have fair and equal treatment.
- ❖ All students and school personnel have clear and focused individual goals.
- ❖ All school personnel are respectful, tolerant of differences, consistent, and nurturing.
- ❖ All school personnel are competent in fulfilling job responsibilities.
- ❖ All parents and community members show respect for education through their availability and involvement.
- ❖ All parents, community members, and school personnel need to work together to assist children in becoming productive members of their school and community.

## LEARNER GOALS

Students will:

- ❖ Develop the skills and attitudes necessary to be a productive member of society.
- ❖ Develop a sense of responsibility for self, others, and environment.
- ❖ Master the basic skills to become a life-long learner.
- ❖ Develop the skills to communicate effectively, think critically, and solve problems.
- ❖ Develop highest potential by realizing individual talents, well-being, and sense of worth.
- ❖ Develop an awareness of American Indian culture.

## QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

In accordance with the federal Every Student Succeeds Act (ESSA) of 2016, you may request information regarding your child's teacher/s and paraprofessionals. If requested, the information will be provided in a timely manner in an understandable and uniform format.

The information you may request:

- 1) State qualification and licensing criteria for the grade levels and subject areas in which the teacher/s provide instruction;
- 2) Emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- 3) Baccalaureate degree major of the teacher/s, other graduate certification or degree, and the field of discipline of the certificate or degree;
- 4) Paraprofessional's qualifications and services, that they provide.

If you would like to receive this information, please stop by the District Office of the Wolf Point Schools and complete a request form. District Office is located at 213 6<sup>th</sup> Ave S, Wolf Point, MT 59201

## PARENT INVOLVEMENT POLICY

### **WPSD**

The Wolf Point School District is committed to the goal of providing quality education for **all** children. To accomplish this goal, we will work toward building stronger partnerships between home and school. Parents play an extremely important role as their child's first teacher. A partnership between home and school will be encouraged and supported. Parents will be included in the joint development of the overall district plan and the process of school review.

### ***Information regarding Title I school-wide program services is located in the Parent/Student Handbook***

In addition to regular report cards, teachers will provide mid-term progress reports. Parent conferences will be held twice a year. In order to strengthen the home/school connection, the Title I program, partnership goals, and Home/School Partnership Contract will be explained and discussed at these conferences.

An annual parent/school planning session will be held to review and discuss student services. At this time, district level and school level parent involvement policies will also be reviewed.

Staff will be encouraged to promote and plan effective parent involvement activities. Planning will take place at staff, department, and/or grade level meetings.

Staff will share information and resource materials that assist parents in working with their students at home to improve study habits and academic progress.



The Wolf Point School District maintains an open-door policy, encouraging parents to visit, to volunteer, and to share their ideas for creating the best possible learning environments for students. All communications with parents will reinforce this open-door policy.

Data collected throughout the year will be used to evaluate and revise program design and parent involvement policies.

This commitment to family involvement was administratively approved. The policy will be promoted and coordinated by all school personnel.

## **SOUTHSIDE**

Southside School operates a school-wide Title I program. Thus, Title I services are provided to all students. Part of the Title I school-wide program **requires parental involvement**.

The Southside School is committed to forming effective partnerships between home and school. We encourage parents to join us in planning, implementing, and reaching school-wide goals.

Activities such as the following will be promoted:

- Read and Respond/Home Fun (20 minutes of reading at home four days a week for 1<sup>st</sup> – 3<sup>rd</sup> grades. Kindergarten encourages 3 days a week.)
- Family/school gatherings (barbeques, ice cream socials, etc.)
- Breakfast Buddies Reading/Homework program
- Family Solutions team meetings
- Parent/Teacher Conferences
- Grade level plays and programs
- Open house events
- Annual District-wide Powwow
- Annual end of year activities

To reinforce overall school success, we expand our efforts to include:

- Good Choice tickets
- Postcards
- Media recognition of student success
- Home visits
- Good Behavior Parties

Parents will be kept well-informed of the student's reading and math achievement through mid-term ISIP progress reports. Progress reports covering other subject areas will be provided upon parental request.

Southside School will collect data regarding the effectiveness of the parent involvement program. Information will include the numbers of participants at meetings and conferences. Other types of data may include phone contact logs, records on informal visits, and responses on surveys. The data will be used at the annual parent/school planning session to evaluate program design and, if necessary, revise the parent involvement policy.

## **FIELD TRIPS**

A parental permission form is obtained for each student at the beginning of each school year or upon enrollment. This form allows students to be transported by bus or car for in town school field trips. *Teachers will notify parent/guardians of all **out of town field trips** to be taken by their class, and an additional permission form will be obtained.*

## **REPORT CARDS**

Report cards are issued on the Thursday following the end of each nine week marking period or at Parent-Teacher conferences.

## **READ & RESPOND/HOMEWORK**

Read & Respond is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associate good working habits. **1<sup>st</sup> – 3<sup>rd</sup> grade students are encouraged to do 20 minutes of reading and complete the Read & Respond at least four times a week. Kindergarten students are assigned a book and encouraged to complete reading 3 times a week.**

## **PLEDGE**

State law requires recitation of the pledge of allegiance in public schools at the beginning of each day for all classes K-6. A student or teacher may be excused from participation if the student or teacher's convictions preclude participation.

**MISSION STATEMENT**

In partnership with community, Southside School will offer a positive climate where students gain respect for self and others. Our students will grow in their knowledge to become life-long learners in a changing society.

**BELIEF STATEMENTS**

- We believe as a community that education is the foundation for a successful life.
- We believe that all students are capable of learning and reaching their potential.
- We believe that all students have the right to feel safe, welcome, and to succeed in their education.
- We believe that all students, regardless of race or economic status, will have fair and equal treatment.
- We believe that students will appreciate their unique qualities, culture, and their role as valued members of their school community.

**As a Teacher,** I will:

- Treat everyone with respect and dignity
- Accommodate individual differences
- Provide a safe teaching and learning environment
- Be fair and consistent
- Promote parent involvement
- Give parents and students clear and frequent progress reports

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As a Student,** I will:

- Show respect for myself and others
- Show respect for my school
- Come to school ready to work and learn
- Work cooperatively with others
- Do my best in my work and behavior

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As a Parent/Guardian,** I will:

- Show respect and support for my child, the teachers, and the school
- See that my child attends school regularly and on time
- Inform school before 8:30 a.m. if my child is unable to attend
- Encourage my child to complete required homework
- Support the school in developing appropriate behavior
- Encourage my child to read for enjoyment
- Attend Parent/Teacher Conferences and parent involvement activities

**Parent/Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**As the Principal,** I will:

- Treat everyone with respect and dignity
- Support this Home/School Partnership Contract
- Encourage and promote positive parent involvement
- Provide a safe teaching and learning environment

**Principal Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## STUDENT ATTENDANCE

Southside School staff encourages parents to send students to school on time each day **unless a child is sick**. Children need the opportunity to learn. When they are not in school, it is impossible to make up class instruction, especially in the primary grades. **Parent/Guardian is required to inform school by 8:30 a.m. if student is unable to attend.**

Opportunities to complete academic assignments are provided. Attendance will be considered when determining promotion as well as other factors:

- Grade level proficiency using scores, such as, ISIP, etc.
- Age of student
- Maturity of student

Promotion will be determined by Principal and classroom teacher.

### NON- ATTENDANCE PROCEDURE

Southside Elementary strives for 93% attendance, which is 10 absences or less in a school year.

An absence is defined as any period a student is not physically present in class or other school sponsored activity. **All absences, except school-sponsored activities, whether excused, unexcused, or prearranged, are counted as absences. (Bereavement and extended medical are countable absences)**

1. When a student has three (3) unexcused absences, parents/guardians will be contacted by mail and encouraged to help their child complete academic assignments.
2. When a student has eight (8) unexcused absences, the parents/guardians are encouraged to schedule a meeting with the Family Support/Solutions Team in order to establish a plan of assistance for the student.
3. After ten (10) absences, a letter will be sent to Juvenile Court/Tribal Court, and a copy will be sent to parents/guardians. Courts will continue to be updated on a monthly basis.

### STUDENT TARDINESS

Students appearing after 8:05 a.m. will be counted tardy. Students appearing after 9:00 a.m. or ½ hour past lunch will be counted absent. **Chronic tardiness or leaving early will be considered when discussing retention.**

## DISCIPLINE PHILOSOPHY

### BASIC BELIEFS

We believe that schools should be comfortable, secure and happy places where all children and staff have a maximum opportunity to learn or teach/work. It is important to respect all people and all property. All people need to learn self-responsibility. It is important that we do our duties well. It is important to work as a team caring about each other. Attitude and behavior are choices.

### PURPOSE

Wolf Point Public School's positive behavior plan encourages students to choose positive behaviors, guiding them to be successful in school and in life.

The plan:

- |  |   |
|--|---|
| <ol style="list-style-type: none"><li>1. Encourages positive behavior by utilizing positive reinforcement, appropriate redirection, and incentives;</li><li>2. Helps students replace negative choices with acceptable behavior;</li></ol> | <ol style="list-style-type: none"><li>3. Develops pride in self, school, community and country;</li><li>4. Develops respect for self, authority and others; and</li><li>5. Develops respect for property and environment.</li><li>6. Utilize a Refocus Form to learn self-responsibility.</li></ol> |
|--|---|

### INCENTIVES/AWARDS FOR APPROPRIATE BEHAVIOR

Students may receive:

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Recognition – cheers, awards, certificates, assemblies, publicity, pictures on the wall, etc.</li><li>2. Token economy (school or classroom store)</li></ol> | <ol style="list-style-type: none"><li>3. Good Choice Card</li><li>4. Parties, picnics, short field trips, healthy food, music, games, movies, special guests, programs, contests, competitions or events, etc.</li></ol> |
|---|--|

### STRATEGIES FOR INAPPROPRIATE BEHAVIOR

Classroom management that may be utilized by the teacher:

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Pre-teaching of appropriate behavior skills</li><li>2. Proximity</li><li>3. Limit setting</li><li>4. Redirection</li></ol> | <ol style="list-style-type: none"><li>5. Think-time or Time-out (4 to 10 minutes)</li><li>6. Sincere verbal apology</li><li>7. Phone call to parent/guardian</li></ol> |
|---|--|

### CORRECTIVE CONSEQUENCES

1. Class Behavior Log Documentation
2. Time-out / Re-Focus form

- |   |   |
|---|---|
| 3. Incident Referral                        | 8. Parent Shadowing   |
| 4. Loss of Privilege                        | 9. Behavior Learning Center (BLC)/Alternative Learning Center (ALC) |
| 5. Notify parent/guardian                   | 10. Family Support/Solutions Team                                   |
| 6. Parent/guardian conference               | 11. Alta-Care   |
| 7. After school (Prior Parent Notification) |   |

STUDENTS HELD AFTER SCHOOL

No student will be held after school without making direct arrangements with parent. This is the responsibility of the teacher who is keeping a child after school.

*Recess may be used to make up time for students.*

SEVERE VIOLATIONS

A teacher may request that student be removed from the classroom if behavior is severe enough to cause disruption to the learning environment:

- |   |  |
|---|--|
| 1. Principal/Acting Principal will be notified. | 3. Only the principal may suspend or recommend expulsion of the student. |
| 2. Parents will be notified.                    | 4. Only the school board may expel a student.                            |

CONSIDERATION OF MITIGATING CIRCUMSTANCES

School personnel shall consider all aggregating or mitigating circumstances prior to dispensing disciplinary action.

The aggregating and mitigating circumstances to be considered include, but are not limited to:

- |  |   |
|--|---|
| 1. Age & maturity of the student                                   | 4. Change in blood sugar level/insulin level of diagnosed diabetics |
| 2. Individualized behavior plan                                    | 5. Pattern of misconduct  |
| 3. Lack or change of prescribed medication for behavioral disorder | 6. Safety of student  |
|  | 7. Emotional turmoil  |

EXCLUSION

- |                                   |               |
|-----------------------------------|---------------|
| 1. Behavior Learning Center (BLC) | 3. Suspension |
| 2. In-school suspension           | 4. Expulsion  |

BEHAVIOR LEARNING CENTER (BLC)

**PHILOSOPHY:** Behavior is learned. Appropriate behavior will be modeled in the Behavior Learning Center.

**GOAL:** Students will choose appropriate behavior so that quality teaching and learning can occur without excessive disruption.

**DESCRIPTION OF PROGRAM:**

The Behavior Learning Program has five component parts. Each of these component parts serves a specific purpose in teaching appropriate behavior. They are identified as:

- |  |                                       |
|--|---------------------------------------|
| 1. Reinforcement of school-wide procedures | 4. Celebrations for Positive Behavior |
| 2. Academic Shadowing                      | 5. Isolation*                         |
| 3. Teach Social Skills                     |                                       |

**\*ISOLATION**

*Students may be placed in an isolated area to work independently on classroom subjects under adult supervision. Parents/Guardians will be notified by letter or telephone that the student is or will be placed in an in-school suspension situation. This will be recorded in the administrative log.*

EXPECTED BUS BEHAVIORS

The safe transportation of students is the main concern of the bus driver. Any behaviors that distract the driver's attention will not be permitted.

- Students riding the after-school shuttle bus must exit bus at either Northside School or Wolf Point High School. **(Students are not allowed to ride the bus to either locations and end back at the Southside School.)**
- Students are expected to remain seated, use quiet voices, and keep hands, feet, and all objects to themselves.
- To assist the driver in maintaining discipline, he/she may report the student to parents and/or principal.
- When a student is referred to the principal/acting principal, he or she may receive an incident referral or lose bus privileges.

The 1<sup>st</sup> referral will result in a warning, the 2<sup>nd</sup> referral will be loss of bus privileges for the remainder of the year. ***The principal, acting principal, or transportation director may skip all steps and remove a student from the bus if misbehavior is severe enough to cause an unsafe bus environment or threaten the safety of students.***

SCHOOL-WIDE PROCEDURES

BUILDING PROCEDURES

**CLASSROOM:**

- |   |                               |
|---|-------------------------------|
| 1. Keep hands, feet, and all objects to self. | 3. Follow directions.         |
| 2. Be an active listener.                     | 4. Use kind words and actions |

Teachers are free to add additional procedures if they are needed for their particular classroom situations.

**HALLWAY:**

1. Keep hands, feet, and all objects to self.
2. Walk quietly in single file.
3. Stay to the right.
4. No passing.

**LUNCHROOM:**

1. Keep hands, feet, all objects, and food to self.
2. Walk slowly and carefully, watch for others, and keep both hands on the tray.
3. Classroom teacher/para will seat students at farthest empty table in the order in which they left the classroom.
4. Duty teacher/para is responsible to assist their students with condiments.
5. Be polite, use good table manners, and use quiet voices while visiting students next to or across from you.
6. Eat your own food and don't share. (Health issue)
7. Remove coats before sitting down to eat.
8. Students may bring healthy, sack lunches. No pop/soda, candy or junk food is allowed for lunch. Students eating school meals may not bring additional food to the lunch room.

**BATHROOM:**

1. Keep hands, feet, and all objects to self.
2. Respect privacy; no peeking under or over stalls.
3. Use bathroom quickly and quietly and flush the toilet/urinal.
4. Wash hands with soap and water.
5. Throw paper towels in trash bin.
6. Return to class immediately. Report any untidiness to classroom teacher.

**PLAYGROUND PROCEDURES**

(Playground monitors **MUST BE CONSTANTLY** moving around the playground. One recess monitor is required to carry the assigned 2-way radio tuned to channel 3)

**GENERAL:**

1. Keep hands, feet, and all objects to self.
2. Keep all objects off the playground equipment (rocks, wood chips, snow, backpacks and toys).
3. If playing on playground equipment, place backpacks on ground.
4. Ask permission from teacher to take classroom/personal items outside.
5. Use equipment for its intended use (i.e. Benches are intended for sitting ONLY.)
6. Keep coats, hats, etc. separated to prevent spread of head lice.
7. Chasing games/Tag is played away from playground equipment.
8. Play ball or tossing games away from playground equipment.
9. Play contact games (tag, football, soccer, etc.) without hurting others, for example, no tackling. **DON'T BE ROUGH!**
10. Rocks, wood chips, snow and ice need to stay on the ground.
11. Keep off of ice patches, out of water puddles, and snow piles.
12. Play away from the concrete area in front of the office entry.
13. Stay inside the fenced area and off fence.
14. Line up immediately when the bell rings.
15. Walk on cement area.

**JUNGLE GYM:**

1. Use steps or ladders to go up.
2. Use slides, poles, ladders and steps to come down (JUMPING OFF NOT PERMITTED).
3. Walk on walkways.
4. Use two hands and two legs when coming down the fireman's pole.
5. Cross monkey bars facing Custer Street.

**ALL SLIDES:**

(Off limits when area is wet or icy)

1. Climb ladder one person at a time.
2. Sit on your bottom with feet first.

**TIRE SWING:**

Privilege is extended to duty teacher's class (Off limits when area is wet or icy)

1. Stand clear of tire swing area.
2. Two or three people at a time.
3. Two hands on chain and lean head inward.
4. Sit with legs in center.
5. Tire swing must remain in a level position.
6. If others are waiting, they will count to 100 by ones, and then you need to get off.
7. Stop swing and hang on to swing while getting off.
8. Only one person pushing the tire swing.

**TETHER BALL:**

To be used by 2<sup>nd</sup> and 3<sup>rd</sup> Grade (only to be used when 32° F or above)

1. No "bubbling".
2. No "roping".
3. Do not cross or step to opponent's side.
4. Conflicts solved by using "rock-paper-scissors".

**SILVER MONKEY BARS:**

1. Climb up the side facing Dawson Street and cross only by hanging and swinging with your hands on the middle bars.
2. One person at a time.
3. Stand clear and be respectful while others are crossing.

#### CLIMBING APPARATUS:

1. Place only hands and feet on the bars (not coats, scarves, etc.).
2. Use red chin-up (pull-up) bars for chin-ups only.

#### SWINGS:

(Off limits when area is wet or icy)

1. Sit on your bottom.
2. Swing straight forward and backward.
3. Keep the chains "twist free".
4. Get off only when the swing stops.
5. Stand clear of swing area unless you are swinging.

#### BIKES & SCOOTERS:

1. All bikes and scooters must be parked in the racks as soon as they are brought on the school grounds. They are to be padlocked or chained.
2. Bikes, scooters, and the bike rack area are off limits during school hours.
3. Persons taking bikes or scooters belonging to others will be reported to the police.
4. School is not responsible for damaged or stolen bikes and scooters.

#### ARRIVALS & DEPARTURES

In the morning and after school, out of town buses will load and unload on 4<sup>th</sup> Avenue South. Students must use the crosswalks when crossing the streets. Parents of kindergarten students are required to walk their child **from** the playground.

**For the safety of all children, students will not be allowed to go to illegally parked vehicles.**

#### LEAVING SCHOOL GROUNDS AT NOON

Students are to eat lunch at school or at home. Written permission from the parent/guardian is required for a student to leave school during lunch period ~~with the exception of his/her eating at his/her own home~~. Students must be signed out by an authorized adult before leaving school grounds.

#### STUDENTS LEAVING SCHOOL DURING SCHOOL HOURS

Students leaving school during school hours for medical, parental, illness or other reasons must report to the office before leaving and be signed out by an authorized adult before leaving school grounds.

#### MONEY, SCHOOL SUPPLIES, PERSONAL POSSESSIONS

Any special supplies or materials will be requested in the form of a written notice by the classroom teacher. Do not send money to school for items unless specifically requested by the teacher. The school discourages students from bringing money or personal possessions to the school. The school will assume no responsibility for lost, damaged or stolen money or personal possessions.

**Students are not to bring personal property such as, (electronic devices, remote control cars, hand-held video games, musical devices, trading cards, toys, etc.) to school as the school is not responsible for lost, stolen, or damaged property.**

The following items are not to be brought to school: toy guns, projectile shooting instruments such as bow and arrows or dart guns, skateboards, roller skates, roller blades or magnets.

#### APPROPRIATE DRESS

The school expects students to dress appropriately for the weather, including footwear. Warm clothing (hats, gloves, and boots) is appropriate during cold weather. **Parents are advised that all items of clothing and property be marked with the student's name.** All head coverings, including hoods, are not to be worn inside the building. Hooded sweatshirts worn as a jacket may not be worn in the classroom. Any clothing, jewelry, chains, emblem, badge, symbol, sign or other items that could be perceived as an affiliation with any gang is prohibited. (SBP #3611)

**WEARING MAKE-UP IS PROHIBITED.** Cologne, perfume, hairspray and make-up are not allowed at school.

#### BICYCLES/SCOOTERS/HEELYS AT SCHOOL

Bicycles and scooters are to be ridden to and from school only. Usage is not permitted on the playground. Locks are encouraged for security reasons. The school will assume no responsibility for damaged, lost or stolen bicycles and scooters.

Heelys (roller skate shoes) are not allowed at school unless wheels are removed. Students may take wheels off at home and then wear shoes to school. If a student wears Heelys to school with the wheels, the wheels will be removed. The school will not be responsible for lost wheels at school.

#### ANIMALS AT SCHOOL

Dogs, cats & other animals regularly observed on the school grounds will be removed by the police or the dog catcher. This is a safety issue.

#### CLASSROOM PARTIES

The Southside school will have classroom parties during the school year: Halloween, Christmas, Valentine's Day, and Red Ribbon Week.

#### SCHOOL TELEPHONE

Use of the telephone by students is for emergency purposes only. Messages will be delivered to students, but they will not receive

calls. Any calls made from any phone must be approved by classroom teacher/supervising adult.

#### PERSONAL CELL PHONES

Cell phones need to be given to classroom teacher at the beginning of day and should be picked up at the end of the day.

#### PARENT VISITATION AND CONFERENCES

Formal parent-teacher conferences are scheduled twice a year. A parent-teacher conference is a valuable opportunity for the parent and teacher to help improve each child's academic progress. Parents are encouraged to visit or call the school at any time to arrange a conference.

#### WITHDRAWALS OR TRANSFERS

Parents should notify the school one or two days in advance, if possible, of their intent to withdraw their child.

Written permission from the parent or guardian is required to obtain the Special Education records of an incoming student from another school district.

Wolf Point Schools will honor expulsions made by other school districts and will refuse to admit these students until the expulsion, as defined by that school district has expired.

#### TEACHER REQUESTS

Parent requests for a specific teacher will be accepted by written request to the school principal **no later than May 15<sup>th</sup>**. Parent requests will be considered, but due to other criteria, the school cannot make any guarantees that they will be granted.

#### ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Wolf Point School District will enforce all rules regarding attendance of games and activities.

- Children under 6<sup>th</sup> grade must be accompanied by a parent or responsible adult (High school / Junior high students will not be considered an adult). Children will not be admitted to any event without an adult.
- Children must remain seated with an adult at all times.
- Bathroom use and trips to the snack bar must be accompanied.
- Bleacher climbing and roaming are not allowed.
- Ticket holders, adult and youth, will be asked to leave the event if these rules are not followed. No refunds will be given.

#### SUPPORT PROGRAMS

The Southside School provides a number of classes for the educational development of the whole child. These offerings include:

##### MUSIC

All Pre-K – 3<sup>rd</sup> grade students are given the opportunity to develop vocal musical skills.

##### LIBRARY

All Pre-K – third grade students are given the opportunity to learn library skills. Second and third grade students are allowed to check out two books per week, and first graders check out one book.

##### GUIDANCE/COUNSELING

Principal or Solutions Team may refer students to guidance or counseling services as deemed necessary. Student self-referrals are not allowed. Teacher may refer students through Principal.

##### BEHAVIOR LEARNING CENTER / ALTERNATIVE LEARNING CENTER

(See Page 12)

##### HEALTH ENHANCEMENT EDUCATION (PE & HEALTH)

All students are required by state law to participate in physical education. Students may be excused from gym by presenting a note signed by their family physician or a note signed by their parents for release due to temporary illness. The physical education teacher should be informed if there are any medical factors affecting your child's participation in P.E.

It is recommended that all students wear tennis shoes to P.E. class for safety and better agility. All other types of shoes are a safety issue. It is recommended that girls bring play shorts to wear under dresses or skirts.

Health education curriculum is taught to all students. Healthy lifestyle choices are introduced and encouraged.

##### TITLE 1

The Title I Program is a federally funded project designed to meet educational needs of children experiencing difficulty in reading, communication arts and math. It is the goal of the Southside School staff to use the in-class model, and serve the needs of qualifying students within the classroom unless otherwise necessary.

##### STUDENTS IN TRANSITION SBP # 3125

Students and families who are living in an emergency or transitional shelter, who are living with another family due to financial hardship, who are living in a hotel/motel due to lack of affordable housing or financial hardship, or who are living in a car, tent, or other building that is not a "house" may qualify for services under the McKinney-Vento Act. Students who are "couch surfing," or who are

living with someone who is not their legal parent/guardian may also qualify for services. These services include immediate enrollment, the right to stay in your "home" school, transportation, school meals, access to all school-based programs, and other services as needed. Families or students experiencing challenges with their living situation should contact the Southside principal for assistance. Eligibility for this program is determined by the district. If you feel a decision has been made in error, you may dispute that decision by completing a Dispute Resolution form available at the District Office or Southside School.

#### FAMILY SUPPORT TEAM (FST)

This is a team consisting of Principal, Counselor, Classroom teacher, parents and concerned parties to address the academic, behavior, or emotional concerns of students. This process is started by a teacher or parent referral. It is the goal of the FST process to determine appropriate intervention strategies for individual needs and school success.

#### RESPONSE TO INTERVENTION (RTI)

RTI is a process of teaching that measures how students respond to instruction, and then if necessary, changes the instruction to make sure that each student is mastering the skills necessary for academic success.

RTI addresses 5 key reading skills:

- \*Phonemic Awareness
- \*Phonics

- \*Fluency
- \*Vocabulary
- \*Comprehension

#### SPECIAL EDUCATION

This support program provides highly individualized assistance to children with identified learning, emotional or physical disabilities. Students are given academic support in both the classroom and special education resource room in the subject areas where assistance is needed. If a special education student has a significant behavior problem, it will be addressed in the Individual Education Plan (IEP). All special education referrals need to go through Family Support Team.

#### 504 SERVICES

The Wolf Point School District provides services to students who are identified as having a disability that affects one or more major life activities. The Family Support Team completes the identification process. If additional information is needed, please see the Southside School principal.

#### BREAKFAST/LUNCH PROGRAM

Hot lunch & breakfast programs are offered at both elementary schools. Breakfast times are from 7:20 – 7:55, Monday – Thursday. All students will be given free breakfast/lunch, or they may bring their own sack lunch. Children will not be allowed to drink pop or eat candy with their lunches. Students eating school meals may not bring additional food to the lunch room.

#### SCHOOL BOARD POLICIES

#### SBP #1700 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 filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of the 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.

All individuals should follow the levels of this procedure:

- Level 1: Informal (*Teacher, Counselor, Principal*)
- Level 2: Building Administrator (*see pg 28 for Citizens Complaint Form*)
- Level 3: Superintendent
- Level 4: The Board
- Level 5: County Superintendent

#### SBP #2510 SCHOOL WELLNESS

The Wolf Point School Districts 45 & 45A are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Wolf Point School Districts 45 & 45A that:

1. Community Involvement, including input from parents, students, school food service, the School Board, school administrators, educators, and the public in the development of the school wellness policy. Training of this team of people on the components of a healthy school nutrition environment is recommended.
2. Goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the local education agencies determine are appropriate.
3. Nutrition guidelines for all foods are made available on each school campus under the local education agency during the school day with the objectives of promoting student health and nutrient-rich meals and snacks. This includes food and beverages sold in vending machines, student stores as well as that used for classroom rewards and fundraising efforts.
4. Guidelines for reimbursable school meals to ensure that the Districts offer a school meal program with menus meeting meal patterns and nutrition standards established by the U.S Department of Agriculture.
5. A plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local education agency or at each school as appropriate, charge with operational responsibility for ensuring that each school fulfills that



SBP #3200 STUDENT RIGHTS AND RESPONSIBILITIES

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

Cross Reference: 3231 Searches and Seizure  
3310 Student Discipline

Legal Reference: §20-4-302, MCA Discipline and punishment of pupils-definition of corporal punishment  
§20-5-201, MCA Duties and sanctions *Tinker v. Des Moines Ind. Sch. Dist.*, 89 S. Ct. 733 (1969)

SBP #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, non-verbal, 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:
  - Substantially interfering with a student's educational environment;
  - Creating an intimidating, hostile, or offensive educational environment;
  - Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
  - 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 that 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 consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidations are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that 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 an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.

SBP #3226 BULLYING/HARASSMENT/INTIMIDATION/HAZING POLICY

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

**Definitions:**

"Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

"District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

"Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored

activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

*“Harassment, intimidation, or bullying”* means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of: Physically harming a student or damaging a student's property; knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, creating a hostile educational environment.

**“Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.**

## **Reporting**

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

## **Responsibilities**

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

## **Consequences**

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

## **Retaliation and Reprisal**

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **SBP #3231 STUDENT SEARCH AND SEIZURE**

A student has limited rights concerning search and seizure.

School authorities maintain supervision, control and jurisdiction of students who participate in or attend any school activity, whether on or off school district premises. The school building principal or his/her designee is authorized to search a student, locker, or personal property (e.g. wallets, purses, pockets, book bags) while on or off school premises at a school-sponsored activity; while on school transportation in transit to and from a school district activity or sponsored activity; or while in transit on a school bus or other transportation authorized by the school district. A search may be conducted provided the school authority has reasonable suspicion as to a violation of law, school policy, or school rules.

Reasonable suspicion means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating a rule of the school district, or local, state, federal or tribal law. Reasonable suspicion requires that independent facts exist and are articulable. Reasonable suspicion may be formed by considering factors which include the following:

- Eye witness observation by school personnel;
- Information received from a reliable source; and/or
- Suspicious behavior by the student coupled with the student's past history and school record.

Personal searches: A student's person and/or personal effects (e.g. purse, book bags, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband (stolen) items in violation of school rules or local, state, federal or tribal law.

School personnel shall confiscate any illegal, unauthorized, or contraband items discovered during such inspections. School personnel shall determine appropriate action, including notification of law enforcement authorities and disciplinary proceedings.

### **SBP #3235 VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Audio shall not be part of the video recordings made, reviewed, or stored by the District. Video recordings will be totally without sound.  
Cross-Reference: 3600 Student Records

#### SBP #3300 SUSPENSION AND EXPULSION

The District recognizes and honors students' constitutional right to education opportunity. However, as provided under Montana law, the District will exercise its right to suspend or expel a student when necessary. The District expects all students to know and follow District policies and rules. The District considers a student's failure or refusal to comply with District policies and rules cause for discipline, suspension, or expulsion.

The following definitions apply for purposes of this policy:

**"Suspension"** means the exclusion of a student from attending individual classes or school and participating in school activities for an initial period not exceed ten (10) school days. An administrator may order suspension of a student.

**"Expulsion"** is any removal of a student for more than twenty (20) school days without the provision of educational services.

Expulsion is a disciplinary action available only to the Board.

*Students with disabilities will be suspended or expelled pursuant to provisions of the Individuals with Disabilities Education Act (IDEA) or Rehabilitation Act and corresponding Montana law.*

Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA) or Rehabilitation Act.

The Superintendent will develop procedures to implement this policy and submit the procedures to the Board for its advice and consent.

The trustees shall annually review this policy and update the policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

#### SBP #3300P CORRECTIVE ACTION & PUNISHMENT

The Board recognizes that every student is entitled to due process rights that are provided by law.

### **Suspension**

The procedure set forth below will be followed when a proposed punishment of a student is to include denial of the right of school attendance from any single class or from a full schedule of classes for at least one (1) day.

Before any suspension is ordered, a building administrator will meet with a student to explain charges of misconduct, and the student will be given opportunity to respond to the charges.

When a student's presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process, a pre-suspension conference will not be required, and an administrator may suspend a student immediately. In such cases, a building administrator will provide notice of and schedule a conference as soon as practicable following the suspension.

A building administrator will report any suspension immediately to a student's parent or legal guardian. An administrator will provide a written report of suspension that states reasons for a suspension, including any school rule that was violated, and a notice to a parent or guardian of the right to a review of a suspension. An administrator will send a copy of the report and notice to the Superintendent.

The Superintendent will conduct a review of any suspension on request of a parent or legal guardian. A student and parent or legal guardian may meet with the Superintendent to discuss suspension. After the meeting and after concluding a review, the Superintendent will take such final action as appropriate.

Students who are suspended from any class or from school entirely do not have the right to make up any work missed according to the student handbook.

### **Expulsion**

*The Board, and only the Board, may expel a student from school and may do so only after following due process procedures set forth below.*

The Board will provide written notice to a student and parent or legal guardian of a hearing to consider a recommendation for expulsion, which will be sent by registered or certified mail at least five (5) school days before the date of the scheduled hearing. The notice will include time and place of hearing, information describing the process to be used to conduct the hearing, and notice that the

Board intends to conduct the hearing in closed session unless a parent or legal guardian waives the student's right to privacy.

Within the limitation that a hearing must be conducted during a period of student suspension, a hearing to consider expulsion may be rescheduled when a parent or legal guardian submits a request showing good cause to the Superintendent at least two (2) school days before a hearing date as originally scheduled. The Superintendent will determine if a request shows good cause to reschedule a hearing.

At hearing the student may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. The Board is not bound by formal rules of evidence in conducting the hearing.

### **Procedures for Suspension and Expulsion of Students with Disabilities**

The District will comply with provisions of the Individuals with Disabilities Education Act (IDEA) and Rehabilitation Act when disciplining students. The Board will not expel any special education student when the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. The Board may expel pursuant to its expulsion procedures any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability. A disabled student will continue to receive education services as provided in the IDEA or Rehabilitation Act during a period of expulsion.

A building administrator may suspend a child with a disability from the child's current placement for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or misconduct is a manifestation of a student's disabling condition. Any special education student who has exceeded or who will exceed ten (10) days of suspension may temporarily be excluded from school by court order or by order of a hearing officer, if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or to others. After a child with a disability has been removed from his or her placement for more than ten (10) school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR 300.121(d).

An administrator may remove from current placement any special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function. The District will place such student in an appropriate interim alternative educational setting for no more than forty-five (45) school days in accordance with the IDEA or Rehabilitation Act.

#### **SBP #3310 STUDENT DISCIPLINE**

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

**These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:**

- On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

### **Disciplinary Measures**

Disciplinary measures include but are not limited to:

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

***No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.***

### **Delegation of Authority**

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

SBP #3311 GUN-FREE SCHOOLS

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is owing to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-202, MCA, and Policy 3300.

SBP #3410, 3416, & #3417 HEALTH POLICY

Students are encouraged to maintain a good attendance record, but should not come to school when obviously ill.

### ADMINISTRATION OF MEDICATIONS

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions if the pupil's parent or guardian consents in writing. (See page 50 for consent form.)
2. May assist in the administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner if the pupil's parent or guardian consents in writing. (See page 49 and 50 for consent forms.)

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian (form 3416F).
3. The principal and appropriate teachers are informed that the student is self-administering prescribed medication. (SBP #3416)

### COMMUNICABLE DISEASES

Because of the communicable nature of pink eye, scabies and impetigo, and Methicillin-resistant Staphylococcus aureus (MRSA) children with these health conditions should bring a note from their health care provider confirming that they have been examined, and are under treatment and can return to school. (SBP #3417)

### HEAD LICE

School personnel may periodically check for head lice or nits. Notification will be given to parent/guardian of any student observed with head lice or nits. Any student with head lice will be sent home. School personnel will examine him/her upon return to school. If school personnel determine the student is not lice-free, he/she will be returned home until the condition is corrected.

PARENTS ARE ENCOURAGED TO CHECK STUDENTS FOR HEAD LICE AT HOME.

SBP #3413 IMMUNIZATION

The board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubella), mumps, rubella, varicella, and tetanus. Pertussis immunization is not required for students who are seven (7) years or older. Haemophilus influenza type "b" immunization is required for students under age five (5). The second MMR (measles, mumps, and rubella) are required before entering kindergarten. The second booster for pertussis is required before entering 7<sup>th</sup> grade.

**Montana Department of Public Health & Human Services  
Immunization Program**

Vaccine	Total Number	Additional Dose Requirements
Polio	3 doses, and	At least 1 dose after 4 <sup>th</sup> birthday
DTP/DT/DTap/TD	4 doses, and	One dose must be given after the 4 <sup>th</sup> birthday
Tdap Booster	2 doses	Prior to entering the 7 <sup>th</sup> grade a pupil must receive a dose of Td. This schedule applies to pupils who have completed the prior 4 doses listed above.
MMR	Dose 1 on or after the first birthday and dose 2 prior to kindergarten entry (1 <sup>st</sup> grade in schools without kindergarten)	A pupil entering any grade from 7 – 12 who has not already received the 2 required doses at kindergarten age must receive the second dose.
Varicella (Chicken Pox)	2 doses, or	Adequate documentation showing evidence of immunity or confirmation of previous disease.

Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.

**SBP #3520 STUDENT FEES, FINES, & CHARGES**

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

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

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing collection of fees and asks the Superintendent to make annual reports to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The District may withhold a student's grades or diploma until restitution is made. A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

Legal reference:

- |                 |                          |
|-----------------|--------------------------|
| § 20-5-201, MCA | Duties and sanctions     |
| § 20-7-601, MCA | Free textbook provisions |
| § 20-9-214, MCA | Fees                     |

**ABUSE OF TEACHERS §20-4-303 MCA**

Every parent, guardian, or other person, who insults or abuses any employee of the public school on the school premises is guilty of a misdemeanor.

**COPORAL PUNISHMENT §20-4-302 MCA**

Corporal punishment is defined as knowingly and purposely inflicting physical pain on a pupil as a disciplinary measure. Physical restraint may be exercised to protect self or the pupil or another child from physical injury. To knowingly inflict or cause to be inflicted corporal punishment is not allowed. For more information, see the above cite.



CLASSROOM BEHAVIOR LOG 2019-2020-2020-2021  
**(SUBMIT TO PRINCIPAL AT END OF EACH SEMESTER)**

Parent will be contacted by teacher after every 5 entries. After 3 parent contacts, student will be sent to principal. For each additional 5 entries, student will be sent to principal.

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Gender M F Classroom Teacher \_\_\_\_\_

DATE	NUMBER	EXPLANATION OF BEHAVIOR	VICTIM(S) / OTHER'S INVOLVED
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		

- CHOICES: Review rules with student  
Conference with student - set up Individual Behavior Plan with specific goal and reward system.  
Parent Contact:      NOTE    E-MAIL    PHONE CALL    VISIT  
Visit with Principal  
Conference with classroom teacher

DATE	NUMBER	EXPLANATION OF BEHAVIOR	VICTIM(S) / OTHER'S INVOLVED
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		

- CHOICES: Review rules with student  
Conference with student -- set up Individual Behavior Plan with specific goal and reward system.  
Parent Contact:      NOTE    E-MAIL    PHONE CALL    VISIT  
Visit with Principal  
Conference with classroom teacher

INCIDENT REFERRAL FORM  
Southside School Incident Referral

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME: \_\_\_\_\_ AM / PM LOCATION: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

STUDENT'S CLASSROOM TEACHER: \_\_\_\_\_

Victim involved? Yes  No  Others Involved? Yes  No   
(Attach names to be entered into Infinite Campus)

**Check ONE offense. Students may be removed from the classroom for severe behavior.**

<input type="checkbox"/>	<b>DISRUPTIVE BEHAVIOR</b>	(1500) Disorderly Conduct	(2200) Insubordination	(2400) Obscene Behavior
<input type="checkbox"/>	<b>OFFENSE AGAINST PERSONS</b>	(1800) Harrassment, Bullying, Intimidation (Non-Sexual)	(2900) Other / Sexual Offense	(3200) Threat/Intimidation
<input type="checkbox"/>	<b>OFFENSE AGAINST PROPERTY</b>	(1100) Arson	(1400) Breaking & Entering/Burglary	(2700) School Threat (Destruction/Harm)
		(3100) Theft	(3400) Trespassing	(3500) Vandalism
<input type="checkbox"/>	<b>FIGHTING</b>	(1300) Aggravated Assault (Battery)	(1700) Fighting (Mutual Altercation)	(2500) Physical Altercation, Minor
<input type="checkbox"/>	<b>SUBSTANCE ABUSE</b>	(1000) Alcohol	(1600) Drugs (excluding Alcohol & Tobacco)	(3300) Tobacco
<input type="checkbox"/>	<b>WEAPONS</b>	(11) Handgun	(12) Shotgun/Rifle	(13) Other Firearms
		(20) Knife, Blade	(96) Dangerous Weapons	(97) Other Weapons
<input type="checkbox"/>	<b>FELONIES</b>	(2300) Kidnapping	(2600) Robbery involving physical harm	(2800) Sexual Battery
<input type="checkbox"/>	<b>ELECTRONICS VIOLATIONS</b>	Misuse	Damage	Other
<input type="checkbox"/>	<b>TRUANCY</b>	Within the Building	Left the Building	Not at school
<input type="checkbox"/>	<b>GANG RELATED BEHAVIOR</b>	Symbols/Writing/Hand Signs	Attire	Recruitment
<input type="checkbox"/>	<b>OTHER</b>	(1200) Attendance Policy Violation	(9000) Other Offenses (Forgery, Fraud, & Bribery)	

Write a detailed description, including exact actions and words:

**CONSEQUENCE GIVEN BY PRINCIPAL OR ACTING PRINCIPAL:**

**INTERVENTION/FOLLOW-UP SERVICES:**

<input type="checkbox"/>	DISCUSSION WITH PRINCIPAL/ACTING PRINCIPAL	<input type="checkbox"/>	COUNSELOR REFERRAL
<input type="checkbox"/>	BEHAVIOR LEARNING CENTER (BLC) _____ Days _____ Hrs	<input type="checkbox"/>	SOLUTIONS TEAM REFERRAL
<input type="checkbox"/>	PARENT SHADOW	<input type="checkbox"/>	504/SPECIAL ED REFERRAL
<input type="checkbox"/>	IN SCHOOL SUSPENSION _____ Days	<input type="checkbox"/>	ALTA CARE
<input type="checkbox"/>	OUT OF SCHOOL SUSPENSION <input type="checkbox"/> w/services <input type="checkbox"/> w/o services _____ Days _____ RETURN DATE PARENT/PRINCIPAL CONFERENCE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	STUDENT HANDBOOK REVIEW
<input type="checkbox"/>	OUT OF SCHOOL SUSPENSION RECOMMEND EXPULSION? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	PARENT CONFERENCE
<input type="checkbox"/>	OTHER	<input type="checkbox"/>	OTHER

Notes:

Principal/Acting Principal \_\_\_\_\_ Date \_\_\_\_\_



## DEFINITIONS FOR CONSEQUENCE CHART

### **DISRUPTIVE BEHAVIOR**

**1500 Disorderly Conduct:** Any act that disrupts the orderly conduct of a school function, behavior that substantially disrupts the orderly learning environment.

**2200 Insubordination (Disobedience):** Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.

**2400 Obscene Behavior:** Language or actions, written, oral, physical, or electronic, in violation of community or school standards. Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures or language/profanity.

### **OFFENSES AGAINST PERSONS**

**1800 Harassment (Nonsexual), Bullying, Intimidation:** Repeatedly annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile educational or work environment. Examples: bullying or hazing.

**2900 Other Sexual Offenses (Lewd Behavior, Indecent Exposure):** Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here. **Note:** Consider age and developmentally appropriate behavior before using this category.

**3200 Threat/Intimidation:** Physical, verbal, written, or electronic action toward an individual that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

### **OFFENSES AGAINST PROPERTY**

**1100 Arson:** Unlawful and intentional damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fires would be included in this category if they were contributing factors to a damaging fire.

**1400 Breaking and Entering/Burglary:** Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.

**2700 School Threat (of Destruction or Harm):** Any threat verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.

**3100 Theft:** The unlawful taking of property belonging to another person without threat, violence or bodily harm. Electronic theft of data should be coded here.

**3400 Trespassing:** To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

**3500 Vandalism:** Willful destruction or defacement of school or personal property.

### **FIGHTING**

**1300 Aggravated Assault (Battery):** Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Examples: Striking that causes bleeding, broken nose; kicking while a student is down.

**1700 Fighting (Mutual Altercation):** Mutual participation is an incident involving physical violence where there is no major injury.

**2500 Physical Altercation, Minor:** Confrontation, tussle, or physical aggression that does not result in injury.

Offenses could include pushing or shoving.

### **SUBSTANCE ABUSE**

**1000 Alcohol:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion

**1600 Drugs (Excluding Alcohol and Tobacco):** Unlawful use, cultivation, manufacture, distribution,

**3300 Tobacco:** Possession, use, distribution, or sale of tobacco product or being under the influence of alcohol may be included if it results in disciplinary action sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.

### **WEAPONS**

**11 Handgun:** The weapon involved is a handgun or pistol.

**12 Shotgun/Rifle:** The weapon involved is a shotgun or rifle.

**13 Other Firearms:** The weapon involved is another type of firearm not named above, include:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer; and
- Any destructive device, which includes:
  - Any explosive, incendiary (e.g., bomb, grenade), or poison gas;
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**20 Knife, Blade 2.5” or Greater:** The weapon involved is a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length. (NOTE: This definition is used for the purpose of federal reporting. Montana Code {MCA 45-8-361(5)(b)} defines a weapon to include a knife with a blade 4 or more inches in length.)

**96 Dangerous Weapon:** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length. [Source: 18 U.S.C. §930(g)(2)]

**97 Other Weapons:** The incident involves a weapon other than those described above (including Look-a-Likes).

## FELONIES

**2000 Homicide:** Killing a human being

**2300 Kidnapping:** Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.

**2600 Robbery (involves Physical Harm):** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. (Use code 3100, Theft, when NO threat, violence or bodily harm takes place.)

**2800 Sexual Battery:** Oral, anal, or vaginal penetration forcibly or against the persons will or where the victim is incapable of giving consent, (Includes rape, fondling, indecent liberties, child molestation, and sodomy).

## ELECTRONICS VIOLATION (WPSD POLICY #3612/3612P)

**Misuse:** Using electronics for non-educational purposes

**Damage:** Causing Computer failure or loss of data.

## TRUANCY

For the purpose of this policy “truant” or “truancy” means the persistent non-attendance without excuse, as defined by this policy (WPSD #3123), for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under MCA 20-5-103. “Habitual truancy” means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

**Within the building:** Student leaves designated areas without proper notification of staff.

**Left the building:** Student leaves the building without Parent/Guardian or Staff approval.

**Not at school:** 9 or more undocumented absences. Attendance officer is unable to contact Parent/Guardian.

## GANG RELATED BEHAVIOR (WPSD POLICY #3611)

**Symbols/Writing/Hand Signs:** Signs familiar or associated with gangs.

**Attire:** Attire worn to identify group association with gangs or gang-like attire.

**Recruitment:** Soliciting membership or payment for protection.

## OTHER OFFENSES

**1200 Attendance Policy Violation:** Violation of school district, or school policy relating to attendance.

**9000 Other Offenses (Forgery, Fraud, and Bribery):** Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, and/or dealing in stolen property.

CONSEQUENCE CHART

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>LEVEL 1 :</b> <ul style="list-style-type: none"> <li>• Electronics Violation</li> <li>• Theft – (Petty)</li> <li>• Gang Related Behavior (Symbols, Writing, Hand Signs)</li> <li>• Gang Related Behavior – Attire</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal &amp;</li> <li>• Conference call and/or</li> <li>• ½ hour in BLC (apology picture or letter)</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal and</li> <li>• Conference call and</li> <li>• 1 hour in BLC (apology letter or picture)</li> <li>• Clean up, replace or repair damaged or stolen item/s.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal</li> <li>• ½ day in BLC</li> <li>• Conference call</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal and;</li> <li>• Conference call and;</li> <li>• 1 day BLC</li> <li>• Anything beyond step 5 automatically becomes a LEVEL 2, STEP 3 offense</li> </ul>
<b>LEVEL 2:</b> <ul style="list-style-type: none"> <li>• Chronic Disruption</li> <li>• Disruptive Behavior – Insubordination</li> <li>• Disruptive Behavior – Obscene Behavior</li> <li>• Offense Against Persons - Threat/Intimidation</li> <li>• Fighting – Physical Altercation, Minor</li> <li>• Truancy – Within the building</li> <li>• Gang Related Behavior - Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal &amp;</li> <li>• Conference call and/or</li> <li>• 1 hour in BLC ( apology letter or picture)</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal &amp;</li> <li>• Conference call</li> <li>• 1/2day in BLC (apology picture or letter)</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal and</li> <li>• Conference call and</li> <li>• 1 day in BLC (apology picture or letter.)</li> <li>• Family Support Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal and</li> <li>• Conference call and;</li> <li>• 2 days in BLC</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal and;</li> <li>• Conference call and;</li> <li>• 2 days in BLC</li> <li>• Anything beyond step 5 automatically becomes LEVEL 3, STEP 3 offense</li> </ul>
<b>LEVEL 3:</b> <ul style="list-style-type: none"> <li>• Disruptive Behavior – Disorderly Conduct</li> <li>• Offenses Against Persons – Harassment; or Other Sexual Offenses</li> <li>• Theft – (Misdemeanor)</li> <li>• Fighting – Fighting, Mutual Altercation</li> <li>• Weapons – Other Weapons</li> <li>• Electronics Violation – Damage</li> <li>• Truancy – Left the Building</li> <li>• Truancy – Not at School</li> <li>• Other Offenses – Attendance Policy Violation</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal &amp;</li> <li>• Conference call</li> <li>• 2 days in BLC (apology picture or letter)</li> <li>• Repair, replace or clean-up damaged or stolen items</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal &amp;/or Police Officer</li> <li>• Conference call</li> <li>• 3 day in BLC</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal and</li> <li>• Conference call and</li> <li>• 3 days in BLC</li> <li>• Family Support referral</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal and;</li> <li>• Conference call and;</li> <li>• In-School Suspension 3 days or 1 Day out-of-school suspension and</li> <li>• Recommend ALC</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with Principal or Acting Principal and</li> <li>• Conference call and</li> <li>• In school suspension 3 days or 2 days out of school suspension and</li> <li>• Family support meeting recommending ALC or Level 4, Step 1</li> </ul>
<b>LEVEL 4:</b> <ul style="list-style-type: none"> <li>• Offenses Against Property – Arson; or Breaking &amp; Entering/Burglary; or School Threat; or Trespassing; or Vandalism</li> <li>• Fighting – Aggravated Assault</li> <li>• Substance Abuse – Alcohol; or Drugs; or Tobacco</li> <li>• Weapons – Handgun; or Shotgun/Rifle; or Other Firearms; or Knife; or Dangerous Weapon</li> <li>• Felonies – (Theft); or Homicide; or Kidnapping; or Robbery; or Sexual Battery</li> <li>• Other Offenses</li> </ul>	<ul style="list-style-type: none"> <li>• Call Police (if applicable) and parents</li> <li>• Suspension ( 3 days) or Recommend Expulsion</li> </ul> <p>*Weapons</p> <ul style="list-style-type: none"> <li>• Kindergarten &amp; First Grade</li> </ul> <p>1<sup>st</sup> = 2 days BLC 2<sup>nd</sup> = 2 days ISS</p>	<ul style="list-style-type: none"> <li>• Call Police (if applicable) and parents</li> <li>• Suspension ( 4 days) or Recommend Expulsion</li> </ul> <p>*Weapons</p> <ul style="list-style-type: none"> <li>• Kindergarten &amp; First Grade</li> </ul> <p>1<sup>st</sup> = 2 days BLC 2<sup>nd</sup> = 2 days ISS</p>	<ul style="list-style-type: none"> <li>• Recommend Expulsion</li> </ul>		

The principal may skip all steps and remove a student from the classroom/building if misbehavior is severe enough to cause disruption to the learning atmosphere and/or safety of students. \* All incident referrals are mailed to parent/guardian.

**Consequence chart may be modified due to mitigating circumstances.**

CITIZEN'S COMPLAINT FORM  
WOLF POINT PUBLIC SCHOOLS  
Wolf Point, Montana 59201

COMPLAINT AGAINST:

SCHOOL DISTRICT \_\_\_\_\_  DISTRICT PROGRAM \_\_\_\_\_  
 DISTRICT EMPLOYEE \_\_\_\_\_  STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

FROM: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No \_\_\_\_\_

Name of person(s) or program against which complaint is made:

\_\_\_\_\_

Write a clear description of your complaint. This should be a description in your own words of the problem, including all names, dates and places necessary for a complete understanding of your complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you discussed the complaint with?**

	<b>Yes</b>	<b>Name</b>	<b>Date</b>
Employee _____	_____	_____	_____
Principal _____	_____	_____	_____
Supervisor _____	_____	_____	_____

Please explain why you have NOT discussed the complaint with the above individuals?

\_\_\_\_\_  
\_\_\_\_\_

**(OR)**

What was the result of your discussion with the above individuals?

\_\_\_\_\_  
\_\_\_\_\_

Have you discussed the problem with other individuals?  Yes  No

If yes, with whom have you spoken: \_\_\_\_\_ When? \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

What was the result of your discussion(s)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that:

1. The school district may request further information about this complaint. If such information is available, I shall present it upon request.
2. The school district will give a copy of this complaint to the person named in the complaint. He/She will be given the opportunity to respond, in writing to this complaint. A copy of any such response will be provided to me.
3. If a hearing is held on this complaint, it may be heard by the Board of Trustees. The school district will inform me of the time, date, and place of the hearing.

Signature \_\_\_\_\_

Date

***You may use additional pages to describe your complaint more fully if you so desire.***

PERMISSION TO ADMINISTER MEDICATION

Over-the-counter (OTC)

Prescription

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Legal Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

As the parent/legal guardian of the above-named student, I authorize the dispensing of \_\_\_\_\_ to my child. The medication shall be given as prescribed by the physician and/or manufacturer

**In case of emergency related to the medication, the school should contact:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

**Medication must be in the original container and labeled with the student's name.**

TO BE COMPLETED BY THE SCHOOL

DATE MEDICATION RECEIVED:	
NAME OF MEDICATION:	
PRESCRIBING PHYSICIAN:	
DISPENSING AGENCY:	
DOSAGE:	
POSSIBLE REACTIONS:	

HEAD LICE PROCEDURES

\_\_\_\_\_ 's hair was checked in school today and nits were found indicating head lice are active and reproducing. In order to eliminate this contagious problem, please remove all nits and lice ***before sending your child back to school.***

- IHS no longer provides medication as some head lice have developed a resistance to the treatment. A head lice comb is available at your local pharmacy.
- Check hair daily for at least **2 weeks** to ensure that your child remains nit free. Nits are the ultimate beginning to live head lice.
- *Your child may return to school after all live head lice have been removed from their hair. Please complete and return the following information to the school with your child.*

\_\_\_\_\_ 's hair has been cleaned and he/she is free from nits and lice.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN

# WOLF POINT DISTRICT INDIAN EDUCATION COMMITTEE (IEC) & JOHNSON O'MALLEY (JOM)

## **Mission**

The mission of the Johnson O'Malley program is to address the unique cultural needs of American Indian students attending the Wolf Point Public Schools through a supplemental program of services planned, developed and approved by the Indian Education Committee.

## **What is the Purpose of JOM?**

The purpose of Johnson O'Malley is to provide supplementary financial assistance to meet the unique and specialized educational needs of Indian children. Johnson O'Malley funds are not to take the place of federal, state or local funds.

## **Local Indian Education Committee**

The Indian Education Committee (IEC) is an elected governing body comprised of parents of eligible Indian students served under the contract. ***Eligible students need to be ¼ total Indian blood degree.*** Persons acting "in loco parentis" (assuming the "Place of the parent", such as legal guardians or parents of adopted children) may also serve except school officials or school administrators. The Johnson O'Malley Indian Education Committee participates fully in the planning, development, implementation and evaluation of the program. The Indian Education Committee also participates in the Title VII program. Meetings are held on the first Monday of each month, except July, at Wolf Point High School Library at 6:00 PM.

## **What is the Education Plan?**

The plan identifies needs of the Indian students, the goals and objectives to be accomplished, procedures to be followed and the methods to be used in evaluating the program as well as proposed budgets. The tribal regulations also provide for tribal government representation. The Fort Peck Tribal Education Director guides the IEC decisions.

A committee consists of 4 members and exceptions can be made by the IEC depending on the exceptions and circumstances.

The Johnson O'Malley Indian Education Committee participates fully in the planning, development, implementation and evaluation of the program. The Indian Education Committee also participates in the Title VII program.