

NORTH STAR SCHOOLS

**STUDENT/PARENT HANDBOOK
2016 – 2017**



August 2016

Dear Students, Parents and Guardians:

On behalf of North Star Schools, I am pleased to welcome you to our school. We hope that the time your son or daughter spends at North Star Schools is rewarding for both you and your child.

The new school year renews the partnership between home and school that will foster positive educational growth. Your involvement and support of your child's school progress is vital and appreciated. Together, we will maximize what we accomplish for your child and all of the children participating in our programs.

This Student/Parent Handbook outlines many of our school goals and rules. While no handbook can address all situations that might arise during the course of a school year, this handbook does offer information and guidance for students and parents/guardians. School rules, regulations, and disciplinary actions are included. These rules, along with individual classroom and playground rules and consequences, are established under two basic premises: respect for others and responsibility for one's self.

Updates have taken place so please take time to read and discuss the Student/Parent Handbook with your student and then keep it handy for future reference. I encourage you to visit the school often and become involved with school activities. If you have any questions or concerns, please contact me at 355-4481.

We look forward to working with our students and parents/guardians during this school year.

Sincerely,

Mr. Bart Hawkins
Superintendent

NORTH STAR SCHOOL STAFF

Superintendent	Mr. Bart Hawkins
Business Manager	Ms. Kathy Preeshl
Administrative Assistant	Ms. Carol Tempel
Elementary Secretary	Ms. Katie Bangs
Custodian & Maintenance	Mr. Chris Lavery
Custodian-Elementary	Ms. Cheryl Lavery
Custodian-JH/HS	Ms. Rhonda Olson
Food Services/Cook-Elementary	Ms. Lori Tollefson
Food Services/Cook-JH/HS	Ms. Pam Langel
Assistant Cook-Elementary	Ms. Denise Vosen
Assistant Cook-JH/HS	Ms. Catalina Carlon
Activities Director	Mr. Brian Campbell
Guidance & Counseling	Ms. Rose Spinler
Kindergarten/Technology	Ms. Joanie Lipp
Grade 1	Ms. Jan Donovan
Grade 2	Ms. Twila Dyrland
Grade 3	Ms. Terica Schaumloeffel
Grade 4	Ms. Michelle Clawson
Grade 5	Mr. Scott Froehlich
Grade 6/K-6 PE/Lead Teacher	Mr. Bill Mulvaney
Special Education K-12	Ms. Shanna Williams
Title I	Ms. Melanie Jensen
Resource/Title I Aide-JH/HS	Ms. Tiffany Rettig
Resource/Title I Aide-Elementary	Ms. Dani Jo Kline
Art K-12, English 7-8	Ms. Linda Lett
Computer Technology/Library	Ms. Kay Jorgenson
English 9-12	Mr. Todd Whalen
Family Consumer Science/JMG	Ms. Marjorie Chinadle
History	Ms. Elizabeth Campbell
PE/Health 7-12	Mr. Steve Simonson
Industrial Tech/Traffic Safety	Mr. Steve Simonson
Math	Mr. Brian Campbell
Math/Business	Ms. Karleen Wolery
Music	Mr. Scott Kendall
Science	Ms. Pam Renaker
Technology	Mr. Fred Nelson

COACHES AND ADVISORS

Activities Director	Mr. Brian Campbell
Basketball, Boys	Mr. WaLynn Burgess
Basketball, Boys Assistant	
Basketball, Girls	
Basketball, Girls Assistant	
Basketball, Junior High Boys	
Basketball, Junior High Girls	
Basketball, Boys 5 th /6 th Grade	
Basketball, Girls 5 th /6 th Grade	
Business Professionals of America (BPA)	Ms. Karleen Wolery
Drama	Mr. Todd Whalen
FCCLA	Ms. Margie Chinadle
Football	Mr. Shawn Rettig, Mr. Tyler Han, Mr. Bill Mulvaney
Football, Junior High	Mr. Shawn Rettig
National Honor Society	Ms. Pam Renaker
Speech & Drama	Ms. Linda Lett
Student Council	Ms. Elizabeth Campbell
Track	Mr. Brian Campbell
Track Assistants	Ms. Katie Bangs, Mr. Mulvaney, Mr. Simonson
Track, Junior High	Mr. Shawn Rettig
SkillsUSA	Mr. Steve Simonson
Volleyball	Ms. Mackenzie Jenkins
Volleyball Assistants	Ms. Tasha Dyrland
Volleyball, Junior High	Ms. Karleen Wolery
Yearbook	Ms. Margie Chinadle, Ms. Linda Lett
7 th Grade Advisor	Ms. Pam Renaker
8 th Grade Advisor	Ms. Karleen Wolery
9 th Grade Advisor	Ms. Shanna Williams, Mrs. Jorgenson
10 th Grade Advisor	Mr. Todd Whalen, Mr. Scott Kendall
11 th Grade Advisor	Ms. Elizabeth Campbell, Ms. Rose Spinler
12 th Grade Advisor	Ms. Margie Chinadle, Ms. Linda Lett
Heritage Trip Advisor	Mr. Steve Simonson

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B. Transportation

All students must return:
Student Information Sheet
Student/Parent Sign-off

BOARD OF TRUSTEES

Terry Hybner – Chairperson Kodi Peterson – Vice Chairperson

David Miller Rory “Bum” Seidlitz Rob Spicher

BOARD OF TRUSTEES MEETINGS

Regular monthly meetings are currently held on the second Monday of the month at 7:00 PM in the North Star conference room in Rudyard or the North Star Elementary lunch room in Gildford unless notification is given otherwise. Special meetings are called through regularly adopted procedures with legal action restricted to those items listed in the notice of the meetings. Executive (closed) sessions are the only type of Board meetings not open to the public. These sessions are confined to consideration of matters involving or affecting the discipline of staff/students, hearing of complaints against an employee, issues of personal privacy, etc.

PLACING AN ITEM ON THE AGENDA AND PUBLIC COMMENT

In order for the Board to properly consider any matter you may desire to bring before it, the Superintendent or Chairperson should be notified as soon as possible, but not less than four days before the meeting date. This request must be in writing and should include the topic and details of the concern to be addressed. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairman at the appropriate time.

Individuals who desire to address the Board during the “public comment” portion of a board meeting, will need to obtain a “Request for Public Input” form from the District Clerk (Kathy Preeshl) and indicate the general topic on which you wish to comment. Remember, that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during the “public comment” period will not be allowed to make comments about any student, staff member, or member of the general public. The Board Chairperson may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law, the District cannot take any action on any matter discussed during the “public comment” portion of the meeting until such time as the matter is specifically noticed on the agenda and the public has been allowed the opportunity to comment.

MISSION STATEMENT

North Star Schools is dedicated to providing the youth of our community with a safe and stable learning environment. Students attending our schools will develop individuality, integrity, respect and a strong work ethic. Our graduates will be leaders in their communities who show generosity toward others and a thirst for knowledge.

DISTRICT GOALS & OBJECTIVES

The primary goal of North Star Public Schools is to provide each child with the necessary skills and attitudes necessary to become an effective citizen.

The District’s educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are to:

- foster self-discovery, self-awareness, and self-discipline.
- develop an awareness of and appreciation for cultural diversity.
- stimulate intellectual curiosity and growth.
- provide fundamental career concepts and skills.

- help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- develop the fundamental skills which will provide a basis for lifelong learning.
- be free of any sexual, cultural, ethnic, or religious bias.

VISITORS TO THE SCHOOL

All visitors must check in at the office upon arrival at the school and wear a visitor badge if leaving the office area. It is very important that the office knows who is in the building and what the reason for their visit happens to be. Education is our purpose and interruptions are kept to a minimum.

Students from other locations wishing to attend classes with a student need to obtain written permission from the respective office. It is recommended that the Superintendent be contacted prior to coming to school.

VISITS TO CLASSROOMS

Parents/Guardians are welcome to visit their students' classroom if prior arrangements have been made with the classroom teacher or the Superintendent. Normally, teachers should be provided a full day's notice of a classroom visit unless an urgent issue arises. It is imperative that all visitors to the school check in at the office and not go to the classrooms unless directed to do so.

IMMUNIZATIONS

To be admitted to North Star School, in accordance with the Montana Immunization Law, a child must have been immunized against varicella-*2 doses or documentation from a physician that the student has had a case of chickenpox*, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella and tetanus in the manner and with immunizing agents approved by the department. **A booster dose of tetanus-diphtheria (Td) for students entering the seventh grade and who are 11 years old or older is also required.** Haemophilus influenza type "B" immunization is required for students under the age of five (5). Upon initial enrollment, an immunization record must be presented. A pupil who transfers into the District may photocopy immunization records in the possession of the school of origin until the original records are obtained. (MCA 20-5-403) Talk to your family physician or local health department if you have immunization questions.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The District shall exclude a student from school for noncompliance with the immunization laws and shall properly notify the parent or guardian.

CONTAGIOUS DISEASES

Please call the school and report contagious diseases. If you have any questions regarding a communicable disease or health condition, contact a physician's office or the Hill County Health Department at 265-5481.

MEDICATIONS

No medications will be provided by the school. If your child requires pain relievers or any other medicine, the parent must provide a supply to the office with the student name(s). Board Policy indicates the following:

- A. Written authorization from a student's parent or guardian must be on file for self-administration of medication or of any drug that may lawfully be sold over the counter without a prescription.
- B. Prescription medication will be brought to school by a responsible adult.
- C. Prescription medication will be properly packaged with original pharmacy labels including: Patient's name, ordering physician, date, name and dosage of medication, method of administration, and quantity.
- D. At the end of the school year, parents are responsible for picking up their child's medication that may have been brought to the school office.

The "Montana Authorization to Carry and Self-Administer Medication" form is available from the school office and requires a physician's signature. This form would be used by students needing insulin, inhalers, epi pen and so on.

FIRST AID

There are facilities at the school for a student to lie down if they are not feeling well. If the student does not feel well enough to return to class in a short time, a parent/guardian will be contacted to pick the child up at school.

Very minor injuries will be taken care of by school personnel. Parents/Guardians will be contacted and requested to take over the responsibility for any care that goes beyond "first aid".

ENROLLMENT and AGE REQUIREMENTS

Montana law states that kindergarten students must be five years old on or before September 10th of the year they enter school. First grade students must be six years old on or before September 10th. Any parent/guardian, or other person who is responsible for the care of any child who is 7 years of age prior to the first day of school, shall have the child be instructed in the program prescribed by the Board of Public Education pursuant to Montana State Law 20-5-102.

Special exceptions may be made for underage students, including those who transfer from the first grade and kindergarten programs of other school districts.

Montana law requires students to be in regular school attendance until turning 16 years of age or completing the eighth grade, whichever comes last. After that time, it becomes a privilege.

CHANGE OF ADDRESS & TELEPHONE NUMBERS

Please notify the school immediately upon any change in address, telephone number, emergency phone number, or emergency contact.

EQUAL EDUCATION, NONDISCRIMINATION AND SEX EQUITY

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status.

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

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator, Mr. Bart Hawkins, Superintendent at 355-4481. Any individual may file a complaint alleging violation of this policy by following the Board Policy Uniform Complaint Procedure.

SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS

The North Star Board of Trustees believes that sexual harassment and intimidation in any form substantially compromises the attainment of educational excellence and will not be tolerated under any circumstances.

Please review Board Policy in order to understand your rights as well as the rights of others. Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator. The North Star School District is committed to a positive and productive learning environment free of harassment and intimidation.

PROMOTION & RETENTION

Grades K-6

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. Parents/Guardians can assume their child will be promoted unless the option of retention has been discussed during the school year in a timely manner.

Parents/Guardians will be involved with any retention decision. Elementary students that miss more than ten (10) days in the second semester will be recommended for retention.

Grades 7 and 8

Students enrolled in the 7th grade who have not earned five (5) credits per year of which two credits are from the areas covered in standardized testing (English, Math, Science) will be placed in grade 8 on a probationary status. Should a student not achieve passing grades, they will not be promoted to 9th grade. Probationary placed students will not be eligible for extra-curricular activities until he/she has achieved satisfactory grades for an entire semester.

Grades 9-12

Students shall advance by cohort year (with the class they begin with in 9th grade). If the student doesn't acquire enough credits to graduate in four years, they are a senior for a second time in their fifth year of high school.

COURSEWORK ALTERNATIVES

Students shall be enrolled in a class each period of the day with the student in class all day. The exception to this requirement will be if a student has gained administrative approval and employer verification of a work-study agreement. Students interested in pursuing dual credit for post-secondary credit should contact the Guidance office for more information.

Students who wish to be a Teacher's Aide must have 11th or 12th grade status, may only be a Teacher's Aide for one period, and no credit is given. Students may not sign up for the same class more than once. For example: art may be offered in two different class periods but a student can only take it once.

Students will be afforded the opportunity, at their own expense, to make up credits by taking summer courses. Any make-up credits must be taken from a source accredited by the Montana Office of Public Instruction, such as the Montana Digital Academy which can be taken before or after school hours during the school year. Please contact the school for more information.

Transfer students shall begin accruing credit on the date of enrollment and eligibility for promotion shall be based upon the student's prior school(s) records, the student earning an equivalent amount of credits for the time in attendance, and administrative approval.

TRAFFIC EDUCATION

A fee of \$150 will be assessed to each student enrolling in Traffic Safety Education. **This fee must be paid prior to the first day of class.** When the class is offered during the course of the regular school year and a passing grade is received, students will earn one-half credit.

GRADUATION REQUIREMENTS

Per board policy, in order to graduate from North Star High School, a student must complete twenty-two (22) credits which include the following requirements:

- 4 credits of English language arts
- 3 credits of Social Studies (such as US History, World History, Government);
- 3 credits of Mathematics (such as Algebra I & II, Advanced Math, Pre-Calc, Calculus);
- 3 credits of Science (two must be Physical Science & Biology);
- 2 credits of Vocational/Technical Education (such as Business, Family & Consumer Science, Industrial Arts);
- 1 credit of Computer Science;
- 1 credit of Fine Arts (such as Band, Chorus, Art);
- 1 credit of Health Enhancement (.5 credit each year for two years in grades nine and ten);
- 4 credits of Electives.

Completion of a course at North Star High School will be defined as seventy percent (70%) mastery of the accredited course work and no more than 10 days of non-school related absences in a semester.

A one credit class is defined as at least 225 minutes of weekly, year-long instruction. A .5 credit class is defined as above, but meeting for one semester. One half credit courses may include Band, Chorus, Traffic Education, Health Enhancement, Industrial Arts, etc.

The Board of Trustees reserves the right to waive specific course requirements for certain students based on performance levels, individual needs, or abilities as directed by the “Montana School Accreditation Standards and Procedures Manual.”

To graduate from North Star High School, a student must have satisfactorily completed the last semester prior to his/her graduation at North Star High School. A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held.

COLLEGE ADMISSION STANDARDS

Montana University System (MUS) Admission Standards

Two-year campuses of the Montana University System maintain an open enrollment policy. High school graduation or successful completion of a GED and proof of immunization are required for admission.

To enter any of Montana’s four-year universities, students must complete the Regent’s College Preparatory Program (3 years of math, 4 years of English, 2 years of lab science, 3 years of social studies and 2 years of college prep electives). More information is available at http://mus.edu/Prepare/Prepare/MUS_Admission_Standards.asp.

To be eligible for a MUS Honors Scholarship, students must complete the Board of Regents Rigorous Core Requirements. This includes but is not limited to 4 years of English, 4 years of mathematics, 3 years of social studies, 3 years of laboratory science, and 3 years of college prep electives. More requirements and information is available at http://mus.edu/Prepare/Pay/Scholarships/MUS_Honor_Scholarship.asp.

Please see the counselor if you have college admissions or scholarship questions.

Out-Of-State Admission Standards

Students who are planning to attend out-of-state institutions need to be aware that other admission standards apply such as two years of a foreign language. Students should consider this when planning their high school course work. Please see the counselor if you have college admissions questions.

STUDENT RECORDS AND FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to their minor children's educational records. They are as follows:

1. The right to inspect and copy the student's educational records, within a reasonable time from the day the District receives a request for access.
2. The right to request the amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to: Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate; full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent educational agency or institution attended.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by completing the Student Directory Information Notification form at the end of this handbook.

6. The right to request that the above information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the US Department of Education concerning alleged failures by the North Star School District to comply with the requirements of FERPA.

STUDENT DIRECTORY INFORMATION NOTIFICATION

Sometimes the District receives requests for student directory information from institutions of higher education, potential employers, or armed forces recruiters. . The District only discloses student directory information in accordance with FERPA and in compliance with the law.

If parents/guardians do not want directory information disclosed, the parent/guardian must complete the Student Directory Information Notification form that is available at the office. The following list are items that the District considers student directory information: student name, address, telephone listing, electronic mail address, photograph (including electronic version), date and place of birth, major field of study, dates of attendance, grade level, enrollment status (full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, most recent school attended.

If a parent does not want their child's name, grade level, or photograph to appear in the school's yearbook, programs, events, or other such publications, the parent must send a letter to the school office indicating which directory information that should not be used in school publications.

GRADING/HONOR ROLL

The Honor Roll for North Star School is based on attaining a 3.25 Grade Point Average (GPA) for the grading period. Students earning a D or F grade will be excluded from honor roll consideration for the grading period. The term GPA calculated by Infinite Campus is used.

Grade	Points	%	Grade	Points	%
A	4.0	100-95	C	2.00	81-79
A-	3.67	94-93	C-	1.67	78-77
B+	3.33	92-90	D+	1.33	76-74
B	3.00	89-87	D	1.00	73-72
B-	2.67	86-85	D-	0.67	71-70
C+	2.33	84-82	F	0	69-0

Students found to have plagiarized and/or cheated on an assignment will receive no credit for that assignment. Subsequently, that student's quarterly grade could be negatively affected. In such instances, parents will be notified.

HONOR SOCIETY

The Honor Society by-laws for North Star High School will govern acceptance and retention to the honor society.

CLASS RANK

Class rank for all students is determined by using the same 4.00 GPA system used for the Honor Roll and the National Honor Society. The semester grades for all years of high school are computed to determine class rank. Foreign exchange students are excluded from the class ranking.

VALEDICTORIAN and SALUTATORIAN

In order to be recognized during graduation ceremonies as the Valedictorian, or Salutatorian, a student must have attended North Star High School for an entire year and must have met the Montana University Systems College Preparatory Program criteria. Class ranking at the end of the seventh semester will determine the Valedictorian, and Salutatorian. In case of a tie, there will be two valedictorians and no salutatorian.

The MUS College Preparatory Program includes the following: 4 years of English, 3 years of social studies, 3 years of math, 2 years of lab science (earth science, biology, chemistry or physics), and 2 years of electives.

MONTANA UNIVERSITY SYSTEM (MUS) HONORS SCHOLARSHIP

The MUS Honor Scholarship is a 4-year renewable scholarship, which waives the recipient's tuition when used at an eligible campus. Among the requirements is that the student must have met the Board of Regents Rigorous Core Requirements. A student's GPA and ACT or converted SAT score are used to create a composite score. Students with the highest composite scores in the state will be offered the MUS Honor Scholarship. All high school students in the state compete equally. More information is available on-line at at http://mus.edu/Prepare/Pay/Scholarships/MUS_Honor_Scholarship.asp.

SPECIAL EDUCATION SERVICES

A commitment has been made to recognize the rights of all children to an education in the North Star Schools. Procedures for evaluation and determination of eligibility for special education and related services are conducted in accordance with the procedures and requirements of 34 C.F.R. 300.530-300.536 and the following state administrative rules:

- 10.16.3320 - Referral;
- 10.60.103 - Identification of Children with Disabilities;
- 10.16.3321 - Comprehensive Educational Evaluation Process; and
- 10.16.3322 - Composition of a Child Study Team.

To the maximum extent appropriate, children with disabilities are educated with children who are non-disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

ATTENDANCE PHILOSOPHY

Prompt and regular attendance in school is the beginning of dependability in adult, business, personal, and social life. Regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

INFINITE CAMPUS

The student information system used at North Star Schools is Infinite Campus. Parents and students can see their meal balance, school announcements, grades, attendance, send emails to teachers and find other information in Infinite Campus. Access Infinite Campus from the school's website (www.northstar.k12.mt.us and click on Infinite Campus Portal) or from a mobile device (Download the Infinite Campus Mobile Portal application from the App Store. In settings, enter the District ID of CRQNX and select go. Enter your Infinite Campus username and password.).

Contact either school office for your Infinite Campus username and password, Ruyard 355-4481 or Gildford 376-3183.

ATTENDANCE POLICY

Good attendance is a team effort between the child, parent/guardian and school. In the event that your child is not going to be at school, please contact the school by 8:30 AM with the reason for the absence and the tentative return date. If a phone call is not received, the school will attempt to make contact with a parent/guardian. If you know in advance of an absence, communication from home is requested in order to facilitate completing classroom assignments in advance.

Encouraged Process for Student Absences

- 1. It is the student's responsibility to gather all missed assignments from their teachers.**
- 2. If it is a planned absence, get your make-up slip (Blue Sheet) filled out prior to leaving. If it is school related, the 2-day allowance is waved and work is expected to be complete upon or before your return.**
- 3. If it is an unplanned absence, get your make-up slip on the day you return to school. You may also have a sibling or parent pick it up if the office is contacted before noon so that it can be ready by the end of the day.**
- 4. Make-Up Slip (Blue Sheet) Process**
 - a. Pick up blue sheet from the rack on the wall by the teacher's work area.**
 - b. Take the sheet to each class, copy the lessons for the day(s) that you miss(ed), and have the teacher initial that it is correct.**
 - c. Share the make-up requirements with your parent(s) and have them sign it.**

- d. Make up and turn-in assignments in the time allotted (2 days per day absent, not to exceed 7 days total without prior approval of superintendent). It is encouraged that you have the teacher sign over the assignment on the blue sheet to indicate that it is completed.
- e. Keep the blue sheet for your own records to indicate reception and completion of assignments, in case there is any question regarding them and your grade in the future.
- f. Individual teachers may have other requirements regarding the blue make-up sheet such as requiring them to receive participation grades for time missed, etc.

Students are allowed two days for each day missed to complete their make-up work. Work, including tests, not completed in the allotted time will receive a zero grade. ***The grace period to make-up work is not to exceed 7 days without superintendent approval.*** Students are allowed 10 days of non-school related absences in a semester. Parents/guardians will be sent a letter when a student has 5 days and 8 days of non-school related absences in a semester. A letter will also be sent home when a student exceeds 10 days absent in a semester requesting the parent and student attend the next regular scheduled school board meeting.

Absences are defined as follows:

School related – Absence related to attending any school related event approved by the Superintendent or lead teacher.

Non-school related, excused – Any absence that is not for a school related event and an excuse or other information from a parent or guardian has been provided to the school office the same day as the absence. Note: this absence is still counted in the 10 day attendance policy.

Non-school related, unexcused – Any absence that is not for a school related event and no reason for the absence was received in the school office from the parent/guardian within 2 days of the absence. Disciplinary action may be taken if an acceptable excuse is not received. This absence is counted in the 10 day attendance policy.

All students, in all grades, kindergarten through grade 12, with more than 10 days absent (70 periods) in any class(es) during a semester, will lose credit in that class or classes unless granted approval due to extenuating circumstances by the school board. This includes all absences that are not school related, regardless of reason. Extenuating circumstances may include family emergency, severe or life threatening medical conditions, or circumstances beyond the control of the student. Once a student has exceeded the 10 days absent, parents/guardians and the student must appear at the next regularly scheduled school board meeting to present their extenuating circumstances.

At the junior high and high school level, no credit will be granted for classes with more than ten days absent without school board approval. At the elementary level, the student who misses more than ten days in the second semester will be recommended for retention unless school board approval of their absences is granted.

Eligible students in grades 7-12 who miss three (3) or fewer non-school related days for a semester will be exempt from one (1) final exam of their choice at the end of the semester. If the student has an F in a class, they may not be exempted from that class's ***semester test.***

In reference to the Rehabilitation Act of 1973, Section 504, parents can request that reasonable accommodations be considered for their child. In the event that a student's medical related absences exceed 10 days, it is the responsibility of the parent to contact the Superintendent for consideration of 504 accommodations.

TARDIES

Students who are tardy to the classroom often cause a disruption to the instructional environment. Students who miss 10 minutes or more of class will be considered absent and not tardy. Five (5) cumulative incidents of tardiness during a semester will count as one (1) full day of non-school related absence. Because attendance is taken for each period of the school day parents are advised to carefully monitor your children's attendance data via Infinite Campus.

For example: A student is tardy during the first semester to English on Sept. 16, 17, & 18th and tardy to Health on Oct. 3 and 4. The student's attendance record will then be changed to reflect a full day's absence on Oct. 4th.

TRUANCY

Truancy is when a child subject to compulsory attendance is not enrolled in school or has an unapproved absence for 10 consecutive days. The parent/guardian or other person responsible for the care of the child can be prosecuted under the law.

LEAVING SCHOOL GROUNDS

Students will not be allowed out of school to go buy supplies, run errands, etc. Only students in grades 9-12 are allowed to leave the school during lunch time, however, vehicles are not to be driven. Students in grades 7 and 8 are to remain at the school. Ineligible students will not be permitted to leave campus during the noon hour. *The privilege of leaving school grounds during lunch (open-campus), may be revoked at any time at the discretion of the superintendent for an individual or for all students.*

ELIGIBILITY

The intent of our school's eligibility process is to communicate to the student and his/her parent/guardian that the student in question is failing to achieve acceptable standards in the classroom.

1. Grades 7 & 8 eligibility will be addressed approximately every two weeks during the course of the year. Grades 9-12 eligibility is addressed at mid-quarter and end of quarter. See eligibility periods in #08. MHSAs standards will also be enforced for students involved in association contests which includes that a student must have received a passing grade and received credit in at least twenty periods of prepared work per week during the last preceding semester in which enrolled. If a student is assigned an "incomplete" in a subject at the end of a semester, he/she has not received a passing grade.
2. The school will document evidence of notification to parents regarding substandard academic performance *in the eligibility letter mailed home.*
3. Any student whose cumulative average for all classes, for the portion of the grading period is lower than a C or 2.00 GPA will be declared ineligible. Or, any student who has an F in any single class, will be declared ineligible. Students who are deemed ineligible at the end of the school year will remain so through the first eligibility period of the following year. Grades and GPA's calculated by Infinite Campus are what will be used in determining eligibility/ineligibility. If a student has an incomplete at the end of an eligibility period, they are ineligible until that work is made up, a grade is entered in Infinite Campus and eligibility can be determined.
4. Ineligible students will not be permitted to leave campus during the noon hour. Students may also be placed in after school detention which will necessitate the parent/guardian to pick up their child upon completion of each detention period.
5. Infinite Campus grades will be posted no later than 1:00 PM on the day following the end of a grading period. The parent/guardian notification letter and Infinite Campus report with comments, will be mailed to each parent/guardian of those students declared ineligible.

6. A master list of ineligible students will be e-mailed to Grade 7-12 teachers and coaches by the morning following the above deadline.
7. An ineligible student will not be allowed to participate in any activity that takes place outside of the school campus that is for extra-curricular or reward purposes. The ineligible student stays on campus and attends their normally scheduled classes. The Superintendent has the final say on what constitutes extra-curricular or reward activities.
8. **The following schedule outlines the grading periods and corresponding eligibility/ineligibility periods for students in grades 7 and 8:**

Grading Period	Eligibility/Ineligibility Period
<i>May 5 through May 30 (Prior year)</i>	<i>August 23 through Sept. 6</i>
<i>August 23 through Sept. 1</i>	<i>Sept. 7 through Sept. 27</i>
<i>Sept. 2 through Sept. 22</i>	<i>Sept. 28 through Oct. 11</i>
<i>Sept. 23 through Oct. 6</i>	<i>Oct. 12 through Nov. 1</i>
<i>Oct. 7 through Oct. 27</i>	<i>Nov. 2 through Nov. 15</i>
<i>Oct. 28 through Nov. 10</i>	<i>Nov. 16 through Dec. 6</i>
<i>Nov. 11 through Dec. 1</i>	<i>Dec. 7 through Jan. 3</i>
<i>Dec. 2 through Dec. 20</i>	<i>Jan. 4 through Jan. 24</i>
<i>Dec. 21 through Jan. 20</i>	<i>Jan. 25 through Feb. 7</i>
<i>Jan. 21 through Feb 2</i>	<i>Feb. 8 through Feb. 28</i>
<i>Feb. 3 through Feb. 23</i>	<i>March 1 through March 14</i>
<i>Feb. 24 through March 9</i>	<i>March 15 through March 28</i>
<i>March 10 through March 24</i>	<i>March 29 through April 11</i>
<i>March 25 through April 7</i>	<i>April 12 through May 2</i>
<i>April 8 through April 27</i>	<i>May 3 through May 16</i>
<i>April 28 through May 11</i>	<i>May 17 through June 2</i>
<i>May 12 through May 31</i>	<i>First part of 2017-18 school year</i>

The following schedule outlines the grading periods and corresponding eligibility/ineligibility periods for students in grades 9-12:

Grading Period	Eligibility/Ineligibility Period
<i>April 16 through May 21 (Prior year)</i>	<i>August 23 through Sept. 27</i>
<i>Aug. 23 through Sept. 22</i>	<i>Sept. 28 through Nov. 1</i>
<i>Sept. 23 through Oct. 27</i>	<i>Nov. 2 through Dec. 6</i>
<i>Oct. 28 through Dec. 1</i>	<i>Dec. 7 through Jan. 24</i>
<i>Dec. 2 through Jan. 20</i>	<i>Jan. 25 through Feb. 28</i>
<i>Jan. 21 through Feb. 23</i>	<i>March 1 through March 28</i>
<i>Feb. 24 through March 24</i>	<i>March 29 through May 2</i>
<i>March 25 through April 27</i>	<i>May 3 through June 2</i>
<i>April 28 through May 31</i>	<i>First part of 2017-18 school year</i>

BEHAVIOR AND CITIZENSHIP EXPECTATIONS, THE KNIGHT'S CODE

The ultimate responsibility for a student's behavior rests with the student and the parent/guardian. The Board grants authority to a teacher or principal to hold a student accountable whenever a student's conduct is reasonably related to school or school activities, including: on 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.

The behavior expectations for student conduct and citizenship is outlined in the North Star Knight Code:

Challenge Yourself – set meaningful goals and work hard toward them, strive to improve, take pride in not cutting corners (be thorough), involve yourself, try new things, be willing to make a mistake and be resilient.

Own Your Behavior – have a positive attitude, be responsible for yourself, be ethical, and learn from your mistakes.

Display Respect – be kind in words and actions, use manners, expect and appreciate differences in others, show gratitude, volunteer in the community, and show respect to yourself, others and property.

Encourage Others – be aware of others feelings, try to include everyone, have a good attitude, be cooperative, show empathy, be a good example, and stand up for others.

School classroom rules include:

1. Come to class on time and be prepared to work.
2. Respect the property, belongings, projects and feelings of your fellow students.
3. Follow instructions the first time given.
4. Use "please", "thank you", and "excuse me" frequently.
5. Apologize and accept apologies when appropriate and necessary.
6. No food or drink in classrooms unless for special occasions with teacher approval.
7. Have a written and signed pass when leaving a classroom during class time.

PROGRESSIVE DISCIPLINE PROCEDURES

Managing student behavior has been and will continue to be a cooperative venture for parents and school staff alike. In order to maintain an optimal teaching/learning environment, school personnel are charged with the task of defining his/her expectations, as well as maintaining effective communications with parents/guardians.

To that end, when an infraction has been observed by a school employee, disciplinary action should occur. For a first time offense, some form of oral reprimand will most likely be provided. However, if such infractions persist, a discipline notice will be issued. Detention of varying lengths depending on the infraction will be imposed.

Should parents receive a discipline notice, we ask that it be signed and returned to the respective district employee. Your signature serves only to validate that our effort to keep parents informed has been accomplished.

Finally, in those instances where the school's disciplinary action does not succeed in changing a student's behavior, suspension may be employed. Should detention or suspension become necessary, parents/guardians will be notified. Discipline up to and including suspension may be immediately implemented depending upon the severity of the infraction.

For example: A student is disruptive in class receives a verbal warning by the teacher. After a few verbal warnings, the student's behavior does not change. The teacher writes up a discipline notice that includes 30 minutes of detention after school. The discipline notice is sent home with the student for the parent to sign. The student then brings the signed discipline notice back to the teacher. Similar behavior persists, the teacher writes up a discipline notice that includes 60 minutes of detention after school. Again it is sent home and returned. The behavior does not change so one day of in school suspension is issued. Student behavior again does not change; out of school suspension may be employed.

BEHAVIORAL INFRACTIONS

Because it is virtuously impossible to identify every inappropriate action that could occur while at school, the following terms will be employed to categorize student behavior:

- Disruptive Behavior
- Cheating/Plagiarism
- Fighting/Physical
- Inappropriate Dress
- Cell phone or electronic device misuse
- Endangering Others
- Insubordination
- Fighting/Verbal
- Bullying
- Profanity/Vulgarity
- Vandalism/Theft
- Drugs/Alcohol/Tobacco
- Intimidation or Harassment

BULLYING

Bullying is ongoing physical or verbal harassment or intimidation by a student that has more mental, emotional, or physical power than another student. The best way to deal with it is by disciplining individual issues as they come up, and then taking greater action if a pattern of those incidents becomes evident. Only at the time when a pattern of incidents is evident through investigations would it be termed bullying, following which the full enforcement of our anti-bullying policy would come into effect.

BUS CONDUCT (See also Appendix B, Transportation)

Bus transportation is being provided as a service and is not a guaranteed right, but rather a privilege. This privilege may be suspended if inappropriate behavior is exhibited or persists.

Parents'/Guardians' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated.

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Talk to your child(ren) regarding bus safety and good behavior while riding the school bus.

Students should talk in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. Students should instantly obey any command or suggestions from the driver and/or his/her assistants.

Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent or with a written note from the parent *or the school office*.

DRESS CODE

The main concern of the Board of Trustees is that our students dress neatly and cleanly in clothing appropriate for attending school and conducive to the learning environment. The dress code applies during school as well as school related events and extra-curricular activities.

No clothing or jewelry with profanity, obscene words/gestures/suggestions, "street talk" or promotion of drugs, tobacco, alcohol, or sex will be permitted.

Form fitting yoga pants, yoga capris, spandex or leggings should be covered by a skirt or dress, or top that covers your "posterior" (at a minimum), and is in good taste ("good taste" is at the final discretion of the superintendent). "no shorter than 4 inches above the knee." Skirts, dresses, skorts or shorts should be no more than 4" above the knee unless worn in conjunction with appropriate leggings (not fishnet or other see-through materials). . No skin should be seen 4" above the knee including no holes in clothing 4" above the knee. Skinny pants/jeans are allowed. Pajamas or pajama bottoms are not permitted unless it is during an approved spirit activity.

Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest to be seen (This includes P.E.). Students should keep their chests and backs significantly covered. Camisoles and thin strapped shirts should not be worn unless they are fully covered by an opaque shirt. Translucent shirts must be worn with an appropriate tank top or with a full shirt underneath.

No hats, caps, bandannas, or any other type of head coverings should be worn in the building between the hours of 7:00 AM and 5:00 PM.

A teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the coursework/activities required in the class (i.e. science, vocational classes, P.E., for any special project, etc.) This may extend to footwear, fabric content requirements, head coverings, safety protection, etc.

Appropriate winter wear is required for students who utilize the school's transportation system. Students who arrive to school by other means and opt to wear clothing not suitable to the outside temperatures will not receive special privileges during the school day, including fire drills.

In addition to the above mentioned items, students are expected to be clean and dressed in good taste and shall not in any way disrupt the instruction of students. In any case, the Superintendent and/or his designee shall determine what is in good taste, what is disruptive of the instructional process or what constitutes a dress code violation.

Failure to comply with these requirements may result in disciplinary action as well as possible loss of points or credit for any work that a student may be unable to complete as a result of non-compliance with the regulation. Actions will also include removal from school (or class) to change clothes and a disciplinary notice filed.

1st Violation – Warning and change of clothes; 2nd Violation – Parent phone call, detention and change of clothes; 3rd Violation – Parent phone call, Full Day ISS and change of clothes. Absences due to the violation of the dress code will be recorded as a non-school related absence-unexcused.

DRUG/ALCOHOL/TOBACCO POSSESSION ON SCHOOL PROPERTY

Students possessing or suspected of possessing alcohol, illegal drugs, or tobacco (including e-cigarettes) will be placed in out-of-school suspension pending further investigation. Incidents involving such infractions will be referred to local law enforcement to be further addressed by Hill County juvenile justice authorities.

ELEMENTARY RECESS

Recess times are given to the students in grades K-6 to enable them to be out-of-doors for the purposes of getting fresh air and taking a break from the academic environment. Parents should not request to have their children remain inside the building at these times unless it is an extremely unusual circumstance. Parents are asked to contact their child's teacher and/or provide a note should there be extenuating circumstances.

PLAYGROUND RULES

- A. Students will be expected to follow the Knight's CODE and "Behavior and Citizenship Expectations" listed earlier.
- B. Students are to remain on the playground during recess. They may re-enter the building only with the permission of the Playground Supervisor.
- C. Students are to wear appropriate clothing and shoes for the weather and activities.
- D. The following activities are prohibited on the playground:
 1. Tackle games of any kind.
 2. Throwing dirt, rocks, snowballs, and other dangerous objects.
 3. Hardball, softball, and games involving bats without appropriate supervision.
 4. Any activities that involve riding on the backs and shoulders of other students or the carrying of other students.
 5. Sliding on ice.
 6. Inappropriate use of playground equipment.
 7. Climbing on fences or poles.
 8. Playing in puddles with the intention of getting soaking wet.
 9. Riding bikes on school grounds during school hours.
- E. The playground supervisors may stop any activities they feel are endangering the students or interfering with the playing of others.
- F. Students are discouraged from bringing expensive toys and personal property for play.

Consequences for Playground Infractions

- A. Verbal warning.
- B. Time out or loss of recess privileges as determined by the supervisor on duty.
- C. Serious or multiple infractions will involve a discipline notice for further consequences.

GUN-FREE & WEAPON- 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.

For purposes of this section a “firearm” means any device as defined in 18 U.S.C. § 921. “Firearm” also includes any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death, or any device or instrument which is threatening, strikes terror, or which may be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives including jack knives and pocket knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. “Firearm” also includes any object, device or instrument having the appearance of a weapon, including such objects, devices or instruments which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to threaten, intimidate, and/or inflict bodily harm and such use will be treated as the possession and use of a weapon.

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

SEARCH AND SEIZURE GUIDELINES

The purpose of North Star Schools is to provide a quality education in a safe environment for students and staff. Therefore, the following guidelines are in place.

- A. The District maintains ownership of student lockers and desks, so school staff may and will search them on a periodic basis to protect the health, safety, and welfare of all students.
- B. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees or law enforcement officials to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present and may be made without permission of the student or parent/guardian.
- C. A student’s person may be searched by school employees or law enforcement officials when there is reasonable cause to believe that the student has on his/her person illegal items that may interfere with school purposes.
- D. Items determined to be a threat to the safety or security of others and items that disrupt or interfere with the educational process will be removed from a student’s possession/person.
- E. Vehicles parked on school property may be searched by school employees and law enforcement officials when there is reasonable cause to believe the health, safety, or welfare of students or staff may be in jeopardy.
- F. The school reserves the right, and provides authority to the Superintendent, to randomly use specially trained dogs to search lockers, desks, parking lots and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials.
- G. Students are advised not to keep money or items of value in lockers or in the locker rooms at any time. The school district is not responsible for lost or stolen items, before, after or during school hours.

INTERQUEST CANINE DETECTION

North Star Schools have a contract with Interquest Detection Canines of Montana to conduct periodic inspection of our school sites. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications. All inspections will be conducted within the scope of law and conducted intermittently during the year at the company's and school district's discretion.

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection.

PROPERTY DAMAGE

In the case of damage or loss of school district property, students and their parents/guardians will be held responsible for the repair or replacement of such property damaged through carelessness or misuse.

Students will be required to pay a fine for any damage occurring to school property (such as books or iPads) that occurs as a result of negligence or intention. Our school has chosen to forego the "insurance" payment previously required for iPad use and will now treat them as any textbook or other school property. Students are encouraged to use them appropriately, and any damage resulting from negligence or intentionally damaging an iPad will have to be paid for by the student. iPads will be inspected upon issuance and reception by the school for damage. Students who damage an iPad are required to report that damage immediately to Mrs. Jorgenson. Any student who does not report damage at the earliest available time will be considered to have damaged it in a negligent manner. If the damage has occurred from normal wear and tear and is considered within reason by technology staff or the superintendent, no fine will be levied.

INCLEMENT WEATHER

There are times when weather conditions make roads impassable or risky for our students. As a result, the busses may not run or may be late getting to their stops. There are also occasions when school is called off altogether.

During these times, it is in the parents'/guardians' and students' best interest to listen to the local radio station in Havre (KPQX FM 92.5 or KOJM AM 610). An announcement as to which busses are running or the status of the school day will be made. When possible, the school will also attempt to contact parents via the Infinite Campus messenger system.

If students are already at school when bad weather moves in, every effort will be made to communicate with all parents/guardians about dismissal procedures, bus routes, and other important information.

EMERGENCY EVACUATION

In the event of an emergency such as a fire, hazardous material or chemical spill where students and staff need to be relocated from the school buildings, the elementary will relocate to the high school. Likewise, the junior high and high school would be relocated to the elementary school. If the railroad crossing in Gildford is blocked then the elementary would go to the Gildford Colony north of Gildford. If the railroad crossing in Rudyard is blocked then the junior high and high school would relocate to the Craig & Twyla Anderson farm northwest of Rudyard (3 miles north, 3.4 miles west of Rudyard).

TELEPHONES

School telephones are primarily business phones and should be used as such. Students will be permitted to use the phone only when necessary. **Parents: Please do not ask teachers or students to come to the phone during the time classes are in session.** Messages will be taken for all

students and given to them between classes or at lunch. Phone calls to teachers will be transferred to them before school begins, during their prep period, and after school. At all other times, messages will be taken.

CELL PHONES and ELECTRONIC DEVICES

Cell phones and electronic devices are part of today's society and can be useful devices when used responsibly. Use of such devices at school are a privilege. With more privileges, the penalty for misuse is also increased.

For elementary students: cell phones or electronic devices shall not be visible or activated at school or on a bus by students except by permission from the Superintendent or classroom teacher. Electronic devices visible or used at school without permission will be kept by the teacher or staff member and may be returned to the student at the end of the school day or picked up by a parent. The school is not responsible for the replacement of any confiscated, lost or stolen devices or items.

Students in grades 7 through 12 may use cell phones and electronic devices at school and on buses subject to the following rules.

1. Harassment or intimidation via any cell phone or electronic device while at school, on a school bus, or at a school related event will be subject to the bullying policy.
2. Cell phones and electronic devices may be used before school and at lunch time in the common areas (cafeteria, pit, gym, hallways) until the bell rings. They should not be used near food or drink (put them away while eating breakfast and lunch). Ear buds should only be used at the discretion of the teacher and not used in the hallways.
3. Cell phones or electronic devices shall be placed face down on the student desk/table for the entire class period.
4. If a cell phone or electronic device distracts the class (rings/vibrates/etc.), the staff member will answer it or look at the text or message
5. Cell phones and electronic devices may not be taken into bathrooms, locker rooms or other locations where such operation will violate the privacy right of another person.
6. Student use of an iPad when not directed by a staff member or for other activities not related to classroom instruction will have the same consequences as cell phones and electronic devices.
7. The school is not responsible for the replacement of any confiscated, lost or stolen items.
8. Teachers may have additional cell phone or electronic device restrictions for their classroom. The use of electronic devices may be allowed by an individual teacher for student use during instruction; however, that use will only be for an approved educational purpose and only with the permission of a teacher at appropriate times in the lesson.

If the above rules are not followed the following consequences will apply:

- 1st offense – phone/device will be taken by the staff member for 24 hours and documented on a discipline form.
- 2nd offense – phone/device will be taken by the staff member for 7 days and documented on a discipline form.
- 3rd offense – student will not be allowed to bring the phone/device to school for the remainder of the semester. If the offense is iPad related, the only apps enabled will be as directed by the student's teacher.

MEAL COSTS

Breakfast prices are **\$1.55** for students and \$2.00 for adults. Lunch prices are **\$2.55** for students, \$2.50 for staff, and \$6.00 for non-employee adults. Or **\$82.00** for 20 days (breakfast and lunch) for students.

Students must prepay or pay for meals each day that they eat. Parents will be contacted (via e-mail, regular mail or a phone call) when their child(ren) has a meal balance of \$10 or less. Once a

student is \$20 overdue, they must bring their own meals or bring money for each meal that they eat at school until the bill is paid in full. If at any time parents/guardians are unable to pay within the required time frame, please contact the Ms. Tempel or Mr. Hawkins to make other arrangements. The student may be given a sandwich or minimum required meal if the account continues to be overdue.

Meal balance can be obtained from mobile devices or on the Infinite Campus Portal. The Infinite Campus Portal is available via the Internet at www.northstar.k12.mt.us. For mobile devices, download the Infinite Campus Mobile Portal application from the App Store. In settings, enter the District ID of CRQNXT and select go. You will then enter your Infinite Campus username and password.

The Free and Reduced-Price School Meals Program is available for students of North Star Schools. Application forms for the Free and Reduced-Price School Meals are sent out from the school in the August "Back-to-School" packet to all families of students who attend school. These forms are also available at the school at any time of the year should a family's income status change.

It is very important for the North Star District to have an accurate and complete count of students in the Free and Reduced-Price School Meals Program. Our student count determines the amount of Federal Funds available to the district in areas such as E-Rate support and the Title programs. **All applications for Free & Reduced Lunch consideration are held in strict confidentiality.**

STUDENT ORGANIZATIONS

The North Star Board of Trustees recognizes the merit of student organizations which are properly sponsored, governed, and conducted. Montana Law sets down most guidelines that determine direction and limits.

- A. All student activities shall be governed by rules and regulations of the Board of Trustees.
- B. The Superintendent, as the agent of the Board of Trustees, shall have final control over the activities of all student organizations.
- C. No student organization or activity shall exist in the school, or any money collected, without prior consent of the Superintendent.
- D. All student organizations shall have a faculty advisor who will be responsible for the group and its activities.
- E. The use of school transportation and/or facilities shall be granted by the Superintendent when there are no conflicts with regular schedules, prior obligations, or other arrangements already in place. A Facility Use Form should be submitted.
- F. All student organizations should expect to pay for most of their expenses.
- G. Any group sponsoring a student activity shall be held accountable for any damage to school buildings or property, and for any clean-up as needed as a result of the activity.
- H. Funds will be available to pay reasonable expenses of the team members, coaches, and managers for tournament participation beyond Districts.
- I. All funds shall be kept in the North Star Activity Account where individual club or organization line items occur. All money will be routed to the Business Manager immediately after an event or fund raiser and it will be receipted and deposited into the bank.
- J. Before payment shall be made, a request for payment shall be filled out and presented to the Business Manager with pertinent slips attached. Before any check is issued, the request for payment must be signed by the Business Manager and the Superintendent.
- K. No expenditures shall be authorized unless approved first by the group advisor. Any expenses incurred without authorization will become the responsibility of the individual.
- L. Upon graduation from high school, any balance left in the senior class account will remain in the student activity account. The Board of Trustees will determine how the balance of the account will be used.

CLASS TRIPS

North Star Schools will not sponsor any senior trips or "sneak days" except for those expressly approved by the Board of Trustees at a regular or special meeting.

STUDENT FUNCTIONS

All general student functions, dances, or other parties are closed to the general public and restricted to students, chaperones and administration approved guests. All must be sponsored by a reasonable number of adults as determined by the Superintendent.

SCHOOL BUILDING USE

Students are not allowed under any circumstances to be in any part of the school building after school hours unless accompanied by an approved adult or with administrative approval.

PICKING UP STUDENTS

If you pick your child up after school, please arrange to meet them in the lobby area or in the school parking lot. This not only keeps teacher and student distractions down to a minimum, but also provides for a safe and smooth dismissal for the students and staff. Parents/Guardians are asked not to wait outside individual classrooms prior to dismissal. Students will not be called out of class until a parent/guardian arrives at the office to check their student out.

ACTIVITY TICKETS

Activity passes enable students and adults to gain admission to all regular season competitions throughout the course of a school year. Students in grades 5-12 will be required to purchase an activity pass if they are participating in football, volleyball, basketball, or track (unless a family pass has been purchased). Volleyball showcase tournaments, football playoff games, and tournament events at the District, Divisional, and State levels are not covered by the North Star Activity Pass. Activity passes may be purchased in the Business Manager's office. A list will be maintained at the ticket counter with the names of all pass holders, thus alleviating the need to carry your pass with you. Pass prices are as follows:

Family Pass.....	\$250.00	Adult Pass.....	\$125.00	Student Pass.....	\$25.00
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CHECKS RETURNED

The school will make every attempt to collect on returned checks and will charge a fee of \$25.00 per check. After 30 days all uncollected checks will be turned over to the Havre Credit Service.

The school will no longer accept checks from individuals who have issued bad checks. These patrons will be placed on a cash only basis for a term not to exceed 2 years.

A list of names who have issued the school bad checks will be with each cash box. Cashiers will refuse checks from those individuals on that list.

CHURCH NIGHT ACTIVITIES

Every effort will be made to not schedule any school activities on Wednesday night in order to provide time for church-sponsored activities. When practices are scheduled, they will conclude no later than 6:00 PM.

PARENTING PLANS

The district encourages parents to be involved in their student's school experience. It is the responsibility of the parent to provide the district with any court approved parenting plan with specific requirements.

Lunch Schedule

Elementary

Grade	Time
K	11:45 - 12:10
1	11:50 - 12:15
2	11:55- 12:20
3	Noon - 12:25
4	12:05 - 12:30
5	12:10 - 12:30
6	12:10 - 12:30

Jr. High/High School

Duty - *Noon*
Others *listed in the bulletin* - 12:07
Remaining - 12:14

Elementary Recess Schedule

	Morning	Lunch	Afternoon
Grades K-3	09:55 ~ 10:10	12:30 ~ 12:50	1:50 ~ 2:05
Grades 4-6	10:15 ~ 10:30	12:30 ~ 12:50	Optional

Jr. High & High School Bell Schedule

Period

First	8:05 AM to 9:05 AM
Second	9:08 AM to 10:08 AM
Third	10:11 AM to 11:11 AM
Fourth	11:14 AM to 12:14 AM
Fifth	12:39 PM to 1:39 PM
Sixth	1:42 PM to 2:42 PM
Seventh	2:45 PM to 3:45 PM

Appendices

- A. Electronic Information, Services and Networks
- B. Transportation

Appendix A

Electronic Information, Services and Networks

The focus of the technology program at North Star School is to provide tools and resources to the 21st Century Learner. Increasing access to technology is essential for the future. Some of the learning tools of these 21st Century students include the iPad, computers, the Internet, the school network and an online classroom management system and e-mail program (Gaggle). Use of these systems is a privilege, not a right. These tools are a way to empower students to maximize their full potential and to prepare them for college and the workplace. Teachers may begin to move to digital textbooks and online tools to enhance student learning.

The District expects all students to take responsibility for appropriate and lawful use of these resources. The board policies, 3612 and 3612P, which outline acceptable uses, unacceptable uses, etiquette, copyright concerns, and Internet safety are included in this document. If a user violates these policies, the District may deny or withdraw a student's access and may subject a student to additional disciplinary action, and/or terminate your possession of North Star School property. In addition, a student may face other disciplinary measures addressed by school rules, or State and Federal Laws.

Internet

Online rules:

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers to anyone I meet on the Internet.
2. I will not give out my e-mail password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
5. I will tell my teachers/parents if I see any bad language or pictures on the internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I "meet" online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language online.
9. I will practice safe computing, and check for viruses whenever I borrow a flash drive from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy.

Gaggle

State education standards include technology and electronic communication. In order to meet these standards, and give students experience with e-mail, the District has obtained safe

e-mail accounts through Gaggle. Gaggle is a safe, web-based Internet system for students where the teacher is always in control. They provide numerous tools that protect students from the potential problems of e-mail and social networking. The school controls what level of access the students have and whom they can communicate with, and can set it to be as restricted as necessary. All messages pass through a number of filters. Messages with offensive language, questionable domains, banned file types, or pornographic images are automatically rerouted to the student's teacher for review. Gaggle uses a unique anti-pornography scanner and blocked word lists that are customizable by our school.

All students will have a digital locker, which is an online file storage system. Files can be uploaded and accessed from anywhere, so students can work on documents or projects at home without needing to transfer their files. Teachers can create school or class message boards for discussions or language and images will be rerouted to the teacher for review.

If a student's e-mail or message board post is rerouted to the teacher and the teacher determines that they are in violation of the rules, the student may be subject to disciplinary measures.

iPad Guidelines, Care and Maintenance

- ***iPads should be brought to class every day, charged and ready to use.***
- Never leave the iPad unattended.
- Do not place food and/or liquids near the iPad.
- Do not place anything on top of the iPad or lean on it.
- Never attempt to repair or reconfigure the iPad or any of the peripherals.
- Do not write, draw, stick or adhere anything to the iPad or its cover.
- Do not expose the iPad to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not touch the screen with anything other than your finger or a stylus. (pens, pencils, etc.)
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Keep the screen clean by using a soft dry cloth-NO CLEANERS OF ANY TYPE.
- iPads will be in a keyboard/folio with a district-recorded number. This keyboard/folio must not be removed for any reason.
- iPads are not allowed in the bathroom or locker room as they are a camera/recording device.
- The iPad is intended for school use only. Photos and video should be for school projects only.
- Students may have no expectation of privacy on any information stored on, accessed from, or used with the iPad. All student files are subject to be reviewed.
- The iPad belongs to North Star Schools and appropriate school personnel may monitor it or access its contents at any time.
- Under no circumstances may iPads be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms or hallways.
- Files/documents may not be deleted by anyone other than the original creator/owner.
- Sound will be muted at all times unless permission is obtained from the teacher.
- Student use of the Internet must comply with district policy.

- The software/apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times.
- iPads will have multiple restrictions applied to them in the form of profiles. These restrictions include the inability to download apps, music, or movies.
- Students are not permitted to connect their iPads to any computers, and/or synchronize their iPads to any personal iTunes accounts for any purpose.
- Any attempts by students to circumvent any district management settings through software restoration or jailbreaking will result in the confiscation of the iPad and disciplinary action. Actions such as these will be noticed immediately because the student will no longer be able to log onto the school network as the network settings will be gone.

Board Policy 3612 District Provided Access to Electronic Information, Services and Networks

General

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to the network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum consistent with the District's educational goals.

Acceptable Uses

1. **Educational Purposes Only.** All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:
 - A. Uses that violate the law or encourage others to violate the law, including, but not limited to, transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustee, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If a user violates this policy, the District will deny a student's access or will withdraw access and may subject a student to additional disciplinary action. An administrator or building principal

will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

Policy History

Adopted on: 7/1/2005

Revised on:

Board Policy 3612P Acceptable Use of Electronic Networks, Terms and Conditions, Internet Safety

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the district; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or Superintendent) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether is it copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;

- k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – the user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Superintendent. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – copyright law and district policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) or a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail.
 - a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provided e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via the district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain

name and identifies the author as being the district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to an Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using district Internet access, to ensure that the students abide by the Terms and conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The District shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and Superintendent shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554
Broadband Data Services Improvement Act/Protecting Children in the 21st
Century Act of 2008 (P.L. 110-385)
20 U.S.C § 6801, et seq. Language instruction for limited English proficient
and immigrant students
47 U.S.C § 254(h) and (i) Universal service

Procedure History:

Promulgated on:

Revised: 1-16-2012

Appendix B Transportation

The Bus Rider CODE

Challenge Yourself

Stay seated until you get to your destination
Keep all objects & parts of the body inside of the bus

Own Your Behavior

Be responsible for yourself
Keep hands & feet to yourself
Use a low tone of voice (voice level 1 or 2)

Display Respect

Be kind and use good manners
Pick up trash and wipe up spills
Thank the bus driver & use the sidewalks

Encourage Others

Set a good example



Each year School District 99M travels many miles per day to provide transportation to elementary and high school students. Every effort is made to assure the parent and student that the school bus ride is as safe as possible. You, as parents and student passengers, can help make each school bus ride a safe one.

RULES

The following rules have been developed to insure a safe, enjoyable, and efficient ride. Remember the Knight's CODE when traveling on the school bus: Challenge yourself, Own your behavior, Display respect, Encourage others. The same behavior rules that apply at school apply on the bus.

Prior to Boarding the School Bus:

1. Be on time and waiting for the bus at the approved school bus stop. On Highway 2, students are to be within 100 feet of the highway and ready to board the bus. The bus will only stop long enough for students to load/unload.
2. Wait on the side of the road or on the sidewalk for the bus.
3. Practice good manners, respect others and their property.
4. Wait for the school bus to come to a complete stop before boarding the bus.
5. Do not run toward the bus in an effort to be the first to board the bus. Wait for the driver to signal you to cross the road, then walk to the bus to begin boarding. When it is necessary to cross the road at a bus stop, cross only in front of the bus, after looking both ways to make sure no traffic is approaching and upon signal from the driver.

While Riding the School Bus:

1. Go immediately to a seat, sit down and remain in the seat until the bus is completely stopped. Students may not reserve seats
2. Keep all objects and all parts of the body inside the bus when in motion.
3. Keep the aisles clear at all times. Backpacks, instruments, lunch boxes and so on should either be placed under the seat, or held in the lap.
4. Talk should be at voice level 1 or 2 (low conversational tone). Riders should not carry on unnecessary conversation with the driver.
5. Use language and behaviors appropriate for school.
6. Students in grades kindergarten through 6th grade are not allowed to use electronic devices on the bus. For grades 7 through 12, responsible use of cell phones and electronic devices is permitted. The camera and/or video capabilities of these devices are not to be used on the bus. Harassment or intimidation via any electronic device while on the bus will be subject to the bullying policy. These devices are subject to the same policy as outlined in the body of this handbook.
7. Obey any command or suggestion from the bus driver. The driver is in full charge of the bus and riders. At the discretion of the driver, students may be assigned a seat.
8. Repeated acts of misbehavior may result in the loss of bus riding privileges.
9. Report any damage to the driver.
10. There will be no use of tobacco/alcohol/drugs/e-cigarettes on the bus at any time.
11. Students may eat food and drink beverages on the bus. Remember to clean up after yourself. Sunflower seeds are not to be eaten on any bus.
12. Students will not exit from emergency doors unless a real emergency exists or for practice drills.

Leaving the School Bus:

1. Students may not depart the bus at a stop other than their own without written permission from the parent.
2. Do not run or push while unloading from the bus.
3. Cross in front of the bus and watch for the driver to give the "all clear" signal before crossing.
4. Students should go directly from their bus stop to their home.
5. Every attempt will be made to have the buses arrive at the unloading stops within a 10 minute time range. However, please realize that one late student, one car parked in the school loading zone, one lost lunch box, etc., will change all the best laid plans.

WHAT CAN PARENTS DO?

1. Insure that your children are at their bus stop five (5) minutes early in the morning.
2. In the afternoon, be at the bus stop five (5) minutes early to pick up your child. If you are late for some reason, call the school to relay the message to the driver. Students will NOT be left alone at a bus stop.
3. Dress your children in clothing appropriate for the weather conditions.
4. Encourage and discuss safe bus behavior at home.
5. Establish a safety-minded example for your children.

EMERGENCY WEATHER CONDITIONS

In the event that weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the closing of the schools will be broadcasted over KOJM 92.5 (Havre) and KRYK 101.3(Chinook). If buses are dispatched early during the day, due to adverse weather conditions, radio announcements will be broadcasted immediately. When possible, the school will also attempt to contact staff via the Infinite Campus messenger system.

SCHOOL TRANSPORTATION POLICY

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the terms listed in this document. Non-compliance may result in the parent transporting the student to and from school.

The Transportation Program is set up to provide bus service:

1. To public school students, grades K-12 who live three (3) or more miles from school and for which a route and designated stops have been established. (No north Rudyard route.) (Montana Law provides methods of financing for transportation for these eligible students through taxation.)
2. Patrons must not expect the bus to stop at every street or lane or deliver to your door. Transportation is a group service and not an individual taxi service. Do not ask for the bus to stop at undesignated locations.
3. Buses which meet the State Highway Patrol inspection will be used and drivers will be certified according to regulations of the State Department of Public Instruction.

INDIVIDUAL TRANSPORTATION CONTRACTS

Your family may be eligible for mileage reimbursement from your home to the nearest bus stop/school. If you qualify, complete an Individual Transportation contract prior to June 1st each year. New residents are excluded from the June 1st deadline.

ACCEPTABLE BEHAVIOR

- ◆ **FOLLOW THE KNIGHT'S CODE**
- ◆ **STAY SEATED**
- ◆ **FACE FORWARD**
- ◆ **TALK IN A QUIET VOICE**
- ◆ **FOLLOW BUS DRIVER INSTRUCTIONS**



NORTH STAR SCHOOLS

Student Information

Student's Legal Name: _____
Last First Middle

Student Cell Phone #: _____ Grade: _____ Date of Birth: _____

Health Insurance Carrier: _____

Policy Number: _____ Family Physician: _____

Allergies, medications, or medical conditions that school personnel should be aware of: _____

Emergency Contact Person (other than parent/guardian): _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian Information

Mother's Name: _____

Father's Name: _____

Residence Address: _____

Residence Address: _____

Mailing Address: _____

Mailing Address: _____

City: _____ State _____ Zip _____

City: _____ State _____ Zip _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

E-Mail: _____

E-Mail: _____

Occupation: _____

Occupation: _____

Employer _____

Employer: _____

If Parent or Guardian is different than Mother/Father listed above, please complete, otherwise leave blank.

Parent/Guardian Name: _____

Residence Address: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-Mail: _____

Occupation: _____

Employer _____

Print Parent/Guardian Name: _____

Date: _____

Signature of Parent/Guardian: _____

Student/Parent Sign-off

North Star Schools Student/Parent Handbook 2016-17

Students and their parent(s)/guardian(s) must complete this sheet within the first 4 days of school and return it to the office. Once this sheet is returned, students will be eligible to participate in any school activity and/or have access to technology tools at school.

Statement	<i>Parent Initials</i>
My student and I agree to follow the Electronic Information, Services and Network policies, rules and guidelines outlined in Appendix A. I understand that if the rules are violated, the student account may be terminated, they may face disciplinary measures addressed by school rules or State and Federal Laws. This includes all technology components including but not limited to computer and Internet use, Gaggles and iPads. I will instruct my child in the importance of following the rules. I give permission to North Star Schools to issue an account to my child.	
I am aware that if I do not want student directory information released to third parties that I must request a form from the office.	
I am aware that if I do not want student directory information used in school publications, I must send a letter to the school office.	
I give permission for personnel at the school office to administer headache/pain medicine, other prescription medicine, or over-the-counter medications per dosage guidelines on the packaging as provided by me when necessary. My student will not carry prescription or over-the-counter medications on their person or in their backpack, they will be turned in to the office.	
Elementary parents/guardians only: I would like the school to call me when my child has been given medicine as provided by me.	
I am aware that if my child has my permission to carry and self-administer medication, I must request and complete a form from the school office that requires a physician's signature. (For students with inhalers, epi-pen, insulin, etc.)	
In the event it becomes necessary for the district staff to obtain emergency care for my child, neither he/she nor the school district assumes financial liability for expenses incurred because of an accident, injury and/or unforeseen circumstances.	
My student and I agree to follow the Transportation rules and guidelines outlined in Appendix B and understand the rules of riding the school bus.	
My student can watch G & PG movies. A permission form is not needed each time a PG movie is shown.	

We have read and agree to abide by and support the North Star School Student/Parent Handbook for school year 2016-17.

Grade

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature